

Teradata Health & Safety

Team Safety Handbook

An Overview of Teradata's Health & Safety Program



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Overview

Teradata is committed to protecting the environment and the health and safety of its employees, contractors and vendors as well as the communities in which it operates. As part of that commitment, Teradata has partnered with Lancaster Safety, a global Environmental Health & Safety consulting firm, to develop the program. This program outlines a pragmatic approach to implementing basic environmental, health and safety procedures within our facilities and complying with regulatory requirements.

The individual Health & Safety policy and procedures are based on established, well-recognized regulatory requirements that can be globally applied to every employee, regardless of facility. As additional requirements are identified, country-specific policies and procedures will be created or modified.

The Team Safety Handbook is an overview of Teradata's Health & Safety program. There are two components to the Health & Safety program.

1. Policy CMP 601 - the Health & Safety Management System which explains the overall Health & Safety program. A summary of CMP601 is included in this communication.
2. Health & Safety 101 – 119 are standard operating procedures (SOPs) which contain the guidelines and procedures to be followed for specific areas of Health & Safety.

The successful implementation of this program requires each Teradata location to have a designated Site Health & Safety Coordinator. This person will serve as the primary contact for Health & Safety matters and "take charge" of the facility should an emergency arise.

Oversight of Teradata's Health & Safety program falls under the Head of Global Physical Security. The Head of Global Physical Security and the Physical Security team have been appointed as Teradata's Corporate Health & Safety leaders and will serve as the liaison with each facility's Site Health & Safety Coordinator.

All Teradata employees and contractors are required to comply with CMP601 and its related SOPs. This team safety handbook serves as a training guide. It provides an overview of the program but does not replace the need to ensure complete compliance by reading the Policy and SOPs. These documents are posted on Teradata's intranet under Policies and Procedures.

Teradata CMP601 –Health & Safety Management System (HSMS)

Teradata’s commitment to protecting the environment and the health and safety of Teradata employees and the communities served worldwide represents a critical part of the core values that guide Teradata.

All employees are required to review and comply with all aspects of Teradata’s HEALTH & SAFETYMS policy and its corresponding standard operating procedures (SOPs).

As part of that commitment, Teradata has developed a Health and Safety Management System (HSMS) which will be used to actively support these values.

The HSMS covers:

Leadership and Accountability
Management Commitment & Direction
Employee Roles and Responsibilities
Hazard Control and Risk Management
Education and Training
Health & Safety Communication
Rules and Procedures
Emergency Planning

Contractor Management
Tenant Safety
Product Safety
Security & Travel Safety
Audits & Inspections
Incident Investigation and Reporting
Process Assessment & Improvement
Consequence of Non-Compliance

Where an employee’s occupational activities are specifically covered by one of the following SOPs, the employee will be required to receive, at a minimum, a more in-depth training on the individual SOP covering the operation. The employee’s supervisor is responsible for identifying needed training and ensuring the employee completes training on all applicable SOPs.

To ensure each facility complies with Teradata’s Health & Safety policies and procedures, the Leadership Team has appointed a Corporate Health & Safety Contact to coordinate the overall communication and compliance of Teradata’s program. They have also appointed a Site Health & Safety Coordinator for each facility. These persons are key personnel within the facility that coordinate emergency response and compliance with the environmental, health and safety procedures.

The information that follows is intended to provide all Teradata employees with an overview of the Health and Safety (H&S) SOPs. All employees are expected to read this handbook and be familiar with all available SOPs.

Teradata HEALTH & SAFETY101 – Hazard Communication

It will be the policy of all Teradata facilities to communicate any hazards associated with handling hazardous materials to employees involved in those operations. This will be accomplished via the following basic requirements:

- **Training** – at a minimum, awareness level training will be required for all employees
- **Labeling** - all containers must be labeled
- **Safety Data Sheets (SDS)** - facilities will maintain an accurate and complete set of SDS for all chemicals used outside of their commercial packaging
- **Chemical Inventory** - all sites will maintain a chemical inventory

Training Requirements

All employees are required to have a basic understanding of how to identify and label chemicals and the use of SDS. Basic training is included in this overview. Detailed training is provided in the HEALTH & SAFETY101 SOP.

Supervisors will be responsible for training employees on the specific occupational hazards they may face as part of their individual job duties, and any new hazards that are introduced into their work area. This must include, at a minimum:

- Location of Teradata’s Hazard Communication SOP in the facility/system
- Information regarding chemical hazards, including how to interpret SDSs and labels
- Location of the chemical inventory and SDSs
- Information about operations involving hazardous chemicals
- Methods used to detect the presence of hazardous chemicals used in the workplace
- Physical and health hazards of chemicals used in the area
- Appropriate work practices when dealing with hazardous chemicals or operations
- Personal Protective Equipment (PPE) to be used for hazardous chemicals or operations
- Emergency Procedures

Labeling Requirements

All containers must have the manufacturer’s label in place or be labeled with, at a minimum:

- The appropriate substance name (including water)
- Manufacturer name and address
- Appropriate hazard warnings

Safety Data Sheets (SDS)

SDS give you the hazard information you need to work safely with chemicals. Often called the “key” to Hazard Communication, the SDS tells you:

- Chemical name and synonyms
- Name, address, and contact information for the manufacturer

- List of hazardous ingredients and safe air exposure limits
- Physical properties, such as vapor pressure or boiling point
- Physical hazards, such as explosion
- Health hazards, both short- and long-term
- Safe handling, storage, and disposal methods
- Suggested protective measures, like ventilation or personal protective equipment
- Emergency and first aid procedures

Always read the SDS before starting to work with an unfamiliar chemical!

Chemical Inventories

The Site Health & Safety Coordinator will ensure the “Site Chemical Inventory” is updated annually, listing all the hazardous chemicals at the site and containing at least:

- The name as it appears on the SDS
- The name and address of the manufacturer
- The location of each chemical
- The quantity on hand and location where stored or used

General Teradata Hazard Communication Requirements

Inform your supervisor immediately if you notice any symptoms of overexposure that may possibly be related to hazardous chemicals.

Where a question exists concerning employee exposure to hazardous materials, engineering controls or personal protection equipment requirements, contact your supervisor who will contact the Site Health & Safety Coordinator or Corporate Health & Safety contact

Any employee, contractor or supplier bringing chemicals on site will be responsible for obtaining SDS s and informing the Site Health & Safety Coordinator.

Teradata does not currently produce any chemicals in house. Should any employee become aware of such activity, they need to immediately notify the Site Health & Safety Coordinator and the Corporate Health & Safety Contact.

Appropriate Health & Safety information will be made available to affected visitors, customers, contractors, transporters, regulatory authorities, insurance representatives, emergency response authorities and members of the public.

All unescorted contractors must agree to abide by all safety and health standards or practices applicable in the department. Their acknowledgement will be documented by signing the contractor safety program receipt form, where applicable, or through Teradata’s Purchase Order process.

For chemicals used on site, facilities should maintain the smallest container available.

Where appropriate, facilities will have written procedures addressing the storage, handling, transfer and use of hazardous materials, covering container use, engineering controls, method of transfer, labeling, PPE and emergency response.

When chemicals are transported on site through sensitive areas (e.g., outdoors or near docks or drains), additional containment is to be provided. Storm drains and/or dry wells in shipping/receiving areas will be closed or covered during chemical transfers.

Containers of chemicals will be in good condition and closed when not in use.

If you notice any missing labels on containers, inform your supervisor immediately.

Incompatible materials will be separated. When incompatible materials are stored in containers having a capacity of more than 5 pounds (2.3 kilograms) or 0.5 gallons (2 liters), they will be separated by one of the following: (1) segregation by a distance of not less than 20 feet (6 Meters); (2) isolation by a noncombustible partition extending not less than 18 inches (1/2 meter) above and to the sides of the stored material; (3) storing materials in separate hazardous material storage cabinets; or (4) storing compressed gases in gas cabinets or exhausted enclosures

Annually, chemical usage and storage practices must be reviewed in order to determine whether there can be a reduction in the quantities of chemicals purchased and stored, and if chemical purchasing practices can be adjusted.

All unneeded and out-of-date chemicals should be segregated for disposal, recycling or other appropriate disposition during the annual physical inventory of chemicals used on site.

Small containers of hazardous substances (e.g., lab chemicals in use, janitorial supplies and maintenance chemicals) that can cause eye damage must not be stored above four feet (1.2 Meters).

Teradata HEALTH & SAFETY102 - Hazard Assessments

Teradata has established a hazard assessment program designed to identify specific hazards that exist in Teradata facilities.

Site Health & Safety Coordinators will use the hazard assessment as a self-audit tool to evaluate their site annually for potential risks associated with employee exposure to hazardous physical, chemical and/or biological agents to determine if additional Health & Safety SOPs need to be established.

The annual hazard assessment will be returned to the Corporate Health & Safety Contact.

The Corporate Health & Safety Contact may request additional information from the site or send out more in-depth questionnaires, depending on initial responses.

Teradata HEALTH & SAFETY103 - Emergency Action Plan (EAP)

The Emergency Action Plan (EAP) establishes and documents the responsibilities for emergency actions for credible emergency scenarios likely to impact a Teradata Office Facility.

- The EAP provides guidelines to Teradata management and associates for appropriate responses to emergency situations endangering life or property.
- The EAP also describes the life safety and fire prevention and protection systems installed within the building and the appropriate response actions by building occupants and Teradata management to address emergency situations.

The EAP identifies and defines the responsibility for various roles, including but not limited to:

- **Site Health & Safety Coordinator** - assumes control of the Teradata facility during an emergency.
- **Teradata Emergency Response Committee (ERC)** - made up of corporate officers and senior managers who will determine the action to be taken when confronted with major or unusual emergency situations.
- **Facility Management Personnel** – where such personnel exist on site, they will 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 and communicate with landlord on all facility-related emergencies, including all alarm activations, fires, power outages or utility leaks and elevator entrapments
- **Teradata Managers/Supervisors** - Ensure all associates complete EAP training, recruit and select evacuation wardens, account for all associates during evacuations and maintain an afterhours contact list of all employees and contractors.
- **Teradata Associates** - Complete web-based training course on Teradata's Health & Safety handbook within 30 days of new hire or new assignment and understand and follow all requirements included in the EAP, including the handling of visitors, contractors, and vendors.
- **Evacuation Wardens** - Ensure the timely performance of building evacuations and/or other emergency response actions as defined in the site EAP
- **Contractors and Visitors** – Are the responsibility of the Teradata employee who has signed them in or sponsor them. Contractors are responsible for accounting for subcontractors during an emergency and conveying this information to their Teradata contact.

The EAP also provides detail on the actions to be taken in the event of the following potential Emergencies:

- 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

Section 4 of the EAP provides detail regarding emergency communication and alarm systems drills and test, including but not limited to:

- Fire and Emergency Alarms
- Automatic Fire Alarm Response Actions
 - Smoke Detectors
 - Manual Fire Alarm Pull boxes
 - Public Announcements

- Fire Protection Systems
- Automatic Water Sprinkler Fire Suppression
 - Emergency shutdown of sprinkler water service
 - Sprinkler System Shutdowns and Impairments
 - Fire Extinguishers

General Teradata EAP Requirements

Evacuation drills are to be conducted at least annually. Employees may be notified via e-mail and/or notices posted in the building of an upcoming drill (notification is not required). When given, notification will be announced at least a week prior to the drill, although the exact time and date may not be included.

Never assume that any alarm activation is a drill. All emergency alarms are to be taken as serious emergency evacuations, and ALL employees, contractors and visitors are to evacuate the building immediately.

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.

During an alarm triggered evacuation, obey the following rules:

- 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
- Verbally notify co-workers of the event on your way out, but don't delay your own evacuation
- If 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 (approximately 275 meters) 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 are responsible for notifying the Site Health & Safety Coordinator, beforehand, of any employee or contractor that may require assistance during an evacuation either on a permanent basis or due to a temporary injury or illness.

Managers will provide in-person direction (not pull fire alarm) 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.

Except where required by local regulation, Teradata does not require or request that its employees provide emergency medical treatment. No employee should provide medical assistance unless currently certified or trained to do so. In the event of a medical emergency, call the medical emergency response provider. Any Teradata employee who voluntarily provides emergency medical treatment does so at his or her own risk and is acting as a "Good Samaritan."

In the event of pending adverse weather conditions or the occurrence of natural phenomenon, such as a tornado or an earthquake, the Site Health & Safety Coordinator will provide information regarding expected response.

In the event of a suspected natural gas or propane leak, the person finding the leak will immediately evacuate the area and call the Site Health & Safety Coordinator, Landlord's facility maintenance contact and the CRE Manager.

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 Health & Safety Coordinator, evacuate the building and contact the local police.

In the event of a nearby industrial and/or transportation accident, the need of Teradata building evacuations or other emergency responses will be directed by local emergency response agencies or in rare instances by the landlord. The Site Health & Safety Coordinator will communicate with both local emergency agencies and the landlord on anticipated actions during these types of local incidents.

Do not obstruct ceiling-mounted sprinkler heads with stacked stored items or furniture. Do not store any items within 18 inch (0.5 meters) vertical distance of ceiling sprinkler heads.

Fire extinguishers are not intended for use by Teradata employees. Employees are to evacuate the building and not attempt to put out the fire

Fire extinguishers will be distributed only on the basis of the occupancy requirements established by local fire or building codes or insurance providers.

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

Extinguishers will be visually checked monthly for condition and proper charging and annually serviced by the Landlord or the Site Health & Safety Coordinator where applicable.

Teradata HEALTH & SAFETY104 – Training

General training on Teradata’s Health & Safety policies and procedures will be accomplished through this Team Safety Handbook, which outlines the key points of all Health & Safety Policies and Procedures.

Team Safety 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 training may be necessary for individuals identified as first-aid responders or for those working in areas that may have additional hazards.

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 Health & Safety responsibilities will vary, each unique situation should be considered when developing a training plan for a particular individual.

HEALTH & SAFETY104 contains a table that identifies subject-specific Health & Safety training by location type or activity and required training frequency.

Since Health & Safety regulations/legislation vary by country and state, it is important to identify appropriate training courses that will meet the local regulations.

Teradata’s team safety handbook training will be tracked by the Teradata University. Specific training will be tracked by the immediate supervisor and recorded in the employee’s local personnel files.

Teradata HEALTH & SAFETY105 - Audit & Inspection

All Teradata facilities must complete a basic site assessment HEALTH & SAFETY102 (Appendix A). The Corporate Health & Safety Contact will use the basic assessment to determine if a more detailed assessment may be necessary.

All Teradata facilities will complete a yearly, self-audit checklist for each of the Health & Safety SOPs that is applicable.

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

Teradata HEALTH & SAFETY106 - Incident Investigation

Supervisors will ensure that all incidents/accidents are reported, investigated, and documented in accordance with HEALTH & SAFETY106.

The Supervisor will:

- Ensure the incident site is secured
- Conduct the initial investigation before the end of the shift in which the employee was injured
- Complete HEALTH & SAFETY 106, Appendix C, Supervisor's Incident Investigation Form
- Ensure necessary forms, pictures, etc. are completed and sent to the local Site Health & Safety
- Ensure an initial telephone or email notification is made to the Corporate Health & Safety Contact

Site Health & Safety Coordinator will:

- Ensure that HEALTH & SAFETY106, Appendix D, Incident Investigation Root Cause Analysis, is completed for all investigations
- Ensure preventive or corrective actions taken are documented on HEALTH & SAFETY106, Appendix E, Incident Corrective Actions Form
- Ensure that department manager/supervisor implement the corrective actions identified
- Ensure that the Corporate Health & Safety Contact is notified once corrective actions have been implemented

The Corporate Health & Safety Contact will:

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

Employees will:

- Complete the forms provided by the supervisor
- Provide as much accurate information concerning the incident/accident as possible

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

Teradata HEALTH & SAFETY107 - First Aid

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 the facility's Emergency Action Plan SOP.

In locations where outside assistance is beyond 15 minutes, each shift must be staffed with at least two employees who are currently trained and formally certified in first aid and CPR and trained on bloodborne pathogen exposure. These persons have the duty to respond to all in-house medical emergencies when present in the facility.

First aid certified or not, if an employee observes someone in medical distress it is imperative that he/she use the local/national emergency number and report the situation in order to ensure proper medical assistance.

Medical response procedures for "Teradata-Approved First Aid Providers" are detailed in HEALTH & SAFETY107.

Training

Employees who have been identified by Teradata's Corporate Health & Safety Contact as having specific responsibilities under this SOP will receive the training necessary to enable them to fulfill those responsibilities.

In order to be approved by Teradata as a First Aid Provider, employees must successfully complete a training course through, and be certified by, the American Red Cross/Red Crescent (ARC), the National Safety Council (NSC) or the American Heart Association (AHA).

The training program should be periodically reviewed with current first aid techniques and knowledge. For locations that require mandatory First Aid Providers, basic adult CPR retesting and certification will be conducted every one to two years and first aid skill certification must be completed reviewed every three years. Records of first aid and medical treatments should be maintained in accordance with applicable local, state, country and Teradata recordkeeping standards.

Where first aid kit(s) are required, contents will be determined based upon the hazards of the facility, the skill of the first-aid providers at the facility and the proximity of emergency medical care.

All first aid kit(s) will include PPE (Personal Protective Equipment) for bloodborne pathogen exposure.

Over-the-counter oral medications should not be maintained in or dispensed from facility first aid kits. Licensed nurses and doctors are the only personnel who should dispense medication.

The Site Health & Safety Coordinator will be aware of outbreaks of serious contagious diseases in the neighboring communities from which Teradata populations are drawn. Appropriate infection control preparations and interventions should be based on actual risk with input from Corporate Health & Safety Contact.

Teradata HEALTH & SAFETY108 - Bloodborne Pathogens

Employees discovering bodily fluids will contact their Site Health & Safety Coordinator and seek medical assistance if required and not attempt to clean it up.

Employees that encounter bodily fluids will contact their Site Health & Safety Coordinator and be sent for medical assistance.

All Teradata designated and approved first aid providers must comply with HEALTH & SAFETY108 bloodborne pathogen exposure control plan. If there is a concern regarding the potential of occupational exposure to blood or other infectious materials, contact the Site Health & Safety Coordinator who will confer with the Corporate Health & Safety Contact.

Each facility that has approved and trained first aid providers is subject to HEALTH & SAFETY108 and will have a list of all job tasks having occupational exposure to blood or other potentially infectious materials.

All Teradata approved and trained First Aid Providers will be offered a hepatitis B vaccination series at no cost to the employee after they have attended required training. Employees declining the HBV Vaccination series and/or the antibody testing test will sign a declination statement to be kept in that employee's medical file.

In facilities covered by HEALTH & SAFETY108, Supervisors will have the overall responsibility for the management of the program, including:

- PPE Selection - PPE will be chosen based on the anticipated exposure
- PPE Provision - all required PPE is provided without cost to employees.
- PPE Use - employees use the required PPE
- PPE Accessibility – necessary PPE is available
- PPE Disposal - ensure all PPE is properly disposed.

Where necessary, employees will carry out assignments in accordance with HEALTH & SAFETY108, attending all required training sessions (designated employees only), following appropriate universal precautions, and using required personal protective equipment.

All employees are responsible for promptly reporting to the Site Health & Safety Coordinator all potential occupational exposures to bloodborne pathogens.

Immunizations or vaccinations that are medically necessary and indicated due to the employee's scope of work (e.g., Hepatitis B, gamma globulin), including those required for business related international travel, will be provided at Teradata's expense.

Facilities will maintain a master record of current vaccination status and Human Resources will ensure that the facility meets all confidentiality requirements governing medical records and information.

Where necessary, HEALTH & SAFETY108 will be reviewed and updated at least annually and whenever necessary to reflect new or modified tasks or positions that may affect occupational exposure and to blood or other potentially infectious material.

Teradata HEALTH & SAFETY109 - Respiratory Protection

Teradata employees will not be allowed to work in areas where the use of respiratory protection is required.

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 the Site Health & Safety Coordinator.

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

In jurisdictions where there is a regulatory requirement, voluntary use of respirators relating to occupational exposures is subject to HEALTH & SAFETY109.

Respiratory protection will be provided by Teradata, only where voluntary use has been approved as a result of irritation or discomfort related to occupational exposures.

Employees who are approved to wear respirators voluntarily will be given a copy of the information contained in Appendix A of HEALTH & SAFETY108.

Teradata will not provide respiratory protection for the control of non-occupational hazards, unless dictated by Teradata's Emergency Response Committee.

Teradata HEALTH & SAFETY110 - Personal Protective Equipment (PPE)

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.

Each employee's direct supervisor will ensure employees who are required to use PPE are trained and understand how to use the required PPE.

At a 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 PPE
- Limitation of PPE
- Proper care, maintenance and disposal of PPE

Training will be conducted if/when:

- Initial employment
- Changes in job assignment requiring use of PPE
- Changes in PPE specification
- Changes in program requirement

Retraining should be conducted when:

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- Changes occur in the work area or task
- Changes occur in the PPE used
- Inadequacies are demonstrated by the employee

Each employee will 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.

Site Health & Safety Coordinators will identify and document PPE requirements as part of HEALTH & SAFETY102 Hazard Assessment.

Appropriate PPE will be provided where engineering and administrative controls cannot sufficiently reduce the possibility and/or severity of illness/injury from the hazards identified.

All PPE selected for employees in the workplace must at a minimum meet ANSI or other applicable standards.

PPE must be properly stored, inspected, cleaned, and maintained at regular intervals based on usage, type of PPE and work environment.

If PPE defects are found, the PPE will be immediately repaired or replaced.

Cardio Pulmonary Resuscitation (CPR) barriers and PPE to protect against contact with bloodborne pathogens must be provided to any employee who is certified in CPR/first aid and is expected to respond to workplace emergencies.

Areas where PPE use is mandatory will be clearly marked and use will be strictly enforced.

Teradata HEALTH & SAFETY111 – HEALTH & SAFETY Record Retention

Worldwide Teradata operations will comply with applicable country, regional or local regulations and the requirements of HEALTH & SAFETY111, whichever is more stringent.

Facilities subject to legal enforcement will confer with the Law Department to confirm legally required document retention requirements, which may be different than that which is included in Table 1 of HEALTH & SAFETY111.

(For example, U.S. operations will comply with all applicable record retention requirements, which may be contained in Federal, State or Local Regulations and any Teradata recordkeeping practices beyond those requirements).

Teradata HEALTH & SAFETY112 - Environmental Screening

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

Corporate Real Estate (CRE) will be responsible for ensuring that ESA checklists are completed for all domestic and international property prior to a transaction.

Teradata HEALTH & SAFETY113 - Electrical Safety

Management has the following responsibilities under HEALTH & SAFETY113:

- Ensuring that all “Qualified” employees are properly trained for the work they will perform.
- Ensuring that all work related to energized or de-energized equipment is done in the accordance with the provisions outlined in this policy, the Corporate Lockout/Tagout Program HEALTH & SAFETY116 and in accordance with applicable Governmental Rules and Regulations.
- Providing employees with the appropriate PPE and tools necessary to complete their job safely.
- Conducting periodic audits to ensure all provisions outlined in HEALTH & SAFETY113 and HEALTH & SAFETY116 are followed.

Employees have the following responsibilities under HEALTH & SAFETY113:

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

Teradata has defined two types of employees with regard to electrical safety:

- **Qualified Employees** - 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.
- **Unqualified employees** - those employees who have had little or no training in recognizing and avoiding the hazards of working on, near or with exposed electrical parts. Unqualified individuals are not permitted to and would not be expected to work on or with live electrical parts; however, they may still be exposed due to their proximity to the electrical hazard.

Teradata has defined three types of facilities with regard to electrical safety:

- **Leased Office Space** – There are no “Qualified” employees as it relates to electrical work. All employees should be familiar with the “General Electrical Safety” rules included in this document.
- **Leased Office Space with a Lab** – All employees will need to review the “General Electrical Safety” rules included in this document and there may be “Qualified” employees who will need to review HEALTH & SAFETY113 in detail and be provided with training as necessary.
- **Owned Facilities** - All employees will need to review the “General Electrical Safety” rules included in this document and they have “Qualified” employees who will also need to review HEALTH & SAFETY113 in detail and be provided with training as necessary.

General Electrical Safety Information for All Teradata Employees

An electrical shock occurs when part of the body completes a circuit between conductors of different voltages or between an electrical source and a ground.

The severity of injury from electrical shock depends on the amount of electrical current and the length of time the current passes through the body and the path it takes.

The most common shock-related, nonfatal injury is a burn. Burns caused by electricity may be of three types: electrical burns, arc burns and thermal contact burns.

There are 3 basic steps to follow for electrical safety:

1. Recognize - One of the most important steps in protecting against injury is recognizing the potential hazards an employee may face as a result of his/her actions or electrical work around the employee. Be alert for the following types of hazardous conditions and report them to your supervisor immediately:

- Overloaded circuits or multiple plug extension cords/adapters
- Inadequate wiring or wires that are hot or warm to the touch
- Exposed electrical parts or wires with cuts or damaged insulation
- Electrical systems and tools which are not grounded or double-insulated
- The use of metal stairs or ladders that conduct electricity

2. Evaluate - Once a hazard is recognized, evaluate the risk from the hazard. Be alert for the following types of indicators and report them to the supervisor immediately:

- Tripped circuit breakers and blown fuses
- An electrical tool, appliance, wire or connection that feels warm may indicate too much current in the circuit or equipment
- An extension cord, fuse box or junction box that feels warm may indicate too much current for the wire size of the cord
- Worn, frayed or damaged insulation around any wire or other conductor that could cause a shock or a short, leading to arcing or a fire
- A burning odor that may indicate overheated insulation
- A GFCI (Ground Fault Circuit Interrupter) that trips indicates there is current leakage from the circuit

3. Control - The final step is control of the hazards recognized and evaluated. The general electrical safety guidelines that follow will assist you in controlling your exposure to electrical hazards.

- Adaptor plugs will not be used to plug equipment requiring a ground into non-grounded receptacles
- Facilities with personnel who work on electrical systems and equipment will develop an electrical safety program
- Only individuals qualified by both experience and training and who fully understand the hazards of such work, the appropriate protective measures and who are authorized by their supervisor may work on electrically live equipment
- Electrical boxes will be covered and unused openings sealed. At a minimum, ground fault circuit interrupters (GFI or GFCI) will be used for outside receptacles and for indoor receptacles within 6 feet (2 Meters) of sinks or other water sources
- All electrical cabinets, disconnects, transformers, circuit breaker panels and other equipment will be located so as to have adequate headroom, illumination and working space in front-- minimum 36 inches (1 meter) depth and 30 inches (0.8 meters) width
- Disconnect switches and circuit breakers will be labeled to indicate the equipment they feed
- Conduit systems will be supported and continuous, with connections properly made
- Extension cords will not be used in place of permanent systems or be frayed or spliced

- 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
- Extension cords will not be routed through ceilings, doors, windows, walls, floors or similar openings
- Extension cords will not be attached to building structures in anyway
- Extension cords with multiple outlets will have integrated over-current protection (circuit breaker or fuse)
- Extension cords with multiple outlets will not be series connected (daisy chained) to each other or extension cords
- Extension cords with multiple outlets will not be permanently secured to building structures, tables, workbenches or similar structures, nor are they intended to be used as a substitute for fixed wiring
- Entry into electrical rooms and vaults will be restricted to authorized personnel only
- Surface mounted electrical devices will be protected from mechanical damage
- If electrical panels and rooms are locked, the keys must be immediately available for access in the event of an emergency.
- Power strips will not be plugged into another power strip.
- Small appliances should be unplugged when not in use.
- Once a power strip is plugged into one outlet the outlet is considered dead and cannot be used.
- All power strips should have a Holographic UL sticker to ensure they meet all regulations.

Teradata HEALTH & SAFETY114 – Hazardous Waste Emergency Response Operations (HAZWOPER)

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 allow employee participation in chemical emergencies must receive written permission from the Corporate Health & Safety Contact.

All Teradata sites must identify a hazardous materials contractor or local emergency services group who will respond to chemical spills/leaks. The identified group will supply their own equipment and materials as well as a sufficient number of personnel to staff all phases of the project.

Response to a chemical spill may generate wastes. Such wastes will be properly containerized and labeled, stored at a secure location and disposed in accordance with applicable regulations.

If a chemical spill or release occurs, the Site Health & Safety Coordinator will contact the Corporate Health & Safety Contact and they will determine if there are further regulatory requirements.

Teradata HEALTH & SAFETY115 – Permit Required Confined Space (PRCS)

Teradata employees will not be allowed to enter or work in Permit Required Confined Spaces.

Facilities must identify and maintain a list of all PRCS in the space they occupy and ensure that this information is made available to any contractors they directly employ. All contractors who will work in confined spaces must have an effective program for their employees.

Confined Spaces are defined as spaces that:

- Are large enough for an employee to enter and perform work, and
- Have restricted means of entry, and
- Not designed for continuous employee occupancy

A confined space may be classified as a PRCS if it has at least one of the following characteristics:

- The potential to contain a hazardous atmosphere
- Containing a material which presents an engulfment hazard
- Having a configuration that can trap or asphyxiate an entrant
- Containing any other known serious safety or health hazard

Signs must be placed at the area of entry of the confined space to designate the area as a permit-required confined space and prevent unauthorized entry using the words “PERMIT-REQUIRED CONFINED SPACE: AUTHORIZED PERSONNEL ONLY BEYOND THIS POINT”, or equivalent, in the local language.

Teradata HEALTH & SAFETY116 - Lock Out/ Tag Out (LOTO)

HEALTH & SAFETY116 applies in all situations where employees work with energized and/or hard-wired equipment. 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 will be locked/tagged out to protect against accidental or inadvertent operation.

Any employee who fails to follow the prescribed procedures in HEALTH & SAFETY116, or tampers with a lockout/tagout device, will immediately be suspended pending an investigation, the results of which could include termination.

HEALTH & SAFETY116 **does not** apply under these circumstances:

- Where employees are working **solely on cord and plug connected electric equipment** where startup of the equipment is controlled by unplugging the equipment from the energy source, **and**
- Where the plug is under the exclusive control of the employee performing the servicing or maintenance (the employee must be holding the plug in their hand to maintain exclusive control).

There are 2 types of employees identified in HEALTH & SAFETY116:

- **Affected Employee:** An employee whose job requires him/her to work in an area or operate a machines/equipment on which LOTO is being performed.
- **Authorized Employee:** A person who is trained to implement a LOTO on machines/equipment to perform servicing or maintenance.

Note: Authorized Employees will NOT work under the protection of another employee's lock/tag. Each employee or contract employee involved will have their own LOTO device.

The basic safety practices of lockout/tagout are:

- **Plan** - be familiar with the energy sources/magnitudes and potential hazards
- **Prepare** - notify Affected/Other Employees
- **Locate** - identify the energy sources
- **Lockout/Tagout** - de-energize the system and isolate the energy sources
- **Test/Try** - verify that the energy has been isolated
- **Work/Service** - perform the necessary work
- **Return to Service** - follow appropriate procedures from HEALTH & SAFETY116

Training for LOTO will be provided as follows:

- **Affected Employees** – as part of Orientation and via the Team Safety Handbook
- **Authorized Employees** - as part of Orientation and annually thereafter

All training will be documented and maintained according to the requirements of HEALTH & SAFETY104 Training and HEALTH & SAFETY111 Record Retention.

Equipment specific lockout instructions will be written for all equipment with multiple energy sources, describing how to effectively isolate and lockout all primary and secondary energy and/or chemical sources in the equipment.

Where LOTO is necessary, evaluations will be conducted at least annually to ensure the effectiveness of the energy control program.

Locks that are dedicated for energy control will not be used for any alternative purpose (e.g., for locking tool chests) and will have only a single key.

Teradata HEALTH & SAFETY117 - Powered Industrial Vehicles

HEALTH & SAFETY117 applies to all Teradata employees and contract employees that operate Powered Industrial Vehicles (PIVs). PIVs are described as, but not limited to, forklifts, motorized pallet jacks and motorized carts.

The purpose of this program is to prevent injury or property damage from the unsafe operation of PIVs, therefore no employee will be permitted to operate a PIV until they have:

- Identified a need to use a PIV to the Site Health & Safety Coordinator
- Received the training prescribed in HEALTH & SAFETY117
- Received a certificate indicating their completion of the training
- Been licensed by the trainer/program coordinator

The license to operate a Powered Industrial PIV must contain at least the following information:

- Location name
- Operator's name and Operator I.D. number, if any
- Type of PIV authorized to operate
- Operator restrictions if any
- Date issued
- Instructor's name

Employees found operating PIVs without the appropriate certification to operate the PIV will be subject to the Teradata disciplinary action policy.

PIV selection will be based on the type of work to be done and the classification of the facility or department(s) that the PIV will be utilized in.

Changing and charging batteries on PIVs will be done only in designated areas that are equipped with the following:

- Facilities to flush spilled electrolyte
- Fire Extinguisher
- Protection of charging batteries against damage
- Adequate ventilation
- Prohibited smoking signs
- Proper PPE
- Emergency eyewash/shower (within 10 seconds unobstructed travel)

PIVs must be inspected by the operator prior to operation using the operator's daily report for the designated PIV. Records must be kept on site for 3 months.

All maintenance of material handling equipment, batteries and battery chargers must be outsourced to a qualified contractor and, at a minimum, will meet the manufacturers' specified PM, (preventative maintenance) schedules.

The manufacturer's operation and maintenance manual for each model of equipment and equipment attachment(s) will be maintained at the facility

Pedestrians have the right-of-way. However, due to the size and limited visibility of PIVs, pedestrians should always be aware of PIV traffic and yield the right-of-way when possible.

PIVs will not be driven up to anyone standing in front of a fixed object.

Driver will wear seatbelt or positioning strap if available at all times while on PIV.

No person will 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.

PIVs will never be used to lift people unless you have a properly designed safety platform and the employee is wearing the appropriate fall protection.

No modifications will be performed on a PIV by Teradata employees. Only factory trained and certified employees under the direction of the manufacturer can perform any modifications.

Teradata HEALTH & SAFETY118 – General Safety

Ergonomics – “Fitting the Workplace to the Work”

The general conditions that will contribute to ergonomic injuries are: force, repetition and posture.

Force is a measure of how much effort must be made 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 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 palm rest, using a keyboard 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 30 seconds to one minute to rest your hands, arms and eyes.

Ladders and Portable Steps

Ladders

July 14, 2022

- 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
- Make sure the ladder chosen 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
- 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 will be trained in the proper use and inspection of ladders
- Ladders will be inspected prior to use. Ladders will comply with regulations found in 29 CFR 1910.25 Portable wood ladders and 29 CFR 1910.26 Portable metal 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 will 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 your 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 will not be used
- The back support belt will 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 will be pulled tight. When not lifting, the cinch straps will be released, to prevent weakening of the back muscles due to continued external support
- Back support belts do not allow an individual to lift more weight or prevent injury. They mainly make it more difficult to bend at the waist forcing you to bend at the hips

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 less than 100 lbs. and too heavy for a single person lift, 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 your path
- 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

Teradata HEALTH & SAFETY119 – Chemical Inventory

HEALTH & SAFETY119 is designed 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 Health & Safety Coordinator and will be based on the information provided during the hazard analysis.

Site Health & Safety Coordinator will:

- Review and update the chemical inventory annually

- Work with supervisors to ensure employees are trained
- Ensure that contractors are aware of the potential hazards in the facility
- Ensure that SDS sheets are placed near the main entrance to the facility

Supervisors will:

- Assist the Site Health & Safety Coordinator in identifying chemicals within the facility
- Communicate the hazards of each chemical to the Site Health & Safety Coordinator
- Ensure that employees are properly trained to perform their job and the hazards associated with it

Employees will:

- Work in accordance with the SOPs
- Use chemicals per training and in accordance to the manufacture's recommendations
- Report hazards to their supervisors

SDS s must be available for the following:

- All chemicals marked with a "NO" under commercial packaging/use will require an SDS
- All chemicals in bulk storage containers
- All chemicals that come in concentrate
- All chemicals that are not used in accordance with the manufactures' guidelines
- All chemicals with labeling that does not include Hazards, directions for use and first aid for over exposure
- All chemicals with hand-written labels

**Teradata appreciates your cooperation in keeping our
employees, contractors, customers,
vendors and facilities safe.**