CONTRACTOR / VENDOR SAFETY MANUAL

SPECIAL INSTRUCTIONS
Required for all Contractors and Vendors conducting business at the Salk Institute for Biological Studies, 10010 North Torrey Pines Road, La Jolla, CA 92037.

1. Please review this manual carefully.
2. Please ask questions if you have any concerns.
3. Sign off on the last page (Information Verification Form).
4. Return the completed form to Environmental Health and Safety (EH&S), ext. 1318.
5. Retain this manual while working on site.

INTRODUCTION
This manual is designed to provide contractor and vendor personnel with information regarding the Salk Institute’s Environmental Health and Safety (EH&S) Policies and Procedures. The Institute is committed to providing and maintaining a safe and clean work environment for all employees and on-site contractors.

The Institute complies with all applicable federal, state and local environmental and safety regulations. Contractors/vendors are required to understand and comply with the policies and procedures stated in this manual, as well as, all regulations pertaining to their operations.

If a conflict exists between the Institute’s policy and the contractor safety policy, immediately contact the EH&S Department at ext. 1318.

<table>
<thead>
<tr>
<th>Emergency Contact Numbers</th>
<th>Phone</th>
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<tr>
<td>Front Desk/Reception</td>
<td>ext “0”</td>
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<tr>
<td>San Diego Emergency Services (Medical/Fire)</td>
<td>911</td>
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<tr>
<td>On Site Emergency Assistance (24/7)</td>
<td>ext. 1300</td>
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<tr>
<td>Security</td>
<td>ext. 1206</td>
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<tr>
<td>Tim Ball (Sr. Director, Facility Services)</td>
<td>ext. 1203</td>
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<tr>
<td>Tom Bauer (Asst Director, Facility Services)</td>
<td>ext. 1203</td>
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<tr>
<td>Mark Bouchard (Director, EH&amp;S)</td>
<td>ext. 1318 / 1319</td>
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INSTITUTE’S GENERAL BUILDING RULES

Contractor & Vendor Sign-in
All visitors, vendors and contractors are required to check in with an Institute Contact prior to heading to their work area. Some visitors, who are on-going vendors or are contracted for extended durations, will be given temporary identification badges with access limited to specific areas and/or time frames. These badges will be given at the discretion of the Salk Security Services department.
Allowed Work Area
All Contractors and Vendors must be escorted to their permitted work area. You may NOT conduct work in any other area that has not been previously approved by your Institute contact. You must always check out with your Institute contact.

Parking
Please park your vehicle in a designated contractor parking space, unless a space has been reserved for you by your Institute contact.

Smoking
The Salk Institute is a tobacco free environment. Use of tobacco products in any form including unregulated nicotine products (e.g. e-cigarettes), is prohibited on all Salk Institute property, facilities, grounds, vehicles, parking lots and structures owned or leased by the Institute.

Eating and Drinking
Eating and Drinking is not acceptable while you are working in some areas of the building including, but not limited to: laboratories and the roof. If a liquid/snack break, lunch or dinner is required, contractors should eat in their vehicles, designated break rooms, Salk cafeteria or outside eating areas. Please dispose of trash in the appropriate receptacle.

Cleanliness
All contractors and vendors are required to clean up after themselves. The job is not complete until the area is cleaned. If an area is dirty before work has begun, please inform your Salk contact so they can arrange to clean the work space.

INSTITUTE SAFETY POLICIES AND PROCEDURES

FIRE PROTECTION SYSTEM
- **North and South Buildings**: laboratory spaces are equipped with heat detector systems; these spaces do **not** have sprinkler systems.
  - The only areas equipped with sprinklers in the North and South Buildings are:
    - Elevator pits, the Central Plant, Irradiator Room and the men’s locker room.
- **East Buildings**: equipped with alarmed smoke detector systems and sprinklers.
- **West Interim Facilities (WIF)**:
  - **Building 1**: equipped with audible smoke detectors and sprinklers tied to a flow alarm, which are monitored remotely by the Facility Services Central Plant.
  - **Buildings 2 and 4**: equipped with sprinklers tied to a flow alarm, but do not have smoke detector systems.
  - **Greenhouses (5 on site)**: do not have sprinklers or smoke detector systems.

EMERGENCY RESPONSE
The Salk Institute EH&S Department is prepared to respond to hazardous spills or other minor emergency situations.

To contact the EH&S Department during normal business hours (M-F 6:30 a.m. – 5:00 p.m.) call ext. 1318.
To contact the EH&S for non-emergencies during off hours, call ext. 1206.
To report emergencies during off hours, call ext. 1300 from any Salk Institute telephone. A Dispatcher will receive your call and page the appropriate Salk staff member to assist you.

EMERGENCY EVACUATION PROCEDURES

1. Stop work IMMEDIATELY, secure your area if it is safe to do so.
2. Proceed calmly to the nearest exit.
3. Proceed to the nearest designated assembly area, see map below for assembly locations.
4. The foreman or lead contractor will account for all of his/her employees and will report any missing personnel to a Regional Safety Coordinator (individuals wearing lime green vests).
5. Do not reenter the building until the building is released for occupancy by the Emergency Response Team (ERT).

MEDICAL EMERGENCIES

In the event of a serious life threatening medical emergency immediately contact emergency services by dialing 911 from any Salk Institute telephone. If a call to 911 is placed, employees should also always immediately call ext. 1300 to alert on-site staff of the situation. Upon arrival, Emergency Responders (ambulance, police, fire, hazardous material team) will congregate at...
the flagpole (on Salk Institute Road, see map) outside of the EH&S Department and wait for a Salk Security staff member to bring them into the location of the emergency.

Salk Institute has Automated External Defibrillators (AED) on site which may be used in the event of a sudden cardiac arrest (SCA). See the map below for locations of AED units.

GENERAL SAFETY RULES

- All contractors and visitors are required to follow all Salk Institute Environmental Health and Safety Policies and Procedures while on-site. Contact EH&S with questions regarding any policies.
- Always wear appropriate Personnel Protective Equipment (PPE) that is required for the area you are entering and for the work being performed.
- Contractors are responsible for their own housekeeping.
- Report all injuries, near misses, unsafe conditions and other safety issues to Salk’s EH&S Department.
- The use of chairs, bench tops, etc. in the place of appropriate ladders is not acceptable.
- Barricade work areas when unsafe conditions are a result of the work being performed (e.g. overhead work or confined space entry).
- Eating and drinking are not allowed in the laboratories.
- Alcohol, illegal drugs, or individuals appearing intoxicated or under the influence of such substances are not permitted on Salk Institute property.
- Do not enter any controlled access areas (Vivarium Suites, BSL suites, etc.) without a Salk qualified escort.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The Institute requires the use of PPE for all employees and contractors in the designated laboratory areas.

The minimum requirements for PPE in the laboratories are:

- Lab Coats
- Safety glasses meeting ANSI Z87.1 requirements with side shields. (Note: Tinted lenses are not allowed.)
These items may be obtained from the EH&S Department (x 1318) before entering the laboratory areas.

Contractors/vendors will supply any additional required PPE for the work being performed. Determination of required PPE, other than lab coats and safety glasses, will be made by the contractor/vendor with oversight by The Salk Institute. The Institute will not provide additional PPE to contract personnel unless prior arrangements have been made.

The use of respiratory protection equipment (respirators) requires training prior to use. Contractors will need to provide written documentation of training to the EH&S Department prior using respirators on-site.

**BIOLOGICAL AND RADIOACTIVE HAZARDS**

**BIOLOGICAL WARNING SYMBOL**

![BIOLOGICAL WARNING SYMBOL](image1.png)

**RADIATION WARNING SYMBOL**

![RADIATION WARNING SYMBOL](image2.png)

Small quantities of radioactive and/or biological materials are used in this facility. Radiation warning signs and biohazard warning signs are posted throughout the facility to identify these hazards (see above symbols). These warning labels are found throughout the laboratories on containers, cabinets, and certain pieces of equipment. These labels are used as a warning sign for the identification of potential hazards. All contractors/vendors should be aware of the potential hazards and not touch or handle anything identified with a warning label. Please note it is safe to enter the laboratories to perform routine work duties.

If you notice a broken or leaking container identified with a “RADIOACTIVE” or “BIOLOGICAL” label on it, DO NOT ATTEMPT TO CLEAN THE SPILL. Alert others around you and close off the area while exiting. Immediately report the spill to a Salk Institute employee or the EH&S Department.

Several sinks in the facility have been designated for the release of small quantities of radioactive liquids. All sinks are labeled and do not present any type of hazard to individuals working in the area, however these sinks should not be used for general use. If any of these sinks require maintenance, contact the EH&S Department before beginning any work.

Specially marked RADIOACTIVE and BIOHAZARD waste containers are located throughout the laboratories and are identified with appropriate warning labels. Special procedures are required for the processing of this waste so you are not required to empty or remove these containers from the laboratory. Please note that working in close proximity to these containers does not present a health hazard.

**HAZARDOUS CHEMICALS/MATERIALS**

Hazardous chemicals are utilized in small amounts throughout the laboratories in this facility. These hazardous chemicals include carcinogens, mutagens, corrosives, sensitizers, toxic/highly toxic substances and flammable liquids. Hazardous materials are stored securely and safely in the laboratories and should not be handled in any way. These hazardous materials do not present a risk to contract personnel while performing routine work duties in the laboratories.
Prior to bringing hazardous materials/chemicals to the Institute (e.g. roofing materials, pesticides, etc.), the contractor will provide a copy of the Safety Data Sheets (SDS) for review and approval. Contractors will be responsible for proper handling, storage, and disposal of all hazardous materials brought on site. Hazardous chemicals/materials will NOT be thrown on the ground, in trash containers, or down any sink or storm drains.

Hazardous waste generated by the contractor is the property of the contractor and will be removed from The Salk Institute at the close of each workday unless prior arrangements are made with the EH&S Department. Disposal of hazardous waste will be in compliance with appropriate federal and state regulations.

ASBESTOS
Asbestos Containing Material (ACM) is present on site at Salk in a number of areas identified below.

- Interstitial spaces (pipespaces) in the form of insulation around thermal pipes.
- Panels in elevator shafts (restricted access)
- Facility Services Basement (restricted access) in the form of pipe insulation/chilled waterlines, high temp hot waterlines and condenser waterlines.

Asbestos warning signs have been posted throughout the facility to identify these areas.

Warning signs are posted to identify potential hazards. All contractors/vendors and their employees should take care not to disturb insulation in these posted areas. Please note that working next to these areas does not pose a hazard.

Health Hazards: Asbestos fibers are so small you can't see them. Disturbing asbestos can cause fibers to float in the air. When this happens, they are easy to inhale. You breathe out most fibers, but some become lodged in the lungs. Over time, they can build up in the lungs, causing scarring and inflammation. This can eventually affect breathing and lead to disease, such as asbestosis, or scarring of the lungs that makes it hard to breathe; mesothelioma, a rare cancer that affects the lining of the lungs or abdomen and lung cancer.

SAFETY DATA SHEETS (SDS)
There are several ways to obtain Safety Data Sheets (SDS) at the Institute:

1) Contact EH&S (ext 1318) and request specific Safety Data Sheets (SDS).
2) Utilize the hard copy database of SDS located in the EH&S File Room on site in the metal building.

CONTAMINATED EQUIPMENT
When servicing equipment suspected of being contaminated, every effort to decontaminate the item should be made prior to the initiation of work. Please contact EH&S Department for assistance.
SPILLS OF POTENTIALLY HAZARDOUS CHEMICALS/MATERIALS
If you notice a broken or leaking container in the laboratory, DO NOT ATTEMPT TO CLEAN THE AREA. Alert others around you and immediately cordon off the area while exiting. Notify an Institute employee, or contact EH&S at ext. 1318. Please note: Only spills of water known to be free of contaminants are allowed to be released to the storm drains or sewers.

LOCKOUT/TAGOUT
Contractors are responsible for implementing lockout/tagout procedures as required by the job and will provide the necessary lockout/tagout hardware.

The contractor will enforce a program to manage and control hazardous energy during maintenance operations and servicing activities that could expose employees to unexpected energization, start-up or release of stored energy.

Contractors are required to provide documentation of training to the Director of Facility Services (ext. 1203) before lockout/tagout procedures begin.

MACHINE GUARDING
The Institute has a machine guarding program. This program applies to all machinery and equipment requiring guarding to protect users from moving parts, pinch points, etc. Contractors are responsible for ensuring that all guards and other protective devices are in use and secured properly. Equipment with damaged or defective guards shall be removed from service.

CONFINED SPACE ENTRY
Contractors are responsible for checking with the Director of Facility Services (ext. 1203) and obtaining permission to enter a confined space on site. A copy of the contractor’s Confined Space Entry program may be requested before work in a confined space commences.

HOT WORK
All hot work involving an open flame must be approved by the Facility Services department (ext 1203). It is critical to ensure all fire controls are in place prior to the start of any hot work.

ROOF ACCESS
Access to the roof is restricted and controlled by Facility Services. In order to obtain access to the roof, Contractors must receive authorization from the Director of Facility Services (ext. 1203).
CONTRACTOR/VENDOR TRAINING

INFORMATION VERIFICATION FORM

I verify that I have read The Salk Institute Contractor/Vendor Safety Manual. I also verify that I understand and agree to comply with the requirements and procedures concerning:

- General Building Rules
- Permitted Work Areas
- Parking
- Smoke Free Work Environment
- Food and Beverages
- Cleanliness
- Fire Protection Systems
- Emergency Response
- Emergency Evacuation Procedures
- Medical Emergencies
- Location of Automated External Defibrillators
- General Safety Rules
- Personal Protective Equipment
- Biological and Radioactive Warning Symbols
- Hazardous Chemicals/Materials
- Asbestos
- Access to Safety Data Sheets (SDS)
- Contaminated Equipment
- Spills
- Potentially Hazardous Chemicals/Materials
- LockOut/TagOut Procedures
- Machine Guarding
- Confined Space Entry Requirements
- Roof Access

I have been given an opportunity to ask questions concerning these issues.

Print Name ________________________________ Signature ________________________________ Date ________________________________

Employer ________________________________ Salk Contact/Extension ________________________________ Salk Project/ Location ________________________________

Institute Safety Representative ________________________________ Title ________________________________ Date ________________________________

RETURN THIS FORM TO:
The Salk Institute Environmental Health and Safety Department (EH&S), ext. 1318