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1. Scope

In order to conduct business, Teradata must use certain materials that require specific precautions be taken to protect our employees' health. Therefore, it shall be the policy of all Teradata facilities to communicate any hazards associated with handling hazardous materials to employees involved in those operations.

This procedure is intended to cover those employees who are directly involved with handling of hazardous materials or supervision of those activities.

Refer to Teradata's EHS Policy Matrix for all country-specific exceptions or requirements to this Standard Operating Procedure (SOP). This matrix can be found on the intranet under the Policy Documents.

The effectiveness of the Hazard Communication Program, as with Teradata's normal Environmental Health and Safety Program (EHS), depends upon the active support and involvement of all personnel.

2. Definitions

- **Chemical** - Any element, chemical compound or mixture of elements and/or compounds.
- **Chemical manufacturer** - An employer with a workplace where chemical(s) are produced for use or distribution.
- **Chemical name** - The scientific designation of a chemical in accordance with the nomenclature system developed by the International Union of Pure and Applied Chemistry (IUPAC) or the Chemical Abstracts Service (CAS) rules of nomenclature, or a name which will clearly identify the chemical for the purpose of conducting a hazard evaluation.
- **Combustible liquid** - Any liquid having a flashpoint at or above 100 deg. F (37.8 deg. C), but below 200 deg. F (93.3 deg. C), except any mixture having components with flashpoints of 200 deg. F (93.3 deg. C), or higher, the total volume of which make up 99 percent or more of the total volume of the mixture.
- **Common name** - Any designation or identification such as code name, code number, trade name, brand name or generic name used to identify a chemical other than by its chemical name.
- **Compressed gas** - 1) A gas or mixture of gases having, in a container, an absolute pressure exceeding 40 psi at 70 deg. F (21.1 deg. C); or 2) A gas or mixture of gases having, in a container, an absolute pressure exceeding 104 psi at 130 deg. F (54.4 deg. C) regardless of the pressure at 70 deg. F (21.1 deg. C); or 3) A liquid having a vapor pressure exceeding 40 psi at 100 deg. F (37.8 deg. C) as determined by ASTM D-323-72.

- **Container** - Any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous chemical. For purposes of this section, pipes or piping systems, and engines, fuel tanks, or other operating systems in a vehicle, are not considered to be containers.
- **Corporate EHS Contact** - The advisor to all Teradata sites and their designated Site EHS Coordinator. The Corporate EHS Contact makes recommendations for addressing regulatory compliance issues and risks, serves as a liaison between Corporate Real Estate, HR and the location for EHS matters. The Corporate EHS Contact will maintain the list of those persons at each site designated as the Site EHS Coordinator.
- **EHS Policy Matrix** – A summary in matrix form of all environmental health and safety policies and procedures that highlight key country-specific anomalies.
- **Employee** - A worker who may be exposed to hazardous chemicals under normal operating conditions or in foreseeable emergencies. Workers such as office workers who encounter hazardous chemicals only in non-routine, isolated instances are not covered.
- **Explosive** - A chemical that causes a sudden, almost instantaneous release of pressure, gas, and heat when subjected to sudden shock, pressure, or high temperature.
- **Exposure or exposed** - An employee is subjected in the course of employment to a chemical that is a physical or health hazard, and includes potential (e.g. accidental or possible) exposure. Subjected in terms of health hazards includes any route of entry (e.g. inhalation, ingestion, skin contact or absorption.)
- **Flammable** - A chemical that falls into one of the following categories:
  - **Aerosol-flammable** - An aerosol that yields a flame projection exceeding 18 inches at full valve opening, or a flashback (a flame extending back to the valve) at any degree of valve opening;
  - **Gas-flammable** - A gas that, at ambient temperature and pressure, forms a flammable mixture with air at a concentration of thirteen (13) percent by volume or less; or a gas that, at ambient temperature and pressure, forms a range of flammable mixtures with air wider than twelve (12) percent by volume, regardless of the lower limit;
  - **Liquid-flammable** - Any liquid having a flashpoint below 100 deg. F (37.8 deg. C), except any mixture having components with flashpoints of 100 deg. F (37.8 deg. C) or higher, the total of which make up 99 percent or more of the total volume of the mixture.
  - **Solid-flammable** - A solid, other than a blasting agent or explosive, that is liable to cause fire through friction, absorption of moisture, spontaneous chemical change, or retained heat from manufacturing or processing, or which can be ignited readily and when ignited burns so vigorously and persistently as to create a serious hazard. A chemical shall be considered to be a flammable solid if it ignites and burns with a self-sustained flame at a rate greater than one-tenth of an inch per second along its major axis.

- **Flashpoint** - The minimum temperature at which a liquid gives off a vapor in sufficient concentration to ignite
- **Hazardous chemical** - Any chemical that is a physical or health hazard.
- **Hazard warning** - Any words, pictures, symbols, or combination thereof appearing on a label or other appropriate form of warning which convey the specific physical and health hazard(s), including target organ effects, of the chemical(s) in the container(s).
- **Health hazard**- A chemical for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees. The term health hazard includes chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic system, and agents which damage the lungs, skin, eyes, or mucous membranes.
- **Immediate use** - The hazardous chemical will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred.
- **Industrial hygiene** - The science of recognition, evaluation, and control of environmental health hazards arising in the work place. This science is an important part of the Hazard Communication Program.
- **Label** - Any written, printed, or graphic material displayed on or affixed to containers of hazardous chemicals.
- **Mixture** - Any combination of two or more chemicals if the combination is not, in whole or in part, the result of a chemical reaction.
- **MSDS (Material Safety Data Sheet)** - A Material Safety Data Sheet or MSDS is a form containing data regarding the properties of a particular substance. It is intended to provide workers and emergency personnel with procedures for handling or working with that substance in a safe manner, and includes information such as physical data (melting point, boiling point, flash point, etc.), toxicity, health effects, first aid, reactivity, storage, disposal, protective equipment and spill handling procedures.
- **Oxidizer** - A chemical other than a blasting agent or explosive that initiates or promotes combustion in other materials, thereby causing fire either of itself or through the release of oxygen or other gases.
- **Pyrophoric** - A chemical that will ignite spontaneously in air at a temperature of 130 deg. F (54.4 deg. C) or below.

- **Site EHS Coordinator** - The Site EHS Coordinator is the management individual responsible for implementing Teradata EHS policies and procedures at their site. The Site EHS Coordinator will serve as the communication tool distributing information and training programs and relaying site specific information to the Corporate EHS Contact.
- **TLV** – Threshold Limit Value
- **Unstable-reactive** - A chemical which in the pure state, or as produced or transported, will vigorously polymerize, decompose, condense, or will become self-reactive under conditions of shocks, pressure or temperature.
- **Water-reactive** - A chemical that reacts with water to release a gas that is either flammable or presents a health hazard.

3. Responsibilities

Site EHS Coordinator

- Ensure all management personnel are aware of the Hazard Communication Program
- If necessary, appoint a Program Coordinator if there are hazardous materials being used in the facility
- Review operations with supervisors to determine what jobs require hazard communication training
- Annually audit the Hazard Communication Program's progress

Department Manager

- Follow-up to ensure supervisors are carrying out prescribed company policy
- Notify the Site EHS Coordinator of any operating changes affecting the hazardous materials being used
- Ensure up-to-date records are maintained on training of all employees required to handle hazardous materials

Supervisor

- Identify all jobs requiring the use of hazardous chemicals and list those chemicals
- Provide and document training of employees in safe handling of hazardous materials
- Periodically inspect engineering controls and personal protective equipment
- Make routine surveys of the work area to ensure safe practices are being followed
- Ensure required labeling practices are being followed
- Enforce applicable safety and health rules

Employees

- Obey established safety rules
- Use personal protective equipment (PPE) as authorized by company procedure
- Use approved labels on containers (don't remove labels)
- Ensure that all containers are labeled including water
- Don't use unapproved containers for hazardous materials
- Know the location of emergency equipment, i.e., first aid supplies, emergency eyewash, MSDS, etc.
- Know your role in emergency procedures
- Inform your supervisor of:
  - Any symptoms of overexposure that may possibly be related to hazardous chemicals
  - Missing labels on containers
  - Malfunctioning safety equipment

Hazardous Communication Program Coordinator

- Keep an up-to-date file of all Material Safety Data Sheets (MSDS) and maintain a list of all hazardous chemicals in an up-to-date manner. MSDSs are not required for chemicals in commercial packages that are used for their intended purpose.
- Annually review work areas for compliance with company policy
- Annually audit all records to ensure that the most current MSDSs are on file and employees' training is documented
- Coordinate emergency procedures and fire department activities related to hazardous chemicals

4. Procedures

List of Hazardous Chemicals

A list of all hazardous chemicals present in the workplace using an identity that is referenced on the appropriate Material Safety Data Sheet (MSDS) must be maintained at all times.

A copy of the list of hazardous chemicals will be incorporated into the written Hazard Communication Program for the location. Refer to Teradata's EHS Policy Matrix.

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Labels

Labels – Hazardous Materials

- All manufacturers' labels will be left on the containers
- All containers will be labeled (all container need be labeled even if there is an exemption).
- At a minimum, each label must contain the following:
  - Identification of the material in the container
  - Appropriate hazard warnings, such as health, fire and reactivity
  - Name and address of chemical manufacturer, importer, or the responsible party (applies only to manufacturers' labels)
- In-plant bulk storage or processing containers will be labeled with:
  - Product or chemical name
  - Appropriate hazard warnings as to health, fire or reactivity taken from the MSDS
- Teradata does not produce any chemicals in-house. Should any employee become aware of such activity, they need to immediately contact the Site EHS Coordinator.
- As part of the annual review of the program or as MSDSs are changed, the Program Coordinator will change the labeling to properly reflect any changes in the hazards.
- Pipes and piping systems are not required to be labeled but every effort should be made to ensure that they are color coded and/or labeled as to what they contain.

Each supplier of hazardous materials will be contacted by the Program Coordinator and an MSDS for their products will be obtained.

A master file and cross reference list of MSDSs by trade name, chemical names, and supplier will be developed and maintained by the Hazardous Communication Program Coordinator, and located on the intranet and a hard copy in the main entrance to be accessible to all shifts.

For training purposes and employee access, the Hazardous Communication Program Coordinator will give each Supervisor a copy of each MSDS for hazardous chemicals used in their area.

The Hazardous Communication Program Coordinator will make MSDSs available to any outside medical provider or public service agency that has a need for the information. A copy of the MSDS sheets will be available at the main entrance to the facility.

MSDSs for products that are not currently used or that have been changed will be maintained in an inactive file for a minimum of 30 years in the United States only.

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Hazard Determination Procedures

In order to properly determine the hazards of any particular chemical substance, we will rely exclusively on the information supplied by the product vendor or distributor of the MSDSs. MSDSs that are incomplete or appear to be in error will be referred back to the vendor or distributor for information or change.

Industrial Hygiene

MSDSs specify the health hazards associated with a hazardous material. A professional industrial hygienist is needed to interpret this information, especially Threshold Limit Values (TLVs) in relationship to how hazardous materials are used in the work environment.

These chemicals are outside Teradata's normal operating practices and should not be within facilities. Should an employee have any concerns about chemicals, they should contact the Site EHS Coordinator.

Certain hazardous materials will require an industrial hygiene study to determine the level and extent of control needed to protect the employee. These efforts will be coordinated by the Hazardous Communication Program Coordinator.

Where a question exists concerning employee exposure to hazardous materials, engineering controls, or personal protection equipment requirements, the Hazardous Communication Program Coordinator or Site EHS Coordinator should be contacted immediately.

Purchasing

The requisitioner will be responsible for obtaining MSDSs from all hazardous material suppliers. Suppliers' samples must include a MSDS for the use of operating personnel in evaluating the product. Suppliers who fail to cooperate in providing MSDSs will be identified to the appropriate management personnel for disposition.

The requisitioner must notify the Hazardous Communication Program Coordinator of any hazardous materials that are brought into the facility.

Mailed samples of chemicals will be logged in the Receiving Department. If a current MSDS is not available for that chemical, the supplier must be contacted for a MSDS.

Receiving/Warehousing

The personnel responsible for receiving and storing hazardous substances will follow established safe practices that include the following:

- Ensure MSDSs are received with initial shipment of a hazardous materials
- Ensure labels are affixed to containers
- Store hazardous materials in designated locations
- Use prescribed PPE when handling hazardous materials
- Report damaged containers or spills to the appropriate personnel immediately

Outside Contractors

All non-employees working at a Teradata facility will be informed of any chemical hazards that they are exposed to and the proper protective measures to take. The facility management will inform the contractor that they must meet with the Hazardous Communication Program Coordinator and Maintenance Manager before work.

The Hazardous Communication Program Coordinator will inform the contractor of all chemical hazards in the area and any protective measures that must be met.

The contractor and his employees must agree to abide by all safety and health standards or practices applicable in the department. The contractor acknowledges this by signing the contractor safety program receipt.

The Hazardous Communication Program Coordinator will document this agreement in a statement signed by all parties. The contractor safety program goes over all of the hazards within the facility.

Training

Training for employees will include, as a minimum, the following areas:

- The Federal OSHA Hazard Communication Rule
- Symptoms associated with overexposure to hazardous materials
- First aid treatment, in following the guidelines on the MSDS or container label and call for help
- Teradata's labeling system
- How to read MSDSs
- Use of PPE required or authorized by the Personal Protective Equipment hazard analysis for each department/area

- Standard operating procedures
- Chemical hazards to workers involved in non-routine tasks such as confined space entry and the cleaning, maintenance, and repair of equipment
- Emergency procedures
- Storage practices

Training will be provided to employees:

- During new employee orientation program
- On an annual basis
- When an employee is transferred to a new position or department where the chemical hazards have changed from those in their old position or department
- When it is determined that retraining needs to occur as a result of a violation of this procedure, accident or near miss incident

5. Documentation

The Human Resources Department will maintain a list of employees who have received overview EHS training through the Teradata University. Management is responsible for documenting specific job-related training.

6. Appendices

- **Appendix A** – List of Hazardous Chemicals
- **Appendix B** – Hazard Communication Checklist

7. References

- 29CFR1910.1200

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APPENDIX A

LIST OF HAZARDOUS CHEMICALS AND INDEX OF MSDS

Hazardous Chemicals	Operation/Area Used (Optional)	MSDSs On File (Yes/No)

APPENDIX B
HAZARD COMMUNICATION PROGRAM CHECKLIST

The following checklist covers the major aspects of Teradata's standard. This checklist provides guidance in program implementation.

HAZARD COMMUNICATION PROGRAM CHECKLIST	YES	NO	N/A
1. Does this location manufacture chemicals or import chemicals (for the purpose of supplying them to distributors or employees within the U.S.)? If "NO," go to question 2.			
a. Is a requirement established that a hazard determination will be made for chemicals manufactured or imported?			
b. Is a requirement established that available scientific evidence will be considered when completing a hazard determination for a chemical?			
c. Are procedures established for determining the hazard of mixtures?			
d. Are provisions included to describe in writing the procedures used to determine the hazards of chemicals evaluated?			
e. Are procedures established to ensure that each container of hazardous chemicals leaving the workplace is properly labeled, tagged, or marked?			
f. Are requirements established to obtain or develop a material safety data sheet for hazardous chemical manufactured or imported?			
g. Are procedures established to ensure that the information on the material safety data sheet accurately reflects the scientific evidence used in making the hazard determination?			
h. Are provisions made to ensure that material safety data sheets are revised as new information becomes available?			
i. Are procedures established to ensure that distributors and employers are provided an appropriate material safety date sheet with their initial shipment and with the first shipment after a material safety data sheet is updated?			
2. Has a written Hazard Communication Program (HCP) been developed for the workplace to include:			
a. A description of how requirements for labels and other forms of warning, material safety data sheets and employee information and training will be met?			
b. A list of hazardous chemicals known to be present?			

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HAZARD COMMUNICATION PROGRAM CHECKLIST	YES	NO	N/A
c. The methods to be used to inform employees of the hazards of non-routine tasks?			
d. Have procedures been developed for worksites with more than one employer?			
e. Are there procedures for making the written Hazard Communication Program available to employees and their designated representatives?			
3. Are provisions established to ensure that containers of hazardous chemicals in the workplace are labeled with the identity of the contents and appropriate hazard warnings?			
4. Are procedures established to ensure that the employer has a material safety data sheet for hazardous chemical used?			
5. Are procedures established to review each material safety data sheet received to ensure that it contains all of the required information?			
6. Are procedures established for maintaining copies of material safety data sheets for hazardous chemicals in the workplace and ensuring that they are accessible during each work shift?			
7. Are provisions for training employees concerning hazardous chemicals established to ensure training is provided prior to the initial assignment and whenever a new hazard is introduced to the workplace?			
a. Are procedures established to ensure that the training includes all of the following required information?			
1. The requirements of this standard?			
2. The operations in the work area where hazardous chemicals are present?			
3. The location and availability of the written program, list of hazardous chemicals and material safety data sheets?			
4. Methods of observations which may be used to detect presence or release of hazardous chemicals in the work area?			
5. The physical and health hazards of chemicals in the work area?			
6. The measures employees can take to protect themselves from the hazards?			

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HAZARD COMMUNICATION PROGRAM CHECKLIST	YES	NO	N/A
7. The details of the Hazard Communication Program, an explanation of the labeling system and the material safety data sheet and how employees can obtain and use appropriate hazard information?			
b. Have procedures been established for determining if trade secret information can be omitted from material safety data sheets?			
1. Have provisions been made to provide or requires information relating to a trade secret chemical if treating physician or nurse requires that information in a medical emergency?			
2. Have procedures been established to provide or request information required by a health professional concerning a trade secret chemical under non- emergency conditions?			
3. Have procedures been established to provide requested information regarding a trade secret chemical to OSHA, if necessary?			

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1. Scope

This procedure is intended to develop and establish a hazard assessment program that identifies specific hazards that exist in Teradata facilities.

Use the hazard assessment as a self-audit tool on a yearly basis to determine if additional EHS programs need to be established at Teradata facilities.

2. Definitions

- **AED (Automated External Defibrillator) -** An portable electronic device that automatically diagnoses the potentially life threatening cardiac arrhythmias of ventricular fibrillation (V-Fib) and ventricular tachycardia (V-Tac) in a patient, and is able to treat them through and electrical shock known as defibrillation.
- **CPR (Cardio Pulmonary Resuscitation) -** A technique designed to temporarily circulate oxygenated blood through the body of a person whose heart has stopped. It involves assessing the airway; if necessary breathing for the person; determining if the person is without a pulse; and if necessary, applying pressure to the chest to circulate blood.
- **EHS -** Environmental, Health and Safety
- **EHS Policy Matrix -** A summary in matrix form of all environmental health and safety policies and procedures that highlight key country specific anomalies
- **Employees -** Employees or contract employees
- **FA (First Aid) -** First Aid is the provision of initial care for an illness or injury. It generally consists of a series of simple and, in some cases, potentially life-saving techniques that an individual can be trained to perform with minimal equipment and effort.
- **On Site -** Leased or owned space occupied by Teradata and not controlled by the landlord
- **Material Safety Data Sheet (MSDS) -** A material safety data sheet or MSDS is a form containing data regarding the properties of a particular substance. It is intended to provide workers and emergency personnel with procedures for handling or working with that substance in a safe manner, and includes information such as physical data (melting point, boiling point, flash point, etc.), toxicity, health effects, first aid, reactivity, storage, disposal, protective equipment and spill handling procedures.
- **PPE -** Personal Protective Equipment
- **SOP (Standard Operating Procedure) -** A document that contains the guidelines and procedures to be followed to ensure consistency in the application of and compliance with all EH&S rules and regulations.

3. Responsibilities

Corporate EHS Contact

- Distribute the hazard assessment questionnaire to all Teradata facilities
- Update the EHS Policy Matrix with the information supplied by the hazard assessment
- Follow-up with the additional information forms based on the information supplied by the hazard assessment

Site EHS Coordinator

- Complete the questionnaire, a copy of which is attached in Appendix A
- Provide the necessary information to the Corporate EHS Contact
- Work with supervisors to ensure employees are trained
- Ensure that contractors are aware of the potential hazards in the facility.

Supervisor

- Communicate the hazards to the Site EHS Coordinator.
- Evaluate hazards for possible mitigation.
- Ensure that engineering and administrative controls are implemented.
- Ensure that proper PPE is available and that employees are trained to use them.
- Ensure that employees are properly trained to perform their job and the hazards associated with it.

Employees

- Work in accordance with the SOPs.
- Will attend and follow the guidelines of the training programs.
- Will report hazards to their supervisors.

4. Procedures

The Hazard Assessor is the Site EHS Coordinator of each facility. The Site EHS Coordinator fills out the questionnaire based on the hazards within the facility and returns the questionnaire to the Corporate EHS Contact. The Corporate EHS Contact may request additional information based on the questionnaire.

Question	SOP
1.14	EHS 103
2.2	EHS 101
2.3	EHS 119
2.4	EHS 119
2.5	EHS 119
2.6	EHS 119
2.7	EHS 119
2.8	EHS 119
3.3	EHS 116
4.1	EHS 115
6.2	EHS 107
7.1	EHS 110
8.3	EHS 110
9.2	EHS 118

The clarification forms will provide the information to determine if additional training is required beyond the scope of a Teradata's SOPs.

5. Appendices

- **Appendix A** –Hazardous Assessment Questionnaire

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APPENDIX A

HAZARDOUS ASSESSMENT QUESTIONNAIRE

Site Information

Location	
Site Contact	
Date	

Definitions

- **AED -** Automated External Defibrillator
- **CPR -** Cardio Pulmonary Resuscitation
- **Employees -** Employees or contract employees
- **FA -** First Aid
- **On Site** - Leased or owned space occupied by Teradata and not controlled by the land lord
- **MSDS** - Material Safety Data Sheet
- **PPE -** Personal Protective Equipment

	Yes	No
1 Emergency Planning		
1 Is there a documented Emergency Evacuation Plan?		
2 Is there a functioning emergency evacuation alert system?		
3 Are there evacuation maps posted?		
4 Are evacuation drills conducted annually		
5 Are there fire extinguishers on site?		
6 Are there elevators on site?		
7 Is there a documented plan for a power interruption?		
8 Is the site in a hurricane prone area?		
9 Is the site in a tornado prone area?		
10 Is the site in a flood prone area?		
11 Is the site subject to blizzards?		

12 Is the site subject to wild fires?		
13 Is the site in an earthquake prone area?		
14 Is the site close to refineries, chemical plants or other high hazard facilities?		
2 Hazard Communication/Hazardous Chemicals		
1 How old is the site?		
2 Are there any lead acid batteries on site?		
3 Are there chemicals not stored in their commercial package or not used for their intended purpose (i.e. WD40 being used for something besides a lubricant or water displacer)?		
4 Are there any hazardous or dangerous chemicals on site?		
5 Is there any bulk storage of chemicals?		
6 Are there any employees that solder, weld or perform other types of Hot Work which produce open flames, sparks or molten metal?		
7 Do any employees work with chemicals?		
8 Are there any Material Safety Data Sheets (MSDS) on site?		
3 Electrical De-Energization/Lock Out-Tag Out (LOTO)		
1 Do any employees turn equipment off at the breaker instead of unplugging it to work on the equipment?		
2 Is there hard wired electrical equipment on site that employees shut down when doing maintenance or repairs?		
3 Do employees work on equipmen or electrical circuits with live electrical power above 50 volts?		
4 Confined Spaces		
1 Are there any manholes, vaults, cooling towers, elevator pits or other areas, in the space that you occupy/control, that are large enough for someone to enter and not designed for occupancy?		
5 Powered Industrial Vehicles		
1 Are there any forklifts, powered pallet jacks or electric/gas powered carts on site that are used by your employees?		
2 Are there mechanical pallet jacks on site that are used by your employees?		

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6 First Aid/CPR		
1 Can available local Emergency Services (i.e. ambulance or EMS service, fire department) start treatment of an injured or ill occupant within 15 minutes after being notified?		
2 Are there First Aid kits on site?		
3 Is there an Automated External Defibrillator (AED) on site?		
7 Respiratory Protection		
1 Are there any areas on site that require the usage of a respirator?		
2 Do employees wear dusk masks or other respirators on site?		
8 Personal Protective Equipment (PPE)		
1 Do employees use razor knifes or other sharp objects to open containers on a regular basis?		
2 Do employees use power tools?		
3 Area there noisy (very loud) areas on site?		
4 Do employees lift or move heavy objects as a part of their job and on a regular basis?		
9 Other		
1 Do employees use A-frame ladders?		
2 Do employees climb vertical ladders?		
3 Do employees use manlifts?		
4 Do employees perform any work on the roof, or on elevated platform above 6 feet (2 meters) above the ground?		

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Emergency Contacts

Address of Teradata	Teradata <site name> **<ADDRESS>** **<CITY, STATE, COUNTRY, ZIP>**
Main Building Number	**<INSERT # WITH COUNTRY AND AREA CODE>**
Facility Emergency Hotline (if available)	**<INSERT # OR FACILITY MANAGER NAME & #>**
Site EHS Coordinator	**<INSERT NAME and TITLE>** **<INSERT # WITH COUNTRY AND AREA CODE>**
Site Facility Manager (CRE)	**<INSERT NAME and TITLE>** Work: **<INSERT # W/CNTRY & AREA CD>** Cell: **<INSERT # W/CNTRY CD>**
Facilities Maintenance / Requests	**<INSERT LINK TO C&W HELPDESK>**
Teradata Corporate Security Officer	**<INSERT NAME and TITLE>** Work: **<INSERT # W/CNTRY & AREA CD>** Cell: **<INSERT # W/CNTRY CD>**
Emergency Response Committee (ERC)	**<INSERT NAME and TITLE>** Work: **<INSERT # W/CNTRY & AREA CD>** Cell: **<INSERT # W/CNTRY CD>**
Landlord Facilities Maintenance	**<INSERT LANDLORD NAME>** **<INSERT # W/COUNTRY AND AREA CODE>**
Police <INSERT CITY/LOCATION>	Emergency: **<INSERT # W/CNTRY & AREA CD>** Non-emergency**:** **<INSERT # W/CNTRY CD>**
Fire Dept. <INSERT CITY/LOCATION>	Emergency: **<INSERT # W/CNTRY & AREA CD>** Non-emergency: **<INSERT # W/CNTRY CD>**
EMS/Ambulance	Emergency: **<INSERT # W/CNTRY & AREA CD>**
Nearest Hospital <INSERT NAME/LOCATION>	**<INSERT # W/CNTRY & AREA CD>**

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Fire Alarm/Security Monitoring Co.	**<INSERT LANDLORD NAME>** **<INSERT # W/COUNTRY AND AREA CODE>**
Poison Control Center	**INSERT # W/CNTRY & AREA CD>**
Weather Service Announcements	**<INSERT RADIO/TV/SOURCE TO LISTEN TO>**
Elevator Servicing Contractor (ESC)	**<INSERT ESC NAME AND CONTACT INFO>**
Hazardous Materials Contact	**INSERT APPROPRIATE CONTACTS,** **FIRE DEPT, CLEAN HARBORS, ETC>**

Site Evacuations and Medical Emergencies

Site Evacuation Wardens	**INSERT NAME and TITLE>** **<INSERT # WITH COUNTRY AND AREA CODE>**
Physically Challenged Personnel at Site	**<INSERT NAMES and LOCATION WITHIN SITE>**
Physically Challenged Evacuation Assts.	**< INSERT NAME,TITLE and CONTACT INFO>**
Outside Assembly Area	**<INSERT ASSMBLY AREA LOCATION ON SITE>**
Designated Safe Shelter Areas at Site	

Emergency Contact List

Initiate Emergency Contact List during all facility hours of operations (24 hours daily), weekends & holidays. Call in numerical order until contact is made, as shown in the first column.

Event	1ST Contact	2ND Contact	3RD Contact
Fire	Fire Department	Site EHS Coordinator	Facility Manager
Building Evacuations	Site EHS Coordinator	Facility Manager	
Physically Disabled Occupant Evacuations	Site EHS Coordinator	Site Evacuation Wardens	Facility Manager
Medical Emergencies	Emergency Medical Service	Site EHS Coordinator	Facility Manager
Tornado Alerts and Warnings	Site EHS Coordinator	Facility Manager	
Snow Emergencies	Site EHS Coordinator	Facility Manager	
Power Outages and	Site EHS Coordinator	Facility Manager	

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Event	1ST Contact	2ND Contact	3RD Contact
Utility Leaks			
Bomb Threats and Suspicious Packages	Site EHS Coordinator	Police	Facility Manager
Earthquake	Site EHS Coordinator	Facility Manager	
Hazardous Materials	Site EHS Coordinator	Hazardous Materials Contact/Vendor	Facility Manager
Floods	Site EHS Coordinator	Facility Manager	

Corporate Emergency Contacts

Area	Name	Contact Information
Corporate EHS Contact		
Regional Director Facilities	EMEA APJ EMEA/APJ Americas	
Corporate Communications Officer		
Workers' Compensation Hotline (U.S.)		
Teradata Emergency Response Committee hotline		

1. Purpose and Contents

This Emergency Action Plan establishes and documents the responsibilities for emergency actions for credible emergency scenarios likely to impact a Teradata Office Facility, and to provide guidelines to Teradata management and associates for appropriate responses to emergency situations endangering life or property.

The Emergency Action Plan also describes the life safety and fire prevention and protection systems installed within the building and the appropriate actions to be taken by building occupants and Teradata management to address emergency situations.

Emergencies covered by the Emergency Action Plan are:

- Fire
- Building Evacuations
- Physically Disabled Occupant Evacuations
- Medical Emergencies
- Tornado Alerts and Warnings
- Snow Emergencies
- Power Outages and Utility Leaks
- Bomb Threats and Suspicious Packages
- Elevator Entrapments/Rescue
- Industrial or Transportation Accidents
- Earthquake
- Hazardous Materials Release (Spills, Leaks, etc)
- Floods

2. Definitions

- **CRE -** Corporate Real Estate
- **EHS -** Environmental Health and Safety
- **EHSMS -** Environmental Health and Safety Management System
- **EMS -** Emergency Medical Services
- **ERC -** Emergency Response Committee
- **ESC -** Elevator Service Contractor
- **MSDS -** Material Safety Data Sheet
- **SEC -** Site EHS Coordinator
- **Tornado Warning -** A tornado has been sighted in the area
- **Tornado Watch -** Weather conditions are present which could cause a tornado

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3. Emergency Organizations and Responsibilities

Site EHS Coordinator

Site EHS Coordinator assumes control of the Teradata facility during an emergency and utilizes security, maintenance and housekeeping personnel, where applicable, to mitigate risks associated with occupant health and safety and property damage.

Persons designated as the Site EHS Coordinator during emergency situations are listed under the Emergency Contact Numbers at the beginning of this plan.

Site EHS Coordinator responsibilities include:

- Take steps to ensure that the Teradata Corporate Emergency Response Committee (ERC), defined below, is notified of any facility emergency so that decisions about response measures are made in a timely fashion.
- Provide input on emergency conditions to Teradata ERC for decision-making
- Order building evacuations and other emergency actions as necessary
- Coordinate all communications among emergency response personnel and local emergency services
- Coordinate the emergency response until turnover to a local emergency service, or decision is made regarding appropriate actions
- Ensure an incident report is written describing the nature of the incident, injury/illness, the name of the responder providing the assistance and the treatment (for injuries/illnesses) or action undertaken. Take pictures/video of the area to aid in the incident investigation. Include pictures/video with the incident report.
- Direct the Fire, Police and other Emergency personnel to the nearest facility entrance.
- Evacuate unessential personnel from the incident area
- Ensure that all Teradata occupants are properly trained on this Emergency Action Plan
- Conduct annual evacuation drills under simulated emergency conditions, to discover and correct deficiencies and/or weaknesses before an emergency occurs. Annual drills shall be coordinated with senior on-site management to ensure there is minimal impact to the customers and schedules.
- Organize and train Evacuation Wardens
- Ensure that emergency evacuation diagrams with evacuation routes are current and appropriately posted throughout the facility. Emergency evacuation diagrams show the

locations of emergency exits, primary and secondary routes of access to stairwells and exits, fire extinguishers, shelter areas, and the outdoor assembly area

- Ensure on-site contractors are aware of and adhere to the Emergency Action Plan procedures
- Annually review Emergency Action Plan Ensure that facilities are safe and healthy and in full compliance with applicable local and governmental occupational safety and health and life safety code and building code requirements

Teradata Emergency Response Committee (ERC)

The ERC is made up of corporate officers and senior managers representing a wide array of functional areas. The ERC will determine the action to be taken when confronted with major or unusual emergency situations requiring policy directions or decisions beyond the normal operations of the Corporate Security/EHS department. It will coordinate with, get approval from the Executive Office, and take appropriate action(s).

Organizational Contacts and Subject Matter Experts will be called upon in the event an incident involves their particular business unit or it is determined that their expertise is required to assist in addressing / resolving an issue.

Facility Management Personnel

- Communicate with landlord on all facility-related emergencies, including all alarm activations, fires, power outages or utility leaks and elevator entrapments
- Coordinate with landlord to ensure that all fire protection and emergency communications/alarms equipment (i.e. fire suppression sprinklers, smoke detectors and fire alarms) are maintained in proper working order and appropriately inspected and tested per local life safety code and building code requirements

Teradata Managers

- Ensure all associates complete Emergency Action Plan training
- Recruit and select Evacuation Wardens
- Account for all associates they supervise at all assembly areas outside of the facility during all evacuations
- Maintain “call down” lists of all employees and contractors that lists home / cell phone numbers for communications during non-business hours.

Teradata Associates

- Complete web-based training course on Teradata's EHS Team Safety Handbook within 30 days of new hire or new assignment. (We say 15 days in the training SOP)
- Understand and follow all emergency response requirements for building occupants included in this Emergency Action Plan, including the handling of visitors, contractors and vendors.

Evacuation Wardens

Each facility should have trained Evacuation Wardens to ensure the timely performance of building evacuations and other emergency response actions. The wardens for each site are listed under the Emergency Contacts at the beginning of each facility's Emergency Action Plan.

The Site EHS Coordinator will ensure that each Evacuation Warden is trained on the following:

- All elements of the facility's Emergency Action Plan, including procedures and responsibilities
- Evacuation responsibilities of directing workers to nearest exits and moving to assembly area, conducting floor sweeps to ensure complete evacuations and taking an accounting of all associates at the exterior assembly area
- Know facility layout including the location of all emergency exits and evacuation routes
- Assistance for evacuating physically disabled employees

Contractors and Visitors

The Teradata employee who has signed in a contractor or visitor is responsible for conveying the information in this plan to them. This includes familiarizing the contractor or visitor with the exit locations and escape procedures. The Teradata representative must also account for the location of the contractor or visitor after an evacuation.

Contractors are responsible for conveying this information to subcontractors, and accounting for subcontractors during an emergency.

Emergency Drills and Tests

Emergency evacuation drills are a critical component of the Emergency Action Plan. Evacuation drills are a means of testing the emergency alarm system, and assessing whether building occupants understand and comply with their responsibilities under the plan.

All emergency alarms are to be taken as serious emergency evacuations, and ALL employees, contractors, and visitors are to evacuate the building immediately.

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Evacuation drills are to be conducted at least annually. All employees, contractors and visitors not involved in critical operations identified by the Site EHS Coordinator must evacuate immediately. Employees shall be notified via e-mail and/or notices posted in the building of an upcoming drill. Although notification will be given at least a week prior to the drill, the exact time and date will not be given.

4. Emergency Procedures

Fire

All building occupants

- If an associate is the first to discover a fire, immediately pull the nearest manual fire alarm pullbox and then notify the local fire department and the Site EHS Coordinator and immediately exit the building
- Fire alarm enunciators are located throughout the building and will activate in the event of smoke detector activation, activation of sprinkler water flow, or by the manual pulling of a fire alarm pullbox
- When the fire alarm activates, all associates must leave the building through the closest exit and proceed to the designated exterior assembly area (listed under the Emergency Contacts section of this document)

Upon arriving at the designated exterior assembly area

- Associates should report to their managers
- Managers are to conduct an accounting of all associates and report results to the Evacuation Warden(s)
- Associates can return to the building once the Site EHS Coordinator gives an All-Clear order

During an evacuation triggered by the fire alarm

- Do not use the elevator
- Use the closest stairwells to evacuate the building
- Immediately exit the building in an orderly manner using the nearest exits
- Follow illuminated EXIT signs to the nearest route to an exterior exit
- Do not bring personal or work-related items or equipment
- Do not attempt to fight fire or use fire extinguishers to extinguish fires
- Quickly move away from exit doors to the designated exterior assembly areas
- Do not block vehicle driveways or impede parking or movement of emergency vehicles
- Immediately proceed to the designated exterior assembly area without stopping
- Never re-enter the facility until an All-Clear indication has been given

Fire Alarm Monitoring Service

Site EHS Coordinator

- Notify Fire Department, if a fire or smoke event occurs which does not activate the building fire alarm
- Where Teradata is responsible for contacting the building's Fire Alarm Monitoring Service, (normally in owned facilities), contact the service to determine nature of fire alarm activation and condition codes
- Notify Landlord Facility Maintenance of alarm system activation and building evacuations or maintenance requests
- Meet local fire department and EMS staff and direct to fire affected areas
- Coordinate communications and needs with the EMS staff
- Direct pedestrian and vehicle traffic away from parking areas and driveways used by emergency vehicles

Landlord Facility Maintenance

- Shut off all electrical power to fire-affected areas, as directed by Site EHS Coordinator or Local Fire Department

Landlord Sprinkler Valve Operators

The Landlord Facility Maintenance staff is designated as the Sprinkler Control Valve Operator to respond in the event of fire emergencies and post themselves at the main sprinkler control valves.

- Assess sprinkler control valves for the affected area to make sure they are fully open
- Stand by sprinkler control valves to make sure they remain open until instructed to close by Fire Department
- Reopen valves promptly if need develops
- When restoring sprinkler system following sprinkler activation:
  - Check valves are in the full open position
  - Perform full flow drain test
  - Report locking of valves and acceptable drain test to Teradata Facilities Manager

Building Evacuation Procedures

Building evacuations can be initiated by the automatic activation of the fire alarm system, most often activated by a fire or smoke event, and by public announcements made on a megaphone by the Site EHS Coordinator for non-fire emergencies, such as natural gas leaks and bomb threats or discovery of suspicious packages.

In such situations, all building occupants are to immediately evacuate the building. Do not assume that any alarm activation is a drill.

Emergency evacuation route diagrams illustrating the locations of emergency exits, primary and secondary routes of emergency egress, and safe assembly areas are posted conspicuously throughout the facility. Each building occupant has the responsibility to become familiar with the evacuation diagrams, the location of emergency exits, and the location of shelters and designated exterior assembly areas.

Emergency evacuation route diagrams are posted at the main entrance and show the locations of stairwells and exterior exits. Additionally, the diagrams show the locations of interior shelter areas, fire extinguishers and manual fire alarm pullboxes near stairwell entrances and at exterior doors.

MSDS sheets (if applicable) shall be posted near the main entrance and given to the emergency responder.

Site Map is provided in Appendix A showing the locations of the designated exterior assembly area, exits and fire fighting services.

All Building Occupants

- Become familiar with the evacuation diagram, the location of emergency exits, and the location of interior shelter rooms and designated exterior assembly areas.
- Identify both a primary and a secondary evacuation route from your workstation.
- When the fire alarm sounds or an evacuation is ordered, leave the building immediately in an orderly manner through the nearest safe exit
- Go directly to the designated exterior assembly area. Do not stop along the way – it is important to get to the assembly area quickly so Managers can take an accounting of all associates.
- Do not try to fight fires with fire extinguishers or attempt to stop fire in any fashion
- Do not stop to determine if the signal is a false alarm or a drill
- Verbally notify co-workers of the event on your way out, but don't delay your own evacuation
- Where possible, shut down your equipment but do not delay your evacuation from the building
- Do not operate cellular phones or other electronic devices while evacuating
- If the evacuation event is due to a bomb threat, or gas leak, you may be directed to move to an alternate assembly point at least 300 yards away from the building
- Allow police, fire, and all other emergency personnel to perform their duties. If necessary, building occupants should move to a point further from the building.

Managers will provide in-person directions to evacuate the building in event of a bomb threat, utility leak or prolonged power outage. On such evacuation order, all building occupants should exit the building through the nearest emergency exit and proceed in an orderly manner to the designated assembly area.

Evacuation Procedures for the Physically Challenged

This process is being implemented to aid physically challenged employees that may need assistance in evacuating the building in the event of a fire or other unforeseen circumstance. Managers are responsible for notifying the Site EHS Coordinator beforehand of any associate that may require assistance during an evacuation either on a permanent basis, or due to a temporary injury or illness.

The Site EHS Coordinator will identify safe areas of refuge for use during an evacuation and communicate procedures prior to an emergency. This communication shall be tested as a part of the annual evacuation drill.

Personnel requiring assistance during building evacuations are listed in the Emergency Contacts List under Physically Challenged personnel. Those evacuation assistants identified to assist personnel to evacuate are also listed.

Medical Emergencies

Except where required by local regulation, Teradata does not require or authorize its employees to provide emergency medical treatment. Do not provide medical assistance unless you are currently certified or trained and have been appointed as a trained First Aid Provider by the Corporate EHS Contact. Any Teradata employee who voluntarily provides emergency medical treatment does so at his or her own risk and is acting as a "Good Samaritan."

Note: As Teradata facilities are predominately office space, Teradata will only designate and train first aid providers in facilities that are more than 15 minutes from outside medical assistance *unless specific conditions within the facility warrant a quicker response*.

Teradata also does not stock any first aid kits or other medical supplies except to those sites which have approved trained First Aid Providers.

Avoid any contact with an injured employee's blood or other bodily fluids unless you are wearing a barrier such as vinyl gloves or other personal protective equipment and have been trained to do so.

A Medical Emergency occurs if any person suffers from any of the following:

- Is or becomes unconscious
- Has trouble breathing or breathing in a strange way
- Has chest pain or pressure or pain in abdomen that does not go away in less than two minutes
- Is vomiting or passing blood
- Severe headache accompanied by seizures or slurred speech
- Appears to have been poisoned (call poison control)
- Has injury(s) to head, neck or back
- Is bleeding severely (soaking through the clothes or pooling on the ground)

- Has possible broken bones

All Building Occupants

If you or your co-workers are experiencing a medical emergency or sustain an injury, immediately contact local EMS (Emergency Medical Services) and then notify the Site EHS Coordinator.

When calling EMS give the dispatcher your name, the Teradata building address, any information about the injury, and directions to the closest or easiest entrance to access and stay on the line until directed to hang up. Follow the instructions of the dispatcher.

Instruct someone to wait for EMS to arrive and direct them through the closest entrance directly to the incident site.

Manager of Injured or Ill Associates

- Ensure associates are informed on how to report accidents, workplace injuries and medical emergencies
- Assist injured associates in receiving medical treatment and care
- Follow-up with injured associate on any lost work-days and/or medical restrictions affecting job performance
- Support all medical professional recommendations and workstation or job performance accommodations to promote injured employee's return to work in an expedient manner
- Consult the Human Resource Consultant for coordinating worker's compensation benefits with other company benefit programs (e.g., short-term disability)
- Assist in conducting accident/injury/illness investigations
- Implement corrective actions from accident/injury investigations
- For work related injuries or illnesses occurring in the US, submit a workers compensation claim to Travelers, Teradata's Worker's Compensation claims management provider within 24 hours of occurrence, at (800) 238-6225. *

* Detailed information on workers compensation claims filing and management of workers compensation claims and injuries is available on Teradata's HR Express website.

Tornado and Windstorms

Each Country, where applicable, should have an identified Weather Service Announcement source which will announce the potential for tornado or severe windstorm development by announcing a tornado watch and/or a tornado warning.

A tornado is defined as a wind spout spawned by severe thunderstorms or hurricanes. Winds within the spout may approach 300 mph. A tornado watch means that weather conditions are present which could cause a tornado. A tornado warning means that a tornado has been sighted in the area. Tornado watches and warnings will typically be announced for a specific geographical location (i.e. city or township), but may be announced for a larger region also.

The following action(s) should be taken during these tornado alerts and warnings:

Tornado Watch

- **Site EHS Coordinator**
  - Monitor Weather Service TV, radio or internet broadcasts
  - A battery-powered weather radio shall be available for monitoring weather alerts and warnings at the Site EHS workstation or their designate
  - Inform all Emergency Contact List personnel of weather advisory status and Tornado Watch or Warning status
  - Make decision to continue operations or to order associates to move to safe shelter areas
  - If decision is to continue operations, continue monitoring Weather Service broadcasts

Tornado Warning

In the event the National Weather Service or local weather services issues a tornado warning indicating that a tornado has been sighted in the area or a lookout spots a funnel cloud, an emergency condition will be declared. The issuance of a local Tornado Warning may also be accompanied by the activation of community sirens. Once a tornado warning is initiated, all associates will be ordered to move to safe shelter areas.

- **Site EHS Coordinator**
  - Inform all employees by megaphone, internal PA system or other communication venues of the need to move to safe shelter areas. A sample announcement is below:

    "Your attention please, a tornado warning has been issued for the area. All personnel are requested to walk promptly to the nearest designated safe shelter areas located at the center of the building on each floor and remain there until further announcement."
  - Announce an all clear on cessation of community Tornado Warning sirens, or end of National Weather Service issued Tornado Warning for local area
  - Continue to monitor local weather for changes in conditions and take appropriate actions if weather conditions worsen
- **All Building Occupants**
  - All associates should review this document to understand where safe shelter areas are located within the building
  - When a request to move to a safe area is given, associates should move quickly and calmly to the nearest safe shelter area, staying away from windows and glass
  - If you are unable to reach a safe shelter area, take the following actions:
    - Move away from exterior glass windows
    - Squat down facing wall and clasping their hands behind their neck.
    - Take shelter away from glass in a doorway or under a desk or table.
    - Stay away from electrical wiring, hot water pipes, and glass windows or doors.
- **Site EHS Coordinator (In Event of Tornado Building Damage)**
  - If personnel are injured or building damage occurs from tornado or severe winds, contact the Fire Department
  - Assist Fire Department in the location of injured employees and assessment of building condition
  - Order a building evacuation to the designated exterior assembly area if outside weather conditions permit.
  - Conduct personnel accounting in the event of an ordered evacuation.

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Snow Emergencies and Adverse Weather Conditions

Teradata intends to keep the facility open, as scheduled, regardless of weather conditions. Associates should expect the facility to remain open and should make every attempt possible to report to work during winter snowstorms and other adverse weather conditions.

In the event of unsafe driving conditions, associates should make a prudent decision about reporting to work. Should they be unable to come to work at their normally scheduled time, it is their responsibility to inform their immediate manager of any absence.

In event of a Level III Snow Emergency (government-issued snow emergency warning with restricted travel to emergency vehicles only) being declared for the site, the Site EHS Coordinator along with the ERC will evaluate the situation and determine if the Teradata facility will remain open for business.

Site EHS Coordinator

During heavy snow conditions, monitor the Weather Announcement source for announcements regarding the facility location.

If a Level III Snow Emergency has been declared, the Emergency Contacts Lists will be notified.

The Site EHS Coordinator in consultation with the Teradata ERC will determine if and when the facility operating schedules will be altered during a Level III Snow Emergency. Depending on the road conditions and various forecasts and reports from the media, they will determine if travel is hazardous and whether or not to schedule work as normal.

If it is determined that travel is hazardous, they would agree to cancel or postpone starting times for work, or close the facility for non-critical business.

If a **Level III Snow Emergency** is issued during normal working hours, consult with Teradata ERC to determine appropriate facility closure or early dismissal options. Communicate any facility closure or early dismissal actions to all employees through public announcements.

Email correspondence of facility closures or early dismissals can accompany this announcement. Activate the emergency hotline with a prerecorded message or other pre-defined facility communication if hotline is not available, concerning the facilities condition.

If a **Level III Snow Emergency** is issued during evening or other off-normal hours and an ERC decision has been made on facility closure, post a recorded announcement to the facility hotline (if available) notifying all employees of facility closures or postponement of work starting times. An All Employee email notifying of facility closure or postponement of starting hours will also be sent by the Site EHS Coordinator.

All Associates

If inclement weather occurs while the associate is at home, the associate should call the facility's hotline (if available) and monitor their email through the Teradata portal to inquire if there is any change in the facilities operating schedule.

In the event of a Level III Snow Emergency during normal working hours, employees will be notified by a public announcement made by the Site EHS Coordinator of facility closures and early dismissals.

In morning hours, employees are responsible for determining if the county/area they live in has a Level III snow emergency. If the county/area they are in has issued a Level III snow emergency with restricted travel to emergency vehicles only, the employee should not attempt to drive to work. Information will be conveyed via local news broadcasts, and employees will be responsible for monitoring local news to determine the course of action. Employees should also consult their department for departmental procedures.

Landlord Facility Maintenance

The landlord will monitor the conditions of the sidewalks and steps to ensure that there is no ice or slippery conditions, and performs all snow removal and application of salt on all Teradata employee parking lots, access drives and sidewalks.

Power Outages and Utility (Gas and Water) Leaks

Power Outages

- **All Building Occupants**
  - Notify Site EHS in person of any power outages, fallen utility lines or loss of utilities
  - Remain at work areas until notified by Managers of appropriate response actions

- **Site EHS Coordinator**
  - On discovery or notification of power outage, call the Emergency Contact List
  - Immediately contact the Landlord and report utility outages
  - Evaluate need for building evacuation through Corporate EHS Contact in the event of prolonged power outage
  - Order the evacuation of non-critical business operations in the event of prolonged power outage
  - Evacuations or early dismissals due to power outages will be ordered by public announcement
- **Landlord Facility Maintenance**
  - Contact local utility companies to report power outage, and provide estimate on restoration of normal service
  - Take necessary actions to restore power/utilities service to facility
  - Shut down service mains until the power has been fully restored for a minimum of 10 minutes to prevent equipment damage from under and over supply voltage conditions
  - Advise Corporate EHS Contact and Site EHS Coordinator of status of power/utilities restoration of services or repair schedule if outage related to infrastructure equipment

Natural Gas/Propane Leaks

Note: In the event of a suspected natural gas or propane leak, the person finding the leak shall immediately evacuate the area and call the Site EHS coordinator, Landlord's facility maintenance contact and the CRE Manager.

- **Site EHS Coordinator**
  - On discovery or notification of natural gas or propane leak, immediately contact the Site EHS Coordinator and the Landlord Facility Maintenance to turn off the gas supply at the gas main valves
  - Evaluate need for an evacuation order through Corporate EHS Contact
  - Order full building evacuation in the event that a gas leak is confirmed by occupants smelling characteristic mercaptan (odorant added to natural gas) odorant smell, evidence of gas pressure release or confirmation by landlord maintenance
  - Evacuation to be ordered by public announcement over a megaphone

- **All Building Occupants**
  - Immediately evacuate building to designated exterior assembly area
  - Do not operate cellular phones or other electronic devices while evacuating
- **Landlord Facility Maintenance**
  - Shut-off main gas supply to building on notice of suspected gas leak
  - Use gas detection instruments to identify gas leak source(s)
  - Immediately notify Teradata Corporate Security of any elevated levels of gas detection to initiate a full building evacuation
  - Contact local gas utility company to report gas leak and need for emergency repairs and service restoration
  - Contact local Fire Department for severe gas leaks

Water Leaks/Floods

- **Site EHS Coordinator**
  - On discovery or notification of water leak, immediately contact Landlord to turn off domestic water supplies and isolate electrical power to affected areas
  - Locally evacuate building occupants from areas of flooding or where electrical hazards may be present.
  - Evaluate need for evacuation order through the Corporate EHS Contact
  - Work with CRE Contact on restoration procedures
- **Landlord Facility Maintenance**
  - Shut-off domestic water main supply to building on notice of water leak
  - Shut-off electrical power to flooded areas by closing circuit breakers
  - Follow procedures for shutting off water flow to fire sprinkler system if leak is presumed to be from sprinklers
  - Contact local water utility company to report water leak and need for emergency repairs
  - Determine the level of water contamination
  - Contact water remediation contractor

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Bomb Threats and Suspicious Packages/Mail

Bomb threats are typically received over the phone. If you, or someone you supervise, receives a phone call or other communication with a bomb threat or other threatening messages, immediately contact the Site EHS Coordinator, evacuate the building and contact the local police.

If you observe a bomb or other suspicious object in or near the building, leave it alone, remove everyone from the area, immediately notify the Site EHS Coordinator and contact the local police.

DO NOT USE A CELL PHONE OR RADIO TO CONTACT THE SITE EHS COORDINATOR as radio waves might trigger a bomb.

- **Employees handling incoming mail**
  - Inspect all incoming mail and packages prior to personal delivery for common signs of suspicious packaging
  - If any suspicious packages or mail are identified, immediately contact the Site EHS Coordinator, the police and then Corporate Security
  - Contact the addressee employee or organization and confirm if they are expecting any special packages. Ask them if they are familiar with the sender
  - Do not allow anyone to touch or move close to the suspicious package and locally evacuate the mail room
  - Corporate Security will determine how to investigate package and jointly determine the credibility of the threat
- **Site EHS Coordinator**
  - Interview person receiving call and establish credibility of the threat
  - Investigate all reported suspicious mail or packages
  - Establish credibility of the threat from bomb threat phone calls or suspicious packages
  - Direct Landlord Facilities Maintenance to conduct building search of suspicious objects, or self-perform search
  - If decision is to order a building evacuation, communicate evacuation order by public announcement with a megaphone (do not use a PA system)
  - Notify local authorities of bomb threat receipt and report on actions taken, i.e. facility searches, call recording, etc.

- Meet with local authorities on arrival to coordinate emergency efforts and building searches
- Notify building occupants when it is safe to re-enter the building upon receiving approval from police
- Contact Corporate Security and file an incident report with details of the threat and ensuing actions

Bomb Threat Evacuation

Associates will be notified by a public announcement of the need to evacuate the building. Follow directions of the Evacuation Wardens to closest or most appropriate exit. Immediately depart the building and proceed to designated exterior Assembly Area.

Emergency Action Personnel (ie. Police, fire department) will advise if relocation of exterior assembly area to a further distance (recommended 300 yards) is required

Site EHS Coordinator will order re-occupancy once given the "All-Clear" from the local authorities.

- **Landlord Facility Maintenance Personnel**
  - Stand by to shutdown electrical power or gas service, as necessary
  - Assist in conducting a building search for suspicious objects on direction of Site EHS Coordinator and local authorities
  - Building search is to target any building area described in the threat call, if known. Otherwise, search to be conducted starting at the building perimeter and moving inward toward the center of the building
  - Inform Teradata Corporate Security of the completion of building searches by telephone only. Do not use two-way radios or cell phones.
  - If suspicious object is identified, do not attempt to touch or move object. Immediately report object's presence to Site EHS Coordinator and local authorities and exit the area.

Elevator Entrapments/Rescue

Should you become trapped within the elevator:

- Use emergency phone on elevator control panel to call for assistance
- The elevator has an emergency phone which will directly ring to Elevator Servicing Contractor (ESC) in the event of elevator stoppage or person trapped between floors. ESC should monitor this phone on a 24/7 basis.
- Provide the ESC call desk with Teradata building address, the number of persons trapped within the elevator and any elevator conditions (nature of the elevator failure – sudden stop, wire snapping, unusual sounds or odors, etc.)
- Inform ESC if anyone is injured or experiencing a medical emergency
- ESC will arrive on-site as soon as possible to perform elevator entrapment rescues
- In the event of personal injury or medical emergency, ESC will immediately contact EMS. *In the event the elevator phone connection is non-responding*, pull the alarm switch on the elevator control panel which activates an audible alarm.
- **Site EHS Coordinator**
  - Respond to elevator alarms and notify ESC by phone of the need for elevator entrapment rescue.

Industrial or Transportation Accidents

Teradata Office operations are not expected to cause any types of chemical spills, fuel leaks or spills or other types of industrial or transportation related accidents. Expected on-site transportation traffic consists of light duty delivery vehicles and will not involve the transport or handling of hazardous materials or fuels.

However, there is the possibility of a nearby light industrial and transportation business experiencing an industrial accident or the proximity of a Teradata building to a major highway in which a transportation accident could affect building occupancy.

Site EHS Coordinator

- Communicate with local authorities on any nearby industrial accidents, hazardous materials releases or transportation accidents likely to affect building occupancy or operations

- Assemble all members of the Emergency Contact List, including Landlord contact and make decision on building evacuation
- If decision is to order a building evacuation, notify Teradata Managers to announce a whole or partial building evacuation by public announcement with a megaphone or over a PA system

Earthquake

Note: Teradata sites within earthquake prone areas need to be prepared for minor and major earthquakes. Earthquakes can happen at any time without warning.

- **All Building Occupants**
  - When you feel the first tremor, get under a table or desk, to protect yourself from falling objects. If you are in your office get under the corner work surface.
  - Sit with your head between your knees and your hands over your neck and head
  - If the tremor is severe enough to cause possible damage to the buildings, an evacuation will be triggered
  - Follow Emergency Evacuation Procedures
  - Stay away from the windows to protect yourself from broken and possible flying glass
- **Site EHS Coordinator**
  - Once the shaking has stopped determine if the building must be evacuated. Look for broken glass and large cracks in walls.
  - Contact EMS if there are injuries
  - Contact Corporate EHS Contact and report the information
  - Work with the Corporate EHS Contact and Landlord to determine if the building can be safely re-occupied
  - Inventory damage to equipment

5. Emergency Communications and Alarm Systems

Fire and Emergency Alarms

Most Teradata locations are equipped with both visual strobe light and audible alarm horns which will activate in the event of a fire emergency. Visual strobe lights are located in all conference rooms, mechanical rooms and the Shipping/Receiving room to warn occupants of evacuations.

Combination audible horns and visual strobe lights are mounted in all open office areas and in corridors at the center of each floor to provide both flashing strobe lights and loud beeping when the alarm system is activated.

The alarm system is designed to automatically activate in the event of one or more of the following conditions.

- Smoke Detectors activate on detection of the presence of smoke
- Smoke Detectors within ventilation (HVAC) ductwork activate on presence of smoke in air ducts or within air handling fan/motor housings on roof
- Sprinkler Waterflow Alarms activate on flow of water to an open sprinkler head in event of high temperatures near ceiling height (indicative of fire)
- Manual Fire Alarm Pull Stations at exits are manually activated
- Heat Sensors activate on presence of elevated temperatures

All building occupants are to immediately evacuate the building should the building Fire Alarm System be activated.

Automatic Fire Alarm Response Actions

- Teradata locations with automatic activations of the building fire alarm panel from the above initiating events will result in whole building evacuation upon activation of audible alarm horns and visible strobe lights. These will prompt building evacuations.
- The fire alarm panel is monitored by a third party service who will initiate an immediate call to the Fire Department when the fire alarm system is activated. They will then notify the appropriate Teradata employees of alarm conditions and emergency agency communications.

Smoke Detectors

Smoke detectors should be installed in electrical and mechanical rooms, within the elevator shaft and elevator car, and within the ventilation system ductwork. Smoke detectors will activate on the detection of smoke particles within the airspace. Do not obstruct or block smoke detectors by covering them, tampering or having stacked storage within a 3 foot vertical distance of the detector.

Manual Fire Alarm Pullboxes

Manual fire alarm pullboxes are used by building occupants to sound the alarm on the discovery of smoke or fire, as you are exiting the building. Alarm pullboxes are located at the entrances to stairwells and building exterior exits. Manual pullboxes are to only be used if an occupant sees active fire or smoke generation. Activation of a manual fire alarm pullbox will sound the whole building fire alarm system.

Public Announcements

The Site EHS Coordinator shall use the public address (PA) system to alert building occupants of threatening conditions and the need for building evacuations in the event of gas leaks, bomb threats and to announce facility closure or early dismissals during snow emergencies.

Public announcements will also be used to announce the relocation to safe shelter interior areas during Tornado Warnings.

If the Teradata building is not equipped with a PA system, the Site EHS Coordinator will make public announcements using a megaphone or other communication means.

Fire Protection Systems

Automatic Water Sprinkler Fire Suppression

- When the Teradata building is fully protected by an automatic water fire sprinkler suppression system, the system will meet all local building code and NFPA (National Fire Protection Agency) requirements
- The fire sprinkler system is designed to locally activate water discharge heads in the event of a fire or excess heat condition. Elevated temperatures will cause a fusible link on a sprinkler head to break, releasing water spray to suppress flames and cool nearby surfaces. The operation of the water sprinkler system is fully automated and does not require any action on the part of building occupants.
- Do not obstruct ceiling-mounted sprinkler heads with stacked stored items or furniture. Do not store any items within a 3 foot vertical distance of ceiling sprinkler heads.

- In the event of sprinkler head water discharge, the sprinkler waterflow alarms will activate and sound the whole building fire alarm system. The sounding of the fire alarm will result in a whole building evacuation.
- Sprinkler system control valves are normally located in the Riser Mechanical Room. Sprinkler control valves are kept in an Open position continuously, and are connected to supervisory alarms for tamper indication. Access to this mechanical room is limited to landlord Facility Maintenance. Building occupants are not to disturb any sprinkler system components including sprinkler control valves or sprinkler heads.
- The building sprinkler system is maintained by Landlord Facility Maintenance who performs:
  - Inspections and tests of all sprinkler control valves
  - Testing of sprinkler system performance and alarm integrity
  - Emergency shutdown of sprinkler water service

Sprinkler System Shutdowns and Impairments

- Only the landlord is authorized to shutoff sprinkler water service for any reason. In the event that Teradata Facility Management needs to perform any type of hot work (i.e. welding, torch cutting or open burning) or renovation work requiring sprinkler system shutdown, all coordination will be with the landlord to initiate a Sprinkler Impairment permit and to make necessary notifications to CRE, who will notify FM Global, Teradata's Property Liability insurer.
- Only the Landlord Facility Maintenance personnel are permitted to close sprinkler control valves during such planned sprinkler impairments.

Fire Extinguishers

Class ABC portable fire extinguishers are mounted throughout all floors. The extinguishers are designed to suppress fires involving common combustibles (paper, wood, plastics), flammable liquids (gasoline and solvents) and electrical outlets and equipment.

Fire extinguishers will be distributed only on the basis of the occupancy requirements established by local fire or building codes, or insurance providers. Fire extinguishers are not intended for use by Teradata employees.

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Extinguishers shall be visually checked monthly for condition and proper charging and annually serviced by the Landlord Facility Maintenance. A checklist will be used to ensure that ALL fire extinguishers are checked monthly and written inspection records maintained onsite.

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APPENDIX A

EMERGENCY EVACUATION ROUTE MAPS
SITE PLAN MAP WITH ASSEMBLY AREA AND FIRE PROTECTION LOCATIONS

<INSERT MAPS OF INSIDE AND OUTSIDE OF SITE>

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1. Scope

This procedure defines the type of Environmental, Health & Safety (EHS) training required for all Teradata employees and contractors.

2. Definitions

- **Corporate EHS Contact** - The role of the Corporate EHS Contact is to be an advisor and planner to the sites, make recommendations for addressing regulatory compliance issues and risks, serves as a liaison between Corporate Real Estate and the location. The Corporate EHS Contact shall maintain the corporate list of those persons at each site designated as the Site EHS Coordinator.
- **Site EHS Coordinator** - The Site EHS Coordinator will serve as the communication tool. The Site EHS Coordinator will distribute information and training programs and relay site specific information to the Corporate EHS Contact.
- **Trained First Aid Providers** - Teradata employees who have been identified by the Corporate EHS Contact as the appropriate personnel to receive specific training in providing the initial care for an illness or injury occurring within a Teradata location and who provide such initial care until definitive medical treatment can be accessed if necessary.

3. Responsibilities

Teradata management and the Site EHS Coordinator will identify all employees with specific related EHS responsibility within their facilities and ensure these employees receive required training.

Management will assure that all employees receive EHS training appropriate for their job duties. At a minimum, training will include Teradata policies and standard operating procedures, compliance requirements and management of EHS risks.

All Teradata employees and contractors shall comply with Teradata policies and local regulatory requirements.

4. Procedures

General Training of Teradata's EHS Policies and Procedures

Teradata has created an overview training document, Teradata's Team Safety Handbook, which outlines the key points of all its EHS Policies and Procedures.

This training will be mandatory upon issuance of this training procedure and at a minimum required every 3 years after its issuance. All new hires will be required to review this training document within 15 days of their start date, not to exceed 30 days.

Specific Location or Job Duty EHS Training

Specific training may be necessary for individuals identified as Trained First-Aid Providers or for those working in non-office areas that may have potential hazards. Management needs to assure all employees receive the appropriate training.

EHS Training Requirements

The following table identifies subject specific EHS training by location type or activity and required training frequency. Management will assure all employees receive the site specific information necessary for them to recognize the hazards associated with their location and/or job function. Since the scope and type of EHS responsibilities will vary, each unique situation should be considered when developing a training plan for a particular individual.

Note: As EHS regulations are added or revised, additional subject specific training may be necessary.

Since the scope and type of EHS responsibilities will vary, each unique situation should be considered when developing a training plan for a particular individual. Contact the Teradata Corporate EHS Contact should you have any questions on training plans.

Specific training should be performed at time of hire and, at a minimum, every 3 years after its issuance.

Compliance Area	Customer Service	Office	Office Plus*
Confined Spaces	X		X
Hazard Communication	X	X	X
Lockout/Tagout	X		X
Powered Vehicles			X
Asbestos	X	X	X
Emergency Action/Egress	X	X	X
Fire Protection	X	X	X
Electrical Safety	X	X	X
PPE/Hazard Assessment	X	X	X
Risk Assessment	X	X	X
Injury Reporting , Investigation	X	X	X
Bloodborne Pathogens/First Aid	X	X	X
Ergonomics	X	X	X
Contractor/Subcontractor Safety	X	X	X
Industrial Hygiene/Chemical Monitoring (including ventilation)			X

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Compliance Area	Customer Service	Office	Office Plus*
Hearing Conservation	X		X
Respiratory Protection	X		X
Radiation	X		X
Walking/Working Surfaces	X	X	X
Hand & Portable Power Tools	X		X
Machine Guarding			X
Fall Protection	X		X
Manual Handling/Lifting	X		X
Ladder Safety	X		X
Welding/Hot Work			X
Cranes, Hoists, Slings			X
Abrasive Wheel			X
Refrigerant Management			X
Hazardous Waste		X	X
Water/Wastewater Discharge			X
Air Emissions/Pollution Control			X
Hazardous Materials Mgt.			X
Hazardous Materials Transportation	X		X
Storage Tanks (including SPCC for oil tank storage)			X
Compressed Gas Storage			X
Electrical Waste Take-back	X	X	X
Area specific government reporting requirements	X	X	X
Packaging Waste	X	X	X

*Office plus locations may include warehouses, repair centers or any other operations that are not classified as an office (i.e. all computer work) or manufacturing. The EHS training required for these locations may vary based on the specific operations conducted at the site.

Record Keeping

Teradata's team safety handbook training will be tracked by Human Resources' Training System. Specific training will be tracked by the immediate supervisor and recorded in the employee's local personnel file. All training records will be kept for the duration of the employee's employment and then in accordance with Teradata's EHS Record Retention SOP, EHS111.

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1. Scope

This procedure describes the internal environmental health and safety inspection and internal/external audit process, which is designed to ensure that Teradata effectively manages programs to protect the environment and the safety of all employees and facilities.

2. Definitions

- **Audit -** A systematic evaluation initiated by the Corporate EHS Contact of one or more EHS programs based upon inspections, record reviews and rotational schedule.
- **Corporate EHS Contact -** The advisor to all Teradata sites and their designated Site EHS Coordinator. The Corporate EHS Contact makes recommendations for addressing regulatory compliance issues and risks and serves as a liaison between Corporate Real Estate and the location for EHS matters. The Corporate EHS Contact will maintain the corporate list of those persons at each site designated as the Site EHS Coordinator. .
- **Corrective Actions -** Specific activities set out in an inspection or audit report that are necessary to correct a deficiency or finding.
- **CRE -** Corporate Real Estate
- **Deficiency -** Any condition that threatens the life, health and/or safety of employees or the surrounding environment.
- **EHS -** Environmental, Health and Safety
- **Employees -** Employees or contract employees
- **Inspection -** A physical walk-through of an area conducted by a supervisor and/or the Site EHS Coordinator to determine compliance with policy and SOPs.
- **New Location -** A facility that becomes part of the CRE property portfolio
- **Site EHS Coordinator -** The Site EHS Coordinator is the management individual responsible for implementing Teradata's EHS policies and procedures at their sites. The Site EHS Coordinator will serve as the communication tool distributing information and training programs and relaying site specific information to the Corporate EHS Contact.
- **SOP (Standard Operating Procedure) -** A document that contains the guidelines and procedures to be followed to ensure consistency in the application of and compliance with all EHS rules and regulations.

3. Responsibilities

Corporate EHS Contact

- Distribute the hazard assessment questionnaire annually to all Teradata facilities
- Update the EHS Policy Matrix with the information supplied by the completed annual assessment
- Follow up with the additional information forms based on the information supplied by the annual assessment
- Liaison with CRE to determine yearly audit schedule, secure funding and provide information to the independent audit source as to the scope of audits
- Insure that results of audits are communicated to applicable management
- Partner with the Site EHS Coordinator and CRE to insure corrective action(s) are implemented to address identified inspection and/or audit deficiencies
- Will coordinate all compliance responses and communications with governmental agencies on permitting actions or inspections

Site EHS Coordinator

- Assess/inspect the facility based on the questionnaire on an annual basis
- Provide the necessary information to the Corporate EHS Contact, including any suspected safety deficiencies not addressed in the inspection checklist
- Partner with the Corporate EHS Contact and CRE to implement any necessary corrective actions to address inspection/audit deficiencies
- Cooperate fully with any authorized internal/external audit
- Communicate findings to site management for implementation
- Maintain records for all inspections conducted by their office including corrective actions
- Immediately contact the Corporate EHS Contact if/when any governmental agency arrives unannounced to inspect/audit a facility

Supervisors

- Partner with the Site EHS Coordinator to ensure an accurate assessment/inspection is completed yearly
- Aid in implementing any necessary corrective actions
- Assist the Site EHS Coordinator with any authorized internal/external audit as necessary
- Maintain records for all inspections conducted by their office including corrective actions
- Communicate findings and resolutions to employees

CRE

CRE partners with the Corporate EHS Contact to insure a Site EHS Coordinator is selected for any new property added to the CRE portfolio and that a basic hazard assessment is completed for same.

4. Procedures

At the onset of the EHS program a basic site assessment, the Hazard Assessment SOP, will be distributed to all Site EHS Coordinators. This assessment must be completed and returned to the Corporate EHS Contact.

Depending on the extent of operations at each Teradata facility a second, more detailed assessment may be necessary which will incorporate additional checklists as outlined in the Hazard Assessment SOP.

It is the intention of Teradata to have the local Site EHS Coordinator complete an annual self-check inspection and provide the results to the Corporate EHS Contact to ensure the site remains in compliance with governmental regulation and Teradata policies.

A three-year rotational audit plan will be formulated to have an independent source (internal/external) validate each facility's assessment submission.

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1. Scope

This procedure establishes the required actions for reporting and investigating Environmental Health & Safety (EHS) incidents/accidents. This is a critical step because it collects very useful and necessary information to track trends, measure performance and identify measures (training, safety equipment, procedures and practices) to prevent their recurrence.

It also fulfills the requirements in certain countries to track and report incidents. Only the Corporate EHS Contact is authorized to amend this program.

2. Definitions

Incident - An unexpected and undesirable event, especially one resulting in harm to an individual and/or damage to Teradata property. A reportable incident would normally occur on Teradata property. An exception would be an incident/accident that involves an employee at a customer location.

Incident Causation - A complex mechanism that involves five elements- Employees, Machine, Materials, Methods and Environment

Investigation - All incidents must be investigated. The primary purpose of an investigation is to gather information about an incident and develop a solution to prevent the incident from occurring again. Therefore, fact-finding (not fault-finding) is at the heart of an investigation and must be conducted thoroughly. Always find the specifics of the incident, including who, what, when, where, why and how. Analysis of the findings from incident investigations enables trends to be determined from which appropriate preventive measures may be developed and implemented. Accident/incident investigations shall also be used to communicate problem areas to employees/management.

Lost Time Accident (LTA) - An occupational illness or injury that results in the employee missing work following the day of the injury

Nature of Injury - A description of injury that was sustained by the person involved (such as sprain, contusion, burn, laceration)

Near Miss – An event that could have resulted in a release to the environment, property or facility damage, or personal injury

Occupational Illness - Any abnormal condition or disorder, other than one resulting from an occupational injury, caused by exposure to environmental factors associated with employment

Occupational Injury - Any injury, such as a cut, fracture, sprain, or amputation, which results from a work accident or from an exposure involving a single incident in the work environment

OI&I - Occupational Injury & Illness

Recordable Injury - An accident which results in an injury and requires medical attention beyond first aid. These injuries and illnesses are generally considered recordable- fractures, lacerations requiring stitches, and medical restrictions placed on an individual by a qualified medical provider. Individual country occupational safety and health regulations will have specific injury criteria (ex. work-relatedness, new case not related to significant aggravation of a pre-existing condition, location of injury, causation and medical treatment or injury severity) which will determine whether an injury is Recordable or Reportable to a governmental agency or reported in company OI&I records.

Underlying Causes or Failures - Abnormal conditions which contributed to or caused the nature of injury (such as frequency or repetition of task, improper posture, ineffective rules/regulations, ineffective employee training, inadequate or unsafe job procedure)

Unsafe Condition - Any physical state which deviates from that which is acceptable, normal or correct (e.g., congested product area, improperly designated workstation, spill, poor housekeeping)

Unsafe Acts - A behavioral departure from an accepted, normal, or correct procedure (e.g., failure to place warning signs/tags, leaving spills on floor, using defective equipment, horseplay, bypass)

3. Responsibilities

Supervisor

The Supervisor must ensure the safety of others around the area and that the medical needs of the injured employee are provided. They also must ensure that all incidents/accidents are reported, investigated and documented.

Supervisors shall immediately initiate an incident investigation. Incident investigation is an analysis to determine the causes of an incident, particularly those that can be controlled or eliminated. The supervisor shall first obtain information from the employee(s) involved including anyone injured, if possible, and then talk with everyone who may have had any possible involvement or witnessed the incident. Supervisors must maintain an open mind during the investigation and remain open to all possibilities.

Fact finding, while avoiding fault finding, is crucial to the incident investigation. The supervisor must conduct the initial investigation before the end of the shift in which the employee was injured. The supervisor must complete Appendix C, Supervisor's Incident Investigation Form. The supervisor will fill out Supervisor's Incident Investigation Form after obtaining written statements from alleged injured employee, witnesses, and conduction of own fact finding.

If the injured employee has been injured at Teradata before, a brief description of those injuries must be provided. Supporting documentation, including photographs, shall be attached to the Incident Investigation Form.

Upon occurrence of an incident, the relevant supervisor must ensure the incident site is secured until pictures (if applicable) are taken and investigation is completed. Supervisors must attempt to

recreate the accident site by taking pictures from different angles of accident site (e.g., location of employee, property damage, equipment condition, floor surface).

Ensure the Personal Interview Statement and photos are completed and sent to the local Site EHS Coordinator. The employees involved in the incident must describe in detail his/her actions or activities leading up to the incident and complete Appendix D, Personal Interview Statement.

Ensure the employees involved in the incident complete a Witness Statement and describe in detail his/her actions or activities leading up to the incident (see Appendix E - Personal Interview Statement). This completed form(s) is to be sent to the local Site EHS Coordinator.

Employees involved in the incident shall describe in their own words what occurred. The supervisor must be present to assist the employee and ensure that the form is completed with sufficient detail. This form should be completed by the end of the shift in which the incident occurs.

Ensure an initial telephone or email notification is made to the Corporate EHS Contact within 24 hours for all incidents; however, some incidents may require immediate notification. For all categories of incidents, there may be local/state/country -specific requirements (e.g., regulatory, insurance, etc.) that must be followed. For more information concerning these requirements, refer to your local/site-specific reporting procedure (Site EHS Coordinator) or contact the Corporate EHS Contact.

Employees

Employees must complete the forms provided by the supervisor to provide as much accurate information concerning the incident/accident if able to do so.

Site EHS Coordinator

Ensure that Appendix A, Incident Investigation Root Cause Analysis, is completed for all investigations. The Site EHS Coordinator, with input from the relevant supervisor, is responsible for completing the form, including determining which contributing factor(s) was the direct cause of the accident and explain the root cause.

The Worker's Compensation Administrator will complete all pertinent information if applicable. In the U.S., all injuries & illnesses shall be classified using the US & OSHA classification system. Form 1.14-2, Injury Classification, shall be completed for all incidents to determine if injuries or illnesses are OSHA recordable.

Ensure Supervisor describes any preventive or corrective actions taken immediately (i.e., cleaning the floor, removing material, etc.) on the Appendix B, Incident Corrective Actions Form.

- Permanent actions taken by department manager (e.g., retraining employees, changing a procedure or the physical conditions of the area, etc.) must also be noted on the form
- The department manager/supervisor must follow up on corrective actions taken as the result of an accident to ensure the effectiveness of the solution identified and implemented
- The Corporate EHS Contact shall be notified by the Department Manager/Supervisor once corrective actions have been implemented

- The Corporate EHS Contact will review the report and make recommendations

Corporate EHS Contact

Ensure all reports are received and complete. Conduct further detailed investigation of an incident/accident if warranted.

Reports, statements and other supporting documentation shall be retained as dictated by applicable laws and regulations

Required US OSHA or other international occupational safety and health regulations reporting standards shall be adhered to.

4. Procedures

The procedures relating to Incident Investigation and reporting are set forth in the appropriate Responsibilities Section of this SOP.

5. Appendices

A – Incident Investigation Root Cause Analysis

B – Incident Corrective Actions Form

C – Supervisor's Incident Investigation Form

D – Personal Interview Statement

E – Witness Statement

Appendix A: Incident Investigation

Root Cause Analysis

Appendix A – Incident Investigation Root Cause Analysis

BASIC INFORMATION		
Name of Employee:		
Date of Incident:		
CONTRIBUTING FACTORS: (check all that apply)		
☐ Adjustment or Repair	☐ Alcohol or Drug Abuse	☐ Clearance
☐ Design	☐ Distractions	☐ Employee Morale/Attitude
☐ Equipment or Tools	☐ Equipment Failure	☐ Experience
☐ Failure to Identify Hazard	☐ Floor or Surface Condition	
☐ Hazardous Material	☐ Hazardous Procedure	☐ Horseplay
☐ Housekeeping	☐ Lighting	☐ Improper Use of Equipment
☐ Inattentiveness	☐ Machine Guarding	☐ Maintenance
☐ Material Labeling	☐ Noise	☐ Not Reporting Unsafe Condition
☐ Operating Speed	☐ Placement of Items	☐ Position or Posture
☐ Protective Eqmt. Not Available	☐ Rule or Procedure Violation	☐ Supervision
☐ Safety Device	☐ Temperature	☐ Training
☐ Use of Protective Eqmt.	☐ Using Equipment Unsafely	☐ Visibility
☐ Ventilation	☐ Warning System	☐ Weather
☐ Work Environment or Layout	☐ Other:	
ROOT CAUSE:		
EHS Contact:		**Date:** / /

Appendix B: Incident Corrective Actions Report

GENERAL INFORMATION		
Name of Employee:	Date of Incident: / /	Dept.:
1. Preventive or corrective actions taken by immediate Supervisor		
a):		Date: / /
b):		Date: / /
c):		Date: / /
Signature:		Date: / /
2. Permanent corrective actions taken by Department Manager		
a):		Date: / /
b):		Date: / /
c):		Date: / /
Signature:		Date: / /
3. Review and recommendations by Corporate EHS Contact		
a):		Date: / /
b):		Date: / /
c):		Date: / /
Signature:		Date: / /
4. Review and recommendations by Senior Management Official		
a):		Date: / /
b):		Date: / /
c):		Date: / /
Signature:		Date: / /

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Appendix C: Supervisors Incident Investigation Form

GENERAL INFORMATION		
Employee Name:		Employee ID No.:
Date of Hire: / /	Job Title:	Shift:
Department:	Supervisor:	
Incident Date: / /		Time: a.m./p.m.
Incident Reported Date: / /	Time: a.m./p.m.	Exp. on Job:

Describe employee's actions/activities leading up to the incident:	
Describe what happened:	
When did this happen?	
Describe in detail how the incident occurred:	
Describe why this incident occurred:	
Describe the exact location of the incident:	
Describe the nature of injury and part of body:	
Was the incident site inspected, secured, and photographed: ☐ Yes ☐ No	
What treatment has employee received since the incident?	
Have all witnesses been interviewed? ☐Yes ☐No	List witnesses:
Was Personal Protective Equipment (PPE) required for this specific task? ☐Yes ☐ No	
Was proper PPE provided and used? ☐Yes ☐ No	Describe:
Was this incident an unsafe? ☐Act ☐ Condition	Why:
Was this unsafe act/condition reported at any time before the incident? ☐ Yes ☐ No	When?
To Whom?	Actions taken at the time?
Supervisor, in your opinion, what can be done to prevent this type of incident from occurring again?	
What type of training was provided to the employee to ensure the safe performance of his/her job?	
Has employee been injured at Teradata before? ☐ Yes ☐ No	
If yes, describe:	
Additional facts:	
Employee signature :	Date: / /
Supervisor signature:	Date: / /

Appendix D: Personal Interview Statement

Name:	Date of Hire: / /	Employee ID No.:
Address (Residential):		Home Phone No.: - -
Department:	Supervisor's Name:	Ext.:
Time: a.m./p.m.	Date: / /	

What happened?
When did this happen?
How did this happen?
Why did this incident occur?
What is the exact location of the incident?
Who was involved?
Are there any witnesses? ☐Yes ☐No Names:
What were you doing before the incident?
What did you do after the incident?
Describe in detail your pain/discomfort and part of body?
Describe in detail damage to Environment property, building, etc.
Was this incident an: Unsafe Act ☐ or Unsafe Condition ☐ Why?

Date and time of incident:	Pain/discomfort began:
When did you report your incident mm/dd/yy. / /	To whom:
Have you ever had this type of pain/discomfort before? ☐ Yes ☐ No Specify:	
In your opinion, what can be done to prevent this incident from occurring again?	
Employee's Signature:	Date: / /
Supervisor's Signature:	Date: / /

Appendix E: Witness Statement

Witness Name:	Employee ID No.:
Address (Residential):	Home Phone No.: - -
Department:	Witness Supervisor:
Date of Hire: / /	Job Title:
Time: a.m./p.m.	Date: / /

Name of Injured Employee:
What happened?
When did this incident happen?
How did this incident happen?
Why did this incident occur?
What was the exact location of the incident?
Who was involved in the incident?
Are there any other witnesses? ☐ Yes ☐ No Names:
What were you doing before the incident?
What did you do after the incident?
Was there any unsafe act or condition reported prior to the incident? ☐ Yes ☐ No
If yes, when?
To whom?
Did you see the injured employee before the incident? ☐ Yes ☐ No
Did you notice anything unusual? ☐ Yes ☐ No
If yes, please describe:
Additional facts:

Witness signature:	Date: / /
Supervisor signature:	Date: / /

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TERADATA FIRST AID		EHS107	1 of 4
		Issue No. 001	Issue Date 10/01/2009
Scope: Worldwide	Effective Date: 10/01/2009	Approved By: Bruce A. Langos, COO	
		Organization: Global Business Operations	

1. Scope

As Teradata facilities are predominately office space, Teradata will only designate and train first aid providers in facilities that are more than 15 minutes from outside medical assistance, *unless specific conditions within the facility warrant a quicker response*.

Refer to Teradata's EHS Policy Matrix for all country-specific exceptions or requirements to this SOP. This matrix can be found on the intranet under the Policy Documents.

2. Definitions

- **ARC** - American Red Cross
- **AHA** - American Heart Association
- **First Aid -** The provision of initial care for an illness or injury. It is usually performed by a lay person to a sick or injured casualty until definitive medical treatment can be accessed. Certain self-limiting illnesses or minor injuries may not require further medical care past the first aid intervention. It generally consists of a series of simple and, in some cases, potentially life-saving techniques that an individual can be trained to perform with minimal equipment.
- **Cardiopulmonary resuscitation (CPR) -** An emergency medical procedure for a victim of cardiac arrest or, in some circumstances, respiratory arrest. CPR is performed in hospitals or in the work place by laypersons or by emergency response professionals
- **Trained First Aid Providers -** Teradata employees who have been identified by the Corporate EHS Contact as the appropriate personnel to receive specific training in providing the initial care for an illness or injury occurring within a Teradata location and who provide such initial care until definitive medical treatment can be accessed if necessary
- **Good Samaritan -** Any Teradata employee who voluntarily provides emergency medicine or treatment to anyone, at their own risk, at a Teradata facility
- **NSC** - National Safety Council

3. Responsibilities

Site EHS Coordinator

The role of the Site EHS Coordinator is to ensure First Aid Provider contact information is sent to Corporate EHS Contact to update Policy Matrix. Employees must ensure they understand and follow the procedure.

4. Procedures for Trained First Aid Providers

Trained First Aid Providers must help a person with a severe injury/illness follow the emergency actions steps outlined in American Red Cross First Aid and CPR training programs. If you are not aware of these steps call 911 in the United States or your local emergency number and report the situation.

Be sure to retrieve the Automated External Defibrillators (AEDs), if applicable, and First Aid kits located in the facility.

If you encounter someone who is injured, apply the emergency action steps: "Check-Call-Care." Check the scene to make sure it is safe for you to approach. Then check the victim for unconsciousness and life-threatening conditions. Someone who has a life-threatening condition, such as not breathing or severe bleeding, requires immediate care by trained responders and may require treatment by medical professionals. Call out for help.

Following are some steps that you can take to care for someone who is hurt, but whose injuries are not life threatening.

- **Control Bleeding**
  - Cover the wound with a dressing, and press firmly against the wound (direct pressure)
  - Elevate the injured area above the level of the heart if you do not suspect that the victim has a broken bone
  - Cover the dressing with a roller bandage
  - If the bleeding does not stop:
    - Apply additional dressings and bandages
    - Use a pressure point to squeeze the artery against the bone
- **Care for Shock**
  - Keep the victim from getting chilled or overheated
  - Elevate the legs about 12 inches (if broken bones are not suspected)
  - Do not give food or drink to the victim
- **Tend Burns**
  - Stop the burning by cooling the burn with large amounts of water
  - Cover the burn with dry, clean dressings or cloth

- **Care for Injuries to Muscles, Bones and Joints**
  - Rest the injured part
  - Apply ice or a cold pack to control swelling and reduce pain
  - Avoid any movement or activity that causes pain
  - If you must move the victim because the scene is becoming unsafe, try to immobilize the injured part to keep it from moving
- **Be Aware of Biological/Radiological Exposure**

  Listen to local radio and television reports for the most accurate information from responsible governmental and medical authorities on what's happening and what actions you will need to take.
- **Reduce Any Care Risks**
  - The risk of getting a disease while giving first aid is extremely rare. However, to reduce the risk even further:
    - Avoid direct contact with blood and other body fluids.
    - Use protective equipment, such as disposable gloves and breathing barriers.
    - Thoroughly wash your hands with soap and water immediately after giving care.

First Aid Providers shall observe the requirements of the facility Bloodborne Pathogen Exposure Control Plan (EHS108).

5. Training

First aid training is primarily received through the American Red Cross (ARC), the National Safety Council (NSC), and American Heart Association (AHA). The ARC, AHA and NSC offer standard and advanced first aid courses via their local chapter/training centers. After completing the course and successfully passing the written and practical tests, trainees receive two certificates; (adult CPR and first aid).

An emphasis on quick response to first aid situations is incorporated throughout the program. Other program elements include: basic first aid intervention, basic adult cardiopulmonary resuscitation (CPR), and universal precautions for self-protection.

Specific program elements include training specific to the type of injury: shock, bleeding, poisoning, burns, temperature extremes, musculoskeletal injuries, bites and stings, medical emergencies, and confined spaces. Instruction in the principles and first aid intervention of injuries will cover the following sites: head and neck, eye, nose, mouth and teeth, chest, abdomen, and hand, finger and foot injuries.

The training program will be annually reviewed with current first aid techniques and knowledge.

Basic adult CPR retesting will be conducted every year and first aid skills and knowledge should be reviewed every three years.

Employees who have been identified by Teradata's Corporate EHS Contact and have specific responsibilities under this SOP will receive specific training to enable them to fulfill those responsibilities. Good Samaritans will not receive first aid training.

6. Documentation

Records of first aid and medical treatments will be maintained in accordance with applicable local, state, federal and country recordkeeping standards.

7. References

- OSHA29CFR1910.151

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Scope: Worldwide	Effective Date: 10/01/2009	Approved By: Bruce A. Langos, COO	
		Organization: Global Business Operations	

1. Scope

This procedure will be established in facilities where the Corporate EHS Contact has determined first aid responders are required. Refer to Teradata's EHS Policy Matrix for identified first aid providers, country specific exceptions and additional requirements to this SOP.

This plan establishes the written bloodborne pathogen and exposure control program and applies to all employees with exposure potential including any specific eye, mouth, other mucous membrane, non-intact skin or skin piercing (e.g. needle stick) contact with blood or other potentially infectious material that results from the performance of an employees duties. The Site EHS Coordinator has reviewed the job duties and potential exposures of facility employees and has determined which employees are covered under this program.

Only the Corporate EHS Contact is authorized to amend this plan.

2. Definitions

- **Blood -** Human blood, human blood components and products made from human blood.
- **Bloodborne Pathogens (BBP) -** Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).
- **Clinical Laboratory -** A workplace where diagnostic or other screening procedures are performed on blood or other potentially infectious materials.
- **Contaminated -** The presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.
- **Contaminated Laundry -** Laundry which has been soiled with blood or other potentially infectious materials or may contain sharps.
- **Contaminated Sharps -** Any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.
- **Corporate EHS Contact -** The advisor to all Teradata sites and their designated Site EHS Coordinator. The Corporate EHS Contact makes recommendations for addressing regulatory compliance issues and risks and serves as a liaison between Corporate Real Estate and the location for EHS matters. The Corporate EHS Contact will maintain the corporate list of those persons at each site designated as the Site EHS Coordinator.

- **Decontamination -** The use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use or disposal.
- **Director -** The Director of the National Institute for Occupational Safety and Health, U.S. Department of Health and Human Services or designated representative.
- **Engineering Controls -** Controls (i.e. sharps disposal containers, self-sheathing needles, safer medical devices, such as sharps with engineered sharps injury protections and needleless systems) that isolate or remove the bloodborne pathogens hazard from the workplace.
- **Exposure Incident -** A specific eye, mouth, or other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.
- **Hand Washing -** Hand washing is defined as the vigorous, brief (30 seconds) rubbing together of all surfaces of lathered hands, followed by rinsing under a stream of water. Hand washing suspends microorganisms and mechanically removes them by rinsing with water. The fundamental principle of hand washing is removal, not killing.
- **Hand washing Facilities -** An adequate supply of running potable water, soap and single use towels or hot air drying machines.
- **Licensed Healthcare Professional -** A person whose legally permitted scope of practice allows him or her to independently perform the activities required by paragraph (f) of the Standard regarding Hepatitis B Vaccination and Post-exposure Evaluation and Follow-up.
- **HBV -** Hepatitis B Virus.
- **HIV -** Human Immunodeficiency Virus.
- **Needleless Systems -** A device that does not use needles for - the collection of bodily fluids or withdrawal of body fluids after initial venous or arterial access is established; the administration of medication or fluids; or any other procedure involving the potential for occupational exposure to bloodborne pathogens due to percutaneous injuries from contaminated sharps.
- **Occupational Exposure -** Reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

- **Other Potentially Infectious Materials -** The following human body fluids - semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids; any unfixed tissue or organ (other than intact skin) from a human (living or dead); and HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.
- **Parenteral -** Piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts, and abrasions.
- **Personal Protective Equipment (PPE) -** Specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts, or blouses) not intended to function as protection against a hazard is not considered to be personal protective equipment.
- **Production Facility -** A facility engaged in industrial-scale, large-volume or high concentration production of HIV or HBV.
- **Trained First Aid Provider -** Teradata employees who have been identified by the Corporate EHS Contact as the appropriate personnel to receive specific training in providing the initial care for an illness or injury occurring within a Teradata location and who provide such initial care until definitive medical treatment can be accessed if necessary.
- **Regulated Waste -** Liquid or semi-liquid blood or other potentially infectious material; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.
- **Research Laboratory -** A laboratory producing or using research-laboratory-scale amounts of HIV or HBV. Research laboratories may produce high concentrations of HIV or HBV but not in the volume found in production facilities.
- **Sharps with Engineered Sharps Injury Protections -** A non-needle sharp or a needle device used for with drawing body fluids, accessing a vein or artery, or administering medications or other fluids, with a built-in safety feature or mechanism that effectively reduces the risk of an exposure incident.

- **Site EHS Coordinator -** The Site EHS Coordinator is the management individual responsible for implementing Teradata's EHS policies and procedures at their sites. The Site EHS Coordinator will serve as the communication tool distributing information and training programs and relaying site specific information to the Corporate EHS Contact. .
- **Source Individual -** Any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee. Examples include, but are not limited to, hospital and clinic patients; clients in institutions for the developmentally disabled; trauma victims; clients of drug and alcohol treatment facilities; residents of hospices and nursing homes; human remains; and individuals who donate or sell blood or blood components.
- **Sterilize -** The use of a physical or chemical procedure to destroy all microbial life including highly resistant bacterial endospores.
- **Universal Precautions -** An approach to infection control which treats all human blood and certain human body fluids as if known to be infectious for HIV, HBV, and other bloodborne pathogens.
- **Work Practice Controls -** Controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g., prohibiting recapping of needles by a two-handed technique).

3. Responsibilities

Supervisor

The Supervisor has the overall responsibility for the management of this program including:

- Determine the employees to be covered by the program
- Establish engineering and work practice controls
- Select PPE where required
- Coordinate employee training
- Coordinate post exposure control plan elements for any reported exposures
- Ensure medical records and post exposure evaluations are kept confidential
- Ensure any incidents involving potential exposures to bloodborne pathogens are promptly reported to the Site EHS Coordinator
- Clean up of any covered body fluids is performed only by authorized employees

- Ensure that universal precautions are used and enforced
- Ensure all affected employees are properly trained

Employees

Employees shall carry out assignments in accordance with the Bloodborne Pathogens Exposure Control Plan and must:

- Report all potential exposures to bloodborne pathogens to their supervisor.
- Attend all required training sessions (designated employees only)
- Follow appropriate universal precautions and using authorized PPE

Human Resources shall ensure that the facility meets all confidentiality requirements governing medical records and information.

4. Procedures

Exposure Determination

The facility must, at a minimum, annually evaluate its routine and reasonably anticipated tasks and procedures to determine where there is actual or potential exposure to blood or other potentially infectious materials without regard to the use of PPE.

The Corporate EHS Contact must maintain a current list of names of those personnel who are in one of the covered job classifications listed in the Teradata EHS Policy Matrix.

Universal Precautions and Work Practice Controls

Under the concept of universal precautions, all human blood and body fluids will be treated as if they are known to be infectious for HBV, HIV and other bloodborne pathogens. Blood is the single most important source of HIV, hepatitis B virus, hepatitis C virus and other blood pathogens in the occupational setting.

Universal precautions also apply to the following tissues, semen, vaginal secretions, and following fluids such as: cerebral spinal, synovial, pleural, peritoneal, pericardial, and amniotic.

Universal precautions do not apply to feces, nasal secretions, sputum, saliva, sweat, tears, urine, and vomit, unless they contain visible blood. However, caution should always be used when the potential for these body fluids exists. This section sets forth the minimum universal precautions that will be used at this facility.

Hands and other skin surfaces should be washed thoroughly with soap and water or mucous membranes flushed with water immediately or as soon as feasible if contaminated with blood or other body fluids following contact.

Hands should be washed immediately after gloves or other personal protective equipment are removed, and upon leaving the work area.

All individuals need to take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during handling. Disposable syringes and needles, scalpel blades, and any sharp items should be placed in puncture resistant containers for disposal; the puncture resistant containers should be located as close as practical to the use area.

Eating, drinking, smoking, applying cosmetics and handling contact lenses is prohibited in areas where there is a potential for exposure to bloodborne pathogens.

All contaminated waste must be kept in designated leak proof and labeled containers.

Trained First Aid Providers and other personnel who have lesions or weeping dermatitis should refrain from all direct contact with other individuals.

Engineering Controls

Hand washing facilities are available throughout the facility and are readily available for all employees with potential exposures. Containers that are puncture resistant, pre-labeled, color-coded and leak proof are available for any waste sharps.

All unused needles or sharps shall be placed in a puncture resistant, labeled, and color-coded and leak proof container. In no case will needles or other sharps be bent or otherwise handled except to place them in a sharps container.

Personal Protective Equipment

Provision

In facilities where Trained First Aid Providers are required, the Site EHS Coordinator is responsible for ensuring that the following provisions are met.

- All PPE used at this facility will be provided without cost to employees.

- PPE is to be chosen based on the anticipated exposure to blood or other potentially infectious materials.
- The PPE will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employees' clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the PPE will be used.

PPE Use

Supervisors will ensure that the employee uses appropriate PPE unless the supervisor shows that the employee temporarily and briefly declined to use PPE when, under rare and extraordinary circumstances, it was the employee's professional judgment that in the specific instance its use would have prevented the delivery of healthcare or posed an increased hazard to the safety of the worker or coworker.

When the employee makes this judgment, the circumstances will be investigated and documented in order to determine whether changes can be instituted to prevent such occurrences in the future.

PPE Accessibility

Site EHS Coordinator will ensure that appropriate PPE in the appropriate size is readily accessible at the work site or is issued without cost to employees. Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives will be readily accessible to those employees who are allergic to the gloves normally provided.

PPE Cleaning, Laundering and Disposal

The site EHS Coordinator will ensure that:

- All PPE will be either cleaned, or laundered, or disposed of by the employer at no cost to the employees.
- All PPE repairs and replacements will be made by the employer at no cost to employees.
- All PPE that is penetrated by blood will be removed immediately or as soon as feasible.
- All PPE will be removed prior to leaving the work area.
- All contaminated PPE is placed in an appropriately designated area or container for storage, washing, decontamination or disposal.

Gloves

Gloves will be worn when it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes and when handling or touching contaminated items or surfaces.

Disposable gloves used at this facility:

- will be non-latex
- are not to be washed or decontaminated for re-use
- are to be replaced as soon as practical when they become contaminated, torn, punctured, or when their ability to function as a barrier is compromised

Utility Gloves

Utility gloves may be decontaminated for reuse provided that the integrity of the glove is not compromised.

Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or if they exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

Eye and Face Protection

Masks in combination with eye protection devices, such as those listed below, are required to be worn whenever splashes, splatters, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can reasonably be anticipated.

- Goggles
- Glasses with solid side shield
- Face shields

5. Housekeeping

All employees must notify their Supervisor and Site EHS Coordinator if they discover potentially infectious materials in the work place. This could include blood from an accident, medical condition or contaminated clothing. The EHS Coordinator will ensure that only trained and properly equipped personnel perform required clean up and housekeeping in response to the notification.

Housekeeping in connection with a cleanup of contaminated material will be performed based on factors such as the situation, type of surface to be cleaned, and type of soil present.

For tile, or other non porous surfaces: Using proper PPE and universal precautions remove as much organic material as possible and place in a biohazard container. Use a hypochlorite solution (10% bleach and water solution) 1:10 mixture to clean the area.

Carpet, fabric or other porous surfaces: Such surfaces may be difficult to clean and reuse. The section of material may need to be removed and disposed of as biohazard waste.

Broken glassware that is potentially contaminated and shall be picked up with gloved hands.

Any container or receptacle that will be reused and has a reasonable likelihood of contamination shall be periodically inspected and decontaminated as soon as feasible upon visible contamination.

6. Regulated Materials and Waste

Although routine generation of contaminated sharps is not expected, if contaminated sharp waste is generated, it will be stored in closable, puncture resistant, leak proof, labeled and color coded containers. If the container must be transported on site and there is a potential for leakage, secondary containment is required.

All other regulated waste must be placed in closable, leak proof, labeled and color-coded containers. If outside contamination of the container occurs, it will be placed in a second container meeting the same requirements of the primary container.

Biohazard waste must be disposed of in accordance with applicable jurisdiction biohazard waste requirements.

Contaminated laundry must be properly containerized as indicated above. Contact the Site EHS Coordinator for further handling requirements.

Materials at this facility that will require labeling include discarded PPE used for medical response, contaminated porous materials and contaminated cleaning materials.

Labels or red bags will be used to properly identify all potentially infectious materials and wastes.

All labels will contain the word “BIOHAZARD,” contain the universal biohazard symbol, and will be appropriately color coded with fluorescent orange or orange-red background with lettering and symbols in contrasting color.

7. Hepatitis B Vaccinations

All Trained First Aid Providers will be offered a hepatitis B vaccination series at no cost to the employee after they have attended required training.

The vaccinations will be arranged by the Site EHS Coordinator at a clinic under the direct supervision of a licensed physician in accordance with current accepted medical practices.

The current status of vaccinations must be summarized in Appendix A

Vaccination Status

Employees who decline the vaccination must sign the statement in Appendix B, Hepatitis B Vaccine Declination.

If an employee who initially declined the vaccination but at a later date, while still covered by this program, decides to accept the vaccination, they will be provided with the vaccination at that time.

8. Post Exposure Evaluation

Employees must promptly report any potential exposure to contaminated materials to their supervisor, the Site EHS Coordinator and to Human Resources. Following a report of exposure, a confidential medical evaluation will be provided at no cost to the employee using the form in Appendix C, Post-Exposure Incident Report.

The evaluation will include a review and documentation of the routes of exposure and the circumstances under which the exposure occurred. The evaluation will include identification and documentation of the source individual unless prohibited by current state law.

The supervising physician will arrange for the source individual's blood to be tested as soon as feasible and after consent is given. If applicable law does not require consent, the source individual's blood, if available, will be tested. If the source individual's health status with respect to HIV or HBV is already known to be positive, testing need not be repeated.

Results of testing will be made available to the exposed employee. Human Resources will ensure the employee is aware of current regulations regarding disclosure of the identity and infectious status of the source individual.

The exposed employee's blood will be collected and tested after consent is obtained. If the employee consents to blood collection but not to HIV serologic testing the sample will be preserved for 90 days for testing.

In the United States only, in order to comply with U.S. Regulations, the Site EHS Coordinator and/or Supervisor will provide the following information to the healthcare provider:

- A copy of the US OSHA Bloodborne Pathogen Regulations
- A description of the exposed employee's duties as they related to the exposure
- Documentation of the routes of exposure
- Results of the source individual's blood testing in the event another physician or health clinic is involved in the overall post exposure evaluation
- All medical records relevant to the appropriate treatment of the employee including vaccination status which are the employer's responsibility to maintain

Teradata will obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation. The written opinion will include:

- Whether a Hepatitis B vaccination is indicated,
- That the employee has been informed of the evaluation results, and
- Any medical conditions resulting from exposure requiring further evaluation or treatment.

All other information will remain confidential and will not be included in the written opinion report.

9. Sharps Injury Log (US Requirement Only)

A sharps injury log shall be maintained for the recording of percutaneous injuries from contaminated sharps. The information in the sharps injury log will be recorded and maintained in such manner as to protect the confidentiality of the injured employee. Appendix D, Sharps Injury Log shall be used for this purpose.

10. Annual Review

The Exposure Control Plan shall be reviewed and updated at least annually and whenever necessary to reflect new or modified tasks and procedures that affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

The review and update of such plans shall also reflect changes in technology that eliminate or reduce exposure to bloodborne pathogens, and document annually the consideration and implementation of appropriate commercially available and effective safer medical devices designed to eliminate or minimize occupational exposure.

11. Recordkeeping

Records shall be kept in accordance with Teradata's Record Retention Policy, CMP 206 and EHS SOP 111.

12. Training

All designated medical responders will be trained before assignment and annually thereafter. If changes or modifications to procedures occur, additional training limited to the new exposures/procedures will be provided. Attendees will have the opportunity for interactive questions and answers with the instructor. At a minimum, training will comply with the US-OSHA29CFR1910.1030, Bloodborne Pathogens.

Appendices

- Appendix A, Vaccination Status
- Appendix B, Hepatitis B Vaccine Declination
- Appendix C, Post-Exposure Incident Report
- Appendix D, Sharps Injury Log

References

- US-OSHA29CFR1910.1030

APPENDIX A
VACCINATION STATUS

All personnel who have been or are currently covered under the bloodborne pathogen program shall be listed in this table. For each person, the date for each shot shall be listed or date of signed declination entered. If a titer has not been given, enter "No" in that column. If a titer has been given and the employee was successfully immunized, enter "immunity." If a titer has been given but immunity is not successful, then enter "no immunity." If an employee who has been covered by the bloodborne pathogen program in the past is no longer covered, enter "No" in the last column, otherwise enter "Yes".

	LAST NAME	FIRST NAME	DATE OF 1ST SHOT	DATE OF 2ND SHOT	DATE OF 3RD SHOT	DECLINATION DATE	TITER GIVEN?	EMPLOYEE STILL EXPOSED?
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

APPENDIX B

HEPATITIS B VACCINE DECLINATION

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

EMPLOYEE (PRINT) EMPLOYEE SIGNATURE

DEPARTMENT

DATE

TERADATA REPRESENTATIVE (PRINT) TERADATA REPRESENTATIVE SIGNATURE

COMMENTS

APPENDIX C

POST-EXPOSURE INCIDENT REPORT

Name of exposed employee:
Location of incident:
Description of incident and any equipment or instruments involved:
Witnesses (give contact information):
Route of exposure: ☐ Needle stick with contaminated needle
☐ Piercing of skin with contaminated sharp
☐ Splashing/spraying of blood or other potentially infectious material
☐ Other (describe):

Did employee seek medical attention? ☐ Yes ☐ No
Did employee wash area immediately? ☐ Yes ☐ No
Has employee been vaccinated for Hepatitis B? ☐ Yes ☐ No
If yes, when (DATE)?
If no, was employee antigen tested? ☐ Yes ☐ No If yes, when (DATE)?
If no, was Hepatitis B immune globulin given? ☐ Yes ☐ No If yes, when (DATE)?
Were other prescription medications given? ☐ Yes ☐ No If yes, what?
Was employee wearing PPE? ☐ Yes ☐ No
Can the source of exposure be identified? ☐ Yes ☐ No
If yes, do you have permission to test the source individual for BBP? ☐ Yes ☐ No
If you do not have permission, why not?
Was the source individual's blood tested for HIV, HBV, or other BBP? ☐ Yes ☐ No
Was the result disclosed to the employee? ☐ Yes ☐ No If yes, when (DATE)?
If the source is unknown, has the employee been counseled regarding recommended treatment? ☐ Yes ☐ No
Has the healthcare provider been provided with a copy of the regulation, a description of employee duties, documentation of the route of exposure and circumstances, source information and all medical records including vaccination status? ☐ Yes ☐ No
Is the incident an OSHA recordable injury? ☐ Yes ☐ No If yes, recorded on: (DATE)
Has appropriate medical attention and advice been given? ☐ Yes ☐ No If no, why not?

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Prepared by: Date:

APPENDIX D

SHARPS INJURY LOG

Date	Case ID Number	Type of Device examples: syringe, suture needle	Where Injury Occurred	Brief description of how the incident occurred Examples: action being performed (injection, disposal), body part injured.
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

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		Issue No. 001	Issue Date 10/01/2009
Scope: Worldwide	Effective Date: 10/01/2009	Approved By: Bruce A. Langos, COO	
		Organization: Global Business Operations	

1. Scope

Teradata employees will not be allowed to work in areas where the use of respiratory protection is required. In jurisdictions where there is a regulatory requirement, voluntary use of respirators relating to occupational exposures is subject to the detail herein.

In the event that the voluntary use of a respirator is allowed, ONLY filtering face piece-type respirators will be allowed.

Only the Corporate EHS Contact is authorized to amend this program.

2. Definitions

- **Filtering Face Piece -** A negative pressure particulate respirator with a filter as an integral part of the face piece or with the entire face piece composed of the filtering medium. Filtering face piece respirators selected for wear must have a NIOSH or CE FFP certification for particulate filtration efficiency (ex. NIOSH N95, or CE FFP1 certification).
- **NIOSH -** National Institute for Occupational Safety and Health
- **OSHA -** Occupational Safety & Health Administration

3. Responsibilities

Employees

- Care for and maintain their respirators as instructed
- Store respirators in a clean sanitary location

Supervisor

- Ensure proper storage and maintenance of respiratory protection equipment
- Conduct or arrange for appropriate fit testing
- Maintain a medical surveillance program, if required
- Maintain records required by the program

4. Procedures

Employee Coverage – Voluntary Use

An employee or contract employee who is not exposed to respiratory hazards which require the use of a respirator, but who wishes to wear one on a voluntary basis (including but not limited to a dust mask or filtering face piece), may do so only with the approval of their immediate supervisor and Site EHS Coordinator.

Employees who voluntarily wear respirators (other than a disposable face piece) must complete a medical questionnaire which will be reviewed by a physician or other licensed health care professional and will also comply with all other cleaning, maintenance and storage elements of this procedure.

Additionally, employees who wear respirators voluntarily will be given a copy of the information contained in Appendix A, Information for Employees Voluntarily Using Respirators.

Employees who voluntarily wear only filtering face piece-type respirators need only be given a copy of Appendix A, Information for *Employees Voluntarily Using Respirators*.

Medical Evaluation

The Site EHS Coordinator will maintain a list of all employees who use respiratory protection. The form in Appendix B, *Respirator Users Information Summary*, will be used for this purpose. This should be updated for any changes.

Employees will not be permitted to wear respirators other than filtering face piece type respirator for voluntary use until it is determined that they are medically able to do so. Any employee refusing the medical evaluation will not be allowed to use a respirator in the facility. The medical evaluation will be offered during normal working hours, at a time convenient to the employee.

- The medical evaluation will be conducted utilizing the respirator medical evaluation questionnaire provided in Appendix C.
- To the extent required, facility or clinic personnel will assist employees who are unable to read the questionnaire.
- The questionnaire must be completed prior to evaluation by a physician.
- Follow-up medical exams will be granted to employees as deemed necessary by the clinic physician.
- All employees will be granted the opportunity to speak with the physician about their medical evaluation, if they so request.

The Site EHS Coordinator will provide the clinic physician with a copy of this program and for each employee requiring evaluation: his or her work area or job title, proposed respirator type and weight, duration and frequency of respirator use, expected physical work load (light, moderate, or heavy), potential temperature and humidity extremes, and any additional protective clothing required.

The physician will provide a written recommendation regarding the employee's ability to wear a respirator, the need, if any, for follow-up examinations, a statement that the physician has provided a copy of the report to the employee, and any limitations on respirator use related to the employees medical condition.

Additional medical evaluations may be provided under the following circumstances:

- Employee reports signs and/or symptoms related to their ability to use a respirator, such as shortness of breath, dizziness, chest pains or wheezing
- The medical clinic physician informs the Site EHS Coordinator that the employee needs to be re-evaluated
- A change occurs in workplace conditions that may result in an increased physiological burden on the employee
- All examinations and questionnaires are to remain confidential between the employee and the physician

Respirator Use & Storage Requirements

Respirators will not be used in any manner for which they are not certified by NIOSH or by the manufacturer.

Under no circumstances shall employees enter an area that contains atmospheres that are immediately dangerous to life or health (IDLH).

Respirators must be stored in a clean, dry area, away from direct sunlight, excessive heat or cold, dust, moisture, or other contaminants.

Program Evaluation

The Site EHS Coordinator will conduct annual evaluations of the workplace to ensure that the provisions of this program are being implemented.

Documentation and Recordkeeping

A written copy of this program and associated documentation will be maintained.

The Site EHS Coordinator will maintain copies of medical exam results for employees covered under the respirator program. The completed medical questionnaire and the physician's documented findings are confidential and will remain at the company designated medical clinic.

The company will only retain the physician's written recommendation regarding each employee's ability to wear a respirator.

5. Training

Employees will be trained prior to using a respirator in the workplace.

The training course will cover voluntary use criteria and requirements and will also include the proper selection and use of respirators, limitations of respirators and medical signs and symptoms limiting the effective use of respirators.

6. Reference Documents

- OSHA 29CFR 1910.134

7. Attachments

- Appendix A, Information For Employees Voluntarily Using Respirators
- Appendix B, Respirator Users Information Summary
- Appendix C, Medical Evaluation Questionnaire

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		Organization: Global Business Operations

APPENDIX A:

INFORMATION FOR EMPLOYEES VOLUNTARILY USING RESPIRATORS

Respirators are an effective method of protection against designated hazards when properly selected and worn. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.

2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.

3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.

4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

_____
Respirator User Name

_____ _____
Respirator User Signature Date

_____
Supervisor Name

_____ _____
Supervisor Signature Date

APPENDIX B:

RESPIRATORY USERS INFORMATION SUMMARY

BASIC INFORMATION

Facility:	Completed by:	Date Completed: / /

Name	Job task	Contaminant	Last Fit Test Date	Date of Last Physical	Date of Last training	Type of Respiratory Protection	Service Life of Cartridge

APPENDIX C:
MEDICAL QUESTIONNAIRE

To the employer: Answers to questions in Section 1, and to question 9 in Section 2 of Part A, do not require a medical examination.

To the employee:

Your employer must allow you to answer this questionnaire during normal working hours or at a time and place that is convenient to you. To maintain your confidentiality, your employer or supervisor must not look at or review your answers, and your employer must tell you how to deliver or send this questionnaire to the health care professional who will review it.

Part A. Section 1. (Mandatory) The following information must be provided by every employee who has been selected to use any type of respirator (please print).

1. Today's date:_____

2. Your name:_____

3. Your age (to nearest year):_____

4. Sex (circle one): Male/Female

5. Your height: _____ ft. _____ in.

6. Your weight: _____ lbs.

7. Your job title:_____

8. A phone number where you can be reached by the health care professional who reviews this questionnaire (include the Area Code): _____

9. The best time to phone you at this number: _____

10. Has your employer told you how to contact the health care professional who will review this questionnaire (circle one): Yes/No

11. Check the type of respirator you will use (you can check more than one category):
a. _____ N, R, or P disposable respirator (filter-mask, non-cartridge type only).
b. _____ Other type (for example, half- or full-face piece type, powered-air purifying, supplied-air, self-contained breathing apparatus).

12. Have you worn a respirator (circle one): Yes/No

If "yes," what type(s):_____
_____

Part A. Section 2. (Mandatory) Questions 1 through 9 below must be answered by every employee who has been selected to use any type of respirator (please circle "yes" or "no").

1. Do you ***currently*** smoke tobacco, or have you smoked tobacco in the last month: Yes/No

2. Have you ***ever had*** any of the following conditions?

   a. Seizures (fits): Yes/No

   b. Diabetes (sugar disease): Yes/No

   c. Allergic reactions that interfere with your breathing: Yes/No

   d. Claustrophobia (fear of closed-in places): Yes/No

   e. Trouble smelling odors: Yes/No

3. Have you ***ever had*** any of the following pulmonary or lung problems?

   a. Asbestosis: Yes/No

   b. Asthma: Yes/No

   c. Chronic bronchitis: Yes/No

   d. Emphysema: Yes/No

   e. Pneumonia: Yes/No

   f. Tuberculosis: Yes/No

   g. ilicosis: Yes/No

   h. Pneumothorax (collapsed lung): Yes/No

   i. Lung cancer: Yes/No

   j. Broken ribs: Yes/No

   k. Any chest injuries or surgeries: Yes/No

   l. Any other lung problem that you've been told about: Yes/No

4. Do you ***currently*** have any of the following symptoms of pulmonary or lung illness?

   a. Shortness of breath: Yes/No

   b. Shortness of breath when walking fast on level ground or walking up a slight hill or incline: Yes/No

   c. Shortness of breath when walking with other people at an ordinary pace on level ground: Yes/No

   d. Have to stop for breath when walking at your own pace on level ground: Yes/No

   e. Shortness of breath when washing or dressing yourself: Yes/No

   f. Shortness of breath that interferes with your job: Yes/No

   g. Coughing that produces phlegm (thick sputum): Yes/No

   h. Coughing that wakes you early in the morning: Yes/No

   i. Coughing that occurs mostly when you are lying down: Yes/No

   j. Coughing up blood in the last month: Yes/No

   k. Wheezing: Yes/No

   l. Wheezing that interferes with your job: Yes/No

   m. Chest pain when you breathe deeply: Yes/No

   n. Any other symptoms that you think may be related to lung problems: Yes/No

5. Have you ***ever had*** any of the following cardiovascular or heart problems?

   a. Heart attack: Yes/No

   b. Stroke: Yes/No

   c. Angina: Yes/No

   d. Heart failure: Yes/No

   e. Swelling in your legs or feet (not caused by walking): Yes/No

   f. Heart arrhythmia (heart beating irregularly): Yes/No

   g. High blood pressure: Yes/No

h. Any other heart problem that you've been told about: Yes/No

6. Have you ***ever had*** any of the following cardiovascular or heart symptoms?

a. Frequent pain or tightness in your chest: Yes/No

b. Pain or tightness in your chest during physical activity: Yes/No

c. Pain or tightness in your chest that interferes with your job: Yes/No

d. In the past two years, have you noticed your heart skipping or missing a beat: Yes/No

e. Heartburn or indigestion that is not related to eating: Yes/No

f. Any other symptoms that you think may be related to heart or circulation problems: Yes/No

7. Do you ***currently*** take medication for any of the following problems?

a. Breathing or lung problems: Yes/No

b. Heart trouble: Yes/No

c. Blood pressure: Yes/No

d. Seizures (fits): Yes/No

8. If you've used a respirator, have you ***ever had*** any of the following problems? (If you've never used a respirator, check the following space and go to question 9:)

a. Eye irritation: Yes/No

b. Skin allergies or rashes: Yes/No

c. Anxiety: Yes/No

d. General weakness or fatigue: Yes/No

e. Any other problem that interferes with your use of a respirator: Yes/No

9. Would you like to talk to the health care professional who will review this questionnaire about your answers to this questionnaire: Yes/No

Questions 10 to 15 below must be answered by every employee who has been selected to use either a full-facepiece respirator or a self-contained breathing apparatus (SCBA). For employees who have been selected to use other types of respirators, answering these questions is voluntary.

10. Have you ***ever lost*** vision in either eye (temporarily or permanently): Yes/No

11. Do you ***currently*** have any of the following vision problems?
    a. Wear contact lenses: Yes/No
    b. Wear glasses: Yes/No
    c. Color blind: Yes/No
    d. Any other eye or vision problem: Yes/No
12. Have you ***ever had*** an injury to your ears, including a broken ear drum: Yes/No
13. Do you ***currently*** have any of the following hearing problems?
    a. Difficulty hearing: Yes/No
    b. Wear a hearing aid: Yes/No
    c. Any other hearing or ear problem: Yes/No
14. Have you ***ever had*** a back injury: Yes/No
15. Do you ***currently*** have any of the following musculoskeletal problems?
    a. Weakness in any of your arms, hands, legs, or feet: Yes/No
    b. Back pain: Yes/No
    c. Difficulty fully moving your arms and legs: Yes/No
    d. Pain or stiffness when you lean forward or backward at the waist: Yes/No
    e. Difficulty fully moving your head up or down: Yes/No
    f. Difficulty fully moving your head side to side: Yes/No
    g. Difficulty bending at your knees: Yes/No
    h. Difficulty squatting to the ground: Yes/No
    i. Climbing a flight of stairs or a ladder carrying more than 25 lbs: Yes/No
    j. Any other muscle or skeletal problem that interferes with using a respirator: Yes/No

Part B

Any of the following questions, and other questions not listed, may be added to the questionnaire at the discretion of the health care professional who will review the questionnaire.

1. In your present job, are you working at high altitudes (over 5,000 feet) or in a place that has lower than normal amounts of oxygen: Yes/No

If "yes," do you have feelings of dizziness, shortness of breath, pounding in your chest, or other symptoms when you're working under these conditions: Yes/No

2. At work or at home, have you ever been exposed to hazardous solvents, hazardous airborne chemicals (e.g., gases, fumes, or dust), or have you come into skin contact with hazardous chemicals: Yes/No

If "yes," name the chemicals if you know them:_____
_____
_____

3. Have you ever worked with any of the materials, or under any of the conditions, listed below:

a. Asbestos: Yes/No

b. Silica (***e.g.***, in sandblasting): Yes/No

c. Tungsten/cobalt (e.g., grinding or welding this material): Yes/No

d. Beryllium: Yes/No

e. Aluminum: Yes/No

f. Coal (for example, mining): Yes/No

g. Iron: Yes/No

h. Tin: Yes/No

i. Dusty environments: Yes/No

j. Any other hazardous exposures: Yes/No

If "yes," describe these exposures:_____
_____
_____

4. List any second jobs or side businesses you have:_____
_____

5. List your previous occupations:_____

_____

6. List your current and previous hobbies:_____

_____

7. Have you been in the military services? Yes/No

If "yes," were you exposed to biological or chemical agents (either in training or combat): Yes/No

8. Have you ever worked on a HAZMAT team? Yes/No

9. Other than medications for breathing and lung problems, heart trouble, blood pressure, and seizures mentioned earlier in this questionnaire, are you taking any other medications for any reason (including over-the-counter medications): Yes/No

If "yes," name the medications if you know them:_____

10. Will you be using any of the following items with your respirator(s)?

a. HEPA Filters: Yes/No

b. Canisters (for example, gas masks): Yes/No

c. Cartridges: Yes/No

11. How often are you expected to use the respirator(s) (circle "yes" or "no" for all answers that apply to you)?:

a. Escape only (no rescue): Yes/No

b. Emergency rescue only: Yes/No

c. Less than 5 hours ***per week:*** Yes/No

d. Less than 2 hours ***per day:*** Yes/No

e. 2 to 4 hours per day: Yes/No

f. Over 4 hours per day: Yes/No

12. During the period you are using the respirator(s), is your work effort:

a. ***Light*** (see below): Yes/No

If "yes," how long does this period last during the average shift:_____hrs._____mins.

Examples of a light work effort are ***sitting*** while writing, typing, drafting, or performing light assembly work; or ***standing*** while operating a drill press (1-3 lbs.) or controlling machines.

b. ***Moderate*** (see below): Yes/No

If "yes," how long does this period last during the average shift:_____hrs._____mins.

Examples of moderate work effort are ***sitting*** while nailing or filing; ***driving*** a truck or bus in urban traffic; ***standing*** while drilling, nailing, performing assembly work, or transferring a moderate load (about 35 lbs.) at trunk level; ***walking*** on a level surface about 2 mph or down a 5-degree grade about 3 mph; or ***pushing*** a wheelbarrow with a heavy load (about 100 lbs.) on a level surface.

c. ***Heavy*** (see below): Yes/No

If "yes," how long does this period last during the average shift:_____hrs._____mins.

Examples of heavy work are ***lifting*** a heavy load (about 50 lbs.) from the floor to your waist or shoulder; working on a loading dock; ***shoveling; standing*** while bricklaying or chipping castings; ***walking*** up an 8-degree grade about 2 mph; climbing stairs with a heavy load (about 50 lbs.).

13. Will you be wearing protective clothing and/or equipment (other than the respirator) when you're using your respirator: Yes/No

If "yes," describe this protective clothing and/or equipment:_____

_____

14. Will you be working under hot conditions (temperature exceeding 77 deg. F): Yes/No

15. Will you be working under humid conditions: Yes/No

16. Describe the work you'll be doing while you're using your respirator(s):

_____

_____

17. Describe any special or hazardous conditions you might encounter when you're using your respirator(s) (for example, confined spaces, life-threatening gases):

_____

_____

18. Provide the following information, if you know it, for each toxic substance that you'll be exposed to when you're using your respirator(s):

Name of the first toxic substance:_____
Estimated maximum exposure level per shift:_____
Duration of exposure per shift:_____
Name of the second toxic substance:_____
Estimated maximum exposure level per shift:_____
Duration of exposure per shift:_____
Name of the third toxic substance:_____
Estimated maximum exposure level per shift:_____
Duration of exposure per shift:_____
The name of any other toxic substances that you'll be exposed to while using your respirator:
_____
_____
_____

19. Describe any special responsibilities you'll have while using your respirator(s) that may affect the safety and well-being of others (for example, rescue, security):

29 CFR1910.134

TERADATA
Raising Intelligence

STANDARD OPERATING PROCEDURE

SOP		SOP Number	Page
PERSONAL PROTECTIVE EQUIPMENT PROCEDURES		EHS110	1 of 4
		Issue No. 001	Issue Date 10/01/2009
Scope: Worldwide	Effective Date: 10/01/2009	Approved By: Bruce A. Langos, COO	
		Organization: Global Business Operations	

1. Scope

This procedure applies to all Teradata employees and contract employees where their job functions have been identified as having potential exposure to chemical or physical hazards. Refer to the Teradata EHS Policy Matrix for these affected job functions.

2. Definitions

- **Personal Protective Equipment (PPE*)* -** Includes, but is not limited to; devices such as gloves, aprons, safety glasses, hard hats, hearing protection, safety shoes, respiratory protection, full-body harness and similar products that are intended to protect one or more parts of the body during the performance of work.

3. Responsibilities

Supervisors

Employee's direct supervisor will ensure employees are trained and in compliance with all requirements of this procedure.

Employees

Employees will ensure they understand and follow the PPE program.

4. Training

Training will be provided to each employee who is required to use PPE.

Minimum training will include:

- When is PPE to be used?
- What PPE is to be used for each task performed?
- Appropriate use, adjustments and fit of each PPE
- Limitation of PPE worn
- Proper care, maintenance and disposal of PPE

Each employee shall demonstrate an understanding of the training performed and the ability to use the PPE assigned prior to being allowed to work in areas where PPE is required.

Retraining should be conducted when:

- Changes occur in the work area or task
- Changes occur in the PPE used
- Inadequacies are demonstrated by the employee
- Assessing an employee's ability to use PPE appropriately

Training will be conducted when:

- Initial employment begins
- Two years have passed from issuance of this SOP
- Changes occur in PPE specification
- Changes occur in program requirement

5. Documentation

- Appendix A – Inventory of Job Functions with Potential Hazards
- Appendix B – Individual Job Function Potential Hazard Analysis

6. References

- Occupational Safety and Health Administration (OSHA) 29CFR1910.132 to 1910.138.

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APPENDIX A
INVENTORY OF JOB FUNCTIONS WITH POTENTIAL HAZARDS

Department	Area/Task	Date Completed

APPENDIX B
INDIVIDUAL JOB FUNCTION POTENTIAL HAZARD ANALYSIS

PERSONAL PROTECTIVE EQUIPMENT ANALYSIS			
Prepared by:			Date:
Area/Process		Task	
Chemical used:			
Primary Hazards:			
PPE Required ☐ Yes ☐ No			
Description of Task	Potential Health or Safety Risk	Preventative Measure	Required PPE
Approval:		Management Approval:	
Date:		Date:	
NOTES			

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		Issue No. 001	Issue Date 10/01/2009
Scope: Worldwide	Effective Date: 10/01/2009	Approved By: Bruce A. Langos, COO	
		Organization: Global Business Operations	

1. Scope

This procedure defines the record retention requirements of Environmental, Health & Safety (EHS) documents. Teradata will maintain complete and accurate records and retain these records for the time period specified in applicable country, regional, or local environmental, health and safety laws, regulations, rules and company practices.

2. Definitions

- **Corporate EHS Contact** - The advisor to all Teradata sites and their designated Site EHS Coordinator. The Corporate EHS Contact makes recommendations for addressing regulatory compliance issues and risks and serves as a liaison between Corporate Real Estate and the location for EHS matters. The Corporate EHS Contact will maintain the corporate list of those persons at each site designated as the Site EHS Coordinator.
- **Site EHS Coordinator -** The Site EHS Coordinator is the management individual responsible for implementing Teradata's EHS policies and procedures at their sites. The Site EHS Coordinator will serve as the communication tool distributing information and training programs and relaying site specific information to the Corporate EHS Contact.

3. Responsibilities

Teradata management will identify all employees with EHS responsibility within their facilities and ensure these employees receive required training.

All Teradata management, employees and contractors will comply with Teradata policies and local regulatory requirements.

4. Procedures

Records are to be stored and maintained in such a manner that they are readily retrievable and protected from deterioration, damage, and/or loss. The individual/organization designated for managing local EHS issues is responsible for ensuring compliance to this policy.

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Worldwide	10/01/2009	Bruce A. Langos, COO	
		Organization	
		Global Business Operations	

Worldwide operations will comply with applicable country, regional or local regulations and all applicable company recordkeeping practices. For example, U.S. operations shall comply with all applicable record retention requirements, which may be contained in statutes, regulations such as the US Code of Federal Regulations, volumes 29, 40 and 49, state or local counterparts, and with applicable company recordkeeping practices.

Facilities subject to legal enforcement shall confer with the Law Department to confirm legally required document retention requirements, which may be different than that which is included in Appendix A.

The following information will be retained for the specified period of time in all Teradata facilities worldwide as defined in Appendix A.

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		Organization: Global Business Operations

APPENDIX A

Document Type	Retention Period for Facility Files	Archival Retention (upon closure)*
1. All EH&S audit documentation (Corrective Action Plans, etc.)	Current documentation **	Indefinitely
2. All EH&S permits	Current and previous 5 years	Indefinitely
3. Facility diagrams, operating processes	Permanent (maintain old and current diagrams)	Indefinitely
4. All EH&S training records	Duration of employment	Indefinitely
5. All EH&S monitoring, analysis, and exposure records	Duration of employment plus 30 years	Indefinitely
6. EH&S written programs	Current programs	Indefinitely
7. Injury/illness records	Current and previous 5 years	Indefinitely
8. Material Safety Data Sheets	Duration of use + 30 years	Indefinitely

***** *This information should be forwarded to the Law Department ten (10) days prior to closure of a Teradata facility for archival retention.*

** *Current documentation refers to the most recent version, modification, or revision. All non-current revisions shall be destroyed.*

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REAL ESTATE ENVIRONMENTAL ASSESSMENT	EHS112	1 of 6
	Issue No. 001	Issue Date 10/01/2009
Scope: Worldwide	Effective Date: 10/01/2009	Approved By: Bruce A. Langos, COO
		Organization: Global Business Operations

1. Scope

The ownership, leasing, transfer or purchase of real estate may give rise to liabilities under environmental laws that can exceed the value of property. Therefore, environmental considerations should be reviewed prior to a decision to acquire or transfer property.

The primary purpose of this policy is to set forth the basic and general guidelines for the environmental assessment of all domestic and international property transactions. As such, these procedures should be followed to evaluate the potential environmental risks associated with property transactions.

2. Definitions

- **ASTM** – American Society for Testing and Materials International
- **CRE** – Corporate Real Estate
- **EHS** – Environmental, Health and Safety
- **ESA** – Environmental Site Assessment

3. Responsibilities

Corporate Real Estate (CRE) will ensure an environmental screening of all domestic and international property, using the Teradata Environmental Site Assessment (ESA) Checklist form, is conducted prior to any real estate transaction (including but not limited to property sale, property purchase, new lease, lease renewal and lease termination).

4. Procedures

An environmental screening of all domestic and international property, using the Teradata Environmental Site Assessment (ESA) Checklist form, Appendix A, will be conducted prior to any real estate transaction.

- An ESA will be conducted prior to the purchase, acquisition, or sale of any real estate
- The need to conduct an ESA for properties subject to lease transactions will be based on the results of the environmental screening
- Based on the information provided in the ESA, CRE will determine if a phase 1 or phase 2 environmental assessment should be conducted. The contactor performing these assessments

will meet the standards established by the American Society for Testing and Materials International (ASTM) E1527 for phase 1 and ASTM E1903 for phase 2.

Key Steps

The key steps in conducting the ESA are:

- CRE will be responsible for ensuring that ESA checklists are completed for all domestic and international property prior to a transaction.
- Environmental site assessments conducted on property that Teradata divests will ensure that the property is in compliance with applicable environmental laws, regulations or standards.
- Environmental site assessments conducted on property to be acquired will establish an environmental baseline of such property.
- The Law Department and Corporate EHS Contact will review all ESA reports with potential liability and make recommendations to CRE.
- Environmental site assessment reports and associated documents are generated for **Teradata internal use only** and, therefore, access to such documents is restricted to individuals with a specific and legitimate need to know. *Release of such information outside of the Company must have prior approval of the Corporate EHS Attorney and the CRE Director.*

TERADATA ENVIRONMENTAL SITE ASSESSMENT CHECKLIST

(Please complete with as much detail as possible, using additional sheets if necessary to explain answers.)

CRE Manager:		**Phone Number:**		**Fax Number:**	
Property Address:		**City:**		**State and Zip Code:**	
Site Contact:		**Phone Number:**		**Fax Number:**	
Year Built:		**# Stories:**		**Area (Ft^2 or M^2 (circle)):**	
Estimated Area Used by Teradata (Ft^2 or M^2 (circle)):			**Tenancy: Indicate Multiple or Sole Owner:**		
Transaction Type:	**Purchase**		**Entering Lease or Sublease**	**Exiting Lease or Sub Lease**	
► If exiting a lease of office space that originated no earlier than 1990, please check here					

CURRENT USES Check ALL that apply	**AREA (Ft^2 or M^2) Please circle**	**CURRENT USES (cont'd)**	**AREA (Ft^2 or M^2)** Please circle	**PAST USES** Check ALL that apply	PAST USES (cont'd)		
Manufacturing:		**Offices/Administration:**		**Manufacturing:**		**Offices/Admin**	
Research:		**Parking:**		**Research:**		**Other:**	
Warehouse:		**Lawn + Natural Area:**		**Warehouse:**			

Shipping/ Receiving:		**Undeveloped land:**		**Shipping/ Receiving:**			
Repair/Rework:		**Other:**		**Repair/Rework:**			

ENVIRONMENTAL CHARACTERISTICS	YES	NO	UNKNOWN

1. Are/were there any underground storage tanks (UST)?			
2. Are/were there any aboveground storage tanks (AST)?			
3. Any existing asbestos-containing materials (insulation, floor/ceiling tiles, etc.)?			
4. Are/were there any chemicals used/stored at the site (including paints, thinners, cleaning solvents, and janitorial supplies other than household/consumer janitorial supplies)? Attach list of chemicals, if available.			
5. Are/were there any transformers, capacitors, hydraulic equipment (e.g., elevator mechanisms and loading dock plates)?			
6. Are/were there septic systems, cesspools, sumps or dry wells?			
7. Are/were there any environmental permits (e.g., water, air or waste) relating to the site? Attach copies, if available.			
8. Have there been any:			
a. Chemical, fuel or oil releases?			
b. UST or AST tank leakage test failures?			
c. Notices from any governmental authority of any noncompliance or liability?			
d. Complaint from any source regarding environmental or health and safety issues?			
e. Treatment, storage, or disposal of hazardous, controlled, regulated or special wastes on site?			
f. Remediation of environmental or health and safety conditions on site?			

9. Attach a copy of any environmental surveys or reports (including asbestos surveys). Identify location/owner of any environmental surveys or reports that you are aware of but don't have access to.			
Comments: (If acquisition/purchase, specify Teradata's intended use of property)		**Landlord/Owner Signature: Required when entering or exiting a lease or purchasing new property**	
Form Completed By (name/title):		**Landlord Name (Please Print):**	
Full Address:			
Telephone and Fax:			

Return completed form to: **Corporate Real Estate fax: 513-719-6988 email: ks185101@teradata.com**

SOP		SOP Number	Page
ELECTRICAL SAFETY PROGRAM		EHS113	1 of 18
		Issue No. 001	Issue Date 10/01/2009
Scope: Worldwide	Effective Date: 10/01/2009	Approved By: Bruce A. Langos, COO	
		Organization: Global Business Operations	

1. Scope

Teradata is committed to employee health and safety. This written program is intended to cover electrical safety work related practices for employees (both qualified and unqualified) working on, near, or with exposed energized electrical parts. This may include:

- Premises wiring such as installations of electric conductors and equipment within or on buildings or other structures, and on the premises such as yards, parking and other lots, and industrial substations
- Wiring for connection to supply such as installations of conductors that connect to the supply of electricity
- Installation of other outside conductors on the premises
- Optical fiber cable where such installations are made along with electric conductors.

This standard applies to electrical hazards of 50 volts or higher, although individual exposures of less than 50 volts may be hazardous if other conditions exist such as higher amperage. These exposures should be evaluated individually to determine if special precautions are necessary.

Teradata has identified three types of facilities for this standard. 1) Office space, 2) Office space with a lab and 3) San Diego, California office space with specialty labs. The Office spaces with labs and San Diego will be the facilities that may have Qualified Employees which will need to review this SOP in detail.

The manager in each area is responsible for the implementation and maintenance of this program.

2. Definitions

Under the requirements of the standard, there are two types of employees identified: Qualified and Unqualified. The primary difference between these two employee types is training.

Qualified Employees

Qualified Employees are those employees who face a risk of electrical shock which has not been reduced to a safe level (less than 50 volts) *and* have had training in recognizing and avoiding the hazards of working on, near, or with exposed electrical parts.

These employees must be familiar with the hazards or potential hazards which may be part of the system or equipment they will be working on. *Since employees may not be familiar with hazards associated with all pieces of equipment, it is possible to be qualified on one piece of equipment and not on another.* See Appendix A.

Examples of employees who need to be qualified (depending on voltage level of exposure):

- Electricians
- Maintenance personnel who may work on electrical systems (machinery control panels), circuits (building supply), or equipment (thin core)
- Supervisors, if they will be completing hands on work which may expose them to electrical hazards
- Any other person whose job responsibilities require or may possibly require working on live or exposed de-energized circuits

The training required by this program can be either classroom or on the job training. Training can be as simple as a supervisor sitting down and discussing the hazards present on a piece of equipment and demonstrating appropriate techniques as necessary.

Training may also be significantly more in depth, including classroom training, if the system or equipment to be worked on is sufficiently complex and/or the hazards are significant.

Unqualified Employees

Unqualified Employees are those who face a risk of electrical shock which has not been reduced to a safe level (less than 50 volts) *and* have had little or no training as far as recognizing and avoiding the hazards of working on, near, or with exposed electrical parts.

Unqualified Employees are not permitted to and would not be expected to work live electrical systems, however, an unqualified individual may still be exposed to the hazards inherent to electricity due to their proximity to the electrical hazard.

Examples of Unqualified Employees who must be trained according to general subject guidelines contained in this SOP:

- Maintenance employees who do not work on electrical systems but may work in an area where electrical hazards exist or electrical work is taking place.
- Supervisors who do not work hands on but may work in areas where electrical hazards exist or electrical work is taking place.
- Any other person whose job responsibilities require or may possibly require potential exposure to live or exposed de-energized circuits. Unqualified Employees must also be trained in any specific safe practice necessary for their job.

An unqualified individual may work on an exposed de-energized circuit or equipment provided that a qualified individual has verified, using proper procedures, that the circuit or equipment is not live and that the circuit or equipment has been properly locked and tagged out as de-energized.

The provisions of this written program also cover the performed by Unqualified Employees with regards to generation, transmission and distribution installations, communications installations, installations in vehicles, and railway installations.

Unqualified Employees must be trained in any specific safe practices necessary for their safety when working in these areas. This written program does not cover Qualified Employees working on these installations.

3. Responsibilities

Site EHS Coordinator

The Site EHS Coordinator is responsible for ensuring management has identified its qualified employees and proper procedures are being followed

Supervisor/Manager

The Supervisor or Manager's responsibilities under this program include:

- Ensuring that all personnel working on or near energized or de-energized equipment are properly trained for the work they will perform.
- Abiding by the rules and procedures laid out in this program. They are also responsible for ensuring their employees and other employees under their supervision abide by the rules and procedures laid out in this program. Employees and Supervisors/Managers found not abiding by this program will be subject to disciplinary action as is laid out in the Teradata employee disciplinary action policy.
- Ensuring that all work related to energized or de-energized equipment is done in accordance with the provisions outlined in this SOP, the Corporate Lockout/Tagout (LOTO) SOP and in accordance with applicable governmental rules and regulations.
- Conducting annual audits to ensure all provisions outlined in this program and the Lockout/Tagout Program is followed.
- Providing employees with the appropriate personal protective equipment (PPE) and tools to complete their job in a safe and protective manner.

Employee

Employee responsibilities under this program include:

- Ensuring that you have been appropriately trained for the work you will complete.
- Ensuring that you abide by all rules and procedures promulgated in this program.
- Ensuring that you use the appropriate tools and PPE for the job that you are doing.

4. Procedures

Selection and Use of Work Practices

Employees will use safe work practices to prevent electric shock or other injuries related to contact with electrical equipment or circuits which are energized. Specific safety-related work practices must be consistent with the nature and extent of the associated electrical hazards. *In all cases, lockout/tagout to de-energize a live electrical circuit is the preferred safe work practice*.

De-energized Parts

Employees who will be exposed to live parts must de-energize these parts before working on or near them unless it can be demonstrated that de-energizing this equipment or circuit will create additional or increased hazards or not feasible due to equipment design or operational limitations.

Live parts which operate at less than 50 volts to ground do not need to be de-energized if there will be no increased exposure (over that of working on a de-energized circuit) to electrical burns or to explosion due to electrical arcs. The preferred method is to lock and tag out the appropriate equipment or circuit whenever possible.

Working On/Near Exposed De-energized Parts

These safe work practices apply to work on exposed de-energized parts or close enough to them to expose the employee to any electrical hazard they present. Conductors and parts of the electrical equipment that have not been locked or tagged out, must be treated as energized parts and requirements related to working on energized systems of this section will apply.

Safe procedures for de-energizing electrical circuits and equipment must be determined for each circuit or equipment before these devices are to be de-energized. (Lockout/Tagout Program SOP EHS 116). For each piece of equipment or circuit, all electrical sources must be identified and appropriate lockout/tagout procedures must be developed. This has been covered under the LOTO SOP.

The equipment or circuit to be worked on must be disconnected from all electrical energy sources. Control circuit devices such as push buttons, selector switches, and interlocks may not be used as the only means for de-energizing equipment or circuits.

All stored electrical energy sources which may endanger personnel must be released. Capacitors must be discharged and high capacitance items must be short circuited and grounded if an electrical hazard exists. If capacitors are handled during this process, they must be treated as energized.

Stored non-electrical energy that might reenergize electrical circuit parts must be blocked or relieved to eliminate the potential for this re-energization to occur.

A lock and tag must be placed on each disconnecting means used to de-energize circuits and equipment, by each authorized employee, on which work is to be performed. A locking hasp shall be used to secure the device to ensure that the device can not be reenergized until all workers' have completed their tasks.

The only exceptions to this are:

- If a lock cannot be applied, or if it can be demonstrated that tagging provides an equivalent level of safety as a lock, then a tag may be used without a lock
- If a tag only is used, an additional measure of safety which provides a level of safety equivalent to a lock must be taken to supplement the tag only. This may include the removal of an isolating circuit element, blocking of a controlling switch, or opening of an extra disconnecting device.

A lock without a tag may be used only if:

- Just one circuit or piece of equipment is de-energized
- The lockout period does not extend beyond the work shift
- The employees exposed to the hazards associated with reenergizing the circuit or equipment are familiar with the procedure

Verification of De-energized State

Before any electrical equipment can be worked as de-energized, a qualified individual must operate the equipment operating controls or otherwise verify that the equipment can not be reenergized. In addition, the qualified individual should use appropriate testing equipment to verify that the exposed equipment or circuit is de-energized. If the circuit is over 600 volts, the test equipment must be checked for proper operation both before and after use.

Reenergizing Equipment

The following procedure will be followed before reenergizing electrical equipment or circuits:

- A qualified individual will conduct tests and visual inspections as necessary to insure that the electrical equipment or circuit can be safely energized
- Employees exposed to the circuit or hazards will be warned to stay clear of the equipment or circuit
- Each lock and tag must be removed by the employee who applied it unless provisions covered in the LOTO SOP are met

Energized Parts

Lockout/Tagout has been established as the preferred safe work practice. However, if an employee or contractor must work on live electrical equipment or circuits, the following safe work practices must be followed for exposed energized equipment.

- Only qualified employees may work on electrical equipment or circuits which have not been de-energized
- Employees required to work with energized parts must use safety related work practices to protect themselves from electrical hazards. These practices should include:
  - The one-hand rule (preferably the right hand) which requires workers to use just one hand when working on electrical systems to minimize the potential for a shock to move between hands and across the body
  - avoiding wet areas
  - avoiding any specific precaution for a circuit or piece of equipment)
  - The use of PPE (faceshields, eye protection, electrical insulated hard hats, sleeves, electrical resistive gloves)
  - The use of insulating and shielding materials (mats, blankets, lineman's gloves)
  - The use of insulated tools (fuse pullers, hand tools)

Such practices must protect the employee from contact with energized circuit parts directly with any body part or indirectly with a conducting object. The work practices used must be suitable for the conditions under which the work is to be performed and for the voltage level of the exposed electrical hazard.

Employees may not enter any spaces which contain or may contain exposed energized parts unless appropriate illumination is provided to permit the employee to conduct their work safely. If illumination is not sufficient to allow the operator to safely observe their work, operators may not perform a task which may be near exposed energized parts.

Employees may not reach blindly into areas which may contain energized parts, and shall not work in confined spaces.

Employees will use appropriate safe work practices when handling any conductive materials or equipment in the area of exposed energized parts. Only portable ladders that have nonconductive siderails will be used within the facilities. Conductive jewelry may not be worn if it may contact exposed energized parts.

Employees may not perform housekeeping duties in areas where there is the potential for contact with exposed energized parts. Electrically conductive cleaning solutions or materials will not be used in the vicinity of exposed electrical hazards unless procedures are followed to prevent electrical contact.

Where flammable materials may be located for a temporary period of time, electrical equipment capable of igniting the material will not be used unless measures have been taken to eliminate the hazard. Requirements for locations where flammables are kept on a permanent basis are covered under Teradata's Hazard Communication Policy.

Overhead Wires (Outside Building Wiring)

- No Teradata employee shall work on or near overhead wiring
- If a contractor is working on, near, or with overhead wires, the following safe work practices, and the separation distances noted in table S-5, must be followed:
  - If work is to be performed on or near overhead wires, such wires are to be de-energized and grounded or appropriate protective measures must be taken to prevent operator contact with the overhead lines. These protective devices must prevent employees from contacting such lines directly or indirectly with any part of their body or through contact with conductive materials, tools, or equipment.
  - If an unqualified individual is working in an elevated position near overhead lines, the location must be such that the person and the longest conductive object can not come closer to any unguarded, energized overhead line than the following distances:
    - For voltages to ground 50kV or below - 10 feet
    - For voltages to ground over 50kV - 10 feet + 4 inches for every 10kV over 50kV

Note: Any object not specifically rated for voltage level found in the overhead line is considered a conductive object.

- If a qualified individual is working in the vicinity of an energized overhead line, the individual must not approach or take any conductive device closer than the minimum approach distances cited in table S-5, unless:
  - The person is insulated from the energized part (gloves, with sleeves if necessary, rated for voltages involved are appropriate), or
  - The energized part is insulated both from all other conductive objects at a different potential and from the person, or
  - The person is insulated from all conductive objects at a potential different from that of the energized part.

TABLE S-5	
Approach Distances for Qualified Employees Alternating Current	
Voltage Range (phase to phase)	Approach Distance (minimum)
300 V and less	Avoid Contact
300 V to 750 V	l foot (30.5 cm)
750 V to 2 kV	l.5 feet (46 cm)
2 kV to 15 kV	2 feet (61 cm)
15 kV to 37 kV	3 feet (91 cm)
37 kV to 87.5 kV	3.5 feet (107 cm)
87.5 kV to 121 kV	4 feet (122 cm)
121 kV to 140 kV	4.5 feet (137 cm)

Vehicles Used Near Overhead Lines

Any vehicle or mechanical equipment capable of having parts of its structure elevated near energized overhead lines must be operated so that a clearance of 10 feet minimum is maintained. If the voltage of the overhead line is greater than 50 kV, the distance must be increased by 4 inches for every 10 kV over 50kV. Only under the following conditions may the clearance be reduced:

- If the vehicle is in transit with its structure lowered, clearance may be reduced to 4 feet
- If the voltage is greater than 50kV, the clearance must be increased 4 inches for every 10 kV over 50kV
- If appropriately rated insulation barriers have been installed to prevent contact with lines and are not part of the raised structure or a part of or an attachment to the vehicle, the clearance may be reduced to the designed working dimensions of the insulating barrier
- If the equipment is an aerial lift insulated for the voltage involved, and the work is performed by a qualified person, the clearance may be reduced to that identified in table S-5

Employees standing on the ground may not contact the vehicle or its attachments unless the individual is wearing appropriate insulating materials or the vehicle and its attachments are located such that no un-insulated portion may come any closer than the safety distance identified.

Use of Portable Electrical Equipment

Pre-Visual Inspection

Employees using portable electrical or test equipment will perform a pre-use visual inspection of cord and plug devices to insure that the equipment is safe to operate. This includes inspecting for items such as missing ground poles on plugs, damage to cord insulation, and/or crushed or broken plug jackets.

For test equipment, the rating of the equipment will be appropriate for the circuit for which it will be used. Defective materials will be removed from use and not placed back into service until repairs have been completed.

When using portable electrical tools a GFCI (ground fault circuit interrupter) protection device shall be installed between the tool and the power source.

Conductive Atmosphere

Employees working in a conductive atmosphere, such as those inundated with water or other conductive liquid, will be provided with equipment approved for this use. This will apply for usage of equipment outdoors in wet conditions as well. Employees will not attempt to connect attachment plugs when their hands are wet or the condition of the connection may provide a conducting path to the employee's hands.

Extension Cords

All extension cords used with grounding-type equipment will have a ground conductor (three prong configuration). Extension cords will not be:

- Used as permanent wiring and must be unplugged from the power source when not in use.
- Routed through ceilings, doors, windows, walls, floors, or similar openings.
- Attached to building structures in anyway.

Extension cords with multiple outlets will have integrated over-current protection (circuit breaker or fuse).

Relocatable Power Taps (i.e. Power Strips)

Relocatable Power Taps (RPT's) must have an integrated over-current protection device and are intended to be directly connected to a permanently installed receptacle.

RPTs will not be:

- Series connected (daisy chained) to other RPT's or extension cords
- Used at construction sites and/or similar locations
- Permanently secured to building structures, tables, workbenches, or similar structures, nor are they intended to be used as a substitute for fixed wiring

- Routed through walls, windows, ceilings, floors, or similar openings

Electric Power and Lighting Circuits

This section primarily refers to circuit breakers which provide overload protection and test equipment used on these circuits.

Electric Power and Lighting Circuits Will Use Only Load Rated Equipment

Electric power and lighting circuits will use only load rated equipment for purposes of opening, reversing, or closing circuits.

Unless it can be determined that an overload was caused solely by an overload of the circuit, a circuit may not be reenergized until it is determined that the equipment can be reenergized safely.

Overcurrent protection may not be modified, even on a temporary basis, beyond that allowed by OSHA 1910.304e which contains the installation safety requirements for overcurrent protection.

Testing Equipment or Circuits

- Only qualified individuals will conduct testing work on equipment or circuits
- Testing equipment will have a pre-use inspection to insure that it is fit for usage. Defective materials will be removed from service until the defect is corrected.
- Test equipment and any accessories will be rated for the voltage level of the equipment for which it will be used and will be appropriate for the environment in which it will be used

Safeguards for Personal Protection

Working in an Area with Potential for Live Exposure

Employees working in an area where there are potential electrical hazards will be provided with, and will use, electrical protective equipment that is appropriate for the specific parts of the body to be protected and for the work to be performed.

Protective equipment will be maintained in a safe and reliable condition and must be periodically inspected or tested as required by ANSI (American National Standards Institute) Standards.

- Insulated tools will be used if the tools may come in contact with an exposed electrical circuit
- When handling fuses, fuse handling equipment will be used to remove or install fuses when the fuse terminals are live
- Persons working in an area with live electrical shall not work alone. A spotter must be present for emergencies.
- Ropes and handlines used near exposed energized parts will be nonconductive

- All portable ladders will have nonconductive siderails if they are to be used where an electrical hazard may be present. All portable ladders should have non-conductive siderails.

Alerting Techniques

Alerting techniques will be used to warn employees of electrical hazards which are present. This includes:

- Safety signs and symbols are to be used to warn employees of electrical hazards which may endanger them
- Barricades may be used in conjunction with safety signs when necessary to prevent access to work areas. Conductive barriers may not be used if they may present an electrical hazard.
- If signs and barricades are not sufficient, an attendant will be posted to warn employees of the danger

5. Training

Qualified Employees

Training to meet the requirements of a qualified individual will be provided to personnel who will be working on, near, or with exposed electrical circuits not reduced to a safe level (50 volts to ground). Employees must be trained in and familiar with the safety related work practices that pertain to their specific job assignments.

Specifically, qualified employees will be trained in and familiar with:

- The skills and techniques necessary to distinguish exposed live parts from other parts of electrical equipment
- The skills and techniques necessary to determine the nominal voltage of exposed live parts
- The clearance distances specified in OSHA 29 CFR 1910.333(c) and the corresponding voltages to which a qualified individual will be exposed

Qualified individuals whose work on energized equipment involves direct contact or contact by means of tools or materials will also have training in the proper use of special precautionary techniques which may apply to that job task; including personal protective equipment, insulating and shielding materials, and insulated tools. The training for these subjects may be either on-the-job, computer-based or classroom training.

See Appendix B, C and D for additional tools to assist with the training of Qualified Employees.

Unqualified Employees

Training to meet the requirements for unqualified individual will be provided to personnel who may be exposed to electrical hazards not reduced to a safe level (50 volts to ground). Employees must be trained in and familiar with the safety related work practices that pertain to their specific job assignments. Specifically, unqualified employees will be trained in and familiar with:

- Common electrical accidents and common unsafe work practices which may cause them (taken from preamble of standard).
- The inherent hazards of electricity include:
  - Effects and factors influencing the effects of electric shock
  - Burns
  - Indirect injuries
  - Contact with a ground source
  - Arc Flash or Arc Blast
  - Damaged equipment and flammables

Available protective measures include:

- Insulation, guarding, and grounding
- Safety related work practices
- De-energizing equipment using lockout/tagout
- Typical electric shock hazards

UNSAFE PHYSICAL CONDITIONS	CONTROL MEASURES
Worn insulation on extension and drop cords. Splices in cords, brass sockets on drop cords, or temporary lights.	Install a system of inspection and preventive maintenance to uncover dangerous conditions and to correct them. Use Underwriters Laboratories Inc. approved materials only. Spliced cords should be removed from service. Brass sockets should be replaced with nonconductive sockets.
Open switches and control apparatus on panel and switchboards. Location of machine switches.	Provide enclosed safety switches. Insulate with rubber mats in front of switch and control equipment. Locate machine switches so as not to create hazard to the operator.
Unsafe wiring practices, such as using wires too small for the current being carried; open wiring not in conduit; temporary wiring; wiring	Comply with recognized electric code. Remove temporary wiring as soon as it has served its purpose.

UNSAFE PHYSICAL CONDITIONS	CONTROL MEASURES
improperly located; different conductor types used within the in same circuit.	
Exposed conductors at rear of switchboard.	Enclose rear of switchboard to prevent exposure of unauthorized persons. Provide rubber mats for workers who must enter the enclosure.
The accidental energizing of non-current-carrying parts of machines and tools by means of short circuits, breaking in insulation, etc.	Properly ground all noncurrent carrying metal parts of machine, tools, and frames of control equipment.
Abusing electrical equipment and poor housekeeping concerning electrical equipment.	Institute safe-work practices and inspection and preventive maintenance of equipment. Improve housekeeping practices.
Replacing fuses by hand on live circuits.	Open switch before replacing fuses, use fuse pullers.
Working on hot low-voltage circuits in the belief that they are not hazardous. Working on hot circuits which are thought to be cold.	Educate and train workers in the hazards of low-voltage currents. Require that all circuits being worked on be locked open and properly tagged. Use protective equipment such as rubber gloves, blankets, etc.
Using 120-volt lighting circuits for work in boiler or other similar enclosures.	Use low-voltage circuits.
Overloading circuits beyond their capacity.	Lock fuse boxes to prevent bridging or replacing with heavier fuse.

References

- 29CFR1910.

APPENDIX A

LIST OF QUALIFIED EMPLOYEES FOR TRAINING

Qualified Employees are those employees who face a risk of electrical shock which has not been reduced to a safe level (less than 50 volts) *and* have had training in recognizing and avoiding the hazards of working on, near, or with exposed electrical parts.

Employee Name/Title	Department/Location	Training Date

APPENDIX B

TRAINING OUTLINE AND INFORMATION

Unqualified and Qualified Employee Training Agenda

Objectives for training:

- Review of 1910.331-.335 Electrical Safety Related Work Practices Standard
- Review of common electrical accidents (taken from preamble of standard)
- Discussion of unsafe work practices
- Discussion of inherent hazards of electricity including:
  - Effects of electric shock
  - Factors influencing effects of electric shock
  - Burns
  - Indirect injuries
  - Contact with a ground source
  - Arcs, damaged equipment, and flammables
- Protective measures:
  - Insulation
  - Guarding
  - Grounding

- Safety related work practices
- De-energizing equipment using lockout/tagout

Additional Training Required for Qualified Employees

Training elements and method of training will be identified by the employee's direct supervisor.

Training should consist of at a minimum:

- Determining live parts
- Common electrical installations
- Specific electrical installations
- How to use test equipment

- Where to test
- How to test
- Hands on testing

Information provided should consist of information which covers:

- The equipment on which employees will be required to work.
- Clearance and approach distances for overhead wires
- Review of tables and distances
- Discussion of de-energizing and grounding requirements for overhead wires
- Discussion of company equipment and testing methods.

APPENDIX C

ELECTRICAL SAFETY RELATED WORK PRACTICES TRAINING LOG

Company: _____

Address: _____

Trainers Name: _____

Title: _____

Date of Training: _____

Employee Name	Employee No.	Department	Employee Signature

Use a separate training log for each lesson. Employees attending the lesson should signify their presence with their signature. Note absentees, and schedule makeup classes. Attach a training agenda to this log for verification of training content. Retention of this log is subject to Teradata's record retention policy.

APPENDIX D

ELECTRICAL SAFETY-RELATED WORK EQUIPMENT CHECKLIST

EQUIPMENT	AVAILABLE		INSPECTION FREQUENCY
	YES	NO	
Gloves			
Blankets			
Covers			
Line Hose			
Matting			
Sleeves			
Shoes			
Fuse Pullers			
Ropes and Handlines			
Eye and/or Face Protection			
Head Protection			
Other:			

SOP		SOP Number	Page
HAZARDOUS WASTE AND EMERGENCY RESPONSE OPERATIONS		EHS114	1 of 4
		Issue No. 001	Issue Date 10/01/2009
Scope: Worldwide	Effective Date: 10/01/2009	Approved By: Bruce A. Langos, COO	
		Organization: Global Business Operations	

1. Scope

This procedure is applicable to all Teradata employees and contracted employees who could/may witness or be involved with the release of hazardous chemicals. It will be the policy of Teradata to evacuate the worksite or location when/if a chemical emergency occurs and deny entry to the area to unqualified people.

Teradata employees will not assist or otherwise be directly involved in the containment and/or clean-up activities resulting from the emergency.

Teradata locations who wish to amend this program in order to allow participation in chemical emergencies must receive written permission from the Corporate EHS Contact.

Refer to Teradata's EHS Policy Matrix for all country-specific exceptions or requirements to this SOP.

2. Definitions

- **OSHA -** Occupational Safety & Health Administration (A US only organization)
- **EPA -** Environmental Protection Agency (US only)
- **DTSC -** Department of Toxic Substance Control (US Only)

3. Responsibilities

Site EHS Coordinator

- Ensure that employees are aware of this document
- Ensure compliance with requirements of this document
- Contract with an external provider for Emergency Response Services
- Facilitate communication between the Emergency Response Provider and local Teradata personnel
- Report spills that exceed reportable quantities to regulatory agencies, where required
- Deny entry to the affected areas by all unqualified personnel

Employees

In the event of a chemical spill employees will:

- Follow the notification requirements set forth in the Emergency Response Plan
- Evacuate immediately
- Follow instruction given by hazmat contractor or emergency response personnel

4. Procedures

If a spill is determined to be an emergency spill, follow the chemical spill notification requirements set forth in the Facility's Emergency Action Plan.

The contracted Emergency Response Provider (contractor or local emergency response) will be notified of the spill.

Upon arrival, the external emergency responders will respond to the spill or release by approaching the point of release, stopping it if necessary, and abating the respective hazards.

The employee evacuation assembly areas in the Emergency Action Plan are considered safe distances and places of refuge in the event of any emergency chemical spill. Alternative safe distances and places of refuge may be specified verbally by the Site EHS Coordinator on a case-by-case basis depending on the nature and location of the emergency release.

In the event of an emergency spill or release the Emergency Response Provider will establish a clearly marked exclusion zone defining safe distances from "hot" or danger areas. No employees will be allowed to enter the danger zone until the respective hazards are abated.

Responses to emergency releases will be performed by the Emergency Response Contractor or local emergency services who will supply their own portable decontamination station equipment and materials including a sufficient number of personnel to staff the decontamination line at the same level of personal protective equipment (PPE), or one level below, the responders requiring decontamination.

The Emergency Response Contractor shall establish decontamination areas for work in potentially contaminated areas. Decontamination areas should be located upwind of the exclusion zone where possible and should consider any adjacent or nearby projects and personnel.

Response to an incidental or emergency chemical spill may generate wastes, including contaminated material generated through the personnel and equipment decontamination processes (e.g., contaminated disposable items, gross debris, liquids, sludge's, rinseates).

Such wastes will be properly containerized and labeled, stored at a secure location, and disposed in accordance with applicable regulations. Incompatible wastes will be segregated.

The Site EHS Coordinator will contact the Corporate EHS Contact to determine if the release meets the reportable quantity threshold and report to the appropriate agency.

5. Training

Employees will be trained on the procedures and requirements of this document as well as the site specific Emergency Response Plan.

6. References

- 29CFR1910.120

APPENDIX A
CONTRACT WITH EMERGENCY RESPONSE PROVIDER

Each facility must identify an emergency response provider and make arrangements for assistance in the event of a chemical spill. The contract should be attached here.

The contract should include the requirement for an orientation program, see example language below.

ORIENTATION PROGRAM

As soon as reasonably possible after the execution of this Agreement, and at reasonable intervals thereafter, Contractor shall visit Client's facility (or facilities) as designated by Client and participate in an orientation program conducted by Client to familiarize Contractor with the facility (or facilities) and its (their) emergency procedures, if any. Such orientation program shall not relieve Contractor from any of its obligations under this Agreement.

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1. Scope

It is the policy of Teradata that no employee will enter a Permit Required Confined Space under any circumstances. . Only qualified, trained and properly equipped contractor employees will be allowed to enter a Permit-Required Confined Space, and then only under a Confined Space Entry Permit equivalent to the format required by US OSHA Regulation 29 CFR 1910.146.

This purpose of the Confined Space Entry Program is to identify the confined and permit required spaces at Teradata facilities, and all operations that require contractor employees to enter or work in confined spaces.

The procedures in this program will be followed prior to any entry into confined spaces or permit required confined space by contract employees.

2. Definitions

- **Confined Space -** A space that meets all of the following:
  - Large enough and configured so that an employee can enter, and
  - Limited openings for entry and exit; and
  - Not intended for continuous employee occupancy.

  (Confined spaces include, but are not limited to storage tanks, process vessels, opened top spaces more than four feet in depth such as pits and vaults, silos, vats, degreaser vessels, boilers, ventilation and exhaust ducts, sewers, tunnel, and pipelines).
- **Permit Required Confined Space -** A confined space, as defined above, which has one or more of the following characteristics:
  - Contains or has a known potential to contain a hazardous atmosphere, or
  - Contains a material with a potential for engulfment, or
  - Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls, or a floor which slopes downward and tapers to a smaller cross-section, or
  - Contains any other recognized serious safety or health hazard.
- **Entry -** The act by which a person intentionally passes through an opening. The entrant is considered to have entered the space as soon as any part of the entrant's body breaks the plane of an opening into the space.
- **Hazardous Atmosphere -** An atmosphere which exposes employees to a risk of death, incapacitation, impairment of ability to self rescue, injury, or acute illness

- **Immediately Danger to Life and Health (IDLH) -** Any condition which poses an immediate threat of loss of life; may result in irreversible or immediate-severe health affects; may result in eye damage; irritation or other conditions which could impair unaided escape from the permit space.

3. Responsibilities

Site EHS Coordinator

- Identify and document any confined spaces that are contained in the Teradata facility.
- Ensure labeling of all permit-required confined spaces with appropriate warning labels.
- Ensure that all contractors working for Teradata are made aware of the confined spaces that are contained in our work space.
- Ensure that all contractors who will work in confined spaces have an effective program for their employees.
- Audit, on an annual basis, the Confined Space Entry Program
- Serve as the Confined Space Entry Permit Issuing Authority for all contractor-performed entries into Confined Spaces.

Contractors

- Contractors must have a written Confined Space Entry program that can be presented to Teradata when requested. This program shall meet local governmental regulations.
- Contractors must also comply with the requirements set forth in their confined space entry plan.
- Utilize a Confined Space Entry Permit process equivalent to the requirements of US OSHA Regulation 29 CFR 1910.146, which must be completed and signed by the Contractor Entry Supervisor and review by all Entrant and Attendant contractor employees. The permit must also be approved and signed by the Teradata EH&S Site Coordinator prior to entry. An Entry Permit will remain in effect for only 1 workday, and must be reissued for each subsequent workday.

4. Training

All employees will receive awareness level training of this document and Teradata's position regarding Confined Space Entry. The training program will be annually reviewed with current first aid techniques and knowledge.

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5. References

- 29CFR 1910.146, Permit Required Confined Spaces
- National Institute for Occupational Safety and Health (NIOSH), Publication No. 87-113
- American National Standards Institute (ANSI), Z117.1

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1. Scope

This procedure *does not* apply under the following circumstances:

- If Teradata employees are working solely on cord and plug connected electric equipment for which exposure to the hazards of unexpected energization, or start up of the equipment is controlled by the unplugging of the equipment from the energy source, *or*
- If the plug is under the exclusive control of the employee performing the servicing or maintenance.

This procedure applies for office sites with testing and computer labs with equipment that cannot simply be unplugged.

This program establishes the minimum requirements for the Teradata Lockout/Tagout (LOTO) Program and applies to all Teradata facilities with employees that must provide an energy isolation device to equipment that cannot be unplugged.

Effective hazardous energy control procedures will protect employees during machine and equipment servicing and maintenance where the unexpected energization, start up or release of stored energy could occur and cause injury. Hazards being guarded against include being caught in, being crushed by, being struck by, being thrown from or contacting live electrical circuits/parts.

The procedures/practices associated with this program will ensure that machines and equipment are properly isolated from hazardous or potentially hazardous energy sources during servicing and maintenance and properly protected against re-energization as required by 29 CFR 1910.147.

While any employee is exposed to contact with parts of fixed electrical equipment or circuits which have been de-energized, the circuits energizing the parts should be locked/tagged out in accordance with the requirements of Electrical Safe Work Practices 29 CFR 1910.333(b)(2) (refer to Electrical Safety Program).

Only when energy isolating devices are incapable of being locked out, will a tagout procedure (without lockout), be utilized. The tagout will provide protection equivalent to a lockout.

Refer to Teradata's EHS Policy Matrix for all country-specific exceptions or requirements to this SOP.

Enforcement

Any employee who fails to follow the prescribed procedures or tampers with a lockout/tagout procedure will *immediately* be suspended pending an investigation, the results of which could include termination. Non-compliance with other aspects of this program will result in disciplinary action up to and including immediate discharge.

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Rules

All lockout/tagout procedures and alternative procedures shall be performed according to this program.

- Locks/tags, chains, wedges, or other hardware which meet the requirements defined in 29CFR1910.147 (c)(5)(ii) will be provided by the company
- Lockout/tagout devices will be singularly identified. They will be the only devices used for controlling energy and will not be used for other purposes.
- The lockout devices will indicate the identity of the employee applying the devices
- Only one key will be provided for each lock
- All machines/processes will be locked/tagged out to protect against accidental or inadvertent operation, when such operation could cause injury to personnel
- No employee will attempt to operate any switch, valve or other energy isolating device which is locked/tagged out. (This excludes Authorized Employees testing equipment that they have just locked out to ensure energy isolation.)
- Lockout/tagout devices will only be removed by the employee who applied the device. (Exception: See Lockout/Tagout Removal Requirements.)
- Employees will NOT work under the protection of another employee's lock/tag. Each employee or contract employee will have their own LOTO device. A hasp will be used to secure equipment requiring multiple LOTO devices.

2. Definitions

- **Affected Employee -** An employee whose job requires them to operate equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed
- **Alternative Procedure -** Procedures which are utilized, in lieu of lockout/tagout, for minor tool changes, servicing activities, or adjustments which take place during normal production operations and are routine, repetitive, and integral to the use of the equipment. A Job Safety Analysis is required prior to the development of any alternative procedures.
- **Area Supervisor -** The supervisor having responsibility for all work performed in their area, in addition to all equipment, machinery, processes, employees, and contractors
- **Authorized Employee -** A person who implements a lockout/tagout procedure on machines or equipment to perform the servicing or maintenance on that machine or equipment
- **Capable of Being Locked Out -** An energy isolating device shall be considered to be capable of being locked out if - it is designed with a hasp or other attachment or integral part to which,

or through which, a lock can be affixed; or if it has a locking mechanism built into it. Other energy isolating devices will also be considered capable of being locked out, if lockout can be achieved without the need to dismantle, rebuild, or replace the energy isolating device or permanently alter its energy control capability.

- **Energized -** Connected to any energy source or containing residual or stored energy
- **Energy Isolating Device -** A mechanical device that physically prevents transmission or release of energy, including but not limited to the following - a manually operated electrical circuit breaker; a disconnect switch; a manually operated switch by which the conductors of a circuit can be disconnected from all underground supply conductors and, in addition, no pole can be operated independently; a slide gate; a slip blind; a line valve; a block; and any similar device used to block or isolate energy. The term does not include a push button, selector switch, or other control circuit type devices.
- **Energy Source -** Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy
- **General Procedures -** LOTO procedures utilized when machine specific and alternative procedures are not used
- **Job Safety Analysis -** An analysis of a particular job task which results in a systematic procedure for properly and safely completing the task. This procedure may be allowed as an alternative procedure if it provides the same level of protection as a LOTO procedure under 29CFR1910.147. See Appendix A.
- **Lockout -** The placement of a lockout device on an energy isolating device, in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed
- **Lockout Box -** A box which can be locked and is utilized during group lockout
- **Lockout Hasp -** A device that allows the isolation of a device during a group lockout
- **Lockout Device** - A device that utilizes a positive means, such as a lock, either key or combination type, to hold an energy isolating device in the safe position and prevent the energization of a machine or equipment.
- **Machine Specific Procedures** - LOTO procedures utilized for machines that are required to have specific procedures per this lockout/tagout program. Machine specific procedures are not required for a particular machine when all of the following elements exist:
  - The machine or equipment has no potential for stored or residual energy or re-accumulation of stored energy, after shutdown, which could endanger employees.
  - The machine or equipment has a single energy source which can be readily identified and isolated.
  - The isolation and locking out of that energy source will completely de-energize and de-activate the machine or equipment.

- The machine or equipment is isolated from that energy source and locked out during servicing or maintenance.
- A single lockout device will achieve a locked-out condition.
- The lockout device is under the exclusive control of the Authorized Employee performing the service or maintenance.
- The servicing or maintenance does not create hazards for other employees.
- The employer, in utilizing this exception, has had no accidents involving the unexpected activation or re-energization of the machine or equipment during servicing or maintenance.

- **Operator Employee -** An employee who is classified under the lockout/tagout program as an Affected Employee but who has been trained and authorized to isolate equipment/machinery using an approved alternative procedure. This person is NOT authorized to lockout/tagout equipment following a machine specific lockout/tagout procedure.
- **Other Employee -** An employee whose work operations are, or may be, in an area where energy control procedures are utilized (e.g., engineer, quality inspector, office management)
- **Protective Materials and Hardware -** Locks, tags, chains, wedges, key blocks, adapter pins, self-locking fasteners, or other hardware provided by the employer for isolating, securing, or blocking machines or equipment from energy sources
- **Tagout -** The placement of a tagout device on an energy isolating device, in accordance with an established procedure, to indicate that the energy isolating device, and the equipment being controlled, may not be operated until the tagout device is removed
- **Tagout Device -** A prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy isolating device, in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed

3. Responsibilities

Site EHS Coordinator

- Ensure that all management personnel are aware of the LOTO Program and Procedures
- Ensure that LOTO training is provided to all Authorized, Affected, and Other Employees
- Enforce the program requirements
- Appoint a plant program coordinator
- Provide the equipment necessary to isolate and control hazardous energy sources and maintain LOTO Equipment Inventory Log. See attached in Appendix C.

- Annually audit the LOTO Program. See Appendix B.

Area Supervisor

- Handle concerns of management/employees
- Provide LOTO training to management in order to enable them to train their employees
- Monitor and enforce compliance to this program
- Approve all LOTO and alternative procedures
- Maintain a log of all training activities to ensure that all employees have been provided the training required by this program. See Appendices D, E, F and G.
- Recommend/purchase the necessary equipment needed to isolate and control hazardous energy sources in equipment/processes. This equipment should comply with the intent of Teradata Energy Isolating Device program
- Monitor and maintain a log of annual LOTO inspections
- Develop and/or review LOTO procedures and alternative procedures incorporating the information contained in.Appendix H
- Modify LOTO procedures and alternative procedures when work practices, equipment, or processes are changed or modified
- Hold opening conference with all outside contractors to discuss LOTO procedures and practices and obtain signed contractor acknowledgement of these LOTO policies and procedures in the form attached in Appendix I
- Coordinate group LOTO activities
- Follow the Teradata Energy Isolating Device program standard requirements when superseding a LOTO procedure of another employee. (NOTE: This *will be done* only when specific conditions exist and/or after a meeting has been held with the plant manager.)

Authorized Employee

- Comply with this written program and procedures. Complete training appropriate to job function and comply LOTO authorized Employee Training Form in Appendix I.
- Complete Authorized Employee Quiz attached in Appendix L
- Know where to obtain information about hazardous energy sources and how to isolate them
- Obtain and read the LOTO procedures and alternative procedures prior to starting a job and complete LOTO Alternative Training Form attached in Appendix K
- Obtain all necessary isolation devices indicated on the procedure prior to starting the job
- Obtain approval from the area supervisor to conduct LOTO activities
- Attach personal tag with each isolation device

- Identify hazards before starting the job
- Notify all Affected and Other Employees before initiating or terminating a LOTO or alternative procedure
- Use isolation devices as intended
- Notify immediate supervisor and the LOTO coordinator *immediately* of any undetected hazard(s)/exposure(s) and provide a solution of how to eliminate/isolate them
- Suggest to the plant program coordinator ways to improve procedures
- Attach tags used in a tagout procedure with only the approved ties
- ALWAYS test, after isolating an energy source, to verify that all hazardous energy sources are controlled
- NEVER remove another person's LOTO isolation device or interfere with a lockout/tagout procedure

Affected and Other Employee Awareness Level

- Comply with this written policy and procedures. Complete appropriate training to job function and complete LOTO Affected and Employee Training Form in Appendix M.
- Stay clear of LOTO procedures and energy isolation activities being conducted
- NEVER tamper or remove a LOTO energy isolating device

4. Procedures

General Information

Lockout/tagout procedures are categorized according to their application. Listed below are the four types of lockout/tagout procedures:

- **Machine Specific Procedure** is used for machines required to have specific procedures per this lockout/tagout program. (See Definitions) See Appendix N.
- **General Procedure** is used for lockout/tagout when machine specific and alternative procedures are not used.
- **Tagout Procedure** is used when energy isolation devices are not capable of being locked out. This procedure must afford the same level of protection as a lockout procedure.
- **Alternative Procedure** is used for minor tool changes, adjustments, and other minor servicing activities, in lieu of lockout/tagout procedures, as approved by the lockout/tagout coordinator. (A Job Safety Analysis is required prior to the development of an alternative procedure.)

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Safety Practices

The basic safety practices of lockout/tagout for all procedures include:

- **Plan the Job.** Be familiar with the energy sources/magnitudes and identify the potential hazards.
- **Prepare for Shutdown.** Notify Affected/Other Employees that the machine or system is being isolated. Shut the equipment off in a safe manner. Place controls in the "off" or "safe" position.
- **Locate, De-energize, and Isolate All Energy Sources.** Identify the energy sources, de-energize the system, and isolate the energy.
- **Lockout/Tagout the Energy Controls.** Apply energy isolating devices to all energy sources.
- **Test/Try the System**. Verify that the energy has been isolated and does not pose a hazard (i.e., pushing start buttons, using meters, etc.) ***CAUTION:*** *If controls are activated as a means to verify isolation, they shall be placed in the "off" or "neutral" position prior to the next step.*
- **Perform the Necessary Work** or Service.
- **Place the Equipment Back in Service**. Follow the appropriate lockout/tagout removal procedures for re-energized equipment.

Preparation for Shutdown for Lockout/Tagout Procedures

Authorized Employees shall obtain and understand the specific procedure/practice prior to initiating the procedure. (See Machine-specific Procedures Manual/Section.) If a machine-specific procedure is not required review the next section of this document, *Restoring Machines or Equipment to Normal Production Operations*.

In preparation for lockout/tagout, the general or specific procedure shall be reviewed and understood by the Authorized Employee prior to initiating the procedure. All energy isolating devices identified on the procedure/practice shall be obtained. The Authorized Employee identification tag shall be attached to all devices prior to initiating the procedure.

Before an Authorized Employee turns off a machine or piece of equipment, he/she shall have knowledge of the type and magnitude of the energy to be controlled, and the methods or means to control the energy.

Note: Refer to the Electrical Safety Program if work to be performed involves employees working on or near exposed energized/de-energized electrical parts.

General Sequence of a Lockout Procedure

Operations that do not need a specific lockout procedure may follow these steps:

- Notify all Affected/Other Employees that a lockout procedure is going to be implemented. The Authorized Employee shall know the type and magnitude of energy that the machine or equipment utilizes and shall understand the hazards.

- If the machine or equipment is operating, shut it down using the normal shutdown procedure (i.e., depress stop button, open toggle switch, etc.)
- Open the switch(es), close the valve(s), or utilize another energy isolating device(s) so that the equipment is isolated from its energy source(s). Stored energy (such as that in springs; elevated machine members; rotating flywheels; hydraulic systems; or air, gas, steam, or water pressure, etc.) shall be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc.
- Lockout/tagout the energy sources with assigned individual lock(s) and assigned tag(s). After ensuring that no persons are exposed, and the equipment's/ machinery's hazardous energy sources are controlled, test and/or operate the push button or other normal operating controls to make certain the equipment will not operate. *CAUTION: Return all operating control(s) to the "neutral" or "off" position after the test.*
- After it has been verified that the equipment/machine is isolated/neutralized, the area supervisor shall place his/her lock/tag on all of the energy isolation points.
- The equipment is now locked out.

General Sequence of a Tagout System Procedure

When a disconnecting means or other energy isolating device is incapable of being locked out, a tagout system shall be utilized.

Operations that require a specific tagout procedure shall follow these steps:

- Notify all Affected/Other Employees that a tagout procedure is going to be implemented and the reason for its use. The Authorized Employee shall know the type and magnitude of energy that the machine or equipment utilizes and shall understand the hazards.
- If the machine or equipment is operating, shut it down using the normal shutdown procedure (i.e., depress stop button, open toggle switch, etc.)
- Open switch(es), close valve(s), or utilize another energy isolating device(s) so that the equipment is isolated from its energy source(s). Stored energy (such as that in springs; elevated machine members; rotating flywheels; hydraulic systems; or air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc. **Note:** A tag used without a lock shall be supplemented by at least one additional safety measure that provides a level of safety equivalent to that obtained by the use of a lock. This would include opening an additional disconnecting device, removing an isolating circuit element, blocking a controlling switch, or removing a valve handle to reduce the likelihood of inadvertent energization.
- Tagout the energy isolating devices (i.e., primary and redundant as per note above) with approved tag(s).
- After ensuring that no persons are exposed, and the equipment's/machinery's hazardous energy sources are controlled, test and/or operate the push button or other normal operating

controls to make certain the equipment will not operate. *CAUTION: Return all operating control(s) to the "neutral" or "off" position after the test.*

- After it has been verified that the equipment//machine is isolated/neutralized, the area supervisor shall place his/her tag on all of the energy isolation points.
- The equipment is now tagged out. NOTE: Should the machine/equipment require upgrade or modification, it shall have lockable switches, fittings, valves, etc., added so that it becomes capable of being locked out.

Restoring Machines or Equipment to Normal Productions Operations

After the servicing and/or maintenance is complete, and the equipment is ready for normal production operations, check the area around the machine or equipment to ensure that all employees have been safely positioned or removed. Inform all Affected/Other Employees that the machinery is being re-energized and brought back on line.

After all tools have been removed from the machine or equipment, guards have been reinstalled, and employees are in the clear, remove all lockout or tagout devices.

The supervisor shall remove his/her lock(s) and/or tag(s) and then the Authorized Employee may restore energy to the machine or equipment.

Cord/Plug

If servicing or maintenance is performed on a single energy source cord and plug connected equipment, the following procedure shall be performed to protect the employees:

- Unplug the equipment from its electrical socket.
- Place a lockable cover over the plug and a lock on the plug cover.

Alternative Procedures

Alternative procedures shall follow the Job Safety Analysis (JSA) format. Alternative procedures shall be developed for activities consisting of minor tool changes, adjustments, and other minor servicing activities in lieu of lockout/tagout procedures. The alternative procedures have been developed to comply with the intent of OSHA Standard 1019.147.

The plant lockout/tagout coordinator has the sole responsibility of determining if alternative procedures can be used in lieu of lockout/tagout procedures. Job Safety Analyses are located in the Department Lockout/Tagout Manual and the master book is located in the plant lockout/tagout coordinator's office.

All employees who will be required to conduct alternative procedures (i.e., operator employees) shall receive training on all alternative procedures prior to their use and annually thereafter.

Lockout/Tagout Device Removal Requirements

The Authorized Employee who applied the device is the only person who may remove the device.

Exception: If the Authorized Employee who applied the lock/tag is not available, the program coordinator/shift coordinator is the only person(s) who may remove the isolation device. The following procedure shall be utilized:

- Verify that the Authorized Employee who locked out the equipment is not on the plant property
- Contact the Authorized Employee to inform him/her to return to the plant to remove his/her lock. If this is not practical, the Authorized Employee's permission to remove the lock, must be obtained before the lock is removed.
- If the employee cannot be contacted, the plant manager shall approve the lock removal after an investigation reveals it is safe to do. The employee's supervisor must make sure that the employee is notified that his/her lock has been removed before he/she resumes work at the facility.
- Document why the lock(s)/device(s) was removed and why the person who applied it was not available
- Locks shall be removed by bolt cutters only. No secondary keys are allowed for lockout locks. **Note:** Employee's who repeatedly leave locks/tags in place after leaving the facility shall be subject to disciplinary action.

In situations where lockout devices MUST be temporarily removed from the isolating device and the machine or equipment energized to test or position the machine or equipment, the following sequence of actions shall be followed:

- Clear the machine or equipment of tools and materials
- Remove employees away from the machine or equipment
- Remove the lockout device
- Energize the equipment/machine and proceed with testing or positioning
- De-energize all systems and re-apply energy control measures in accordance with the specific or general procedures/practices
- After ensuring that no persons are exposed, and the equipment's/machinery's hazardous energy sources are controlled, test and/or operate the push button or other normal operating controls to make certain the equipment will not operate
- Return all operating control(s) to the "neutral" or "off" position after the test

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Group Lockout Procedure

This section of the Control of Hazardous Energy Procedure shall be reviewed with all personnel affected by a group LOTO activity before the commencement of any work requiring a group lockout/tagout.

One Authorized Employee shall be assigned the responsibility for the lockout/tagout activity. The LOTO Procedure shall be reviewed with each member.

If more than one crew, craft, department, etc. is involved, one Authorized Employee shall be selected to coordinate the lockout/tagout activity to ensure that all control measures are applied and that there is continuity of protection for the group.

If applicable, each Authorized Employee shall affix the lockout or tagout device to the group lockout box or hasp. Each lock shall have that person's name affixed to it.

Each Authorized Employee shall remove their lockout or tagout device when they stop working on the equipment or machine being serviced. At least one lock (i.e., group coordinator's lock) will remain on the group lockout device until the equipment/machine is rendered operable.

Shift Changes

Shift changes shall be coordinated by the Authorized Employee responsible for the group, or individual, lockout/tagout. The following steps shall be carried out:

- Changes in the job that affect the lockout or tagout procedures shall be communicated to the new employee(s) at the beginning of the new shift
- The employee(s) area supervisor who has completed his/her shift shall change locks and/or tags with the new supervisor beginning his/her shift
- The new authorized employee(s) shall notify all Affected/Other Employees to stay clear of the area in preparation for a test to verify that the equipment/machine is de-energized
- The new authorized employee(s) shall retest the equipment or machinery being serviced to verify that the equipment is de-energized
- The new authorized employee(s) shall return all controls to the "neutral" or "off" position

Outside Contractors

If outside contractors perform servicing or maintenance that requires lockout/tagout, the lockout/tagout program coordinator shall take the following steps:

- Inform the outside contractor of the Teradata lockout/tagout procedures and provide them with a copy. The contractor must sign the Contractor Acknowledgement Form. See Appendix I.
- Obtain and review a copy of the outside contractor's lockout/tagout procedures
- Meet with the contractor and area supervisor to determine the optimum lockout/tagout procedures to be applied

- All lockout/tagout procedures agreed to must be followed. If the Teradata Lockout/Tagout Program is used by an outside contractor, the contractor shall be responsible for training their own employees. If the outside contractor's lockout/tagout program is used while on Teradata property, management shall be responsible for training all Affected/Other Employees on the contractor's program.

Periodic Inspections

An inspection of the energy control procedures shall be conducted annually and documented.

During the inspection of each machine specific lockout/tagout procedure the inspector, an Authorized Employee other than the one(s) utilizing the energy control procedure being inspected, shall:

- Observe the lockout/tagout procedure to determine if it is being followed by the Authorized Employees
- Detect any inadequacies or deviations and have them corrected immediately
- Inform the lockout/tagout coordinator of his/her findings
- (In the case of Lockout) Review the lockout procedure and responsibilities with each Authorized Employee under the energy control procedure being inspected
- (In the case of Tagout) Review the procedure and responsibilities with each Authorized and Affected Employee under the energy control procedure being inspected

The person who performs the inspection shall be authorized to perform the lockout procedures being inspected. The inspector shall not, however, review his/her own use of lockout procedures.

5. Training

Training shall be provided by the program coordinator and/or area supervisor. Authorized Employee training shall consist of the following elements: (See Appendix L)

- Review of OSHA 1910.147, "The Control of Hazardous Energy", requirements
- Review of the Lockout/Tagout Program
- Review of the Authorized Employee responsibilities
- Review of the type and magnitude of energy sources
- Review of the purpose and use of the Hazardous Energy Control Procedures
- Review of the nature and limitations of tags
- Instruction on how to isolate equipment/machinery for lockout/tagout

- Review of the conditions for restarting machine/equipment or removing locks/tags
- Review of group lockout procedures
- Review of the program rules and enforcement procedures

The lockout/tagout training shall be given to Authorized Employees as part of new employee orientation and annually thereafter. Training shall be documented on the Authorized Employee training form and the Authorized Employee training log. All employees must satisfactorily pass the Authorized Employee Quiz. See Appendix O.

Operator Employees

Operator Employees who will be required to use alternative procedures to isolate equipment shall receive training prior to using a procedure so that they are able to:

- Understand the purpose of alternative procedures.
- Follow/use specific alternative procedures.
- Identify the types and magnitudes of energy sources.
- Identify the nature and limitations of the alternative procedures.

Prior to allowing the Operator Employee to use an alternative procedure, he/she shall demonstrate to his/her supervisor that he/she can conduct the procedure properly. These employees shall also be instructed that they are NOT permitted to isolate equipment/machinery by using a machine specific lockout/tagout procedure.

All training shall be documented on the alternative procedure training form and the Operator Employee training log. See Appendix N.

Affected and Other Employees

Affected and Other Employees shall receive an overview of the lockout/tagout program training so that they are able to: See Appendix M.

Recognize when energy control procedures are being implemented, and understand the purpose of the procedures and the importance of not attempting to start up or use the machine/equipment that has been locked out.

All employees must satisfactorily pass the Affected Employee Quiz. See Appendix O.

All training shall be documented on the Affected/Other training form and the Affected/Other training log.

Retraining

Employees shall receive retraining on the application of lockout/ tagout procedures annually or when there is a change in:

- Job assignment(s) that expose an Authorized Employee to new hazards or lockout procedures
- Machines, equipment, or processes that present a new hazard or require modified lockout procedures
- Lockout/tagout procedures for a particular piece or type of equipment
- Any alternative procedure

Retraining shall also be conducted when it becomes known that an employee incorrectly performs lockout/tagout or alternative procedures. All retraining shall be documented on the forms within this section and on the training logs.

6. Documentation

- Appendix A -N

7. References

- 29CFR1910.147

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APPENDIX A
JOB SAFETY ANALYSIS FORM

Operation Task:	Machine/Process:		
JOB SAFETY ANALYSIS	Supervisor:	Analysis By:	Date:
Department:	Building:	Reviewed By:	Date:
Required and/or Recommended Personal Protective Equipment:		Approved By:	Date:

SEQUENCE OF BASIC JOB STEPS	POTENTIAL ACCIDENTS OR HAZARDS	CONTROLS/SAFE JOB PROCEDURES

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APPENDIX B
ENERGY CONTROL PROCEDURE INSPECTION

Company/Location:	Date:
Energy Control Procedure Inspected:	
Machine/Equipment Inspected:	
Authorized Inspector Name (print):	

Authorized Employee(s) Working Under Inspected Procedure:

ENERGY ISOLATION

Inspection Steps	**Yes**	**No**
The written energy control procedure for the machine/equipment was reviewed prior to beginning lockout.		
Affected employees were notified that the machine/equipment must be shut down and locked out for service or maintenance.		
If operating, the machine/equipment was shut down using normal operating procedures.		
Any stored energy (gravity; trapped air, fluid or gas; capacitors; springs; etc.) was dissipated and/or restrained by methods such as grounding, repositioning, blocking, bleeding, etc.		
Energy isolating devices were locked out with designated lockout locks. If more than one person participated, each person had a personal lock on every energy isolating device or a group lockout box was used and each authorized person had a personal lock on the group lock box.		

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Inspection Steps	Yes	No
Energy dissipation and isolation were performed according to the written energy control procedures.		
The machine/equipment was reviewed to assure there were no exposed personnel, and then the operating controls were activated to verify energy isolation. Operating controls were returned to “Off” or “Neutral” position.		
The inspected energy control procedure, as written, was adequate to properly protect authorized employees from injury due to unexpected activation of machinery/equipment		

RETURN TO SERVICE

Inspection Steps	Yes	No
The area around the machine/equipment was checked to ensure all non-essential items had been removed and that the machine/equipment components were operationally intact.		
The work area was checked to ensure all personnel were safely positioned or removed from the area.		
Controls were reviewed to verify they were in the “Off” or “Neutral” position.		
Energy isolation devices were removed according to the written energy control procedure.		
Affected employees were advised that the machine/equipment was ready for use.		

DEVIATIONS (describe in detail any “No” answers for any of the above; use back of sheet if necessary)

ACTION PLAN (describe in detail the steps to be taken to correct deviations; use back of sheet if necessary)

Action	Target Date	Person Responsible	Completion Date

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SIGNATURES

Signature	Date
Inspector:	
Department Manager:	
Facility Manager:	
Safety Manager:	

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ANNUAL INSPECTION CERTIFICATE

DATE OF INSPECTION:____

INSPECTOR: .

SIGNATURE: .

MACHINE OR EQUIPMENT ON WHICH LOCKOUT/TAGOUT PROCEDURES WERE PERFORMED: _

EMPLOYEE(S) PERFORMING AND/OR AFFECTED BY THE LOCKOUT/TAGOUT PROCEDURES:

EMPLOYEE NAME (Please Print)	EMPLOYEE SIGNATURE

WERE ALL THE LOCKOUT/TAGOUT PROCEDURES PERFORMED CORRECTLY?

YES OR NO

COMMENTS ON IMPROPER LOCKOUT/TAGOUT PROCEDURES BEING USED (ex: List of improper procedures being used which require retraining for the employee or modification of the procedures.):___

cc: Plant Lockout/Tagout Coordinator

LOCKOUT/TAGOUT CHECKLIST 29 CFR 1910.147

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The following checklist is based on 29 CFR 1910.147. It covers the major aspects of the standard as well as good business practices but cannot be used to guarantee compliance with the standard. This checklist provides guidance in program implementation.

LOCKOUT/TAGOUT CHECKLIST	**YES**	**NO**
1. Equipment, Machinery and Personnel		
a. Has an inventory of equipment and machines been developed?		
b. Has cord and plug connected equipment been evaluated for inclusion in the inventory?		
c. Does the list identify each of the energy source(s) for the equipment?		
d. Has a determination been made that equipment is capable of being locked out?		
e. Does major equipment modification provide devices that allow the equipment to be locked out?		
f. Has a hazardous energy control procedure been developed for each piece of equipment on the list?		
g. Have previous injuries occurred involving the unexpected activation of a machine or equipment during service or maintenance?		
h. Has a hazardous energy control procedure been completed for each piece of equipment that involved employee injury?		
i. Has a list of personnel who work with and around listed equipment or machinery been developed? (Affected Employees)		
j. Has a list of personnel authorized to apply hazardous energy control procedures been developed? (Authorized Employees)		
2. Energy Control Program		
a. Has a written energy control program been developed?		
b. Does the program contain the following?		
- A statement of intended use of the procedures?		
- Steps for shutting down, isolating, blocking and securing hazardous energy?		
- Steps for placement, removal and transfer of lockout/tagout devices?		
- Requirements for testing to verify effectiveness of lockout/tagout devices?		

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APPENDIX C
LOCKOUT TAGOUT EQUIPMENT INVENTORY

TYPE OF EQUIPMENT	NO. OF UNITS	MODEL/SERIAL NO.	ENERGY SOURCES	SPECIFIC LOCKOUT/TAGOUT PROCEDURE REQUIRED

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APPENDIX D
AUTHORIZED EMPLOYEES TRAINING LOG

Authorized Employee - An employee who has received specific lockout/tagout training and is authorized to lockout/tagout machines or equipment in order to perform servicing or maintenance. The following is a list of Authorized Employees and when they received training.

NAME	TITLE	TRAINING DATES			

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OPERATOR EMPLOYEES TRAINING LOG

Operator Employee - An employee who is classified under the lockout/tagout program as an Affected Employee *but* who has been trained and authorized to isolate equipment/machinery using an approved alternative procedure. This person is *not* authorized to lockout/tagout equipment following a machine specific lockout/tagout procedure.

NAME	TITLE	ALTERNATIVE PROCEDURES	TRAINING DATES							

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APPENDIX F
AFFECTED EMPLOYEES TRAINING LOG

Affected Employee - An employee whose job requires him/her to operate/use a machine or equipment or work in an area in which servicing or maintenance is being performed under lockout/tagout. The following is a list of Affected Employees and when they received training.

NAME	TITLE	TRAINING DATES			

APPENDIX G
OTHER EMPLOYEES TRAINING LOG

Other Employee – An employee whose work operates are, or may be, in an area where energy control procedures are utilized. The following is a list of Other Employees and when they received training.

NAME	TITLE	TRAINING DATES			

APPENDIX H
LOCKOUT/TAGOUT PROCEDURE INFORMATION GUIDE

Company Name: _____ Location: _____

Department: _____ Date: _____

Completed by: _____

MACHINE IDENTIFICATION

General Description: _____ Manufacturer: _____

Model: _____ Serial No.: _____

Location:

_____
_____
_____
_____
_____
_____
_____

NOTE: This packet of information was designed to assist employees in gathering pertinent information needed to develop lockout/tagout procedures. This information by itself does not represent a lockout/tagout procedure or program as defined by OSHA Standard 1910.147, The Control of Hazardous Energy (Lockout/Tagout)

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EXCEPTION CONDITIONS

Please respond to each question by checking the appropriate box.

Yes No

☐ ☐The machine or equipment has no potential for stored or residual energy or re-accumulation of stored energy after shut down which could endanger employees.

☐ ☐The machine or equipment has a single energy source which can be readily identified and isolated.

☐ ☐The isolation and locking out of that single energy source will completely de-energize and de-activate the machine or equipment.

☐ ☐The machine or equipment is isolated from that single energy source and locked out during servicing or maintenance.

☐ ☐A single lockout device will achieve a locked-out condition.

☐ ☐The lockout device is under the exclusive control of the Authorized Employee performing the servicing or maintenance.

☐ ☐The servicing or maintenance does not create hazards for other employees.

☐ ☐*There have been no accidents involving the unexpected activation or re-energization of the machine or equipment during servicing or maintenance.

The Control of Hazardous Energy (Lockout/Tagout) Standard 1910.147 states that if all eight items listed above are yes, a machine specific procedure is not required by OSHA.

ENERGY SOURCES

You may select one or more of the following energy sources (normally there is more than just one energy source associated with a process or piece of equipment).

☐ Electrical	☐ Pneumatic	☐ Thermal
☐ Cord and Plug	☐ Gravity	☐ Hydraulic
☐ Hydro/Steam	☐ Chemical	☐ Other

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LOCKOUT CAPABILITY

Are all sources capable of being locked out?

☐ Yes \ Sources: _____

☐ No \ Sources: _____

Why or Why Not: _____

TAGOUT CAPABILITY

Are all sources capable of being tagged out?

☐ Yes \ Sources: _____

☐ No \ Sources: _____

Why or Why Not: _____

** After October 31, 1989, whenever a major replacement, repair, renovation or modification of machines or equipment is performed, and whenever new machines or equipment are installed, energy isolating devices for such machines or equipment shall be designed to accept a lockout device.

PROTECTIVE MATERIALS AND HARDWARE

List the items required to properly lockout/tagout the specific energy source in order to completely neutralize the source. (Examples: locks, tags, chains, hasps, blanks, additional valves, wedges, blocks, key blocks, adapter pins, self-locking fasteners, plug covers, etc.)

Electrical	No.	Pneumatic	No.
☐ Locks/Hasps	_____	☐ Locks/Hasps	_____
☐ Tags	_____	☐ Tags	_____
☐ Other:	_____	☐ Other:	_____
Gravity	No.	Hydraulic	No.
☐ Locks/Hasps	_____	☐ Locks/Hasps	_____
☐ Tags	_____	☐ Tags	_____
☐ Other:	_____	☐ Other:	_____

Thermal No. Hydro/Steam No.

☐ Locks/Hasps _____ ☐ Locks/Hasps _____
☐ Tags _____ ☐ Tags _____
☐ Other: _____ ☐ Other: _____

Chemical No. Other No.
☐ Locks/Hasps _____ ☐ Locks/Hasps _____
☐ Tags _____ ☐ Tags _____
☐ Other: _____ ☐ Other: _____

ATTACHMENT OF PROTECTIVE MATERIALS AND HARDWARE

A. If able, number the sources in the order which they should be controlled so they do not pose an adverse exposure. If the source is non-applicable, place N/A in the blank. If the numbering is unable to be accomplished, refer to Subsection C of this section.

_____	Electrical	_____	Pneumatic
_____	Gravity	_____	Hydro/Steam
_____	Chemical	_____	Hydraulic
_____	Thermal	_____	Other

B. Please document the power sources in the numbered order as above.

Document the following information adjacent to each power source:

Location of the power source.

Steps needed to neutralize and/or completely de-energize the source.

Location of where the protective materials and hardware should be attached and what type should be used.

Power Source

1.

2.

3.

C. This is the narrative section which should be used if Sections A and B do not provide an adequate instruction of how to locate the energy sources, isolate the energy sources, and attach the protective materials/hardware in a uniform and safe manner. Remember to describe the following:

The energy sources in the order that they should be addressed.

The location of the energy sources.

The steps needed to neutralize and/or completely de-energize the sources.

The location of where the protective materials and hardware should be attached and what types should be used.

NARRATIVE: _____

_____

_____

_____

(**Note:** If additional space is needed, attach lined notebook paper.)

EMPLOYEES

List all of the names and/or titles of the employees who are considered to be in the following classifications.

Authorized - A person who locks out or implements a tagout procedure on machines or equipment to perform the servicing or maintenance on that machine or equipment. An Authorized Employee and an Affected Employee may be the same person when the Affected Employee's duties also include performing maintenance or service on a machine or equipment which must be locked or tagged out.

Affected - An employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.

Other - An employee whose work operations are, or may be, in an area where energy control procedures are utilized.

CONTRACTOR/SERVICE ORGANIZATION

Is the equipment/machinery/process under a service contract?

☐ Yes ☐ No

(If yes, list the name of the contractor and the operations performed): _____

Is the equipment/machinery/process ever repaired by a contractor or service organization?

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☐ Yes ☐ No

(If yes, list the name of the contractor and the operations performed): _____

APPENDIX I
CONTRACTOR ACKNOWLEDGEMENT FORM

LOCKOUT/TAGOUT PROGRAM

CONTRACTOR JOB:_____

CONTRACTOR: _____

CONTRACTOR REPRESENTATIVE:

I have been informed and provided with a copy of _____ Lockout/Tagout Manual and applicable procedures.

I have been informed of the availability and the location of such procedures.

* I take the responsibility for informing our employees and subcontractors of _____ Lockout/Tagout Program/Procedures. In addition, I will inform our employees and subcontractors of the availability and the location of such procedures.

I have received copies of the following procedures (list procedures):

_____

_____

_____

_____

_____

(Contractor Representative Signature and Date)

_____

(Representative Signature and Date)

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APPENDIX J
LOCKOUT/TAGOUT AUTHORIZED EMPLOYEE TRAINING FORM

The training session on _____ addressed the following items:
(date)

- Review of 1910.147 "The Control of Hazardous Energy" requirements
- Review of the Lockout/Tagout Program
- Review of Authorized Employee responsibilities
- Review of the type and magnitude of energy sources
- Review of the purpose and use of the Hazardous Energy Control Procedures
- Review of the nature and limitations of tags
- Instruction on how to isolate equipment/machinery for lockout/tagout
- Review of conditions for restarting machine/equipment or removing locks/tags
- Review of group lockout procedures
- Review of program rules/enforcement

I hereby acknowledge that I received the training on the above topics.

_____
Participant

_____

Trainer

APPENDIX K
LOCKOUT/TAGOUT ALTERNATIVE PROCEDURE TRAINING FORM

The training session on _____ addressed the following items:_____
(date)

Procedures	Procedure was conducted properly	
	YES	NO
• _____		
• _____		
• _____		
• _____		
• _____		

- Understand the purpose of alternative procedures.
- Follow/use the specific alternative procedures.
- Understand the types and magnitudes of all energy sources.
- Understand the nature and limitations of alternative procedures.

I hereby acknowledge that I received the training on the above topics.

_____
Participant

_____
Trainer

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APPENDIX L
AUTHORIZED EMPLOYEE QUIZ

Indicate whether each of these statements in *true* or *false*:

1. _____In a lockout, an energy isolating device is locked in the "safe" or "off" position.
2. _____In a tagout, the energy isolating device is placed in the safe position and a written warning is attached to it.
3. _____A worker may use any sturdy lock to apply a lockout.
4. _____Lockout/tagout should be used whenever you are performing service or maintenance around any machine where you could be injured by the unexpected start-up or release of stored energy.
5. _____Each individual employee can decide whether to use lockout, tagout, or both.
6. _____Applying locks or tags in the right places de-energizes the equipment.
7. _____Turning off the power switch removes all energy from powered equipment.
8. _____For fair enforcement of safety rules, workers should know the penalties for failing to follow the rules.
9. _____Before lockout/tagout is applied, all workers in the affected area must be notified.
10. _____Before you turn off equipment, in order to lock or tag it out, you must know the type of energy it uses, the hazards of that energy, and how to control the energy.
11. _____Once you have isolated a system from its main power source, you can be sure no energy will reach the equipment.
12. _____In a lockout, one person is allowed to attach a single lock for an entire work crew.
13. _____After equipment has been isolated from its power sources, it's still necessary to control any energy stored in the system.
14. _____When you're finished testing equipment to verify that it has been isolated from its energy sources, you must be sure to shut off all machine controls.
15. _____Once energy isolation and lockout/tagout have been applied, you can be sure the equipment won't be re-energized while you're working on it.
16. _____Before removing lockout/tagout devices, you must make sure the danger area is clear of tool and workers.
17. _____If you have to temporarily re-energize equipment while you're working on it, you must re-apply energy isolation and lockout/tagout devices as soon as energy is no longer needed in the system.
18. _____If a worker is not present to remove his own lock, any co-worker can remove it as long as he first makes sure it's safe.

AUTHORIZED EMPLOYEE QUIZ ANSWERS

1. True
2. True
3. False - Only the standardized locks supplied by the employer are to be used.
4. True
5. False - The employer decides whether to use lockout, tagout, or both; individual workers must follow company policy.
6. False - The equipment must first be isolated from its energy sources using energy isolating devices.
7. False - Whether the switch is on or off, energy of some sort is always present.
8. True
9. True
10. True
11. False - You must also isolate the equipment from any secondary power sources.
12. False - Every worker in the crew must attach his own personal lock.
13. True
14. True
15. False - While performing the work, you must still be careful not to bypass the lockout when putting in new piping or wiring.
16. True
17. True
18. False - An absent worker's lock can be removed only in an emergency, and only under the employer's direction.

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AFFECTED/OTHER EMPLOYEE QUIZ

Indicate whether each of these statements is *true* or *false*:

1. _____In a lockout, an energy isolating device is locked in the "safe" or "off" position.

2. _____In a tagout, the energy isolating device is placed in the "safe" position and a written warning is attached to it.

3. _____A worker may use any sturdy lock to apply a lockout.

4. _____Lockout/tagout should be used whenever you are performing service or maintenance around any machine where you could be injured by the unexpected start-up or release of stored energy.

5. _____Each individual employee can decide whether to use lockout, tagout, or both.

6. _____Turning off the power switch removes all energy from powered equipment.

7. _____Before lockout/tagout is applied, all workers in the affected area must be notified.

8. _____If a worker is not present to remove his own lock, any co-worker can remove it as long as he first makes sure it's safe.

AFFECTED/OTHER EMPLOYEE QUIZ ANSWERS

1. True
2. True
3. False
4. True
5. False
6. False
7. True
8. False

APPENDIX M

LOCKOUT/TAGOUT AFFECTED/OTHER EMPLOYEE TRAINING FORM

The training session on _____ addressed the following items:
(date)

- Review of 1910.147 "The Control of Hazardous Energy" requirements
- Review of the Lockout/Tagout Program
- Review of the purpose and use of the Hazardous Energy Control Procedures
- Review of the nature and limitations of tags
- How to recognize a lockout/tagout operation
- Review of program rules/enforcement procedures

I hereby acknowledge that I received the training on the above topics.

_____
Participant

_____
Trainer

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APPENDIX N
MACHINE SPECIFIC LOCKOUT TAGOUT PROCEDURE SAMPLE

Machine/Process:	No. Units:
Equipment Unit:	Bldg./Area:
Serial No.:	Model:
Approved by:	Date:

Lockout/Tagout Equipment (per machine or process)

☐ Locks/Tags _____ ☐ Other _ _____

☐ Tags _____

A. Notify all Affected/Other Employees that a lockout/tagout procedure is going to be implemented and to stay clear of the area.

AFFECTED/OTHER EMPLOYEES (name or title)

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

Energy Sources

☐ Electrical ☐ Pneumatic ☐ Thermal ☐ Chemical ☐ Gravity

☐ Hydraulic ☐ Cord & Plug ☐ Hydro/Steam ☐ Other

B. Isolate Power Sources

Power Source: _____

C. Start Up Procedure

- Inspect the work area to verify that all tools/equipment have been removed and that all individuals are at a safe distance from the equipment. Verify that all guards and protective devices are in the proper position.
- Notify all Affected Employees that the equipment is being released from lockout and is going to be started.
- Remove the lockout devices in the reverse order of the energy isolation procedure.
- Start up the equipment following prescribed practices.

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1. Scope

Powered Industrial Vehicles (PIVs) are described as, but not limited to, forklifts, motorized pallet jacks, motorized carts, etc. The purpose of this program is to prevent injury or property damage from the unsafe operation of PIVs.

No employee will be permitted to operate a PIV until the employee is qualified, has received the training prescribed in the training section of this policy and has received a certificate certifying their completion of the training required by this policy.

Employees found operating PIVs without the appropriate certification to operate the PIV will be subject to the Teradata disciplinary action policy.

2. Definitions

- **Center of Gravity -** Point of an object at which all of the weight of an object can be considered to be concentrated
- **Class I Locations -** Locations in which flammable gases or vapors are or may be, present in the air in quantities sufficient to produce explosive or ignitable mixtures
- **Class II Locations -** Locations which are hazardous because of the presence of combustible dust
- **Class III Locations -** Locations where easily ignitable fibers are present but not likely to be in suspension in quantities sufficient to produce ignitable mixtures
- **Counterweight -** Weight that is part of the basic structure of a PIV that is used to offset the weight of a load and to maximize the resistance of the PIV to tip over
- **Fulcrum -** Axis of rotation of the PIV when it tips over
- **Grade -** Slope of any surface that is usually measured as the number of feet of rise or fall over a hundred foot horizontal distance
- **Lateral Stability -** Resistance of a PIV to tipping over sideways
- **Line of Action -** Imaginary vertical line through the center of gravity of an object
- **Load Center -** Horizontal distance from the edge of the load to the line of action through the center of gravity of the load
- **Longitudinal Stability -** Resistance of a PIV to overturning forward or rearward
- **Powered Industrial Vehicles -** Fork trucks, platform lifts, tractors, motorized hand trucks, and other specialized industrial trucks powered by electric motors or internal combustion engines

- **PIV Designations**
  - **D** - Diesel Powered with minimal safeguards for fire hazards
  - **DS** - Diesel with additional safeguards to the exhaust, fuel and electrical system
  - **DY -** Diesel with all the safeguards of DS plus there is no electrical equipment including the ignition and they are equipped with temperature limitation features
  - **E -** Electric with minimal safeguards for fire hazards
  - **ES -** Electric with additional safeguards to the electrical system to prevent emission of sparks and to limit surface temperatures
  - **EE -** Electric with ES safeguards plus the electric motors and other electrical equipment is completely enclosed
  - **EX -** Electric designated for use in atmospheres containing flammable vapors or dusts
  - **G -** Gas Powered with minimal safeguards against fire hazards
  - **GS -** Gas with additional safeguards to the exhaust, fuel, and electric systems
  - **LP -** Similar to G, but liquefied petroleum gas powered
  - **LPS -** Liquefied petroleum gas Powered with additional safeguards to the exhaust, fuel, and electrical systems
- **Unclassified -** Locations not possessing atmospheres as described in the definitions for Class I, Class II, or Class II locations
- **Personal Protective Equipment (PPE) -** Includes, but is not limited to; devices such as gloves, aprons, and face shields

3. Responsibilities

Site EHS Coordinator

The Site EHS Coordinator is responsible, where applicable, for annually auditing the facilities PIV Program. The annual audit form and PIV checklist is contained in Appendix A.

Supervisor

- Ensure training and maintain documentation for all operators and that only trained and certified PIV operators are using this equipment in their area
- Maintain documentation of pre-shift PIV inspections and annual maintenance records
- Participate in investigation and maintain record of all PIV accidents, regardless or whether personal injury or property damage only occurred

- Ensure that repairs are made by authorized personnel only
- Give priority for corrective action to all deficiencies reported by a PIV operator
- Prohibit anyone from altering a PIV. Only the manufacture or their designated representative is permitted to make these changes
- Receive certification from the vendor that PIV bought or leased meets the minimum requirements of ANSI B56.1
- Ensure that purchased or leased PIVs are safe for the environment that they are to be used in and that a periodic maintenance program is implemented
- Ensure that all purchased or leased PIVs have overhead protection and are rated to handle the load they are expected to transport
- Determine which types of PIVs are permissible for use in your facility by classifying your facility or departments within your facility as unclassified, Class I, Class II or Class III

Employees

- Only trained and certified employees will operate a forklift or other PIV
- Actively participate in the assigned training session, and adhere to the information provided therein
- Inspect the PIV prior to using it, and complete the operator's daily checklist prior to operation on each shift. Do not run the PIV if any deficiencies are discovered and report the problem immediately to their supervisor.
- Follow all applicable fueling and recharging procedures
- Follow all applicable rules as listed in the procedures section below

4. Procedures

Selection

All forklifts used in Teradata facilities will have a vertical load backrest. PIVs used in dim areas of the facility will come equipped with their own lights (Including PIVs that are used to load semi trailers).

PIV selection shall be based on the classification of the facility(s) or department(s) where the PIV will be utilized.

Battery Maintenance

Changing and charging batteries on PIVs will be done only in designated areas. Designated areas are located and equipped with the following:

- Facilities to flush spilled electrolyte
- Fire extinguisher
- Protection of charging batteries against damage by other PIVs
- Adequate ventilation for dispersing fumes given off by batteries
- Prohibited smoking signs in the area
- Teradata will outsource battery maintenance to a qualified contractor
- Emergency eyewash within 10 unobstructed seconds that can flush for at least 15 minutes
  - When charging batteries, the brakes on the PIV will be set
  - Always add acid to water and not water to acid
  - Keep tools and other metal objects away from the top of charging batteries

Inspections

PIVs must be inspected by the operator prior to operation on each shift using the operator's daily report for the designated PIV. Records must be kept on site for 3 months.

Powered Industrial PIV Safe Operating Rules

Because of the hazards involved with PIV operations, the following safe operating practices have been developed to ensure that authorized employees drive in a safe manner.

General

- Safeguard the pedestrian at all times (pedestrians have the right-of-way)
- When leaving a PIV unattended (definition: PIV not in view or is in view, but is more than 25 feet away), the operator should ensure that:
  - Forks are fully rested flat on the floor
  - Transmission is in neutral
  - Power is shut off
  - Brakes are set and the key or connector plug is removed

- Wheels are locked or wheel chocks used if the PIV is parked on an incline

- A safe distance shall be maintained from the edge of ramps or platforms while on any elevated dock, platform or freight car. PIVs shall not be used for opening or closing doors.
- Brakes shall be set and wheel chocks shall be in place to prevent movement of PIVs, trailers, or railroad cars while loading or unloading. Fixed jacks may be necessary to support semi-trailer during loading or unloading when the trailer is not coupled to a tractor. The flooring of the PIVs, trailers and railroad cars shall be checked for breaks and weakness before they are entered with a PIV.
- An overhead guard shall be used as protection against falling objects
- A load backrest extension should always be used to minimize the possibility of the load or part of it from falling forward
- Fire aisles, fire doors, access to stairways and fire equipment and emergency exits shall always be kept clear
- Any PIV with hydraulically controlled attachments should only be used for which it was designed
- PIVs shall not be driven up to anyone standing in front of a fixed object
- The driver shall never place his/her arms or legs between the uprights of the mast or outside the running lines of the PIV
- Driver shall wear seatbelt or positioning strap if available at all times while on PIV
- No person shall be allowed to stand or pass under the elevated portion of any PIV whether loaded or empty
- No one is authorized to ride on PIVs except the driver, unless PIV is designed for multiple occupants
- The driver shall never push one load with another load
- Spinner knobs must not be attached to steering hand wheels of PIV not originally equipped with such
- PIVs shall never be used to lift people unless you have a properly designed safety platform securely attached to the forks and the mast and the employee is wearing the appropriate fall protection. If the lift must be moved, the safety cage must be lowered to within 4” (inches) of the ground.
- Dockboards or bridgeplates shall be properly secured before they are driven over. Dockboard or bridgeplates shall be driven over carefully and slowly and their rate capacity never exceeded.
- Elevators shall be approached slowly and then entered squarely after the elevator car is properly leveled. Once on the elevator, the transmission shall be in neutral, the engine shut off and the brakes set.

- Never pick up loads which are in excess of the rated capacity of the PIV.

Traveling

- All traffic regulations shall be observed, including observing all stop signs and yield signs.
- The driver must always slow down and sound the horn at cross aisles, when approaching blind corners, intersections or other locations where vision is obstructed.
- A safe distance under normal conditions shall be maintained approximately three PIV lengths from the PIV ahead.
- The driver should always keep to the right of the aisle when possible.
- If the load being carried obstructs forward view the driver must travel in reverse.
- Never raise or lower a load while the forklift is in motion.
- Railroad tracks shall be crossed diagonally whenever possible. Parking closer than 8 feet from the center of the railroad tracks is prohibited.
- Grades shall be ascended or descended slowly, keeping the load uphill. Never operate diagonally across an incline.
- Operators should never reach through the mast of a PIV to adjust the load.
- Keep forks slightly tilted back so load is cradled by the backrest to aid in stabilizing loads when traveling.
- When traveling the forks must be just high enough to clear the floor about 4” (inches).

Operation of the PIVs

PIVs shall be inspected before being placed in service. Defects when found shall be immediately reported and corrected. See Appendix C: Operator’s Daily Report–Electric and Appendix D: Operator’s Daily Report–Gasoline/Propane.

The Operator’s Daily Report must be filled out completely by each operator at the start of each shift before the PIV is put into operation.

If at anytime during your shift a PIV is found to be in need of repair, or in anyway unsafe, the PIV shall be taken out of service until it has been restored to safe operating condition. Spillage of oil or fuel shall be carefully washed away or completely evaporated and the fuel tank cup replaced before restarting engine.

- Fuel tanks shall not be filled while the engine is running, spillage shall be avoided
- No PIV shall be operated with a leak in the fuel system or hydraulic system

- Open flames shall not be used for checking electrolyte level in storage batteries or gasoline level in field tanks
- Before changing tanks on liquefied propane PIVs, the tank valve should always be turned off and the engine allowed to run until out of gas
- Smoking is not allowed on or near PIVs

Loading/Stacking

- Only stable or safely arranged loads shall be handled
- Only loads within the rated capacity of the PIV shall be handled
- The forks must be placed under the load as far as possible. The mast shall be carefully tilted backward
- Extreme care should be used when tilting the load forward or backward, especially when the load is raised
- When stacking or steering, only enough backward tilt to stabilize the load shall be used
- The operator must be careful not to damage lights, pipes, sprinkler systems, overhead doors, vertical beams, walls, etc., when stacking material
- The uppermost portion of any staked loads shall never be closer then 18” under overhead installations, lights, sprinkler heads, etc.
- Never tilt the load except where the load is on a deposit position over a rack or stack
- If material is not banded or correctly piled and the load obviously is wobbly, the operator shall not attempt to lift it
- Never stack material so that it causes blind spots at corners and intersections
- Only stack material on a stable base, which is sufficient in size and capable of supporting the stacked weight
- The operator should remove unsafe containers and damaged pallets

5. Training

Operator Training

Operator training will be conducted prior to allowing anyone to operate a PIV, with re-certification for experienced drivers every three years. Operator training shall be provided with someone that has the

knowledge, training, and experience to train operators and evaluate their competence. Documentation should be on file showing that the trainer meets these requirements.

- All training for drivers will include formal instruction (e.g., lecture, discussion, interactive computer learning, videotape, written material)
- All training will include practical training such as demonstrations performed by the trainer along with practical exercises
- All training will include evaluation of an operator's performance in the workplace
- All training will be properly documented

PIV Topics

PIV operators shall receive initial training in the following topics, except in topics which the employer can demonstrate are not applicable to safe operation of the PIV in the employer's workplace. Operating instructions, warnings, and precautions for the types of PIV the operator will be authorized to operate will be included. Also included:

- Differences between the PIV and the automobile
- PIV controls and instrumentation: where they are located, what they do, and how they work
- Engine or motor operation
- Steering and maneuvering
- Visibility (including restrictions due to loading)
- Fork and attachment adaptation, operation, and use limitations
- PIV capacity
- PIV stability
- Any PIV inspection and maintenance that the operator will be required to perform
- Refueling and/or charging and recharging of batteries
- Operating limitations
- Any other operating instructions, warnings, or precautions listed in the operator's manual for the types of PIV that the employee is being trained to operate.

Workplace Topics

- Surface conditions where the PIV will be operated
- Composition of loads to be carried and load stability
- Load manipulation, stacking, and unstacking

- Pedestrian traffic in areas where the PIV will be operated
- Narrow aisles and other restricted places where the PIV will be operated
- Hazardous (classified) locations where the PIV will be operated
- Ramps and other sloped surfaces that could affect the PIV's stability
- Closed environments and other areas where insufficient ventilation or poor PIV maintenance could cause a buildup of carbon monoxide or diesel exhaust
- Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation

Operator Licensing

The trainer/program coordinator shall provide the employee a license to operate a Powered Industrial PIV only after meeting all the requirements prescribed, and the operator must carry the license all times during working hours.

A license to operate a PIV shall be valid only for a period of three years. And shall indicate the type of PIV an operator has been trained on and is qualified to operate.

The license shall contain the following information:

- Location name
- Operator’s name
- Operator I.D. number, if any
- Type of PIV authorized to operate
- Operator restrictions if any
- Date issued
- Instructor’s name

Refresher Training and Evaluation

Refresher training, including an evaluation of the effectiveness of that training, shall be conducted to ensure that the operator has the knowledge and skills needed to operate the PIV safely.

Refresher training in relevant topics shall be provided to the operator when:

- The operator has been observed to operate the PIV in an unsafe manner.
- The operator has been involved in an accident or near-miss incident.

- The operator has received an evaluation that reveals that the operator is not operating the PIV safely.
- The operator is assigned to drive a different type of PIV.
- A condition in the workplace changes in a manner that could affect safe operation of the PIV.

An evaluation of each PIV operator's performance shall be conducted at least once every three years.

Non-Operator Training

Employees working in areas where PIVs operate should be made aware of the following general rules:

- Never pass under the raised forks of a PIV, whether they are loaded or not
- Walk around forks of a PIV, never over or between them
- Never “hitch a ride” on someone else’s PIV
- Allow PIVs the right of way as you can see them easier than they can see you

6. Documentation

- Appendix A-E

7. References

- 29CFR1910.178

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APPENDIX A
POWERED INDUSTRIAL VEHICLE ANNUAL AUDIT

On an annual basis the facility's written Powered Industrial Vehicle Program must be audited by the Site EHS Coordinator. The audit is performed to determine if the facility is adhering to this written program as well as the OSHA, 29 CFR 1910.178 Powered Industrial Vehicles Standard. This documentation must be maintained by Human Resources.

POWERED INDUSTRIAL VEHICLE ANNUAL AUDIT				
PROGRAM AREA TO BE AUDITED		Requires Updating Yes	No	Date Update Complete
1	Have authorized Vehicle operators been evaluated within the last three years.			
2	Has the list of authorized employees been updated within the last year?			
3	Are daily Vehicle inspections documented and on file for the last 90 days?			
4	Have authorized operators been issued a facility Powered Industrial Vehicle operator's license?			
5	Have authorized employees received training? Is this training documented?			
6	Have authorized employees received a medical evaluation where necessary?			
7	Has the facility developed Powered Industrial Vehicle safe operating rules? Have these rules been reviewed within the last year?			
8	Other (list)			

The following checklist is based on 29 CFR 1910.178. It covers the major aspects of the standard and good business practices and cannot be used to guarantee compliance with the standard. This checklist provides guidance in program implementation.

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POWERED INDUSTRIAL VEHICLES CHECKLIST	YES	NO
I. INSPECTIONS AND MAINTENANCE		
A preventive maintenance schedule has been established for all forklifts, or preventive maintenance is performed by an outside firm?		
Maintenance records are available for forklifts?		
Operators are required to inspect forklifts on a daily basis prior to the beginning of each workshift?		
Vehicle inspections are documented, and necessary corrective actions are documented when complete?		
II. TRAINING OF OPERATORS		
Operators receive classroom training in safe forklift operations, resulting in the administration of a written examination?		
Does the training program content include the following:		
Characteristics of the power industrial vehicles		
Operating environment		
Requirements of the OSHA Standard		
Operators are required to pass a forklift performance examination which includes actual operation of the equipment while being observed by a qualified trainer?		
Is refresher training given if an operator is involved in accident, near miss incident or the operator was observed operating the vehicles in an unsafe manner?		
Is the evaluation of the operator's performance required initially and refresher training given at least once every three years?		
Does the training outline cover a minimum of the following:		
Overview of the program		
Types, features & physics of the forklift		
Inspecting the vehicle		
Driving and maneuvering		
Load handling		
LPG handling procedures		
Battery & Charging		
General safety concerns		
Specific forklift features and workplace environments		

POWERED INDUSTRIAL VEHICLES CHECKLIST	YES	NO
Certification of course completion		
Licenses are issued to operate once the written examinations and performance tests have been passed?		
III. BATTERY CHARGING AREAS		
A specific, designated area(s) is/are set aside for battery charging operations?		
Personal protective equipment is provided at each battery charging station to include:		
a. Face shield		
b. Gloves		
c. Apron		
An eyewash and/or emergency shower are located at each battery charging station?		

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APPENDIX B
CERTIFICATION LICENSE

POWER INDUSTRIAL VEHICLE OPERATOR PERMIT

BADGE NO.: _____
LICENSE NO.: _____
ISSUED BY: _____
POSITION: _____

IS **QUALIFIED TO OPERATE:**

_____ **Lift Truck**
_____ **Towing Tractor**
_____ **Order Picker**
_____ **Other**

RESTRICTIONS:

EXPIRATION
_____ **None** **DATE:** _____
_____ **Corrective Lenses**
_____ **Other:** _____

OPERATOR'S SIGNATURE:
_____

APPENDIX C
OPERATORS DAILY REPORT - ELECTRIC

VEHICLE # _____ OPERATORS DAILY REPORT MONTH _____

DATE																					
ACCEPTABLE Y = Yes N = No	SHIFT			SHIFT			SHIFT			SHIFT			SHIFT			SHIFT			SHIFT		
	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3
BATTERY CONNECTIONS																					
STEERING																					
FOOT BRAKE																					
HAND BRAKE																					
HORN/LIGHTS																					
BACKUP ALARM																					
WHEELS/TIRES																					
HYDRAULIC HOSES/CONTROLS																					
OVERHEAD GUARD																					
OPERATOR INITIALS																					

COMMENTS:

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APPENDIX D
OPERATORS DAILY REPORT - GASOLINE/PROPANE

VEHICLE # _____ OPERATORS DAILY REPORT MONTH _____

DATE																							
ACCEPTABLE Y = Yes N = No	**SHIFT**			**SHIFT**			**SHIFT**			**SHIFT**			**SHIFT**			**SHIFT**			**SHIFT**			**COMMENTS:**
	1	**2**	**3**	**1**	**2**	**3**	**1**	**2**	**3**	**1**	**2**	**3**	**1**	**2**	**3**	**1**	**2**	**3**	**1**	**2**	**3**	
LP TANK CONNECTIONS																						
GAUGES OIL/FUEL/TEMP																						
FOOT BRAKE																						
HAND BRAKE																						
HORN/LIGHTS																						
BACKUP ALARM																						
WHEELS/TIRES																						
HYDRAULIC HOSES/CONTROLS																						
OVERHEAD GUARD																						
OPERATOR INITIALS																						

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1. Scope

Teradata is committed to employee health and safety. This program is intended to cover general safety procedures not covered by specific SOPs and is for Teradata employees working in an office environment. These safety procedures include:

- Ergonomics
- Ladder Safety
- Lifting and Carrying
- Slips, Trips and Falls

2. Definitions

- **EHS -** Environmental, Health and Safety
- **SOP -** Standard Operating Procedure

3. Procedures

Ergonomics

Ergonomics is the fitting the workplace to the work. The general conditions that will contribute to ergonomic injuries are force, repetition, and posture. To reduce the risk of ergonomic injuries make a qualitative determination which factors are significant, and reduce or eliminate them.

Force is a measure of the effort needed to perform the task. This includes gripping strength, lifting effort, and continuous strains from poor position. Breaking a load into smaller pieces reduces lifting force, while a tool with better leverage or grips may reduce gripping strength.

Repetition is the measure of the number of times a task is performed. Turning a screwdriver, or moving boxes can be counted. Using a powered screwdriver or rearranging the work area to decrease the number of times a box must be moved can reduce the repetition factor.

Remember that continuous activities like sitting or standing are really high repetition activities, and can contribute to ergonomic injuries.

Posture refers to the alignment of the person's body parts. All joints have a range of motion, where they are strong in the middle of this range, but weak at the ends of the range. For instance, the strongest position for the elbow is with the arm bent at a 90 degree angle. The weakest points are with the arm fully extended, and completely bent.

The arm will be most comfortable if the work is done with the arm bent at 90 degrees. A task done at arm length, with the arm fully extended will be much more difficult and tiring than one with the arm bent.

To properly adjust your office workstation:

- Office chairs should be adjusted so: your feet are comfortably on the floor; your thighs are parallel to the floor and the chair back supports your lower back.
- The keyboard should be placed so your forearm, wrist and hand are flat and level, either by adjusting the height of the work surface, using a wrist rest, using a keyboard adjustable platform or drawer or a combination of all three.
- The video display screen should be adjusted so the top of the screen is even with your eyes or a couple of inches lower. The tilt of the screen should be nearly vertical to prevent glare from overhead lights.
- When continuously typing for periods of more than 30 minutes, pause every 10 to 15 minutes for a minute to rest your hands, arms and eyes.

Ladders and Portable Steps

Ladders

- Only A-Frame fiberglass ladders are to be used within the Teradata facility
- Ladders must be in good condition, with all rungs and side rails undamaged. Ladders found to be in damaged condition should be marked "Do Not Use" until it can be repaired or disposed of.
- Make sure that the ladder's footing is stable and level, with all four feet firmly supported
- Make sure all braces are fully locked before using ladder
- Make sure the ladder is free of grease, oil or any substance that might make the rungs or side rails slippery
- Do not place ladder on tables, boxes or any surface other than the floor or ground
- Do not stand on the top two steps and make sure the ladder for the job is of the correct length
- Do not use metal ladders for electrical work or where they may come into contact with live electrical circuits. A-frame fiberglass ladders should be used.
- Only one person may use a ladder at a time
- Always face the ladder when ascending or descending
- Do not lean out past the side of the ladder. If your belt buckle reaches past the uprights, you are leaning too far.
- Persons using ladders as part of their job shall be trained in the proper use and inspection of ladders

Portable Steps

Portable Steps must be in good condition, with all rungs and side rails undamaged. Ladders found to be in damaged condition should be marked "Do Not Use" until it can be repaired or disposed of.

Make sure that the portable steps are stable, level and firmly supported. Do not use a chair or table as a portable step. If the object is too high for the portable step, use a ladder.

Lifting and Carrying

Persons lifting and handling material shall follow the safe lifting procedures:

- Make sure path is clear
- Check load for sharp edges, protrusions or electrical cords
- Size up load by weight and size
- Grasp the object with you hands at opposite corners
- Lift with back in proper alignment (maintain natural posture), legs spaced for solid base
- Don't shift load while carrying
- Don't twist body while lifting or carrying
- Use the same techniques when setting a load down

Back support belts may be used at the option of the worker. When back support belts are worn, the following procedures must be followed:

- The back support belt must be inspected prior to use. Damaged or excessively worn belts should not be used.
- The back support belt should be properly sized, so that the belt can be loosely closed when not lifting and the cinch straps do not overlap when lifting.
- When lifting, the cinch straps should be pulled tight. When not lifting, the cinch straps should be released, to prevent weakening of the back muscles due to continued external support.

Never lift any object that is heavier than your personal weight limit. Use lifting equipment or a team lift on heavy objects. When the load is over 100 lbs and can be handled by two people, a team lift may be used. When the team lift cannot be used, a mechanical lifting device will be used.

Operators of any mechanical lifting device must be qualified by the area supervisor. Qualification requires a thorough understanding of the operating procedures, either through instruction from a qualified operator, or by reading the operating manual. The operator must be able to demonstrate competence in operation to the supervisor.

When stacking material, keep incompatible materials separate and stack materials to prevent sliding, falling or collapse.

Slips, Trips, and Falls

Most slips, trips, and falls can be prevented through proper housekeeping. Pay attention to where you are walking and avoid objects in you path.

In addition:

- Clean up any spills on hard surfaces
- Do not run electrical or phone cords where people might walk
- Do not leave objects (boxes, briefcases, stacks of paper, etc.) where people might walk
- Report raised, torn or broken floor tile or carpet to Facilities for repair
- Use proper step-stools or ladders to reach high objects. Do not stand on tables or chairs.
- When using the stairs, walk in a controlled manner, with at least one hand available to grab the handrail

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		Organization: Global Business Operations	

1. Scope

To ensure that all chemicals are accounted for and that the information for those chemicals is available to employees, visitors and emergency responders.

The chemical inventory will be completed at the request of the Corporate EHS Coordinator. This request will be based on the information provided during the hazard analysis.

When required, the chemical inventory shall be completed annually.

2. Definitions

- **Chemical** – Any element, compound or mixture of elements and/or compounds; chemicals may be in the form of solids, liquids, or gases
- **Corrosive** – A chemical that causes visible destruction of, or irreversible alterations in, living tissue by chemical action at the site of contact
- **Commercial Package/Consumer Product** – The Hazcom Standard exempts any consumer product or hazardous substance, as those terms are defined in the Consumer Product Safety Act (15 U.S.C. 2051 et seq.) and Federal Hazardous Substances Act (15 U.S.C. 1261 et seq.) respectively, where the employer can show that it is used in the workplace for the purpose intended by the chemical manufacturer or importer of the product, and the use results in a duration and frequency of exposure which is not greater than the range of exposures that could reasonably be experienced by consumers when used for the purpose intended.
- **Flammable** – The ease with which a material (gas, liquid, or solid) will ignite either spontaneously (pyrophoric) or from exposure to a high-temperature environment (autoignition) or a spark or open flame. It also involves the rate of spreading of a flame once it has started. The more readily ignition occurs, the more flammable the material; less easily ignited materials are said to be combustible, but the line of demarcation is often indefinite and depends on the state of subdivision of the material, as well as its chemical nature. A flammable material has a flash point of less than 100 degrees Fahrenheit or 38 degrees Celsius.
- **Flash point** – The lowest temperature at which a flammable liquid produces a sufficient amount of vapor to ignite with a spark.
- **EHS** – Environmental, Health and Safety
- **Employees** – employees or contract employees
- **On Site** – leased or owned space occupied by Teradata and not controlled by the landlord
- **Material Safety Data Sheet (MSDS)** – A material safety data sheet or MSDS is a form containing data regarding the properties of a particular substance. It is intended to provide

workers and emergency personnel with procedures for handling or working with that substance in a safe manner, and includes information such as physical data (melting point, boiling point, flash point, etc.), toxicity, health effects, first aid, reactivity, storage, disposal, protective equipment, and spill handling procedures.

- **PPE** – Personal Protective Equipment
- **Reactive** – A chemical that is likely to catch fire or explode on its own or when exposed to water or air
- **SOP** – Standard Operating Procedure
- **Toxic** – A chemical that has been shown to cause death in lab rats that receive relatively high dosages

3. Responsibilities

Corporate EHS Contact

- Review the information provided from each site to determine if a chemical inventory must be completed
- Direct the Site EHS Coordinator to the location of the sample chemical inventory sheet
- Review the chemical inventory and determine if and what MSDS sheets are required at the site.

Site EHS Coordinator

- Audit all areas of the site for chemicals
- List all chemicals on the inventory sheet along with the required information. Perform this chemical inventory annually until the hazard assessment shows that there is no longer a requirement.
- Work with supervisors to ensure employees are trained
- Ensure that contractors are aware of the potential hazards in the facility
- Ensure that MSDS sheets are place near the main entrance to the facility

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		Organization	
		Global Business Operations	

Supervisors

- Assist in identifying chemicals within the facility
- Communicate the hazards of each chemical to the Site EHS Coordinator
- Ensure that employees are properly trained to perform their job and the hazards associated with it.

Employees

- Work in accordance with this SOP
- Use chemicals per training and in accordance to the manufacture's recommendations
- Report hazards to their supervisors

4. Procedures

The Site EHS Coordinator will, with the assistance of the area supervisors, inventory all chemicals within the site. The Site EHS Coordinator will separate the inventory quantities into strategic areas (i.e. office, janitorial, lab, maintenance, shipping/receiving, etc.). To help with the inventory the following rules can be used:

- Like chemicals can be grouped together (i.e. spray paints, canned paint, spray lubricants, ammonia based cleaners, white board cleaner, sealants, etc.). All the chemicals need to have similar ingredients.
- MSDSs will only be needed for chemicals that do not meet the consumer product exemption

The following must be entered on the inventory form:

- Area – General area such as Janitorial or Maintenance
- Location – Specific location within the site
- Product Name – Product name such as WD40
- Container – Container type like bottle, spray can, drum
- Amount – The quantity in local measurement standards
- Commercial Packaging/Use - Yes or No, Does it qualify for the exemption
- Flammable – Is the chemical flammable
- Corrosive – Is the chemical a corrosive
- Toxic – Is the chemical toxic
- Reactive - Will the chemical react with water or air

All chemicals marked with a “NO” under commercial packaging/use will require an MSDS

All chemicals in bulk storage containers

All chemicals that come in concentrate

All chemicals that are used more than occasionally; glass cleaner used by maintenance to clean the mirrors on a daily basis

All chemicals with labeling that does not include Hazards, directions for use and First Aid for over exposure

All chemicals with hand written labels

A sample Chemical Inventory follows. Please contact the Teradata Environmental Safety & Health Team at Corporate.EHS@Teradata.com for more information.

Teradata - (FACILITY NAME) - Chemical Inventory									
DATE									
Area	Location	Product Name	Container	Amount	Commercial Package ?	Flammable	Corrosive	Toxic	Reactive
Dining Center	D	Ajax Cleaner	21 oz fiber container	1 container	Yes			Yes	
Dining Center	D	Butane Fuel	8 oz Can	14 cans	Yes	Yes			
Dining Center	D	Ecolab Hand Sanitizer	25 oz bottle	4 bottles	No				
Dining Center	D	Ecolab Hand Soap	25 oz bottle	3 bottles	No				
Engineering - Prototype Area	C1-08-09	Adhesive	.34 oz Plastic Bottles	2 bottles	Yes				
Engineering - Prototype Area	C1-08-09	Lead Solder wire	1 lb reels	19 lbs	Yes			Yes	
Engineering - Prototype Area	C1-08-09	Isopropyl Alcohol	12 oz day use containers	16 oz	No	Yes			
Engineering - Prototype Area	C1-08-09	Kester 197 Solder Flux	2 oz bottles	1 bottle	No	Yes		Yes	
Engineering - EDP	C1-01-0(5-7)	Inert Dusting Gas	12 oz Aerosol Cans	12 cans	Yes				
Engineering - Teradata Lab Services	C1-01-06	Oils & Lubes	1 qt Metal Can	1 qt	Yes	Yes		Yes	
Engineering - Teradata Lab Services	C1-01-06	Solvent cleaners	12 oz Aerosol Cans	6 cans	Yes	Yes		Yes	
Engineering - Teradata Lab Services	C1-01-06	Spray Lubricant	12 Oz Aerosol Can	2 cans	Yes	Yes		Yes	
Facilities - Carpenter Shop	A0-B-01	Adhesive	1 gal bottle	1 gal	Yes			Yes	
Facilities - Carpenter Shop	A0-B-01	Glue	Up to 1 gal Plastic Bottl	1 gal	Yes				
Facilities - Carpenter Shop	A0-B-01	Hand Cleaner	1 gal bottle	.5 gal	Yes				
Facilities - Carpenter Shop	A0-B-01	Joint Compound	50lb box	25lb	Yes				
Facilities - Carpenter Shop	A0-B-01	Latex Paint	Up to 1 gal Metal Cans	32 gal	Yes				
Facilities - Carpenter Shop	A0-B-01	Motor Oil	qt bottle	3 qts	Yes	Yes			
Facilities - Carpenter Shop	A0-B-01	Paint Thinner	Up to 1 gal Metal Cans	1 qt	Yes	Yes		Yes	
Facilities - Carpenter Shop	A0-B-01	Spray Paint	12 oz Aerosol Can	32 cans	Yes	Yes		Yes	
Facilities - Carpenter Shop	A0-B-01	Wall Paper Stripper	gal bottle	1 gal	Yes		Yes		
Facilities - Carpenter Shop	A0-B-01	Gasoline	5 gal container	2 gal	No	Yes			
Facilities - Sewage Ejector	A0-01-01 & B0-01-15	Oils & Lubes	Various	1 gal	Yes	Yes		Yes	
Facilities - Shop	A0-B-01	Caulk	10 oz Tube	47 tubes	Yes				
Facilities - Shop	A0-B-01	Drain Cleaner	1 gal Bottle	4 gal	Yes			Yes	
Facilities - Shop	A0-B-01	Non-Solvent Cleaners	Various	1 gal	Yes				
Facilities - Shop	A0-B-01	Oils & Lubes	Various	8 qts	Yes	Yes		Yes	
Facilities - Shop	A0-B-01	Spray Adhesive	12 oz Aerosol Cans	7 cans	Yes	Yes		Yes	
Facilities - Shop	A0-B-01	Spray Lubricant	12 Oz Aerosol Can	11 cans	Yes	Yes		Yes	
Facilities - Shop	A0-B-01	Spray Paint	Various Cans	58 cans	Yes	Yes		Yes	
Facilities - Shop	A0-B-01	Spray Solvent	16 Oz Aerosol Can	2 cans	Yes	Yes		Yes	
Facilities - Storage	A0-0110	Helium	45 Cubic ft cylinder	1 cylinder	No				
Facilities - Truckyard		Diesel Fuel	Above Ground Tanks	550 Gal	No	Yes			
Facilities - Truckyard		Propane	5 & 10 gal Cylinders	30 gal	No	Yes			
Facilities - Truckyard		R-134A Refrigerant	In System	400 lbs	No				
Janitorial	A3-B-07	Absorb-A-Stain	12 lb plastic bottle	1 btl	Yes				
Janitorial	A3-B-07	Antibacterial Soap	25 oz bottle	6 btls	Yes				
Janitorial	A3-B-07	Bio Base Floor Wash	2.6 oz packets	75 packets	Yes				
Janitorial	A3-B-07	Lan-O-Tone Liquid Soap	1 gal plastic bottle	6 gal	Yes				

Teradata - (FACILITY NAME) - Chemical Inventory									
DATE									
Area	Location	Product Name	Container	Amount	Commercial Package ?	Flammable	Corrosive	Toxic	Reactive
Janitorial	A3-B-07	Marble Floor Cleaner	1 gal plastic bottle	3 gal	Yes				
Janitorial	A3-B-07	Waxie 142 Degreaser	2 Ltr Plastic bottle	6 btls	Yes				
Janitorial	A3-B-07	Waxie 242 Green Natural Cleaner	2 Ltr Plastic bottle	6 btls	Yes				
Janitorial	A3-B-07	Waxie 342 Acid Bath and Grout Cleane	2 Ltr Plastic bottle	6 btls	Yes				
Janitorial	A3-B-07	Waxie 542 Glass & Surface Cleaner	2 Ltr Plastic bottle	6 btls	Yes				
Office		Adhesive	Various	2 gal	Yes	Yes		Yes	
Office		Glue	Various	2 gal	Yes				
Office		Non-Solvent Cleaners	Various	3 gal	Yes				

Teradata - (FACILITY NAME) - Chemi									
DATE									
Area	Location	Product Name	Container	Amount	Commercial	Flammable	Corrosive	Toxic	Reactive
					Package ?				
Dining Center	D	Ajax Cleaner	21 oz fiber container	1 contain	Yes			Yes	
Dining Center	D	Butane Fuel	8 oz Can	14 cans	Yes	Yes			
Dining Center	D	Ecolab Hand Sanitizer	25 oz bottle	4 bottles	No				
Dining Center	D	Ecolab Hand Soap	25 oz bottle	3 bottles	No				

Teradata - (FACILITY NAME) - Chemi									
DATE									
Area	Location	Product Name	Container	Amount	Commercial	Flammable	Corrosive	Toxic	Reactive
					Package ?				
Engineering - Prototype A	C1-08-09	Adhesive	.34 oz Plastic Bottles	2 bottles	Yes				
Engineering - Prototype A	C1-08-09	Lead Solder wire	1 lb reels	19 lbs	Yes			Yes	
Engineering - Prototype A	C1-08-09	Isopropyl Alcohol	12 oz day use containers	16 oz	No	Yes			
Engineering - Prototype A	C1-08-09	Kester 197 Solder Flux	2 oz bottles	1 bottle	No	Yes		Yes	
Engineering - EDP	C1-01-0(5-7)	Inert Dusting Gas	12 oz Aerosol Cans	12 cans	Yes				
Engineering - Teradata Lab	C1-01-06	Oils & Lubes	1 qt Metal Can	1 qt	Yes	Yes		Yes	
Engineering - Teradata Lab	C1-01-06	Solvent cleaners	12 oz Aerosol Cans	6 cans	Yes	Yes		Yes	
Engineering - Teradata Lab	C1-01-06	Spray Lubricant	12 Oz Aerosol Can	2 cans	Yes	Yes		Yes	

Teradata - (FACILITY NAME) - Chemi									
DATE									
Area	Location	Product Name	Container	Amount	Commercial	Flammable	Corrosive	Toxic	Reactive
					Package ?				
Janitorial	A3-B-07	Absorb-A-Stain	12 lb plastic bottle	1 btl	Yes				
Janitorial	A3-B-07	Antibacterial Soap	25 oz bottle	6 btls	Yes				
Janitorial	A3-B-07	Bio Base Floor Wash	2.6 oz packets	75 packe	Yes				
Janitorial	A3-B-07	Lan-O-Tone Liquid Soap	1 gal plastic bottle	6 gal	Yes				
Janitorial	A3-B-07	Marble Floor Cleaner	1 gal plastic bottle	3 gal	Yes				
Janitorial	A3-B-07	Waxie 142 Degreaser	2 Ltr Plastic bottle	6 btls	Yes				
Janitorial	A3-B-07	Waxie 242 Green Natural	2 Ltr Plastic bottle	6 btls	Yes				
Janitorial	A3-B-07	Waxie 342 Acid Bath and	2 Ltr Plastic bottle	6 btls	Yes				
Janitorial	A3-B-07	Waxie 542 Glass & Surfa	2 Ltr Plastic bottle	6 btls	Yes				

Teradata - (FACILITY NAME) - Chemi									
DATE									
Area	Location	Product Name	Container	Amount	Commercial	Flammable	Corrosive	Toxic	Reactive
					Package ?				
Janitorial	A3-B-07	Absorb-A-Stain	12 lb plastic bottle	1 btl	Yes				
Janitorial	A3-B-07	Antibacterial Soap	25 oz bottle	6 btls	Yes				
Janitorial	A3-B-07	Bio Base Floor Wash	2.6 oz packets	75 packe	Yes				
Janitorial	A3-B-07	Lan-O-Tone Liquid Soap	1 gal plastic bottle	6 gal	Yes				
Janitorial	A3-B-07	Marble Floor Cleaner	1 gal plastic bottle	3 gal	Yes				
Janitorial	A3-B-07	Waxie 142 Degreaser	2 Ltr Plastic bottle	6 btls	Yes				
Janitorial	A3-B-07	Waxie 242 Green Natural	2 Ltr Plastic bottle	6 btls	Yes				
Janitorial	A3-B-07	Waxie 342 Acid Bath and	2 Ltr Plastic bottle	6 btls	Yes				
Janitorial	A3-B-07	Waxie 542 Glass & Surfa	2 Ltr Plastic bottle	6 btls	Yes				

Teradata - (FACILITY NAME) - Chemi									
DATE									
Area	Location	Product Name	Container	Amount	Commercial	Flammable	Corrosive	Toxic	Reactive
					Package ?				
Office		Adhesive	Various	2 gal	Yes	Yes		Yes	
Office		Glue	Various	2 gal	Yes				
Office		Non-Solvent Cleaners	Various	3 gal	Yes				

Teradata - (FACILITY NAME) - Chemical Inventory									
DATE									
Area	Location	Product Name	Container	Amount	Commercial Package ?	Flammable	Corrosive	Toxic	Reactive
Dining Center	D	Ajax Cleaner	21 oz fiber container	1 container	Yes			Yes	
Dining Center	D	Butane Fuel	8 oz Can	14 cans	Yes	Yes			
Dining Center	D	Ecolab Hand Sanitizer	25 oz bottle	4 bottles	No				
Dining Center	D	Ecolab Hand Soap	25 oz bottle	3 bottles	No				
Engineering - Prototype Area	C1-08-09	Adhesive	.34 oz Plastic Bottles	2 bottles	Yes				
Engineering - Prototype Area	C1-08-09	Lead Solder wire	1 lb reels	19 lbs	Yes			Yes	
Engineering - Prototype Area	C1-08-09	Isopropyl Alcohol	12 oz day use containers	16 oz	No	Yes			
Engineering - Prototype Area	C1-08-09	Kester 197 Solder Flux	2 oz bottles	1 bottle	No	Yes		Yes	
Engineering - EDP	C1-01-0(5-7)	Inert Dusting Gas	12 oz Aerosol Cans	12 cans	Yes				
Engineering - Teradata Lab Services	C1-01-06	Oils & Lubes	1 qt Metal Can	1 qt	Yes	Yes		Yes	
Engineering - Teradata Lab Services	C1-01-06	Solvent cleaners	12 oz Aerosol Cans	6 cans	Yes	Yes		Yes	
Engineering - Teradata Lab Services	C1-01-06	Spray Lubricant	12 Oz Aerosol Can	2 cans	Yes	Yes		Yes	
Facilities - Carpenter Shop	A0-B-01	Adhesive	1 gal bottle	1 gal	Yes			Yes	
Facilities - Carpenter Shop	A0-B-01	Glue	Up to 1 gal Plastic Bottl	1 gal	Yes				
Facilities - Carpenter Shop	A0-B-01	Hand Cleaner	1 gal bottle	.5 gal	Yes				
Facilities - Carpenter Shop	A0-B-01	Joint Compound	50lb box	25lb	Yes				
Facilities - Carpenter Shop	A0-B-01	Latex Paint	Up to 1 gal Metal Cans	32 gal	Yes				
Facilities - Carpenter Shop	A0-B-01	Motor Oil	qt bottle	3 qts	Yes	Yes			
Facilities - Carpenter Shop	A0-B-01	Paint Thinner	Up to 1 gal Metal Cans	1 qt	Yes	Yes		Yes	
Facilities - Carpenter Shop	A0-B-01	Spray Paint	12 oz Aerosol Can	32 cans	Yes	Yes		Yes	
Facilities - Carpenter Shop	A0-B-01	Wall Paper Stripper	gal bottle	1 gal	Yes		Yes		
Facilities - Carpenter Shop	A0-B-01	Gasoline	5 gal container	2 gal	No	Yes			
Facilities - Sewage Ejector	A0-01-01 & B0-01-15	Oils & Lubes	Various	1 gal	Yes	Yes		Yes	
Facilities - Shop	A0-B-01	Caulk	10 oz Tube	47 tubes	Yes				
Facilities - Shop	A0-B-01	Drain Cleaner	1 gal Bottle	4 gal	Yes			Yes	
Facilities - Shop	A0-B-01	Non-Solvent Cleaners	Various	1 gal	Yes				
Facilities - Shop	A0-B-01	Oils & Lubes	Various	8 qts	Yes	Yes		Yes	
Facilities - Shop	A0-B-01	Spray Adhesive	12 oz Aerosol Cans	7 cans	Yes	Yes		Yes	
Facilities - Shop	A0-B-01	Spray Lubricant	12 Oz Aerosol Can	11 cans	Yes	Yes		Yes	
Facilities - Shop	A0-B-01	Spray Paint	Various Cans	58 cans	Yes	Yes		Yes	
Facilities - Shop	A0-B-01	Spray Solvent	16 Oz Aerosol Can	2 cans	Yes	Yes		Yes	
Facilities - Storage	A0-0110	Helium	45 Cubic ft cylinder	1 cylinder	No				
Facilities - Truckyard		Diesel Fuel	Above Ground Tanks	550 Gal	No	Yes			
Facilities - Truckyard		Propane	5 & 10 gal Cylinders	30 gal	No	Yes			
Facilities - Truckyard		R-134A Refrigerant	In System	400 lbs	No				
Janitorial	A3-B-07	Absorb-A-Stain	12 lb plastic bottle	1 btl	Yes				
Janitorial	A3-B-07	Antibacterial Soap	25 oz bottle	6 btls	Yes				
Janitorial	A3-B-07	Bio Base Floor Wash	2.6 oz packets	75 packets	Yes				
Janitorial	A3-B-07	Lan-O-Tone Liquid Soap	1 gal plastic bottle	6 gal	Yes				

Teradata - (FACILITY NAME) - Chemical Inventory									
DATE									
Area	Location	Product Name	Container	Amount	Commercial Package ?	Flammable	Corrosive	Toxic	Reactive
Janitorial	A3-B-07	Marble Floor Cleaner	1 gal plastic bottle	3 gal	Yes				
Janitorial	A3-B-07	Waxie 142 Degreaser	2 Ltr Plastic bottle	6 btls	Yes				
Janitorial	A3-B-07	Waxie 242 Green Natural Cleaner	2 Ltr Plastic bottle	6 btls	Yes				
Janitorial	A3-B-07	Waxie 342 Acid Bath and Grout Cleane	2 Ltr Plastic bottle	6 btls	Yes				
Janitorial	A3-B-07	Waxie 542 Glass & Surface Cleaner	2 Ltr Plastic bottle	6 btls	Yes				
Office		Adhesive	Various	2 gal	Yes	Yes		Yes	
Office		Glue	Various	2 gal	Yes				
Office		Non-Solvent Cleaners	Various	3 gal	Yes				