



Jobsite Safety - Your commitments

- 1. Quality & safety** - When performing works for OTIS, you will meet all quality and time requirements agreed with Otis and will comply with the applicable environmental, health and safety standards, laws and regulations, OTIS jobsite safety requirements and Otis Cardinal Rules. You also will have all required official authorizations to perform the work (e.g., licenses, permits).
- 2. Skills** - On OTIS jobsites, your employees will: (i) always be aware of their responsibilities, (ii) have the competencies to perform the work, and (iii) be fully trained on the scope of work and, where relevant, on the following areas: fall protection; control of elevator/escalator; electrical and mechanical energy; hoisting and rigging; scaffolding; false cars and running platforms; jumpers and shunts and personal protective equipment. You agree to provide all training records related to employees performing work on an Otis jobsite upon request.
- 3. Go-ahead** - Prior to starting work at an OTIS installation, re-roping or modernization jobsite, you first need to obtain an official go-ahead from Otis operations.
- 4. Equipment** - For installation of elevators and/or escalators, you will use tooling and equipment (e.g., lifeline, bracket, harnesses, false car, man-rated hoists, platform, overhead protection) and wear personal safety equipment at the job site (e.g., ear/eye/foot protection) that meet all OTIS specifications and any higher applicable standard. You will also respect the applicable OTIS installation requirements (e.g., quality, safety, supervision, on-time installation standards set out in the OTIS Field Installation Manual).
- 5. Site supervision** - A minimum number of your skilled supervisory employees will be present at the jobsite to supervise your employees and their work: 1 dedicated on-site team leader/working foreman on single jobsites with 6 or more of your employees, and, on single jobsites with 30 or more of your employees, 1 additional dedicated on-site team walking foreman (who oversees and coordinates your activities at a jobsite, but does not directly install the equipment).
- 6. Inspection** - You will allow OTIS to conduct, at its discretion, inspections or audits (announced or not) of the jobsite and your safety program. You agree to cooperate in such inspections or audit.
- 7. Incident reporting** - You will report to Otis any incident that has (or could have) resulted in loss of life or a serious injury on the job site involving your employees not later than 24 hours after occurrence, including fatalities, serious injuries (e.g., life-threatening, paralysis, fractures, loss of body part, function or vision), loss of consciousness, puncture wounds, 2nd or 3rd degree burns). OTIS may investigate the incident and you will cooperate in such assessment (e.g., make your employees available for interviews, produce relevant documentation, and/or determine root cause and corrective actions).
- 8. Serious Safety violations** - OTIS considers any incident specifically listed in paragraph 7 above and, in general, any failure to comply with any safety, time or quality commitment, to be a serious violation that results in delays, rework, retraining and other operational and administrative costs and that affects OTIS' customer and public relations. Consequently, OTIS may decide to immediately terminate the contract for cause, and/or seek compensation from you for such damages, without prejudice to any other remedy under the law or the contract.

Other Safety Requirements - Your commitments

Portable electrical equipment: will be equipped with a Ground Fault Circuit Interrupter (GFCI) of 10ma or less trip current.

Stationary electrical equipment used in manufacturing, construction, service and maintenance: will be grounded.

Hazardous energy (potential, kinetic, thermal, hydraulic, electrical, etc.) **control procedures:** must be in place before work is conducted on machines or equipment. Prior to performing work on machines or equipment, your employees will identify all hazardous energy forms, bring them to a Zero Energy State* and secure them. This includes for instance mandatory use of lockout / tagout procedures when working on any electrical, mechanical, hydraulic, pneumatic, compressed gas, chemical or thermal processes. (*Zero Energy State is defined as the elimination and/or control of hazardous energy such that it no longer represents a hazard to employees.)

Fall hazards over 2 meters / 6 ft: will be protected. Your employees will use fall protection when exposed to a fall hazard (working at an elevated level of 2 meters (6 feet) or more).

Scaffold materials: will be of recognized standards and approved by local, national, country regulations. If such country standards do not exist, then the design and materials of the scaffold intended for use must be approved by a qualified engineering authority.

Hoisting & Rigging devices: will be used and maintained in accordance with manufacturer recommendations; load capacities will not be exceeded, slings shall not be shortened with knots or other devices and shall be padded or protected from sharp edges. ONLY pre-formed slings, shackles, and properly engineered lifting devices shall be used.

Prevention of exposure to hazards : your machines and equipment must have safeguards in place to prevent employee exposure to hazards such as moving parts or points of operation.

Confined spaces: will be identified, entry restricted, made safe and written procedures established and followed for entry.

Industrial hygiene hazards: will be assessed, eliminated or controlled.

EH&S permits: Operations must obtain all required EH&S permits and comply with all legal EH&S requirements that apply to your business.

Elevator Cardinal Rules

- ALWAYS -

Assure protection from falling where a fall hazard exists
Follow lock and tag out procedures when power is not required
Maintain control of the elevator when accessing/egressing the hoistway, working on the car top or in the pit.
Follow the operations authorized control processes when using jumpers and shunts.
Follow the operations authorized procedures for hoisting and rigging and mechanical blocking of elevator equipment.
Follow the operation authorized procedures for false cars/running platforms.

- NEVER -

Work or position body parts in proximity to unguarded moving parts or electrical circuits.
Ride the car top with the elevator in normal operation.

Escalator Cardinal rules

- ALWAYS -

Assure protection from falling where a fall hazard exists
Follow lock and tag out procedures when power is not required
Use inspection controls to operate or move the step chain
Verify the proper functioning of the emergency stop switch prior to entering the machine-room or the pit
Use effective barriers and warnings, block the unit electrically and mechanically, when leaving the unit unattended with steps/pallets removed
Secure the step chain from movement by two independent means when work is performed in the truss

- NEVER -

Work or position body parts in proximity to unguarded moving parts or electrical circuits.
Walk on step axles
Ride the unit with steps/pallets removed