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INTRODUCTION

VF Corporation Global Assurance has developed the Facility Compliance Standards in accordance with Global Compliance Principles for, auditing, and monitoring facilities across the globe. The Standards are developed based on existing international conventions, guidelines, and principles used around the world.

These standards detail the requirements which allow facilities to comply with the VF Facility Compliance expectations. The standards described do not necessarily reflect the national laws of all the countries where facilities are based, and it is the responsibility of individual facilities to ensure that they meet all legal requirements relating to their facility operations. Facilities should always follow the strictest standard available, whether as stated in the law or these standards.

The main purpose of these standards is to give practical guidance to facilities to help them manage the process of continuous improvement in collaboration with people from our company.

The guidelines provide guidance and information on ways to strengthen the delivery of a workplace that is compliant with VF Global Compliance Principles.

Local labor departments, government health, and safety inspectorate, and fire services departments should be consulted for local laws and regulations. Between the local law and these standards, the facility must follow whichever is more stringent.
VF CORPORATION - GLOBAL COMPLIANCE PRINCIPLES

VF Corporation is a purpose-led, performance-driven, and value-creating organization. Our success is built on a culture of integrity, empathy, curiosity, perseverance, and courage. These values extend to the expectations we have of those with whom we do business.

These Global Compliance Principles apply to all facilities that produce goods for VF Corporation or any of its subsidiaries, division, or affiliates, including facilities, owned and operated by VF and its contractors, agents, and suppliers, referred to in this document as VF Authorized Facilities.

While these Global Compliance Principles set forth the basic requirements that must be met in order to do business with VF, we strongly encourage VF Authorized Facilities to exceed these principles and to promote best practices and continuous improvement throughout all of their facilities.

1-LEGAL AND ETHICAL BUSINESS PRACTICES
VF Authorized Facilities must fully comply with all applicable local, state, federal, national, and international laws, rules, and regulations, including those relating to wages, hours, employment, labor, health and safety, the environment, immigration, and the apparel and footwear industry. VF Authorized Facilities must be ethical in their business practices.

2-CHILD/JUVENILE LABOR
No person will be employed at an age younger than 15 or under the age for completing compulsory education in the country of manufacture, whichever is higher. VF Authorized Facilities must observe all legal requirements for work of workers under 18 years of age, particularly those about hours of work and working conditions.

3-FORCED LABOR
VF Authorized Facilities must not use involuntary or forced labor, including indentured labor, bonded labor, or any other form of forced labor, including human trafficking.

4-WAGES AND BENEFITS
Every worker has a right to compensation for a regular work week that is sufficient to meet the worker’s basic needs and provide some discretionary income. VF Authorized Facilities must compensate their workers fairly by providing compensation packages comprised of wages and benefits that, at the very least, comply with legally mandated minimum standards or the prevailing industry wage, whichever is higher and must provide any benefits required by law. Workers must be fully compensated at a premium rate for overtime according to local law and each worker must be provided with a clear, written accounting for each pay period. Where compensation does not meet workers’ basic needs and provides some discretionary income, VF Authorized Facilities must work with VF to make improvements and take other appropriate actions that seek to progressively realize a level of compensation that does.

5-HOURS OF WORK
VF Authorized Facilities must comply with the legal limitations on regular and overtime hours in the jurisdiction in which they manufacture. Workers must not be required, except in extraordinary circumstances, to work more than 60 hours per week including overtime, or the local legal requirement, whichever is less. A regular work week must not exceed 48 hours. All overtime must be consensual and not requested regularly. All workers must be entitled to at least 24 hours of consecutive rest every 7 days.

6-FREEDOM OF ASSOCIATION & COLLECTIVE BARGAINING
VF Authorized Facilities must recognize and respect the right of workers to freedom of association and collective bargaining. No worker will be subject to harassment, intimidation, or retaliation in their efforts to freely associate or bargain collectively.

7-DISCRIMINATION
Employment – including hiring, remuneration, benefits, advancement, termination, and retirement – shall be based on ability and not on any other personal characteristics. VF Authorized Facilities must not discriminate based on race, color, gender, age, national origin, ethnic origin, religion, sexual orientation, gender identity or expression, marital status, citizenship, disability, protected veteran status, HIV/AIDS status, or any other legally protected factor.

8-HARASSMENT
VF Authorized Facilities must treat all workers with respect and dignity. VF Authorized Facilities must not subject workers to corporal punishment, physical, sexual, psychological, or verbal
harassment or abuse. VF Authorized Facilities must not use monetary fines as a disciplinary practice.

9-WOMEN’S RIGHTS
VF Authorized Facilities must ensure that women workers receive equal remuneration, including benefits, equal treatment, equal evaluation of the quality of their work, and equal opportunity to fill all positions open to male workers. Pregnancy tests will not be a condition of employment, nor will they be demanded of workers. Workers who take maternity leave (of a duration determined by local and national laws) must not face dismissal nor threat of dismissal, loss of seniority, or deduction of wages, and must be able to return to their former or comparable employment at the same rate of pay and benefits. Workers must not be forced or pressured to use contraception. Workers must not be exposed to hazards, including glues and solvents, which may endanger their safety, including their reproductive health. Facilities must provide appropriate services and accommodation to women workers in connection with pregnancy.

10-SUBCONTRACTING
VF Authorized Facilities will not use subcontractors in the manufacturing of VF products or components without VF’s written approval, and only after the subcontractor has agreed to comply with these Global Compliance Principles.

11-WORKER RESIDENCE (DORMITORY)
Dormitories of VF Authorized Facilities must provide a clean, safe, and healthy residence environment. The dormitory design must provide adequate privacy, security, and freedom of movement for all occupants. Dormitory facilities must comply with all applicable, legally mandated standards for public domiciles in the countries and communities in which they operate.

12-FACILITY SECURITY
All VF Authorized Facilities must establish facility security procedures to guard against the introduction of non-manifested cargo into outbound shipments. Such items include drugs, biological agents, explosives, weapons, radioactive materials, undocumented migrants/stowaways, and other contraband.

13-HEALTH AND SAFETY
VF Authorized Facilities must provide their workers with a clean, safe, and healthy work environment, designed to prevent accidents and injury to health arising out of or occurring during work. VF Authorized Facilities are required to comply with all applicable, legally mandated standards for workplace health and safety in the countries and communities in which they operate.

14-ENVIRONMENT
VF Authorized Facilities must comply with all laws and regulations relating to environmental protection in the countries in which they operate. Facilities should have policies and procedures in place to ensure environmental impacts are minimized concerning energy, air emissions, water, waste, hazardous materials, and other significant environmental risks. Facilities are expected to make sustainable improvements in environmental performance and require the same of their suppliers and subcontractors.

15-INFORMED WORKPLACE
VF Authorized Facilities must inform workers about all workplace standards orally and through the posting of standards in a prominent place and undertake other efforts to educate workers about the standards regularly.

16-MONITORING AND COMPLIANCE
VF Authorized Facilities must maintain on-site all documentation necessary to demonstrate compliance with these Global Compliance Principles. VF and its subsidiaries must undertake affirmative measures, such as announced and unannounced on-site inspections of production facilities, to monitor compliance with these Global Compliance Principles. VF Authorized Facilities must allow VF representatives full access to production facilities, worker records, and workers for confidential interviews in connection with monitoring visits. In addition, VF Authorized Facilities must respond promptly to reasonable inquiries by VF representatives concerning the subjects addressed in the audit. VF Authorized Facilities must never offer gifts, cash, or other incentives to influence a business decision or to retain business with VF.
PRINCIPLE 1 - LEGAL AND ETHICAL BUSINESS PRACTICES

Standard
VF Authorized Facilities must fully comply with all applicable local, state, federal, national, and international laws, rules, and regulations including those relating to wages, hours, employment, labor, health and safety, the environment, immigration, and the apparel and footwear industry. VF Authorized Facilities must be ethical in their business practices.

Definitions
**Business License:** Permits issued by government agencies that allow individuals or companies to conduct business within the government's geographical jurisdiction. It is the authorization to start a business issued by the local government.

**Labor Contract:** A binding legal agreement that establishes the rules and regulations that will govern the relationship between an employer and a worker.

**Wage:** A fixed regular payment earned for work or services, typically paid on a monthly or weekly basis.

Requirements

1.1 - Licensing and Permits
- The facility must be properly licensed, registered, and permitted to perform its current activities in the municipality where it operates.
- The legal license for operating the facility must be valid and current. The use of the facility name and address for the business must correspond with the applicable municipal or provincial license or its equivalent.

1.2 - Worker Documents
- The facility must maintain a complete worker file for each worker including the employment application, grievance history, records of pay increases or decreases, and accident reports for each worker. A copy of the proof-of-age document must be included in each worker file.
- For facilities with migrant workers, a copy of the work permit must be included in the worker file.
- Labor contracts/agreements, where required, must include the worker’s signature, be current and updated, and be authorized by the related ministry as mandated by local law. A copy of the labor contract/agreement must be provided to the worker. The duration and term of the contract must comply with local law.
- Any probation period must be defined and fixed based on local law.
PRINCIPLE 2 - CHILD/JUVENILE LABOR

Standard
No person will be employed at an age younger than 15, or under the age for completing compulsory education in the country of manufacture, whichever is higher. VF Authorized Facilities must observe all legal requirements for workers under 18 years of age, particularly those about hours of work and working conditions.

Definitions
Child Labor: Refers to any person employed under the minimum working age, which is most commonly set at 15, or under the age for completing compulsory education in the country of manufacture, whichever is higher. It also refers to juveniles who reach the minimum working age but are under 18 years old and exposed to hazardous work.
Minimum Age: The legal age requirement for employment that is mandated by the government and/or defined by international law.

Requirements
2.1 - Age Verification
- The facility must establish a policy and procedure that requires workers must be at least 15 years of age, or past the national legal age of compulsory schooling and minimum working age, whichever is higher.
- The facility must establish methods for age verification. The verification process must include all necessary parameters including birth certificates and/or national IDs to ensure compliance. Provide and document training on the age verification process and child labor regulations.
- The facility worker records should contain the most reliable proof-of-age documentation, such as a birth certificate, which verifies the date of birth. If the facility is in a region or country where government documentation is not readily available or reliable, other means of determination, such as medical, dental, or religious records, should be available.
- The facility must have a remediation plan if child labor is found. The plan should be developed with the child’s family or caregiver and be child-centric. The plan should include the following as determined by the needs of the child and family:
  - Remove the underage worker from the workplace into a safe and comforting environment and provide medical treatment.
  - A monetary stipend, equal to the national or local minimum wage, is to be paid to the family to cover future lost wages until the child is of legal working age. Additional financial support may include tuition, uniforms, and supplies to enable the underage worker to attend and remain in school or vocational training until the age of 15, or the minimum legal working age, whichever is higher.
  - An agreement to rehire the underage worker when they reach the age of 15 or the legal working age if the worker wishes.
  - A means to monitor and track the remediation program until the child reaches the legal working age, or the child labor case is closed.
  - If applicable, the cost of transportation incurred by the child and their family to return to their original place of residence shall be covered.
  - A comprehensive review of the recruitment and management process at the facility should be conducted and a corrective action plan developed to close the gaps in hiring underage child labor.

2.2 - Juvenile Workers
- The facility must comply with all legal requirements for the employment of juvenile workers.
The facility must maintain a list of all juvenile workers and must ensure that these workers are protected from working environments that could pose a danger to their health, safety, or social development. Such working environments include, but are not limited to, hazardous jobs and night shift work.

Juvenile workers must not work longer hours than the law permits and must receive an annual medical check-up as required by law. Additionally, as required by local law, the facility must provide juvenile workers with occupational health and safety education, and any other applicable facility training.

References

✓ ILO - Minimum Age Convention, 1973 (No. 138)
✓ ILO - Worst Forms of Child Labour Convention, 1999 (No. 182)
✓ ILO - Programme on Child Labour (IPEC)
✓ UN Global Compact - Principle 5 - Abolition of Child Labor
✓ Global March Against Child Labor
PRINCIPLE 3 - FORCED LABOR

Standard
VF Authorized Facilities must not use involuntary or forced labor, including indentured labor, bonded labor, or any other form of forced labor including human trafficking.

Definitions
Bonded Labor: Workers work without receiving regular wages to repay a debt to a labor broker, the supplier, or other third parties. Workers are not free to leave the supplier facility at will.
Forced Labor: Any work or service that a worker is forced to do against their will under the threat of some form of punishment or penalty.
Foreign/migrant Workers: Workers hired, either directly or through a third party, whose nationality or country of origin is different than that of the country in which the suppliers’ facilities are located.
Indentured Labor: Situations where an employer forbids workers from leaving employment at the worker’s discretion. Slavery is a form of indentured labor performed under duress and in degrading conditions.
Recruitment Fees: the term ‘recruitment fees’ refers to any fees or costs incurred in the recruitment process in order for workers to secure employment or placement, regardless of the manner, timing, or location of their imposition or collection.
State-imposed Forced Labor: This takes place when national or local authorities force citizens to work, where people have not offered themselves voluntarily.

Requirements
3.1 - Forced or involuntary Labor
- The facility must not use or participate in recruitment or employment practices that indenture or bond a worker to the workplace or that obtain labor services using force, fraud, or coercion.
- Obtaining labor or services through force, fraud, coercion, or equivalent conduct that would reasonably overbear the will of the person for forced labor or commercial sex is strictly prohibited.
- Facilities, employment agencies, and intermediaries shall comply with all national laws, regulations, international conventions, and procedures concerning the prohibition of forced labor and human trafficking. If not provided by law, facilities must protect workers who allege violations of forced labor.
- The facility must allow workers to move freely within their designated work areas during work hours, including being allowed access to drinking water and toilet facilities. Workers must be allowed to leave the facility during meal periods and after work hours. The facility will not impose curfews or geographical limits on worker movement. Except where necessary for worker privacy or safety, the facility must not restrict or limit access to workers’ accommodations or visitors to workers’ accommodations.
- The facility may not impose overtime when workers are unable to leave the work premises.
- Facilities may not limit, in any manner, the freedom of workers to dispose of their wages. Wages must be paid on regular working days and, in principle, at or near the workplace. Workers must be free from any coercion to make use of enterprise or work in employer-operated stores.
- Workers will not be required to make deposits, post bonds, or participate in mandatory savings schemes as a condition of employment.
- Employment terms will be those to which the worker has voluntarily agreed, in as far as those terms do not fall below: provisions of national laws or freely negotiated and valid collective bargaining agreements. There can be no employment terms that allow the facility to hold
wages already earn or use earned back wages as penalties, and in any way punishes workers for terminating employment.

3.2 - Migrant Workers
- The facility must have a written policy regarding its treatment of all migrant workers, whether domestic or foreign. The facility must effectively communicate its migrant worker policy to all migrant workers so that they are aware of their rights under the policy. The information must be made available in the worker’s native language.
- As a recommended good practice, the facility is encouraged to employ or make available an on-site coordinator who speaks the language of both the migrant workers and the employer.
- Recruitment of migrant workers should respond to established labor market needs, and not serve to displace or diminish an existing workforce, lower labor standards wages, or working conditions, or otherwise undermine decent work.

3.3 - Recruitment Fees and Related Costs
- No recruitment fees, costs, or charges should be charged to the workers. All costs connected to recruitment, as defined by the ILO Definition of Recruitment Fees and Related Costs, regardless of their manner, timing, or location, are the responsibility of the facility (The Employer Pays Principle).
- The facility must reach an agreement with the recruitment agencies on the recruitment fees, service fees, and related costs, and the payment method by the facility to the recruitment agencies. Adequate documentation of these agreements and payments must be maintained.
- If third-party recruitment intermediaries are used to recruiting workforces, clear contractual arrangements must exist stipulating that no costs associated with recruitment are charged to workers. This must be verifiable via service level agreements and other documentation.
- Facilities must not use agencies or intermediaries that employ practices that restrict any worker’s freedom of movement, or ability to terminate his or her employment, or that create a threat of penalty. Examples of such practices include but are not limited to: (the threat of) physical or mental coercion, requiring deposits, imposing financial penalties, requiring workers to pay recruitment and/or employment fees, providing precarious employment, or using false information to recruit workers.
- No third-party shall be given the right to deduct wages from migrant workers.
- Upon placement, the facility must have a process to investigate any payments of recruitment fees by the worker to another party and have procedures for reimbursement of worker-paid recruitment fees.
- At the end of a migrant worker’s contract, and where there is no extension, in the absence of any other contractual or legal obligation, the facility must cover the cost of the migrant worker’s return home.

3.4 - Contracts of Employment
- Where possible, the facility must make every effort to employ migrant labor directly. Where recruitment agencies are used, these must be legally approved/registered recruitment agencies per country law (where applicable).

3.5 - General requirements for contracts of employment when employing migrant workers
- The terms outlined in the worker’s written employment contract must be fully explained before departure from their home country. This includes conditions of employment, i.e., wages, benefits, etc., and reasonable notice of termination to facilitate return travel.
- The employment contract must be written such that it is legally enforceable in the receiving country and written in the worker’s native language.
• Employment contracts must be reviewed and signed by the worker and the facility directly, excluding intermediaries.
• The worker must receive a copy of the employment contract before leaving the country of origin. Contract substitution is strictly prohibited.
• The facility is responsible for any costs associated with changing the employment visa or other employment authorization documentation.
• Migrant workers (or their family members) must not be threatened with violence (including sexual violence) nor denunciation to authorities to coerce them into taking up employment or preventing them from voluntarily terminating their employment, at any time, without penalty.

3.6 - Wages and Benefits
• Neither the facility nor any third party must have access to, or control of, migrant workers’ bank accounts, except to directly deposit wages or compensation payments per the written contract of employment. Wages must be paid in full, including overtime at the legally applicable rate. The workers must be provided with clear, legible, and accurate pay slips in a language they can understand.
• The facility must not impose forced savings schemes, i.e., withholding of wages until the worker’s contract is finished, providing the worker a small allowance for personal expenses, or having wages paid into a bank or postal account that the worker cannot access.
• The facility must not deduct wages for work equipment, including uniforms and basic needs such as water and first aid. Deductions for accommodations and food must only be made with the express consent of the worker and at a fair rate as allowed by law or stated in the worker’s contract, whichever is lower.
• Migrant workers are eligible for all paid leaves, i.e., annual leave, sick leave, etc. per local laws. If local labor law does not specify the annual leave entitlement, then migrant workers must receive the same annual leave benefit as local workers. Workers must not be forced by threat (e.g., of dismissal) to work more overtime than is allowed under national law (i.e., excessive overtime).
• The facility must provide migrant workers with the same emergency and preventative health insurance and medical services as local workers. Migrant workers must have access to quality medical services, including mental health and support services. Facilities must pay for the cost of regular medical examinations that are required by the law and treat women migrant workers who become pregnant with dignity and fairness and provide access to adequate reproductive health services.

3.7 - Identity Documents
• Workers must not be required to deposit their original identity papers such as travel, or residency permits with their employer. The facility must provide, at worker request, secure storage for workers’ documents such as passports, identity papers, travel documents, and other personal legal documents. Such storage must always be freely accessible to workers. The facility must not withhold any such documents or restrict workers’ access to them for any reason whatsoever, including ensuring that workers will remain in employment in the workplace.
• Third-party recruiters, employment agents, and labor brokers are expressly prohibited from holding workers’ identity documents. Neither these recruitment agencies nor the employer may hold other worker documents such as land titles.

3.8 - Freedom of Movement
• Migrant workers must be free to return to their home country during periods of annual or personal leave without having to pay any form of deposit and be free of the threat of termination or other penalties. In those cases where workers return home during their annual leave, the facility must keep their positions available upon their return.
• The facility must not prevent any migrant worker from contacting their country’s embassy or consulate.
• Ensure that migrant workers can enter and exit their accommodations freely at any time of the day or night. Their freedom must not be limited by curfews, security guards, or the locking of doors, even when done for their perceived safety.

3.9 - Freedom of Association and Collective Bargaining
• The facility must inform migrant workers of their rights to join, form, or not join an association of their choice and their right to collective bargaining.
• The facility must enable trade unions to directly engage with migrant workers upon their arrival and upon request of the migrant workers during employment.
• The facility must actively engage migrant workers to understand their needs and challenges, including seeking feedback on working and living conditions.

3.10 - Grievance Mechanisms
• Migrant workers must have effective access to remedy grievances, without fear of recrimination, reprisal, or dismissal. This includes internal grievance procedures regarding the labor recruiter and the employer.

3.11 - Safe Work Environment
• All job-related and safety training must be conducted in the local language of workers.
• Health and safety policies should be translated.

References
✓ ILO - Convention No. 29, Concerning Forced Labor (1930)
✓ ILO - Convention No. 105, Abolition of Forced Labor (1957)
✓ ILO - Convention P29, Protocol of 2014 to the Forced Labor Convention, (1930)
✓ UN Global Compact - Principle 4 - Elimination of all Forms of Forced and Compulsory Labour;
✓ UN Global Compact - Principle 3 - Freedom of Association and Collective Bargaining
✓ UN Convention on the Rights of the Child
✓ The Trafficking Victims Protection Act, 22 USC §7101 (2000)
✓ The California Transparency in Supply Chains Act of 2010
✓ UK Modern Slavery Act - 2015
✓ California Transparency in Supply Chains Act
PRINCIPLE 4 - WAGES AND BENEFITS

Standard
Every worker has a right to compensation for a regular work week that is sufficient to meet the workers’ basic needs and provide some discretionary income. VF Authorized Facilities must compensate their workers fairly by providing compensation packages comprised of wages and benefits that, at the very least, comply with legally mandated minimum standards or the prevailing industry wage, whichever is higher and must provide any benefits required by law. Workers must be fully compensated at a premium rate for overtime according to local law and each worker must be provided with a clear, written accounting for each pay period. Where compensation does not meet worker’s basic needs and provides some discretionary income, VF Authorized Facilities should work with VF to make improvements and take other appropriate actions that seek to progressively realize a level of compensation that does.

Definitions
Benefits: Compensation paid to workers in addition to remuneration (wage/salary). Benefits can be classified as legal when stipulated by labor or federal agencies such as overtime, holiday, or vacation pay Companies can also provide voluntary benefits, which are not required by law, such as tuition reimbursement or food baskets.
Compensation: The wages and benefits (monetary and non-monetary) provided by the supplier to the worker.
Home Worker: Workers usually with no contract, or under a “self-employment” relationship working within a home. While most garment and textile workers are employed in factories or workshops, some are “homeworkers” – subcontracted workers who carry out paid work for firms/businesses or their intermediaries, typically on a piece-rate basis, usually within their own homes.
Permanent Workers: Workers employed on an ongoing basis until the employer or worker ends the employment relationship.
Regular Employment: A worker is provided with a legally recognized employment relationship and every effort is made by the supplier to ensure that employment is continuous.
Sub-contractor Workers: A business-to-business relationship between a supplier and a contractor (agency or other types of 3rd party). The sub-contractor worker is hired and paid by the contractor to perform services for the supplier.

Requirements
4.1 - Minimum Wage
- Relevant national or regional labor laws must be posted in the local language and the native language of the workers. The posted laws must cover such areas as minimum wage, overtime rates, work hours, leaves, and limits on overtime.
- Legally mandated wages, including overtime premiums, must be calculated as required by local law. When alternative calculations are used to determine the total salary, the amount paid may not be less than the legally prescribed calculation of the total salary amounts. For piece-rate workers, paid leave must be compensated based on actual earnings and must not be paid out of the piece-rate wages.
- If improper payments to the worker are found, including any incorrect accounting of base and overtime wages, the facility is responsible for the retroactive payments of these wages from the date of the error up to one year, or the legally required period, whichever is higher.
- Facilities shall comply with all national laws, regulations, and procedures concerning the payment of compensation to workers.
- All wage payment documentation must be maintained.
• The facilities must ensure probationary periods do not exceed the legal limits, and only one probationary period can be used unless allowed by law. During a probationary period, the facility must not pay the workers less than the lowest wage paid for a similar job, or less than the wage agreed upon in the contract, assuming it meets or exceeds the minimum wage.

• The facility must ensure that deductions, where legal, are reasonable, appropriate, and voluntary.

4.2 - Benefits and Services
• All legally mandated benefits must be paid as required by law.
• The facility must ensure that when legally required, appropriate insurance is available to cover any injuries, accidents, and deaths of the workers. This is relevant for all work on-site and must when specified by law, include contractors, temporary, and part-time workers.
• The facility must have a procedure in place for determining all statutory severance and separation benefits to which the worker is legally entitled.
• The facility must not break the continuity of service a worker has through short time breaks between contract periods.

4.3 - Overtime Compensation
• Workers must be fully compensated for overtime worked by local law.
• Workers should not punch in more than 15 minutes before the start or more than 15 minutes after the end of their shift. If punch time reflects more than 15 minutes, overtime compensation must be paid.
• Overtime must be paid at a minimum premium rate equaling the higher of the requirements of country law.
• The facility must comply with the local law regarding the voluntariness of overtime hours. Where mandatory overtime is permitted, workers must consent to work overtime by being notified of this requirement at the time of hire. If mandatory overtime will be required, workers should be given at least 24 hours of advanced notice.
• Both regular and overtime hours must be recorded on the same time document and in the same system.

4.4 - Payroll Documentation
• Workers must receive a written pay slip in the local language, when the payroll is distributed. The pay slip must include a minimum of the following information:
  o Employer information, including full company name.
  o Pay period and wage payment dates.
  o All regular and overtime hours worked.
  o Wage rates for hours of work.
  o Piece-rate calculation (if applicable).
  o Totals for regular and overtime compensation.
  o All additional compensation such as individual or team bonuses.
  o All deductions for insurance and other legally mandated benefits.
• The facility must be able to explain all payments and deduction items clearly, and the worker must have the same level of understanding.
• The facility must establish a system through which workers can dispute compensation and receive clarifications in this respect in a timely manner.

4.5 - Home Employment
• The facility must not use any form of home working to produce VF products. If the facility has home working activities with other customers, the facility must establish and demonstrate a system to ensure VF production is not intentionally or unintentionally home worked.
4.6 - Payroll Timing

- Payroll payments, including payments for workers who have resigned, must be made within the legal time limit. In the absence of legal standards, payroll payments must be made timely according to worker contracts, collective bargaining agreements, or similar documents.
- At no time should any payroll payments be delayed without reasonable explanation. These delays can be attributed to natural disasters, bank holidays, etc. Any delay should be clearly communicated to workers and well controlled to avoid any disruption of workers’ livelihood.

4.7 - Payroll Document Retention

- Payroll records are best kept on a computer payroll system linked to a clocking system (or timecards) and pay slips. Raw data, including production records for the payroll calculations, must be maintained for at least 12 months, or the legal duration, whichever is higher.
- If a facility has recently begun operations, all available payroll records should be provided at the time of audit. Additional verification may be needed later to validate the facility’s retention of payroll records.
- Bank transfer records must be maintained for all wage payments.
- A facility that is paying wages through bank transfer is recommended to pay all final termination settlements through bank transfers into the worker’s account.
- The facility shall not use hidden or multiple payroll records to hide overtime, to falsely demonstrate hourly wages, or for any other fraudulent reason. Payroll records maintained shall be authentic and accurate.

4.8 - Rest and Meal Breaks

- The facility must provide rest and meal breaks as required by law. For countries with no legally required breaks, a 30-minute unpaid break must be provided during an eight-hour workday. Reasonable additional break time should be provided for workers working overtime.

4.9 - Temporary, Outsourced or Seasonal Labor

- The facility must follow legal requirements for the compensation and must maintain time records, payroll records, and labor contracts of temporary, outsourced, or seasonal workers.
- Lists of temporary, outsourced, or seasonal workers must be current.
- All facility training related to health and safety for permanent workers must be provided to all temporary, outsourced, or seasonal workers. Documentation should be maintained on-site.
- Temporary, outsourced, or seasonal workers should be treated as equal to permanent workers for all aspects of their employment, including facility HR policies and procedures, grievance procedures, holidays, etc.

References

- ILO - Minimum Wage Definition
- ILO Convention No. 100, Equal Remuneration Convention (1951)
- ILO Convention No. 132, Holidays with Pay (Revised), (1970)
- ILO Convention No. 95, Protection of Wages Convention (1949)
- ILO Convention No. 102, Social Security (Minimum Standards) (1952)
PRINCIPLE 5 - HOURS OF WORK

Standard
VF Authorized Facilities must comply with the legal limitations on regular and overtime hours in the jurisdiction in which they manufacture. Workers must not be required, except in extraordinary circumstances, to work more than sixty hours per week, including overtime or the local legal requirement, whichever is less. A regular work week shall not exceed 48 hours. All overtime must be consensual and not requested regularly. All workers will be entitled to at least 24 hours of consecutive rest in every seven days.

Definitions
Overtime: Work performed in addition to regular working hours as defined by local law.

Requirements

5.1 - Legal Limitations on Work/Rest Hours
- The facility must ensure that workers’ hours worked do not exceed 60 hours per week, including overtime, or more than the legal limit.
- All overtime must be voluntary. The facility must have an internal policy that states workers are free to decline overtime. Workers must also be given adequate notice of future planned overtime work.
- If the facility provides transportation to the workers, it must be available at the end of the regular workday or shift so that workers who choose not to perform overtime can leave the facility.
- All hourly and production workers must use a time clock, swipe card, biometric scanner, or other reliable mechanical devices, to record their start and stop times. If manual time records are used, the worker must approve or initial the timecards. The workers themselves must do the process of punching in and out. The facility must also provide access to workers’ attendance records upon request.
- The facility must not set production targets, piece rates, or any other incentive or production system at such a level that workers need to work beyond regular working hours, excluding overtime, to make at least minimum wage or the prevailing industry wage, whichever is higher.

5.2 - Day of Rest
- All workers must be provided at least 24 consecutive hours off every seven days.
- A day of rest in exchange for a holiday, election, government-mandated power outage, or strike is allowed within one week of the holiday, election, government-mandated power outage, or strike. Under no circumstances must a day of rest exchange result in workers working more than 13 consecutive days.
- A day of rest must consist of at least 24 consecutive hours.
- Facilities must have methods or systems to properly identify and differentiate between regular working time and overtime.

References
✓ ILO - Hours of Work (Industry) Convention, 1919 (No. 1)
✓ ILO Recommendation No. 116, Reduction of Hours of Work (1962)
PRINCIPLE 6 - FREEDOM OF ASSOCIATION & COLLECTIVE BARGAINING

Standard
VF Authorized Facilities must recognize and respect the right of workers to freedom of association and collective bargaining. No worker will be subject to harassment, intimidation, or retaliation in their efforts to freely associate or bargain collectively.

Definitions
Collective Bargaining: Negotiation of wages and other conditions of employment by an organized body of workers.
Retaliation: Any negative action or credible threat against a worker who in good faith reports problems to management, participates in worker interviews during compliance audits, or helps in the investigation of a worker’s grievance.

Requirements

6.1 - Communication
- The facility must maintain current information on local and national laws regarding freedom of association and collective bargaining. This material must be shared with management, supervisors, and workers. The facility management and supervisors must respect the workers’ right to freely associate, or to choose not to associate, and any associated rights related to collective bargaining.
- The facility must be open and cooperative towards worker representation, allow workers to form or join trade unions of their choosing, and bargain collectively. The company must also give workers’ representatives reasonable access to the facility so they can conduct their representative functions. In countries where the law restricts freedom of association and collective bargaining, the facility must enable workers to establish substitute arrangements of workers’ representation and negotiation.
- The union or other worker representation must be independent of the management; there must be no “protection unions” established to prevent an independent union from forming.
- Facilities must not use any form of physical or psychological violence, threats, intimidation, retaliation, harassment, or abuse against union representatives and workers seeking to form or join an organization of their choosing.
- Workers who have been unjustly dismissed, demoted, or otherwise suffered a loss of rights and privileges due to an act of union discrimination must, subject to national laws, be entitled to restoration of all the rights and privileges lost, including reinstatement if they so desire.
- Where there is more than one union or union information in the workplace, the facility must remain neutral and refrain from doing anything that would place one organization at an advantage or disadvantage in relation to the other(s).
- Facilities must not threaten to shift production or close a workplace site to prevent the formation of a union, in reaction to the formation of a union, in reaction to any other legitimate exercise of the right to freedom of association, including the right to strike or to break up a union. The facility must not hire replacement workers to prevent or break up a legal strike that is under ILO Standards and jurisprudence, or to avoid negotiating in good faith.
- Facilities shall bargain with any union that has been recognized by law or by agreement between the employer and that union, provided such agreement does not contravene national law or the exclusive bargaining agent for some or all workers.
- When workers’ unions are in place, there must be processes to recognize the formation of workers’ unions and address worker grievances:
  - Where legally required, a current list of recognized union members and representatives must be maintained and available for review.
• Records of meetings, including minutes and agendas, with the union committee, must be retained and be available for review.

• The facility must not deduct union membership dues, fees, or fines from the workers’ wages without the written consent of the individual worker unless this was freely negotiated in a valid collective bargaining agreement, or when legally required.

• Where a union exists in the workplace, employers must make available a copy of the collective bargaining agreement to all workers and other interested parties.

• The negotiated collective bargaining agreement is in addition to local and national law and must not have lower requirements than the law.

6.2 - Harassment, Intimidation, Retaliation

• The facility must not subject workers to harassment, intimidation, or retaliation in their efforts to freely associate, join a trade union, participate in trade union activities, strike, or bargain collectively. Additionally, the worker representative must be provided with regular access to company management to address grievances and other issues. The facility must not forbid union representatives from interacting with workers.

• Worker Representatives: Worker representatives from the facility are recognized as such under national law or practice, whether they are:
  • Trade union representatives, namely representatives designated or elected by trade unions or by the members of such unions.
  • Elected representatives, namely representatives who are freely elected by the workers of the facility under provisions of national laws or regulations or collective agreements and whose functions do not include activities that are recognized as the exclusive prerogative of trade unions in the country concerned.
  • Worker representatives should be afforded the necessary time off for attending trade union meetings, training courses, seminars, congresses, and conferences. Worker representatives in the facility should be afforded the necessary time off from work, without loss of pay or social and fringe benefits, for carrying out their representation functions in the facility. In the absence of appropriate provisions, a worker representative may be required to obtain permission from their immediate supervisor, or another appropriate representative of management designated for this purpose before he or she takes time off from work, and such permission must not be unreasonably withheld. Reasonable limits may be set on the amount of time off that is granted to worker representatives.
  • Worker representatives acting on behalf of a trade union should be authorized to post trade union notices on the premises of the facility in a place or places agreed on with the management and to which the workers have easy access. The management should permit worker representatives acting on behalf of a trade union to distribute news sheets, pamphlets, publications, and other documents of the union among the workers of the facility. The union notices and documents should relate to normal trade union activities, and their posting and distribution should not prejudice the orderly operation and tidiness of the facility.
  • All collective bargaining between the workers and facility management must be negotiated in good faith. When a collective bargaining agreement exists, both workers and company management must obey all contractual requirements.
  • Facilities shall not in any way threaten the use of or use the presence of police or military, to prevent, disrupt or break up any activities that constitute a peaceful exercise of the right to freedom of association, including union meetings, assemblies, and strikes.
  • The use of “blacklists” to contravene the right to freely associate, for instance - blacklists based on union membership or participation in lawful union activity - is specifically prohibited.
• Workers have the right to select leaders and representatives of their unions and to conduct activities without interference, which includes acts that establish or promote the domination, financing, or control of a trade union by the facility.

6.3 - Worker Grievances

- An anonymous grievance mechanism must be provided, and the facility must have in place a written grievance procedure that is confidential, unbiased, non-retaliatory, and communicated and accessible to workers that give effective access to remedy.
  - Examples of anonymous grievance mechanisms include supervisors; team leaders; HR department; counselors; trade union; worker representatives; “open door” policy; company “hotlines”; third parties; worker committees; meetings between management and workers’ representatives, grievance/suggestion boxes, etc.
  - If available, the suggestion boxes must be private and not in direct view of CCTV cameras to avoid potential harassment or retaliation.

- The facility must have trained staff that implement procedures for investigating, monitoring, and tracking grievances and communicating the outcome of compliance. The facility shall have in place procedures to track the number, type, timing, and resolution of grievances, and to communicate the resolution of grievances to the workforce.

- The facility must have an operational remediation policy and processes to ensure corrective actions are duly implemented and effective access to remedy is guaranteed. This should include who is responsible, indicating a timeline for a response from the management, and tracking and monitoring methods.

- The facility must communicate with workers about different mechanisms (especially on confidentiality or anonymity, no retaliation) and the related policy and procedures in the languages that are understood by all workers from the early stage of the recruitment process, during orientations and trainings, and are published in the facility area.

- The facility must provide an orientation to new workers at the time of hiring, which includes explanations of the grievance systems, and industrial relations, including respect for the right to freedom of association, and workers’ rights and responsibilities.

- The facility must have a system in place to prevent retaliation against or discrimination towards workers who are filing grievances, including grievances regarding harassment, abuse, violations of facility procedures, compensation, or unsafe working conditions.

- The facility is also encouraged, as good practice, to identify and develop plans to respond to broader, systemic issues raised by workers through the grievance process and involve worker representatives and worker participation in the resolution of grievances, where appropriate.

References

- ILO - Convention No. 87, Freedom of Association and Protection of the Right to Organize (1948)
- ILO - Convention No. 98, Right to Organize and Collective Bargaining (1949)
- ILO - Convention No. 135, about Workers Representatives (1971)
- ILO - Convention No. 97, Migration for Employment (1949)
- Universal Declaration of Human Rights (1948) (Articles 20(1) and (2) and 23(4))
- UN Global Compact - Principle 6 - Elimination of discrimination in respect of employment and occupation
PRINCIPLE 7 - DISCRIMINATION

Standard

Employment – including hiring, remuneration, benefits, advancement, termination, and retirement – must be based on ability and not on any other personal characteristics. VF Authorized Facilities must not discriminate based on race, color, gender, age, national origin, ethnic origin, religion, sexual orientation, gender identity or expression, marital status, citizenship, disability, protected veteran status, HIV/AIDS status, or any other legally protected factor.

Definitions

Discrimination: The unjust or prejudicial treatment of different categories of people, especially on the grounds of race, age, sex, or disability.

Requirements

7.1 - Prevention of Discrimination

• The facility must have a non-discrimination policy that respects individual differences between all workers.

• This policy must include non-discrimination protection for all, regardless of race, age, color, national origin, gender, religion, sexual orientation, disability, political opinion, or social or ethnic origin. This policy must cover all workers, including contract workers who provide services to the facility.

• The policy must include a definition of discrimination that, at minimum, is aligned to national law, and preferably includes the following, in alignment with global good practice:
  o Occurs in the workplace, and the workplace includes all locations where the work-related activities occur (facility, office, canteen, transport, training, travel, accommodation, social activities, communication, etc.)
  o Covers workers as defined by national legislation and practice.

• All employment decisions must be made solely based on a person’s qualifications in terms of education, training, experience, demonstrated skills, and/or abilities, as they relate to the inherent requirements of a particular job. Employment decisions must not be made based on gender, race, religion, age, sexual orientation, nationality, political opinion, social group, ethnic origin, marital status, or union affiliation or sympathy.

• Recruitment and employment policies and practices, including job advertisements, job descriptions, and job performance/evaluation policies and practices must be free from any type of discriminatory bias.

• The facility must not request the disclosure of any personal, non-job-related information during the application, recruitment, or hiring process, including, but not limited to gender, race, religion, disability, sexual orientation, nationality, political opinion, social group, ethnic origin, or marital status.

• The facility must not, under any circumstances, use pregnancy tests or the use of contraception as a condition of their hiring or of continued employment decisions, even in cases where pregnancy tests are required by national law.

• The facility must not require dress codes or uniforms, or apply grooming or appearance standards, that impose different requirements for individuals based on their gender.

• The facility must not be based on a person’s health status, make any employment decisions that negatively affect the person’s employment status, including decisions concerning recruitment, termination, promotion, or assignment of work, unless such decision is dictated by the inherent requirements of the job or a medical necessity to protect the worker and/or other workers.
• The facility must respect the confidentiality of workers’ health status and not undertake any action that could lead to a breach of said confidentiality, including screening, whether by direct or indirect testing (for instance, by assessing risk behavior) or asking questions about previously taken tests or medications.

• The facility must not request unnecessary medical documentation of the need for minor job accommodations, including, without limitation: adjustments to uniform requirements, minor physical modifications to a workstation, including the addition of a fan or seat, periodic rest, assistance with manual labor, light duty or desk duty assignments, temporary transfers to less strenuous or hazardous work, and other accommodations consistent with the spirit of the above examples.

• The facility must not impose any discriminatory restrictions on the dress or appearance of workers. In cases where the facility requires uniforms or other specific clothing, accommodations must be made for religious practice, disability, etc. In cases where a workplace dress code is in place, the dress code must not discriminate against or set different standards for ethnic or cultural groups. The facility must make all reasonable modifications and adjustments to accommodate specific religious, ethnic, gender, and disability-based needs of all workers within the workplace as well as within any employer-provided facilities such as dormitories or transportation.

References
✓ ILO - Discrimination (Employment and Occupation) Convention, 1958 (No. 111)
✓ ILO - Equal Remuneration Convention, 1951 (No. 100)
✓ UN Global Compact - Principle 6 - Elimination of discrimination in respect of employment and occupation
PRINCIPLE 8 - HARASSMENT

Standard

VF Authorized Facilities must treat all workers with respect and dignity. VF Authorized Facilities must not subject workers to corporal punishment, physical, sexual, psychological, or verbal harassment or abuse. In addition, VF Authorized Facilities must not use monetary fines as a disciplinary practice.

Definitions

Harassment: Unwanted behavior, physical or verbal (or even suggested), that makes a reasonable person feel uncomfortable, humiliated, or mentally distressed.

Gender-Based Violence and Harassment (GBVH): Violence and harassment directed at persons because of their sex or gender or affecting persons of a particular sex or gender disproportionately. GBVH is inclusive of any act that is perpetrated against a person's will and is based on gender norms and unequal power relationships. It encompasses threats of violence and coercion. It can be physical, emotional, psychological, or sexual, and can take the form of a denial of resources or access to services. It inflicts harm on women, girls, men, and boys.

Requirements

8.1 - Anti Harassment Practice

- The facility must comply with all national laws, international conventions, regulations, and procedures concerning discipline, violence, harassment, and abuse. A process must be in place to ensure the facility maintains current information on laws and regulations.
- The facility must have an anti-harassment policy for treating all workers with respect and dignity. This policy must ensure that no workers are subject to corporal punishment, physical, sexual, psychological, or verbal harassment or abuse. All workers, including contract workers must be trained in this policy. Policies and procedures must include a clear statement that violence, harassment, and abuse must not be tolerated, procedures for the investigation of allegations, and measures to protect any complainants, victims, and witnesses.
- The facility must have a non-retaliation policy if workers do raise concerns through the grievance mechanism, which includes a method for voicing internal grievances/complaints regarding harassment and abusive behavior, and a statement that no worker will be punished or retaliated against for reporting in-good-faith harassment or abusive treatment or behavior.
- The facility must allow free access to toilets throughout the working day. The use of toilet passes is not allowed.
- As part of the human resources function, the facility shall track aggregated data for harassment complaints, investigations, and follow-ups.
- Access to food, water, medical care or health clinics, or other necessities must not be used as either reward or to maintain labor discipline.
- Facilities must not use monetary fines as a disciplinary practice for poor performance, for broken or lost tools/machinery, or for violating company rules, regulations, and policies.
- The facility must not use any form of, or threat of, physical violence, including slaps, pushes, or other forms of physical contact to maintain labor discipline. In addition, the facility must not use any form of verbal violence, including screaming, yelling, or the use of threatening, demeaning, or insulting language, to maintain labor discipline.

8.2 - Gender-Based Violence and Harassment

- The facility must have a gender-based violence and harassment (GBVH) policy that:
  - At a minimum includes a definition of GBVH which is aligned to national law, and preferably includes the following, in alignment with global good practice:
• Occurs in the workplace, and the workplace includes all locations where work-related activities occur (facility, office, canteen, transport, training, travel, accommodation, social activities, communication, etc.)
• Covers workers as defined by national legislation and practice.
• It is inclusive of any act that is perpetrated against a person’s will and is based on gender norms and unequal power relationships.
• Includes violence and harassment, and threats of such violence and coercion, that are physical, emotional, psychological, or sexual, and can take the form of a denial of resources or access to services.
• Defines sexual harassment as unwelcome and of a sexual nature that would be expected to, under the circumstances, make the person feel offended, humiliated, and/or intimidated.

Additionally, the policy includes statements that outline:
• The facility’s commitment and work towards GBVH.
• How the policy is linked to any other relevant policies and procedures.
• Any relevant national or international legislation and standards that the facility will follow including any facility or individual responsibilities.
• Behaviors that are expected of workers, including reading company policies on GBVH and participating in GBVH training.
• GBVH behaviors that are not permitted by the facility, including but not limited to those that are illegal under national legislation.
• Sanctions for those who perpetrate GBVH or violate the policy, with an explanation of disciplinary procedures.
• Safety measures are available to those who experience or report GBVH and/or who participate in an investigation, including measures to protect against retaliation.
• GBVH training is provided by the facility, including for all workers, and included in induction.
• Information on how complaints of GBVH can be made.
• The procedures for grievance mechanisms to remediate complaints of GBVH (see next code provision for details).
• Specific training requirements for staff with responsibility for receiving, responding to, and/or investigating complaints.

The facility must have a committee in place tasked with coordinating and monitoring the implementation of the GBVH policy. The forming and functioning of the committee must meet the requirements of any national legislation and should include both management and worker representatives. Ideally, the committee would:
• Include a diverse group of representatives including women and men, different ethnicities, and different age groups, and include workers from different departments in the facility who demonstrate an interest in addressing GBVH.
• Have their role in the committee included in their scope of work and performance objectives.
• Meet at least quarterly, during work hours, and in a room provided by the facility with records kept of meeting discussions, decisions, and agreed actions, and these are kept confidential where required.

Workers must receive training or awareness raising on the GBVH policy which increases workers’ knowledge of:
• What constitutes GBVH.
• GBVH policy:
  • Behaviors that are not tolerated.
  • Rights and responsibilities of workers.
• Grievance mechanism for complaints of GBVH
• How to report GBVH.
• Workers’ rights and responsibilities after reporting.
• Process and timeframe for investigations.
• Positive bystander action to support survivors of GBVH.
• Support services for survivors of GBVH.

• At a minimum, the facility must have a process to monitor the number of workers who have participated in training/awareness on the GBVH policy, and ideally, this information is disaggregated by the sex and position of participants.

8.3 - GBVH Grievance Process

• There is a clear set of procedures for a grievance mechanism to remediate complaints of gender-based violence and harassment (GBVH) which is written and documented in a policy or procedure to ensure a consistent approach in dealing with reports of GBVH. At a minimum, this process includes details of how the facility will:
  o Receive complaints of GBVH, including how complaints can be made and to whom, and the responsibilities of those receiving complaints, including referring the survivor to external support services.
  o Resolve complaints of GBVH including details for informal resolutions and formal resolutions (that include investigation and formal disciplinary action).
  o Monitor and document complaints of GBVH.
  o Protect the confidentiality and safety of the person making a complaint/survivor of GBVH and ensures the survivor’s choice and control over actions taken.
  o Ideally, this process will include how the facility will:
    ▪ Be flexible to respond to the different needs and choices of survivors.
    ▪ Ensure timely resolution of complaints.
    ▪ Communicate regularly with those involved in complaints and investigations.
    ▪ Ensure proportionate sanctions and disciplinary measures.

• There is someone, or a committee, appointed to handle complaints of GBVH.

• Those responsible for handling complaints of GBVH have been trained in their responsibilities including training in the:
  o Gender and GBVH.
  o GBVH policy.
  o Receiving, responding to, and investigating complaints of GBVH ensure confidentiality, consent, and safety.

• If there have been complaints of GBVH in the past 12 months, the facility can show that they have been resolved and that actions were proportionate to the incident.

• There is a process to monitor the number of complaints of GBVH disaggregated by, at a minimum, the sex and job role of the survivor and alleged perpetrator.

References
✓ ILO Violence and Harassment Convention, 2019 (No. 190)
✓ United Nations Convention Against Torture and Other Cruel, Inhumane, or Degrading Treatment or Punishment
PRINCIPLE 9 - WOMEN’S RIGHTS

Standard
VF Authorized Facilities must ensure that women workers receive equal remuneration, including benefits, equal treatment, equal evaluation of the quality of their work, and equal opportunity to fill all positions open to male workers. Pregnancy tests will not be a condition of employment, nor will they be demanded of workers. Workers who take maternity leave (of a duration determined by local and national laws) must not face dismissal nor threat of dismissal, loss of seniority, or deduction of wages, and must be able to return to their former or comparable employment at the same rate of pay and benefits. Workers must not be forced or pressured to use contraception. Workers must not be exposed to hazards, including glues and solvents, which may endanger their safety, including their reproductive health. Facilities must provide appropriate services and accommodation to women workers in connection with pregnancy.

Definitions
Discrimination: The unjust or prejudicial treatment of different categories of people, especially on the grounds of race, age, sex, or disability.
Equal Opportunity: The right to be treated without discrimination, especially on the grounds of one's sex, race, or age.

Requirements
9.1 - Equal Rights
• The facility must ensure that policies and procedures related to recruitment, retention, promotion, professional development/training opportunities, and remuneration/benefits provide equal opportunities and do not discriminate against women. Policies and procedures should consider the following:
  o Recruitment – The facility must modify job postings to remove gender bias, such as the expectation that certain skills and jobs are better suited for men or women. All qualifications must directly tie to duties performed on the job. Vacancies for jobs, particularly at leadership levels, must be formally advertised and recruited too.
  o Promotions – Opportunities for promotion must be formally announced and all workers must be made aware of the process for applying.
  o Professional development/training must be offered to all workers regardless of gender. Training must include quotas for female workers. Training must happen during working hours and be paid, and workers must be compensated for out-of-working hours training.
  o Remuneration/benefits – Women must be entitled to the same amount of pay and benefits as men doing the same jobs and doing jobs of equal value. The facility must not differentiate pay, bonuses, or benefits based on marital status or pregnancy.
  o Skills ladders/matrixes must be clearly documented covering the different types of roles and levels of seniority in the workplace, explaining roles and responsibilities, pay banding, and job equivalence across different departments and job types. Skills ladders and matrixes must avoid gender stereotypes and biases in how skills are described and valued, such as valuing hard skills over soft skills, or physical strength over sewing skills, to avoid discrimination in recruitment, promotions, performance management, professional development, and remuneration/benefits.
  o All policies must be clearly communicated to workers through different channels, including inductions, training, loudspeaker announcements, videos, and posters, and workers must be made aware of the grievance mechanisms and forms of worker representation available to them if they experience these policies being broken.
• Facilities must ensure that women have equal opportunity to use, be represented within, and act as representatives of other workers on social-dialogue platforms and forums in the facility. This includes:
  o Committees or forums specific to women’s rights, such as anti-sexual harassment committees, or forums for women workers. These committees must contain worker and management representatives, and worker representatives would preferably be elected, including representatives from any trade unions operating in the facility. Quotas for female representation on the committees must be set and agreed upon.
  o General committees and social-dialogue forums, such as worker participation committees and health and safety committees. Quotas must be set for equal representation of female representatives on these committees. These committees must contain worker and management representatives, and worker representatives would preferably be elected, including representatives from any trade unions operating in the facility.
• Facilities must provide training for all levels of management, supervisors, workers, and third-party service providers on gender equality and the rights of women in the workplace.
• The facility must collect data disaggregated by gender and retain this year-to-year to identify trends so that progress in attaining equality over time can be tracked. Ensure data collection is effectively conducted and integrated into business operations. Trend analysis through document checks to note facts such as:
  o Analysis of the number and percentage of the workforce by job type (sewing operator, cutter, etc.) and seniority (worker, supervisor, manager).
  o Analysis of workforce pay by job type and seniority, including calculation of overall gender pay gap.
  o Analysis of number and percentage on short-term versus long-term contracts.
  o Analysis of number and percentage of workers paid by hour/piece rate versus waged workers
  o The number of women promoted in the past 18 months.
  o Comparison of women short-listed for interviews versus the number of women applicants.
  o Comparison of the number of new recruits versus the number of advertised job openings.
  o Training records to evaluate training uptake by gender.

9.2 - Child Care
• The facility must provide childcare under national law. The childcare facility must meet the following standards:
  o Licensed or operated according to national legislation.
  o A clear set of procedures on access to the childcare facility and children in the care of the childcare facility, to ensure only those with approval can access the children.
  o Confidential health records must be maintained for each child including details of immunizations, medications, communicable diseases, and evidence of neglect or unusual injuries. There must be a clear set of procedures on what to do in cases of suspected neglect, harm, or abuse of a child including adhering to any mandatory reporting required by national legislation, including ensuring information is kept confidential.
  o Maintain a clean, hygienic environment.
  o Fire extinguishers, first aid kits, and all other facility health and safety guidelines apply to the childcare area.
  o Maintain a child-friendly space that is educational and encourages physical, intellectual, and social development for all age groups.
  o Children should not be subjected to any physical, psychological, emotional, or other forms of abuse, harm, or neglect while at the facility.
  o All workers working with children must receive training that includes at a minimum: first aid, CPR, and good practices for working with children including child protection and
written childcare procedures. In addition, background screening is completed for childcare providers.

- Any facility workers who do not provide direct care to children, but may interact with them occasionally, i.e., security guards, canteen workers, etc., should be trained in appropriate behavior, language, and conduct when interacting with children.

- General safe practices include:
  - All hot surfaces must be insulated so that children cannot encounter them.
  - Electrical outlets within reach of children must be provided with receptacle covers when not in use.
  - Fireplaces, stoves, and open flames must be guarded.
  - Medicines, poisons, and other dangerous substances must be stored in a locked cabinet.
  - The premises must always be clean and well-maintained.
  - There must be a monthly fire evacuation drill conducted with children present.
  - Outdoor play areas must be safe, and secure, and any open water or pits must be fenced or covered.
  - Potable drinking water must be available. Common drinking cups or utensils are prohibited.
  - Cold and hot water not exceeding 110°F (43°C) must be supplied to lavatory fixtures accessible to children.
  - Toilet facilities must be clean, suitable for children, and provided with hand-washing facilities. There must be one toilet and washbasin for every 15 children.
  - Individual clean cribs, cots, or mats (suitable to the child’s age and level of development) and clean linens must be provided. For evening care, each child must be provided with a firm, waterproof mattress. At least 3 ft of space must separate cribs, cots, and mats.

- Facilities should aim to support workers to manage their unpaid-care work burdens. The following are considered good practices that facilities are encouraged to adopt:
  - Provide forms of compassionate and/or personal leave for workers to use for handling medical check-ups and family emergencies.
  - Provide an accessible, one-step approach for workers to apply for leave (including annual, sick, personal, and compassionate leave).
  - Provide flexible working options to workers, such as opportunities to start the working day earlier or later or to choose to work different working patterns.
  - Announce overtime opportunities a day in advance to give workers time to plan their childcare obligations.
  - Provide an on-site grocery store where workers can buy food and other essentials.
  - Pay wages digitally and provide accessible ATMs where workers do not have to queue for a long time to withdraw cash.
  - Run healthcare clinics with doctors in the facility health center or in the communities where workers live.
  - Provide scholarships and financial support for the children of workers to access education.
  - Partner with childcare providers to offer childcare services in the communities where workers live.

9.3 - Sexual-Reproductive Health

- The facility must ensure women have access to safe, high-quality facilities and services that meet their sexual and reproductive needs and rights. This includes:
  - A free, accessible health clinic/facility, staffed by qualified medical professionals including female physicians, which provides sexual and reproductive health and general health and well-being services to workers.
  - Providing menstrual hygiene products to workers regularly.
• Sufficient, hygienic, and accessible facilities for lactation, including refrigerated storage for breast milk.
  • Sufficient, hygienic, accessible washrooms and toilets separated by gender.
• The facility must ensure women can access paid breaks/leave during working hours to access sexual/reproductive health facilities and services inside and outside of the facility, free from any negative consequences such as harassment, discrimination, or dismissal. This includes:
  o Paid breaks during working hours for health and pregnancy check-ups and lactation.
  o Paid breaks for workers to access washrooms. There should be no restrictions on these.
  o Paid special leave to attend pregnancy- and maternity-related health check-ups outside of the facility.
  o Paid menstruation leaves where legally required.
• The facility must provide appropriate accommodations for workers who are pregnant or have new-born children under national laws and include:
  o Protections from all forms of work that are hazardous, unhealthy, or harmful to their health or the health of their unborn or newborn child. This includes work with hazardous substances, arduous physical work, and work that causes physical strain, such as long periods of standing or working in high temperatures.
  o Preferably including risks to pregnant workers within occupational health and safety risk assessments and making the results of those assessments available to pregnant workers.
  o Preferably reducing production targets for pregnant workers and workers who are breastfeeding.
• The facility must provide paid maternity, paternity, and parental leave at a minimum under national law. Recommended best practices are at the following levels:
  o At least 14 weeks maternity leave at full pay.
  o More than 1 week of paid paternity leave at full pay.
  o Provision of paid, partially paid, and unpaid parental leave following maternity/paternity leave.
  o Provision of maternity/paternity/parental leave is not discriminated against based on relationship status or any other form of status, identity, or expression.
• The facility must ensure that there is no discrimination – such as refusal to access training or promotion opportunities, dismissals, loss of seniority, or deduction of wages for workers who are pregnant and/or taking maternity, paternity, or parental leave and that workers return to work in the same or equivalent job role at the same rate of pay and benefits.
• The facility must ensure that pregnancy tests are not a condition of employment and that workers are never required to take pregnancy tests or contraception by the facility. Medical professionals can provide guidance on and access to pregnancy tests and contraception to workers through health services in the facility.

References
✓ ILO - Convention for Equal Remuneration for Men and Women (No.100)
✓ ILO - Discrimination (Employment and Occupation) Convention, 1958 (No. 111)
✓ Women’s Empowerment Principles (WEPs)
✓ UN Global Compact - Principle 6 - Elimination of discrimination in respect of employment and occupation
PRINCIPLE 10 - SUBCONTRACTING

Standard

VF Authorized Facilities shall not use subcontractors in the manufacturing of VF products or components without VF's written approval and only after the subcontractor has agreed to comply with these Global Compliance Principles.

Definitions

Subcontracting: When any work activity on VF products (including but not limited to sampling, cutting, sewing, assembly, molding, embroidery, printing, washing, and packing operations) is performed outside of the primary production facility to which a VF purchase order is issued.

Requirement

10.1 - Unauthorized subcontracting

- Subcontracting of VF production to unauthorized facilities is not allowed. Subcontracting includes, but is not limited to, all cutting facilities, sewing plants, screen printers, embroiderers, laundries, and packaging locations. Any subcontracting facility intended for use for VF production must be reported to VF, and a VF Facility Compliance Audit must take place before placing any VF production. Production cannot begin until the subcontractor has been approved by VF.

- The facility must have an internal policy that prohibits unauthorized subcontracting; training must be provided periodically. Additional training must be provided if unauthorized subcontracting occurs, as a prevention measure. The facility must invest in systems to prevent future violations.

- The facility must maintain production and shipping records, including subcontracting documentation, for VF production for at least 12 months, or the legally required time for customs verification, whichever is higher.
PRINCIPLE 11 - WORKERS' RESIDENCE (DORMITORY)

Standard

Dormitories of VF Authorized Facilities must provide a clean, safe, and healthy residence environment. The dormitory design must provide adequate privacy, security, and freedom of movement for all occupants. Dormitory facilities must comply with all applicable legally mandated standards for public domiciles in the countries and communities in which they operate.

Definitions

Dormitory: A section of a building or an entire building that is used for sleeping and as a personal space for workers. This includes the toilet, washing and bathing facilities, cooking, and eating areas, and common spaces contained within the building.

Eating or Cooking Area: A section of a building or an entire building that is used for the cooking, preparation, and serving of food for workers. It can also refer to dining areas for workers.

Requirements

11.1 - Dormitory Safety and Cleanliness

- Dormitory facilities must not be used for production, warehousing, or storage of any kind, including chemicals.
- All structural permits and licensing must be current and available.
- Dormitories must be in separate structures, located at least the required distance per local law from chemical and production-related buildings. In the absence of zoning laws, buildings must be at such a distance to allow adequate space for firefighting equipment and an orderly evacuation.
- The health and safety guidelines for production facilities must also be applied to dormitories.
  Additional guidelines for dormitories:
  - Dormitories must be clean, secure, adequately lit, sufficiently heated/cooled, and have good ventilation.
  - At a minimum, each worker in the dormitory must have 50 square ft/4.6 square mt of living space or the amount required by local law, whichever is higher.
  - Every dormitory must be constructed in a manner that will provide occupants with protection against extreme weather conditions.
  - Restrictions on dormitory residents (curfews) must be judged to be reasonable in the context of legitimate concerns for personal safety. All workers, including contract workers, must be allowed to leave the dormitories at will, except in those cases where there is a reasonable concern for their safety, in which case the facility must provide transportation to the worker’s desired destination.
  - Storage of hazardous or combustible materials is prohibited in dormitories.
  - For dormitories built with one central staircase, there must be three exits per floor – one central plus one additional at opposite ends of the building.
  - An emergency evacuation diagram must be placed on each floor along with instructions for fire, severe weather, earthquakes, etc. (as appropriate for the location).
  - Smoke detectors must be mounted to the ceiling and located every 30 ft/9 mt per floor (if the dormitory hallway is not enclosed, one smoke detector in each dorm room is required). These smoke detectors must be inspected for functionality every six months.
  - Garbage/Trash Containers:
    - At least one covered container must be provided for each dormitory room.
    - The containers must be rodent and fly-proof, impervious to liquids, and kept clean.
• The containers must always be emptied when they are full, and no less than twice weekly.
  o An audible fire alarm must be in place. The alarm volume must be 15dB above ambient noise levels.
  o A fire extinguisher must be within 75 ft/23 mt of each room.
  o Dormitory rooms must not be locked from the outside at night, but residents should be allowed to secure locks from the inside of rooms.
  o Mosquito netting or window screens must be provided.
  o Fire drills for the dormitory/sleeping quarters (the practicing of an emergency evacuation procedure) must be conducted at least once every six months and be documented.
  o Cooking is allowed only in a designated kitchen area with adequate fire protection available.
• A properly stocked first aid kit must be available in each dormitory block. At least 1% of dormitory residents must be trained in first aid.
• Toilet facilities must be lit at night.
• Residents must have access to:
  o Running water.
  o Showers, bathing area, and toilets with appropriate privacy. The shower distribution lines must be capable of supplying water at normal operating pressures to all fixtures for simultaneous operation. An adequate supply of hot and cold running water must be provided for bathing.
  o Safe drinking water testing must be conducted every six months.
  o Secure lockable storage for personal items.

References
✓ ILO - Workers' Housing Recommendation, 1961 (No. 115)
✓ ILO - Guidelines on occupational safety and health management systems, ILO-OSH 2001
PRINCIPLE 12 - FACILITY SECURITY

Standard
All VF Authorized Facilities must establish facility security procedures to guard against the introduction of non-manifested cargo into outbound shipments. Such items would include drugs, biological agents, explosives, weapons, radioactive materials, undocumented migrants/stowaways, and other contraband.

Definitions
Access Controls: Any system, hardware, or software that can identify unauthorized people accessing a certain place.
AEO (Authorized Economic Operator): An authorized economic operator is "a party involved in the international movement of goods in whatever function that has been approved by or on behalf of a national Customs administration as complying with WCO or equivalent supply chain security standards. Also known as OEA in Mexico.
CCTV (Closed Circuit Television): A TV system in which signals are not publicly distributed but are monitored, primarily for surveillance and security purposes.
C-TPAT (Customs-Trade Partnership Against Terrorism): A voluntary supply-chain security program led by U.S. Customs and Border Protection focused on improving the security of private companies supply chains concerning terrorism.
Seal: A device that is designed and constructed with tamper indicative features that generate tell-tale evidence of tampering, while securing and preventing the entrance of contraband or people.

Requirements
12.1 - Security Procedures
- Closed-circuit television cameras (CCTV) must be used to monitor premises and prevent unauthorized access to cargo handling and storage areas as follows:
  - CCTV cameras must be installed in the following areas: gates, surrounding premises, packaging, carton packing, finished goods warehouse, loading, and unloading areas.
  - CCTV records (tape or digital) must be maintained for a minimum of 30 days. Recordings must be seven days per week, 24 hours per day, and continuous.
  - CCTV monitors must be installed in the security guard post, security manager’s office area, or other monitoring areas in the facility.
  - CCTV facilities or devices must be maintained and repaired promptly.
  - CCTV coverage of the loading docks must include the ability to view the loading of all trailers with illumination (proper lighting) for clear recording.
- Access controls include:
  - Unauthorized access to facilities, conveyances, packaging areas, and finished goods storage or warehouse must be prohibited.
  - Controls must include the identification of all workers, visitors, and vendors.
  - Challenging unauthorized/unidentified persons.
- Physical Security:
  - All buildings must be constructed of materials, that resist unlawful entry and protect against outside intrusion.
  - Physical security must include:
- Perimeter fences, and/or natural barriers (river, woods, highway, etc.)
- Locking devices on external and internal doors, windows, and gates.
- Fences, and adequate lighting inside and outside the facility.
- The segregation and marking of international, domestic, high-value, and dangerous goods cargo within the warehouse by a safe, caged, or otherwise fenced-in area.

- Facilities must ensure that shipping manifests are complete, legible, accurate, and submitted as requested.
- Written procedures to prevent pest contamination include compliance with Wood Packaging Materials (WPM) regulations. Provide training to all applicable workers on preventing visible pest contamination.
- Comprehensive written cybersecurity policies and procedures to include:
  - Adequate defense against cyber threats (e.g., malware, firewalls, current/updated security software).
  - Procedures to prevent social engineering attacks, and data recovery processes.
  - Regular testing of IT infrastructure to ensure security.
  - Back-up data at least once a week or as appropriate.
  - Store sensitive and confidential data in an encrypted format.
  - Account for all media, hardware, or other IT equipment through regular inventories; when disposed ensure properly sanitized or destroyed.

- All shipments must be secured immediately after loading/stuffing/packing by the responsible party (i.e., the shipper or packer acting on the shipper’s behalf) with a high-security seal that meets or exceeds the most current International Standardization Organization (ISO) 17712 standard for high-security seals. Qualifying cable and bolt seals are both acceptable. All seals used must be securely and properly affixed to instruments of international traffic that are transporting cargo.
  - Access to seals will be strictly controlled by the responsible party and shall be issued at random to avoid seals being affixed in sequential order.
  - Seals must be stored in a secure location (locked cabinet, safe, etc.) until such a time as their use is warranted.
  - Access to such secure locations must be restricted to those parties responsible for the inventory and affixing of seals.
  - A log must be maintained to account for all seals under the control of the manufacturer/importer.
  - In case of seal discrepancies, the facility must retain altered or tampered seals to aid in investigations, investigate discrepancies and follow up with corrective measures (if warranted), and notify the shipper/importer.
  - The seal verification process must be followed to ensure all high-security seals (bolt/cable) have been affixed properly to Instruments of International Traffic, and are operating as designed. The procedure is known as the VVTT Process:
    - View seal and container locking mechanism; ensure they are okay.
    - Verify seal number against shipment documents for accuracy.
    - Tug on the seal to make sure it is affixed properly.
    - Twist and turn the bolt seal to make sure its components don’t unscrew, or separate from one another, or any part of the seal becomes loose.

- Private passenger vehicles must be prohibited from parking in or adjacent to cargo handling and storage areas and conveyances.
- Worker security processes must be in place to conduct employment screening and interview of prospective workers to include periodic background checks and application verifications. Procedures must be in place to remove identification, facility, and system access for terminated workers.
• A security awareness program must be provided to workers, including:
  o The recognition of internal/external security threats.
  o Maintaining cargo integrity.
  o Determining and addressing unauthorized access.
  o These programs may offer incentives for active workers’ participation in security controls.
  o Conveyance security.
  o How to report security incidents and suspicious activities.
  o Conduct refresher training periodically and as needed after an incident or breach, including relevant topics.

• Seven-point inspection of trailers must be conducted before loading:
  o Outside/undercarriage (before entering facility).
  o Inside/outside doors.
  o Right side/left side.
  o Front wall/ceiling/roof.
  o Floor (inside).

• Visitors, vendors, and service providers must present photo identification upon arrival, and a log must be maintained that records the details of the visit. All visitors must be escorted. In addition, all visitors and service providers must be issued temporary identification. If temporary identification is used, it must always be visibly displayed during the visit. The registration log must include the following:
  o Date of the visit.
  o Visitor’s name.
  o Verification of photo identification (type verified such as license or national ID card). All visitors/vendors no matter how regular must present identification and be logged in and out of the facility.
  o Time of arrival.
  o Company point(s) of contact.
  o Time of departure.

• On-site security workers, whether they are full-time, contractor workers, or sub-contracted workers of an outside service provider, must conduct routine and emergency activities in such a way as to ensure the highest levels of safety and security, while also protecting the dignity of the workers. All security workers must meet the legal requirements of working age, wages and remuneration, hours worked, and any applicable laws and regulations related to their hiring and employment.

• If worker searches are necessary to guard against theft or illegal activities, the contractor must first consult with the local labor bureau or other appropriate government agencies regarding standards for conducting such searches. Worker searches, which include “pat-downs” and opening handbags, etc., must be applied equally to all workers regardless of the job role. All worker searches must be conducted in the open, and any physical searches (i.e., pat downs) must be performed by security workers who are of the same gender as the worker and with respect for the individual.

References
✓ Customs-Trade Partnership Against Terrorism
✓ International Ship and Port Facility Security (ISPS) Code
PRINCIPLE 13 - HEALTH AND SAFETY

Standard
VF Authorized Facilities must provide their workers with a clean, safe, and healthy work environment, designed to prevent accidents and injury to health arising out of or occurring while at work. VF Authorized Facilities are required to comply with all applicable, legally mandated standards for workplace health and safety in the countries and communities in which they operate.

Definitions
Asbestos: A naturally occurring mineral, made up of long thin fibers. These fibers can be dangerous if they are inhaled as dust and are known to contribute to an increased risk of lung cancer. Asbestos-containing material (ACM) is generally considered to be any material that contains more than 1% asbestos by weight. Asbestos is commonly found in insulation, roof tiles/sheets, floor tile, and other building materials. The import, export, and use of asbestos are restricted in some countries.

Bloodborne Pathogens: Pathogenic microorganisms that are present in human bodily fluids and can cause disease in humans. These pathogens include but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Confined Space: Any space that is large enough for a person to enter, has limited means for entry and exit and is not designed for continuous occupancy (i.e., manholes, sewers, tunnels, boilers, storage tanks, and pits).

Decibel (dB): A decibel is a measure of sound pressure level (noise). Measurements are most often made in the A-weighting scale and therefore are abbreviated as dBA.

Emergency Action Plan: An emergency action plan (or contingency plan) is a building or site-specific plan that considers all actions (e.g., evacuation), by all workers related to fire or other emergencies with a clear definition of roles and responsibilities to prevent, mitigate and recover from an event such as a workplace fire or other emergencies (e.g., earthquake, flood, an act of terrorism, etc.). An emergency action plan must be in writing, kept in the workplace, and available to workers for review.

Ergonomics: The applied science of equipment design, as for the workplace, intended to maximize productivity by reducing operator fatigue and discomfort.

Evacuation Diagrams: A diagram or map posted in buildings to advise occupants, workers, and visitors of the best routes to evacuate the building. These maps are drawn from the viewer’s perspective with the current floor layout, indicating arrows to designated exit routes. These maps also show locations of exits, assembly points, and equipment (such as fire extinguishers, first aid kits, and spill kits) that may be needed in an emergency.

Evacuation Drill: An organized plan for workers, aided or supervised by emergency team members, to practice leaving the building as though there were an actual fire, chemical exposure, bomb threat, or other emergencies.

Exposure Control Plan (ECP): A written plan that identifies those tasks and procedures in which occupational exposure to bloodborne pathogens may occur and identifies the duties of the persons involved in cases of occupational exposure.

Hazardous situations:
Conditions by which work would be considered hazardous include:
- Work underground, underwater, at dangerous heights, or in confined spaces.
- Work with dangerous machinery, equipment, and tools, that require heavy handling.
- Work with dangerous chemicals or hazardous substances.
- Work that is performed in an unhealthy or hazardous environment, or under particularly difficult conditions i.e., noisy environments, extreme hot/cold conditions
- Any work activity declared by the government as hazardous or dangerous.

Hot work: any welding, cutting, grinding, or any other activity involving open flames, sparks, or other ignition sources that may cause smoke or fire, or which may trigger detection systems.
**Lock-out**: The placement of a lockout device on an energy-isolating device, following an established procedure, ensuring that the energy-isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

**Personal Protection Equipment (PPE)**: Safety equipment worn by workers to protect against physical hazards. Examples of PPE are eyewear, face shields, ear plugs, hard hats, gloves, and foot protection.

**Power Industrial Truck / Forklift**: A mobile, power-propelled truck used to carry, push, pull, lift, stack, or tier material.

**Pressure Vessels**: A container designed to hold gases or liquids at a pressure substantially different from the ambient pressure.

**Safety data sheet (SDS)**: A document that lists information relating to occupational safety and health for the use of various substances and products. SDS information may include instructions for the safe use and potential hazards associated with a particular material or product, along with spill-handling procedures.

**Secondary Containment**: Apparatus installed around storage devices, such as tanks or containers, to prevent wastes or accumulated liquids from leaking into the soil, groundwater, or surface water by capturing any leaks. Secondary containment devices include double walls, liners, vaults, spill baths, bund(ing), or berms. Sometimes secondary containment is an area that is sloped to drain into a sump or holding area where materials are collected.

**Spill**: When a chemical product, waste, or material is released from its proper container into an area where it was not intended to be.

**Tagout**: The placement of a tag-out device on an energy-isolating device, following an established procedure, to indicate that the energy-isolating device and the equipment being controlled may not be operated until the tag-out device is removed.

### Requirements

#### 13.1 - Management System
- The facility should establish, implement, and maintain an occupational health and safety (OH&S) management system to improve occupational health and safety, eliminate hazards, and minimize OH&S risks. The facility must review and update the OH&S management system program periodically.

#### 13.2 - Health and Safety Program
- The facility’s health and safety program must include policies and procedures, worker awareness training, safety meetings, accident reviews, injury and illness prevention, risk assessments, and a comprehensive review of occupational health standards by job type (noise, air, light, and ergonomics).
- The facility must have a health and safety committee that includes a ratio of facility workers and management based on country law. The health and safety committee membership or organization chart must be posted prominently in appropriate areas of the workspace. Efforts should be made to ensure the gender ratio of the committee represents the workforce.

#### 13.3 - Health and Safety Training
- The facility must have adequate health and safety training programs for its building configuration and production processes. The facility workers must be trained initially upon hire and periodically on health and safety topics including but not limited to:
  - Emergency evacuation
  - Fire-fighting equipment
  - General facility safety
  - First aid
  - Personal protective equipment
- Enhanced role-specific training must be completed for all workers as determined by their job function or responsibility.
- Formal first aid training is required for 2% of the facility workers for all working shifts (both male and female). Training and certification through an agency such as the Red Cross must be obtained, and refresher courses repeated at required intervals.
- Any worker expected to use a fire extinguisher or similar safety equipment has received annual training. Documentation of training must be maintained.
- Training documentation must include the topic of training, date, trainer, and attendees.
- The facility must ensure the competency of trainers by examining training certifications or similar documents.
- Any medical professional (nurse, doctor, EMT) who provides services at the facility maintains current certification and licensing according to their respective licensing boards.

13.4 - First Aid

- There must be at least one easily accessible, fully stocked first aid kit per 100 workers on each production floor. If kits are locked to prevent theft, the keys must be readily available.
- Each first aid kit must contain, at a minimum, the following or with contents per local law:
  - Sterile gauze or cotton balls
  - Bandages
  - Adhesive tape (plasters)
  - Disinfecting agent (antiseptic cleanser)
  - Antibiotic/antibacterial ointment (single use)
  - Sterile/surgical gloves (non-latex)
  - Scissors (optional)
  - Tweezers (optional)
  - Thermometer (optional)
  - Burn ointment (single use, optional)
- An inventory checklist must be posted inside or outside the kit. The kit must be inspected monthly with records maintained. All items must be labeled, identified, and maintained in accordance with expiration dates.
- First aid responders must be identified on the cover of the first aid kit.
- If additional first aid equipment is available in the facility such as Automatic External Defibrillators (AED), the equipment must be maintained as recommended by the manufacturer. It is important to do a periodic visual inspection of the AEDs to ensure they are in working order. The frequency of inspection should be based on the manufacturer's recommended schedule, with a minimum frequency of monthly. Additionally, the training requirements for the equipment must be current.
- Workers who provide first aid could be exposed to blood or other potentially infectious materials; they are covered under the bloodborne pathogens standard. Each worker who will render first aid must be made aware of bloodborne hazards and provided with proper protective equipment to avoid exposure. Additionally, first aid responders should be afforded any vaccinations such as Hepatitis B if required by law.
- If a medical room is provided, it should be clearly marked as a first aid room and a sign should be placed on the door clearly, showing the names and locations of first aiders and the occupational nurse or physician. The room should be large enough to hold a bed or couch and
the door to the room wide enough to accommodate a stretcher, wheelchair, carrying chair, or wheeled carriage. The facilities and equipment that should be provided in first aid rooms are:
- A bed or couch (with a waterproof surface), and frequently cleaned pillow and blankets. The number of beds should conform to requirements set out in local law.
- A chair.
- Clean protective garments for use by first aiders.
- A sink with running hot and cold water is always available.
- Suitable storage for first aid materials.
- A range of first aid equipment (at least to the standard of first aid boxes).
- Suitable, foot-operated, refuse container lined with disposable plastic bags.
- Paper towels and soap.
- Drinking water.
- Privacy curtains.
- A telephone or other suitable means of communication.

13.5 - Serious Injuries
- The facility must maintain a written injury and accident investigation procedure along with records of accident investigations.
- The facility management must be knowledgeable of where the nearest medical clinic is located and have a procedure in place for safely transporting workers in an emergency. This process shall cover all working shifts. Emergency telephone numbers shall be prominently located by each telephone.

13.6 - Lockout/Tagout
- **Written Hazardous Energy Control Program**: The facility has developed a written hazardous energy control procedure. The program has outlined site-specific procedures for the following:
  - System utilization sequence
  - Written procedures
  - Authorization and notification of lockout
  - Locks and Tags
  - Energy isolation verification
  - Testing and positioning of equipment
  - Energy restoration
  - Contractors
  - Periodic inspections and annual certification
  - Training
- **System utilization sequence, and preparation for lockout/tagout to include**:
  - All workers affected by the system should be notified when maintenance workers or others are going to work on equipment operated by others; they will, before commencing work, receive acknowledgment and release of the equipment by the workers responsible for the equipment.
  - A pre-job plan should be developed to assure appropriate lockout/tagout procedures.
- **Application of Lockout/Tagout**
  - Use appropriate equipment/process shutdown procedures to deactivate operating controls or return them to neutral mode.
  - All involved energy-isolating devices should be operated or positioned in such a manner as to isolate the equipment or process from the energy source.
  - Locks and tags should be applied to each energy-isolating device by authorized workers.
    - Lockout fixtures and locks should be attached in such a manner as to hold the energy-isolating device in a safe position.
Worker tags should be completed by the applier and attached to the energy-isolating device.

- After the lockout/tagout application and before the commencement of work, one or more of the following actions must be taken:
  - Operate the controls (push buttons, switches, etc.) to verify that energy isolation has been accomplished. Controls must be returned to neutral mode after the test.
  - Check the equipment by use of a test instrument and/or visual inspection to verify that energy isolation has been accomplished.
  - The equipment/process shall be examined to detect any residual energy. If detected, action must be taken to relieve or restrain the energy.

**Written Procedures:** Written energy isolation procedures are not required for a piece of equipment if ALL the following conditions exist:

- The equipment has no potential for stored energy after shutdown.
- The equipment has a single energy source.
- The energy source can be readily identified and isolated with a single lock.
- Locking out the energy source will completely de-energize the equipment.
- The servicing or maintenance does not create hazards for other workers.
- There have been no incidents involving the unexpected or unwanted activation of the equipment during past servicing or maintenance tasks.
- Written procedures that specify the methods of energy isolation shall be established for each piece of equipment, groups of similar equipment, or process before performing the lockout.
- Specific equipment may be grouped as one procedure if they are listed or identified in the scope of the energy control procedure and if they all have the same or similar:
  - Procedural steps for shutting down, isolating, blocking, securing, and dissipating stored energy in machines or equipment.
  - Procedural steps for the placement, removal, and transfer of the lockout or tagout devices and the responsibility for them.
  - Requirements for testing a machine or equipment to determine and verify the effectiveness of lockout devices and other control measures.

**Authorization and Notification of Lockout:** Facility procedure requirements include:

- Specific individual(s) authorized to perform lockout.
- Specific notification process before a lockout is performed.
- Specific notification process when returning the equipment to normal operation.
- Management is responsible for the development, implementation, and administration of an effective lockout/tagout system.
- Only authorized workers shall operate energy-isolating devices.

**Locks and Tags – Use, Removal, and Group Lockout**

- **Tags or Decals**
  - Not to be used in place of locks
  - Use a standardized print and format
  - Contain the worker’s name and “DANGER-DO NOT OPERATE” or equivalent wording
  - Contain critical information (i.e., the position of the valve, under what conditions the valve may be operated, etc.)

- **Locks**
  - The locks should be used only for locking out energy control devices in the “off” or “safe” position.
  - The locks shall be substantial and durable to prevent removal without the use of excessive force and to withstand the environment in which they are used.
• The locks should be standardized within the facility with respect to at least one of the following: color, shape, or size.
• The locks should indicate the identity of the worker applying the lock.
• Keyed locks only should be used.
• Workers should have the only key to their lockout lock.

  o **Lock Removal**
  • Workers must place and remove their locks on the applicable energy isolation device or group lock box.
  • Workers should not work under the protection of another worker’s lock.
  • Develop a process for the removal of locks by workers other than those who placed them in the event a worker fails to remove their lock from a piece of equipment and subsequently leaves the facility.

  o **Complex Lockout**
  • Establish a group lockout procedure if there are systems and equipment that require multiple locks to achieve a zero-energy state or involve multiple workers or contractors in the lockout task.
  • In using a lock box, the keys to the lock(s) used on the energy isolation devices shall be placed in the box, and all workers working on the equipment shall then place their personal lockout locks on the lock box. Personal locks are removed upon completion of the work or end of the shift.
  • Procedures to establish the continuity of the lockout during shift changes: if equipment remains de-energized after the end of the shift and work continues by the oncoming shift, an orderly transfer of lockout devices must be implemented. A supervisory or departmental lock shall be used on the lockout box as a method to ensure continuity of lockout between shifts. These types of locks are the first on the lock box and the last removed.

  o **Energy Isolation Verification**: Specific written energy isolation procedures are required to be documented as part of the facility's written procedures and/or the lockout permit.
    • Visual inspection of secured energy isolation devices
    • Attempts to start the equipment after isolating the energy source (i.e., “Run-Lock-Try”) method
    • The use of measurement devices such as voltmeter, etc.; testing equipment must be checked for proper operation before and after each test.

  o **Testing and Positioning of Equipment**: Establish procedures to address situations where lockout devices must be temporarily removed from an energy isolation device to test or position the equipment.
    • Inspect the work area to ensure that nonessential items such as tools have been removed.
    • Verify that the equipment is operationally intact.
    • The work area must be inspected to ensure that all workers have been safely positioned away from the point of operation or any other hazard created by the moving equipment. The use of guards or barricades is recommended to restrict access to the equipment.
    • Each worker must remove their lock and tag from the applicable energy isolating devices.
    • Energize the piece of equipment and proceed with positioning or testing.
    • After the testing or positioning, the equipment must be de-energized, and lockout devices reapplied to the energy isolation devices before service or maintenance work may proceed.
Energy Restoration:

- Before restoring energy to equipment, workers shall ensure the equipment is operationally intact, tools and materials are removed, and guards and protective devices are replaced.
- Before starting equipment, workers in the area shall be alerted to the impending startup.
- Where the operator cannot view the equipment from the control panel, a visual inspection must be conducted to verify that persons are clear of the equipment.
- Equipment equipped with an audible or visual alarm to warn workers of impending equipment activation shall not take the place of verbal communication with the workers.
- Specify the communications that shall be used between affected and authorized workers when equipment and machinery are removed from or returned to service.
- Require that machinery and equipment be inspected to determine that extraneous items have been removed and that workers are safely positioned before startup.
- Inspect the work area to ensure that nonessential items such as tools have been removed.
- Verify that safeguards such as machine guards and safety devices have been replaced.
- Verify that the equipment is operationally intact.
- Inspect the work area to ensure that all workers have been removed and safely positioned away from the equipment.
- Each worker must remove their lock and tag from the applicable energy isolating devices or lockbox.
- Notify affected workers of the impending equipment startup.
- Restore energy to the equipment.

Contractors:

- Contractors and company workers shall inform each other of their respective lockout procedures such that all workers comply with the restrictions of their respective energy control programs.
- Equipment must be locked out by a worker following a written hazardous energy control procedure or lockout permit. The site shall determine which lockout method (specific energy control procedure or lockout work permit) is used at the facility.
- Contractor workers should also install personal locks on the appropriate energy isolation device or group lock box before starting a job.
- Contractor locks must be equipped with a tag that identifies:
  - The contractor worker’s name.
  - The worker’s company name.
  - The contractor’s contact number.

Periodic Inspections:

- A representative sample number of lockout procedures or lockout permits (used as permits) shall be inspected periodically on an annual basis to verify the proper identification of hazardous energy sources and isolation procedures for the equipment.
- When deficiencies are identified through inspections, observations, incident investigations, or audits, appropriate corrective actions should be implemented.
- Periodic inspection requirements:
  - Must be conducted by an authorized worker.
  - Verify the steps of the energy control procedure are being followed by
a demonstration of the procedures while an authorized worker is performing the lockout/tagout on the equipment.
- Verify that authorized workers involved in performing a lockout understand their responsibilities under the procedure or if using tagout only, the verification must be with the authorized worker as well as with each affected worker.
  - Annual Certification: Facilities must certify that periodic inspections and appropriate corrective actions have been completed.

  o **Training Requirements:** Affected, authorized and other workers must receive lockout/tagout (hazardous energy control) training. This training shall also consist of an overview of the site’s lockout/tagout program. In addition, the initial training for authorized workers must include a review of applicable equipment-specific lockout/tagout procedures and a verification of proficiency completed by site supervision.

  o **Authorized Workers:**
    - Recognition and understanding of all applicable hazardous energy sources
    - Type and magnitude of the hazardous energy sources associated with machinery or equipment on which they will perform a servicing-maintenance activity
    - Energy control procedures including the lockout permit system
    - Methods and means to isolate and control relevant energy sources
    - The inherent limitations of the use of tags

  o **Affected Workers:**
    - Recognize lockout devices immediately
    - Recognize when the energy control procedure is being used, including the lockout permit system
    - Understand the purpose and use of the procedure
    - Understand the importance of not tampering with lockout or tagout devices and not attempting to start or use equipment that has been locked or tagged out
    - Be informed that disregarding or violating the lockout/tagout procedures could endanger their own lives and their coworkers’
    - The inherent limitations of the use of tags

  o **All Other Workers:**
    - What the energy control program does
    - The program’s prohibitions
    - That they are not to touch any locks, tags, energy isolation devices, or equipment covered by the program
    - The inherent limitations of the use of tags

  o **Retraining Requirements:** Retraining should be initiated based on the following criteria:
    - If the periodic inspection reveals, or an employer has reason to believe, that there are deviations from the application of the energy control procedures or inadequacies in a worker’s knowledge of or use of the energy control procedure.
    - Changes in job assignments
    - Changes in energy control procedures
    - Changes in machinery, equipment, or processes that present a new hazard
    - Retraining must be based on the severity of the problems encountered and must be directed toward the elimination of those problems.
    - Retraining must re-establish worker proficiency through testing.
13.7 - Chemical Safety

- **Hazard Communication Program Coordinator:** The facility should designate a hazard communication program coordinator who has overall responsibility for the program, including reviewing and updating the program, as necessary.

- **Identifying Hazardous Chemicals**
  - Each facility will create a chemical inventory list that identifies all hazardous chemicals with a potential for worker exposure at the workplace. Detailed information about the physical health and other hazards of each chemical is included in a Safety Data Sheet (SDS). The product identifier for each chemical on the chemical inventory list can be easily cross-referenced and matched with the product identifier on its label and its Safety Data Sheet. Anyone who comes in contact with the hazardous chemicals on the list needs to know what those chemicals are and how to protect themselves.
  - The chemical inventory is to be attached to this written Hazard Communication Program and accessible during work hours. The chemical inventory serves as a list of every hazardous chemical for which an SDS must be maintained.

- **Safety Data Sheets (SDS)**
  - The manufacturer or importer of a chemical is required to develop a Safety Data Sheet (SDS) that contains specific, detailed information about the chemical’s hazard using a specified format. The distributor or supplier of the chemical is required to provide the SDS. SDSs are fact sheets for chemicals that pose a physical or health hazard in the workplace. These sheets provide workers with specific information on the chemicals in their work areas.
  - For each chemical identified in the chemical inventory for the facility, there will also be an accompanying SDS. SDSs should be readily available to all workers during their work shifts. Workers can review SDSs for all chemicals used at this facility. The SDS information is available in the local language, conveniently located, and accessible.

- **Electronic Access to SDSs**
  - Electronic access and other alternatives to maintaining paper copies of the safety data sheets are permitted if no barriers to immediate worker access in each workplace are created by such options.

- **SDS Updates**
  - SDSs will be updated by the manufacturer within three months when any significant change has been made to the chemical, or when significant new information regarding the hazards or ways to protect against the hazards are found.
  - The facility should have procedures in place to review its SDS library periodically and replace SDSs when updated versions are available. This is recommended to be accomplished through automatic update notifications in electronic management programs. Facilities using a manual process should review SDSs annually.

- **Chemical Labelling**
  - The label on the chemical is intended to convey information about the hazards posed by the chemical through standardized label elements, including symbols, signal words, and hazard statements.
  - All chemical containers used at the facility will have either:
    - The original manufacturer’s label includes a product identifier, signal words, hazard statement(s), pictogram(s), precautionary statement(s), and the name, address, and telephone number of the chemical manufacturer, importer, or other responsible parties.
    - In-house labeling that includes the product identifier, signal words, hazard statement(s), pictogram(s), and precautionary statement(s); or “general” information regarding the hazards of the chemicals, which in conjunction with the other information immediately available to workers under the Hazard Communication
Program, will provide workers with the “specific” information regarding the physical and health hazards of the chemical.

- In-house labels must be legible and in the local language.
- If chemicals are transferred from a labeled container to a portable, secondary container, they must be labeled following the in-house labeling system (as described above), except for:
  - Small quantities intended for immediate use may be placed in a container without a label, provided that the individual always keeps it in their possession and the product is used up during the work shift or properly disposed of at the end of the workday. Nevertheless, the container should be marked with its contents.

- **Chemical Storage and Compatibility:**
  Proper handling and storage of information can be obtained from the Safety Data Sheet. Typical storage considerations may include temperature, ignition control, ventilation, segregation, and identification. Proper segregation is necessary to prevent incompatible materials from inadvertently coming into contact. Facility should:
  - Inspect storage areas at least annually.
  - Confine chemical storage areas so that leaks or spills are controlled. Prevent chemicals from running down the sink, floor, or storm water drains. Clean up spills and drips immediately.
  - Store large bottles/containers no higher than two feet from the floor.
  - Keep containers closed unless dispensing a chemical or adding to the container. Never store a container open with a funnel in it.

- **Flammable Cabinets**
  - Flammable liquids must be stored in a flammable storage cabinet and away from sources of ignition.
  - Be aware of the maximum allowable container size and maximum quantities for storage in cabinets based on the category of flammability.
  - Storage is not permitted on top of the cabinet, and it should be kept clear of combustible materials.

- **Storage Precautions for Flammables and Combustibles**
  - Keep away from all ignition sources: open flames, hot surfaces, direct sunlight, and spark sources.
  - Store flammables separately from the other hazard classes, especially oxidizers and toxics.
  - Separate flammable gases from oxidizing gases with an approved non-combustible partition or a distance of 29 ft/9 mt.
  - Store flammable liquids in approved safety containers or cabinets. Not more than 60 gallons/227 lt of flammable liquids are stored in any one storage cabinet. Not more than three such cabinets are in a single storage area. Quantities more than this are stored in an inside storage room.
  - In instances where static electricity may accumulate and ignite flammable vapors, use ground, and bond flammable liquid containers.
  - Keep a fire extinguisher (appropriate for the hazard) readily available and ensure anyone who may need to use it is properly trained.

- **Storage Precautions for Corrosives**
  - Segregate acids from bases. Segregate inorganic oxidizing acids (e.g., nitric acid) from organic acids (e.g., acetic acid), flammables, and combustibles.
  - Segregate acids from water-reactive metals such as sodium, potassium, and magnesium.
  - Use goggles, gloves, and closed-toe shoes while handling corrosives.
o Store corrosives on lower shelves, at least below eye level, and in compatible secondary containers.
o Do not store corrosives on metal shelves. Although ventilation helps, chemicals may still corrode metal shelving. Store containers in plastic tubs or trays as secondary containment.
o Have spill control materials and neutralizing agents available in case of a spill.

• **Storage Precautions for Oxidizers**
o Segregate oxidizers from flammable and combustible materials (paper, wood).
o Segregate oxidizers from reducing agents (zinc, alkaline metals, formic acid).
o Segregate inorganic oxidizers from organic peroxides. Take care not to contaminate oxidizers.
o Store in a cool, dry place.
o Perchloric acid, nitric acid, and hydrogen peroxide are oxidizers and must not be stored on wooden shelves or in cardboard boxes.

• **Storage Precautions for Compressed Gases**
o Segregate incompatible gases as you would other incompatible chemicals.
o Limit the number of compressed gas cylinders on-site to what will be used within a reasonable period.
o Secure cylinders so they will not fall during an earthquake. An acceptable means includes using two non-combustible restraints, such as chains, one restraint located approximately one-third of the cylinder length from the top, and the other restraint one-third from the bottom.
o Keep cylinders away from heat and open flames.
o Leave the valve protection cap on the cylinder unless it is in use.
o Compressed gas cylinders shall be legally marked with either the chemical or the trade name of the gas. Warning labels attached to a compressed gas cylinder should not be defaced or removed without authorization, and should never be bypassed, ignored, or otherwise defeated. Warning labels should be legible and understandable by all workers. Non-legible or missing labels will be reported to a supervisor immediately.
o Cylinder storage should be in the upright position and planned so that cylinders are generally used in the order in which they are received from the supplier.
o Gases supporting combustion (O2, Cl2, etc.) shall be stored at least 20 ft/6 mt from fuel gases, preferably in another gas storage area unless separated by a five-foot high/1.5 mt fire barrier with a minimum fire resistance rating of one-half hour.
o Flammable gas cylinders shall be stored at least 20 ft/6 mt from flammable liquids, combustible materials, open flames, or other sources of ignition, and 2 ft (0.6 mt) from electrical boxes or arcing electrical equipment.
o Smoking shall not be permitted within 25 ft/7.6 mt of flammable gas storage locations.

• **Chemical Control and Ongoing Maintenance:** A chemical control process must be in place to ensure the chemical inventory list is accurate and up to date.

• **Adding New Chemicals:** Identify chemical purchasers and ensure they are trained in the facility procedures for adding new chemicals. The program coordinator should be notified when new chemicals are added to the inventory and affected workers should receive appropriate training.

• **Chemical Verification:** In addition, this process should also include verification before purchase to ensure that any hazards associated with the chemical are acceptable for its use. Efforts should be made to avoid the purchase of hazardous chemicals whenever possible.

• **Removing Chemicals:** A system should be in place to verify the facility chemical list is current. As chemicals are removed/no longer needed, the program coordinator should be notified, and the facility chemical inventory list should be updated. A copy of the SDS for the removed chemical must be kept for 30 years.
Proper Waste Disposal: When removing chemicals from the facility, it is important that proper waste disposal procedures are followed. Examples of waste that may need disposal consideration include light ballasts, batteries, waste solvents, paint, pesticides, oil, and spilled waste materials. Refer to the SDS, chemical manufacturer, and local regulations for proper disposal procedures.

Periodic Chemical Inventory Audit: A chemical inventory audit should be performed annually to ensure the chemical inventory list is accurate.

Corrective Action Plan: Facilities that screen their inventory through the Chem-IQSM program must complete a corrective action plan for any red-rated chemistries.

Training Requirements
  - Initial training
    - Must be completed before the initial job assignment.
    - Everyone who works with or is potentially “exposed” to chemicals on the job will receive initial training on the hazard communication standard and the safe use of those chemicals before starting work. “Exposure” means that a worker 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.
    - Before workers start their jobs or are potentially exposed to new chemicals, they must attend hazard communication training that covers the following topics:
      - An overview of the hazard communication program.
      - The location of, and how to access, the written hazard communication program, the facility’s chemical inventory, and SDSs.
      - What chemicals are present in operations in workers’ work areas.
      - How to understand and use the information on labels and in SDSs.
      - Methods used to detect the presence or release of chemicals in the work area.
      - Any steps the facility has taken to reduce or prevent exposure to hazardous chemicals, such as engineering controls.
      - Procedures to protect against hazards and exposure (e.g., work practices or methods to assure correct use and handling of chemicals and any required personal protective equipment and its correct use and maintenance).
      - Procedures for reporting and responding to chemical emergencies.
  - Refresher Training: After initial training, refresher training is required annually.
  - Retraining: Should occur when any of the following are present:
    - New physical or health hazards are introduced to the work area.
    - Process or equipment changes are made that would cause new or increased worker exposure.
    - Workers are transferred from one work area to another where different hazards are present.

Non-Routine Tasks: Periodically, workers may be required to perform non-routine tasks that involve chemicals. Before workers perform these tasks, they will be informed of the chemical hazards, how to control exposure, and what to do in an emergency. The employer will evaluate the hazards of these tasks and provide appropriate controls, including personal protective equipment and additional training as required.

Contractors: When contractors or any other employers’ associates are working at the facility, the facility management will ensure:
  - Each contractor is advised that they must comply with all safety requirements while working on company property.
  - Proper controls will be established to ensure operations do not expose a contractor’s workers to safety and health hazards.
o Copies of SDSs concerning any chemicals the contractor’s workers may be exposed to will be provided to the contractor.

o Likewise, copies of SDSs concerning any chemicals the contractor’s workers may bring into the facility must be provided.

o These requirements must be reviewed when contracts are agreed to or signed. It is the responsibility of the facility management team to provide contractors with the above information.

- **Secondary Containment**: Secondary containment of chemicals must be used in the facility. The size of the containment must be as follows:
  - For a single container, the size of the secondary containment must be 110% of the container.
  - For multiple containers, the size of the secondary containment must be 10% of the total volume of all the containers or 110% of a single container – whichever is greater.
  - The secondary containment must not have any cracks or leaks; all drainage valves must be maintained in a closed position.

- **Spray/Spot Cleaning**: Spray or spot cleaning operations must be properly vented following SDS requirements. All recommended PPE must be available at the spot cleaning station.

- **Emergency Showers/Eyewash Stations**
  - The need for emergency showers or eyewash stations is based on the properties of the chemicals that workers use and the tasks that they do in the facility. A job hazard analysis can provide an evaluation of the potential hazards of the job and the work areas. The selection of protection, emergency shower, eyewash station, or both, should match the hazard.
  - In some jobs or work areas, the effect of a hazard may be limited to the worker’s face and eyes. Therefore, an eyewash station may be the appropriate device for worker protection. In other situations, the worker may risk part or full body contact with a chemical. In these areas, an emergency shower would be more appropriate.
  - A combination unit can flush any part of the body or all of the body. It is the most protective device and should be used wherever possible. This unit is also appropriate in work areas where detailed information about the hazards is lacking, or where complex, hazardous operations involve many chemicals with different properties.
  - Emergency eyewashes and showers are required where the eyes or body of any person may be exposed to corrosive materials. The SDS should be consulted when determining the need for emergency eyewash/shower equipment to understand the level of potential risk and provide protection accordingly.
  - Examples of work areas and operations that may require these devices include:
    - Battery charging areas.
    - Laboratoires.
    - Spraying operations.
    - High dust areas.
    - Dipping operations.
    - Hazardous substances dispensing areas

- **Placement & Requirements**
  - To be effective, the equipment must be accessible. Workers need to be able to reach an eyewash station within 10 seconds or within 55 ft/17 mt of the hazard.

- **Emergency Showers**
  - The emergency shower should deliver a pattern of water with a diameter of at least 20 in/50.8 cm at a minimum of 60 in/1.5 mt in height. This diameter ensures that the water will meet the entire body – not just the top of the person’s head.
The shower head should be between 82-96 in/208-243 cm from the floor. The minimum volume of the spray should be 20 gallons/75.7 liter per minute for a minimum time of 15 minutes.
The shower should also be designed to be activated in less than one second, and it remains operational without the operator’s hand on the valve (or lever, handle, etc.) This valve should not be more than 69 in/173.3 cm in height.

**Eyewash Stations**
- Eyewash stations should be designed to deliver fluid to both eyes simultaneously at a volume of no less than 0.4 gallons/1.5 liter per minute for 15 minutes.
- The combination eye and face wash stations require 3 gallons/11.4 liters per minute.
- In either case, the volume should not be at a velocity that may injure the eyes.
- The unit should be between 33 to 53 in/83.8 to 134.6 cm from the floor, and a minimum of 6 in/15.3 cm from the wall or nearest obstruction.
- Self-contained eyewash stations (gravity-fed) should be installed and maintained according to the manufacturer’s instructions. Similar requirements apply as with the plumbed units regarding the unit’s ability to provide flushing liquid for at least 15 minutes and have to be easily accessible.

**Other General Requirements for Emergency Eyewash/Shower Stations Include:**
- Located as close to the hazard as possible.
- On an unobstructed path between the workstation and the hazard (workers should not have to pass through doorways or weave through machinery or other obstacles to reach them).
- On the same floor as the hazard (no stairs to travel between the workstation and the emergency equipment).
- Located near an emergency exit where possible so that any emergency response workers can reach the person easily.
- Located in an area where further contamination will not occur.
- Not coming into contact with any electrical equipment that may become a hazard when wet.
- The path from the hazard to the eyewash station must be well-lit and identified with a sign.
- The eyewash station must function properly and enables hands-free use.

**Worker Training:** All workers that could be exposed to corrosive materials to the eyes or body must be properly trained in the use of emergency equipment. Workers should be trained before any potential exposure so that there is no time lost preventing an injury. Training must include the proper use and location of emergency stations.

**Eyewash Inspection:** Weekly activations and annual flow testing for both emergency eyewash stations and showers should be conducted. Inspection forms should be available for review.
- **Weekly Inspection – Plumbed Units:** Emergency eyewash stations and showers should be activated weekly for a period long enough to verify operation and ensure that flushing fluid is available. This helps clean out any rust, scale deposits, or bacteria that may accumulate. At a minimum, the weekly inspections should include the following:
  - Ensure the path to the station and the area directly in front of the eyewash and/or shower is accessible and free of clutter.
  - Ensure a sign has been affixed to the plain view above the station.
  - Visually inspect the eyewash and/or shower to ensure that there are no broken parts or leakage.
  - Verify that protective eyewash covers are properly positioned, clean, and intact.
  - Check the bowl and/or sink drains are clean and sanitary.
• Actuate the valve to a fully opened position. Water must flow within one second. Do this for both the eyewash and shower units.
• Verify that the protective eyewash covers come off when the eyewash is activated.
• Verify that the water continues to flow until manually turned off and can be used without requiring the use of the operator’s hands.
• Check that the water flow is effective and continuous. Look at the water flow pattern. It should provide a gentle non-injurious flow. If it is a dual-stream eyewash, both streams should rise to equal height in a pattern that will flush both eyes simultaneously.

○ Weekly Inspection – Self-Contained Units
  • Self-contained eyewash stations have a limited amount of fluid. As a result, maintenance is critical to ensure that the units are always fully charged. Frequent changing of the fluid in self-contained systems and cleaning the units regularly can prevent the inadvertent use of contaminated fluid. Refer to the manufacturer’s instructions for further details. Systems should be flushed and cleaned regularly.
  • These eyewash stations also require ongoing maintenance of the flushing solution. The agents used to control bacterial growth are effective for certain limited periods. It is important to monitor the shelf life of the solution and replace the solution when it has expired.
  • The units should be maintained as per the manufacturer’s specific model instructions.
  • Check that the unit is clean and sanitary.
  • Verify the tank has been cleaned, the water is sanitary, and has been replaced as required.
  • Most self-contained units that use potable water also offer a sterile bacteriostatic additive option to prevent the water from growing bacteria. An exchange of the water and refill of the additive is required every three months for most additive products, as well as rinsing the unit clean between the exchanges.
    - If an additive is not being used, then the water should be exchanged every week, at a minimum, with a thorough tank cleaning monthly.
    - On an annual basis, self-contained units are required to undergo the full test just as plumbed units do.
    - Report problems to the maintenance supervisor.
    - Sign and initial the eyewash inspection tag or equivalent documentation.

○ Combination Unit
  • Combination unit components should be capable of operating simultaneously. (When the eyewash or eye/face wash is activated, and then the shower is activated, there should be no “starvation” occurring to either of the heads).

13.8 - Emergency Evacuation Diagram
• Emergency evacuation route maps must be posted in prominent areas of the facility floor, be up to date with the current facility layout, and correspond with the designated exit routes. This map must be drawn from the viewer’s perspective and have a “You Are Here” locator noted.
• Maps and evacuation instructions must be written in the local language, with translations for non-local workers, and with instructions for fire, earthquakes, bomb threats, strong storms, etc.

13.9 - Emergency Alarm
• An audible alarm system must be in place. In areas of high noise levels (above 90 decibels) or where hearing-impaired workers are present, a visible alarm system must be in place in the applicable areas.
• Individual alarm switches must be integrated throughout the entire building, be clearly marked, and be maintained unobstructed.
The fire alarm must be audible throughout the facility and must have a sound distinct from other notice systems.

All alarm devices must be tested regularly by qualified workers at least twice annually. Testing must be conducted in conjunction with evacuation drills. Testing records must be maintained.

The alarm system must have a backup power source, or there must be a secondary alarm system.

All new workers must be trained on the functioning of the fire alarm system before beginning work.

For facilities without sprinkler systems in low-traffic areas, smoke detectors must be mounted to the ceiling and located every 30 ft/9 mt. If detectors are wall or column-mounted, they must be within 12 in/30 cm from the ceiling. For battery-operated alarms, the battery must be changed annually, with the date noted in a log.

13.10 - Evacuation Drill

Fire/emergency drills (the practicing of emergency evacuation procedures) must be conducted facility-wide, for all shifts, at least every six months, or as required by law, whichever frequency is higher. Drills must be documented with dates, shift information, evacuation time, photos, and any legal requirements.

The facility has a written procedure for safe, effective, and timely evacuation of all workers. Procedures are updated frequently. The facility has an emergency plan manager (or designated worker(s)) who will be responsible for getting the head counts from each manager/floor captain and making a list of those missing available to the fire department or other emergency response team.

When possible, drills should be unannounced to measure readiness more accurately. Unannounced drills simulate emergencies, which are never planned, and can provide a better assessment of preparedness. Consider changing the elements of each drill scenario by varying the times of drills and blocking evacuation routes.

The facility shall have designated assembly points that are well signed.

The emergency plan manager (or designated worker(s)) is responsible for monitoring for severe weather. In the event the facility is placed under a tornado warning, hurricane warning, or other severe weather requiring shelter in place, workers will be notified as such via intercom announcement. In case of a power loss, this announcement will be made via word-of-mouth. Workers will assemble at their nearest designated shelter area. Shelter areas can include rooms constructed of reinforced concrete, brick, or block with no windows and a heavy concrete floor or roof system overhead, small interior rooms with no windows, such as locker rooms or lavatories, or hallways located away from doors and windows.

The facility should have an earthquake preparedness plan and other emergency procedures for weather events including hurricanes, typhoons, and severe thunderstorms.

No contractor or visitor shall remain in the building when a fire alarm sounds. All occupants shall immediately evacuate using the nearest safe exit and shall remain outside until emergency responders and/or the plant manager gives the authorization to re-enter the building.

Each facility has a plan for the evacuation of persons with disabilities, limited mobility, hearing, or visual impairments.

13.11 - Emergency Exit

There must be a minimum of two exits on opposite sides of the floor where up to 500 workers are stationed. There must be a minimum of three exits located on opposite sides of the floor where 500 or more workers are stationed.

If the number of workers, the size of the building, its occupancy, or the arrangement of the workplace allows all workers to evacuate safely during an emergency, one exit route is permitted.
• Exits must be at least 28 in/71 cm wide if there are fewer than 60 workers in an area. Exits must be at least 44 in/112 cm wide if there are more than 60 workers in an area.
• Emergency exits must not have locking devices or panic bars if the door is secured to prevent access from the outside. Emergency exits must be unblocked by materials and debris and readily accessible while the building is occupied.
• Secondary exits must also ensure safe and rapid evacuation and be constructed as per legal requirements.
• Side-hinged exit doors must swing in the direction of the flow of exiting traffic.
• Roll-down, sliding, folding, or rolling gates and shutters must not be considered escape doors unless an appropriate side-hinged swinging-type door is fitted therein.
• All exits must lead to a safe assembly point at a safe distance from the facility.
• Exits must be marked by illuminated or reflective signs visible 100 ft/30 mt away. Signs must have the word “Exit” (in the local language) in plainly legible letters not less than 6 in/15 cm high and not less than 0.75 inch/2 cm wide or conform to the country's standards. Each exit sign must be illuminated to a surface value of at least five foot candles (54 lux) by a reliable light source and be distinctive in color. Self-luminous or electroluminescent signs that have a minimum luminance surface value of at least 0.03 foot-lamberts/0.21 candels per square mt are permitted.
• For facilities with securing mesh on outside windows, the local fire department must be consulted to determine how much accessibility is required for fire department rescue efforts. Windows identified as “emergency exits” in the emergency evacuation plan must be continuously kept clear.
• The following items must not be on staircases:
  o Flammable gas, combustible materials, or similar hazardous items
  o Wall cabinets, except for fire-fighting cabinets
  o Exposed electrical wires and cables (except low-voltage or emergency lighting wires)
  o Exits from carrying lifts or freight elevators
  o All function rooms, offices, etc.
• Emergency windows must have a landing on the outside, such as an external fire escape.
• Exit routes must be maintained during construction, repairs, or alterations of the facility.
• Each doorway or passage along an exit access that could be mistaken for an exit must be marked “Not an Exit” or similar designation or identified by a sign indicating its actual use (e.g., closet).
• The landing must be at least 3 ft/1 mt in width before stepping down.
• Workers must always be able to open an exit door from the inside without keys, tools, or special knowledge. The exit doors should also be free of any device or alarm that could restrict emergency use of the door if the device or alarm fails.
• Emergency stairwells must be of non-combustible construction. Handrails must be provided on both sides of each egress stairway; handrails should be maintained.
• Ramps used as a means of egress should not reduce the overall means of egress width. The minimum width of ramps should be 44 in/112 cm and should not have a running slope greater than one in eight (12.5%).
• Fire Doors: Fire doors shall comply with the following requirements:
  o Fire doors must be constructed of non-combustible material having appropriate fire resistance.
  o Two fire doors may be fitted in an opening if each door by itself can close the opening and the two doors together achieve the required level of fire resistance.
  o All fire doors should be fitted with an automatic self-closing device, of the same fire rating as the door, which can close the door from any angle and against any latch fitted to the door.
Any fire door fitted within an opening that is provided as a means of escape, should be capable of being opened manually, not be held open by any means other than by an electromagnetic or electromechanical device that can be activated by the presence of smoke and/or the fire alarm system if this shall not apply in the case of fire doors opening into pressurized exit staircases.

- Fire Door Specifications:
  - Fire door assemblies must conform to NFPA 252, or any other internationally recognized approved standard.
  - Labels on fire doors, fire door frames, or other components of a fire door assembly, are the identifying mark that the door or component has been tested to the required first test standards and has passed the criteria required by those test standards. Labels can be of metal, paper, or plastic, or can be stamped or diecast into the item. Labels should not be removed, defaced, or made illegible while the door is in service.
  - Ratings of fire doors must be under fire resistance rated walls (e.g., fire doors) with NFPA 5000 (2015) Section 8.7 and Table 8.7.2, namely:
    - Three-hour fire barriers protected with three-hour fire protective opening assemblies.
    - Two-hour fire barriers protected with 90-minute fire protective opening assemblies.
    - One-hour fire barriers protected with 45-minute fire protective opening assemblies.
    - One-hour exit enclosures and vertical shafts (e.g., stairs) protected with one-hour fire protective opening assemblies.
  - Fusible links or other heat-actuating devices are visible and maintained.
  - Fire doors should be tested every quarter to ensure they are properly closing and latching. They should also be checked for the proper label and verification that the door has not been damaged in any way.

13.12 - Exit Routes

- Primary exit aisles must be at least 28 in/71 cm wide, unobstructed, and marked with two lines of contrasting color to indicate the areas that must be kept clear. Objects that project into the exit aisles must not reduce the width of the exit route to less than 28 in/71 cm.
- All primary exit aisle floors must be free from holes, splinters, nails, or other hazards.
- All exit aisles must be accessible and accommodate any worker with a disability, limited mobility, hearing, or visual impairments.
- Static work storage, tripping hazards, and other obstructions must not restrict access to primary aisles. Exit routes must be arranged so that workers will not have to travel toward a high-hazard area unless the path of travel is effectively shielded from the high-hazard area by suitable partitions or other physical barriers.

13.13 - Illuminated Exits

- Emergency lighting must be in place throughout the facility with initial illumination of 10.0 lux (lumen/square mt) and, at any point, not less than 1.0 lux, measured along the path of egress at floor level, and should be measured at the darkest point (midway between two light sets) for aisles and exits, including halls and stairwells. Emergency lighting must be provided automatically in the event of a power failure. The emergency lighting must last for at least 90 minutes when activated. Any emergency illumination must be configured so the failure of any single lighting unit, such as the burning out of an electric bulb, will not leave any area in darkness.
- The facility must test all emergency lighting monthly and keep maintenance and testing records available for review.
**Generators used for emergency or standby requirements must be inspected, tested, and maintained.**

**Emergency lighting automatically generates in the event of a power failure.**

**13.14 - Firefighting Equipment**

- A fire extinguisher must be within 75 ft/23 mt of each worker or as required by law (Class determined by fire risk: A, B, C, D, or ABC).
  - Locations that contain Class B flammables, such as workshops, storage areas, research operations, garages, warehouses, or service and manufacturing areas require that all workers have access to an extinguisher within 50 ft/15 mt of travel distance.
  - Locations, where Class K flammables from combustible cooking media exist (vegetable or animal oils and fats), must install Class K extinguishers at a maximum travel distance of 30 ft/9 mt.

- Extinguishers should be mounted on brackets or in wall cabinets with their carrying handles placed 3.5 ft/1 mt to 5 ft/1.5 mt above the floor, depending on the type of extinguisher. Those with gross weights of not more than 40 pounds/18.14 kilograms should be mounted with their carrying handles no higher than 3 ft/1.5 mt from the floor. Larger fire extinguishers (over 40 pounds/18.14 kilograms gross weight) should be mounted at lower heights, with their carrying handles no more than 3.5 ft/1 mt from the floor. All hand portable fire extinguishers should have, at minimum, 4 in/9 cm of clearance between their bottoms and the floor. Highly visible paint and signage must indicate the location of the extinguisher; fire extinguisher signage must be in the local language. The extinguisher location must be visible throughout the immediate working area. Access to the extinguishers must be maintained unobstructed.

- Extinguishers must be an appropriate class for the workplace.
  - Class A: For fires involving ordinary combustible materials such as paper, wood, cloth, and some rubber and plastic materials
  - Class B: For fires involving flammable or combustible liquids, flammable gases, greases, and similar materials, and some rubber and plastic materials
  - Class C: For fires involving energized electrical equipment where the safety of the worker requires the use of electrically nonconductive extinguishing material
  - Class D: For fires involving combustible metals such as magnesium, titanium, zirconium, sodium, lithium, and potassium
  - Class ABC: For three different types of fires: Class A (ordinary combustibles such as wood or paper), Class B (flammable liquid fires such as grease or gasoline), or Class C (electrical fires)
  - Class K: For combustible cooking media (vegetable or animal oils and fats)

- Fire extinguishers must be inspected monthly with documentation on tags and serviced annually with the date of inspections indicated on the attached tags.
  - ABC-type fire extinguishers must be hydrostatically tested, at minimum, every 12 years. Refer to NFPA standard for a hydrostatic testing cycle of other extinguisher types. Hydrostatic testing involves subjecting the fire extinguisher cylinder to pressures that exceed its rating to ensure it is still capable of maintaining the pressure necessary to discharge properly in the event of a fire. The extinguisher must be labeled with:
    - The month and year the hydrostatic test were performed.
    - The pressure at which the unit was tested.
    - The name or initials of the technician who performed the test and the name of the agency/company responsible for the test results.

- Remove from service and properly test/inspect any extinguisher with observed defects, including:
  - Cylinder threads that are worn, corroded, broken, cracked, or nicked.
  - Corrosion on the cylinder that has caused pitting.
- Dents that are deeper than 10% of their surface area.
- Any evidence of repair or that the extinguisher has been misused.
- Any evidence that the extinguisher has been exposed to excessive heat, fire, or flame.

- Ten percent or more of the workforce must be trained in the use of an extinguisher through demonstration or the distribution of instructional pamphlets. This training must be properly documented.
- Where in place, standpipe and hose systems must be approved by the local fire department jurisdiction. Minimum pressure requirements must meet the current National Fire Protection Association (NFPA) or equivalent country or international standard requirements for an appropriately installed fire hose suppression system. Access to the standpipe and hose systems must be maintained unobstructed.
- Fire hoses must be equipped with a shutoff-type nozzle. All hoses must be inspected at least annually and replaced per manufacturer guidelines. The inspection records are to be kept on file. The fire pump must be tested and inspected annually by a qualified technician; the inspection records must be kept on file. The fire pump must have an auxiliary power source in the event of an electricity outage.
- There is a written procedure for unplanned impairment of the facility fire pump and/or water supply.
- Training on the use of the fire hose system must be conducted annually and documented.
- The gate valve for the fire suppression pump must be locked in the open position with a chain to prevent tampering or be secured in a locked pump room with limited access.
  - Water pressure to the hose system should be immediate without delay.
  - In the event of maintenance, appropriate signage and notification to the fire department should be made immediately when the system is placed out of service.
  - Sprinklers should be provided following the national/regional building code. Sprinkler systems with more than 20 sprinklers shall have a local water flow alarm. For automatic sprinkler systems, the minimum vertical clearance between sprinklers and material below is 18 in/45 cm. Sprinkler risers have 3 ft/0.9 mt of clearance around them.
  - In the event of maintenance, appropriate signage and notification to the fire department should be made immediately when the system is placed out of service. Additional fire watch measures should be implemented, if necessary, during the maintenance period.
  - Fixed extinguishing systems (dry, gaseous, and/or water spray and foam) are inspected annually. Documentation exists. Any worker required to inspect, test, operate, or maintain fixed extinguisher systems must be trained initially and annually. Documentation exists.
  - The facility has a fire prevention plan in place to control and reduce the possibility of fire and to specify the type of equipment to use in case of fire. Under this plan, all workers will be informed of the plan’s purpose, preferred means of reporting fires and other emergencies, types of evacuations to be used in various emergencies, and the alarm system.
  - The plan coordinator, acting as the representative of the facility manager, has overall responsibility for the plan. The plan coordinator will review and update the plan as necessary.
  - The fire prevention plan communicates policies and procedures for workers to follow when fires erupt. This written plan is available, upon request, to all workers.
- **Potential Fire Hazards and Handling Procedures:** The facility should have a basic knowledge of fire, including the concept of fire. Fire can be represented by a simple equation: \( \text{Fire} = \text{Ignition Source} + \text{Fuel} + \text{Oxygen} \). Without any one of these three elements, a fire cannot start. Likewise, during a fire, if you take away any one of these three elements, you can successfully put out a fire. There are different areas and substances in the facility that could be potential fire hazards. Below is a listing of those areas and substances. Their
locations shall be identified in the fire prevention plan with their specific handling procedures.

- **Flammable Gases:**
  - **Natural Gas:** Identify where main gas shut-off lines are located. Only shut off the gas if safe to do so. Identify where tools needed to shut off the gas line are located. Gas company emergency contact information is posted.
  - **Acetylene:** Store and use with adequate ventilation. Close the valve when not in use and when empty. Cylinders shall be protected from falling by using a chain or another adequate support system. Separate acetylene from oxygen by at least 20 ft/6 mt or separate by a non-combustible wall having a minimum of one-hour fire resistance rating.
  - **Oxygen:** Keep oil, grease, and combustibles away. Store and use with adequate ventilation. Close the valve when not in use and when empty. Cylinders should be protected from falling by using a chain or another adequate support system. Separate oxygen from acetylene by at least 20 ft/6 mt or separate by a non-combustible wall having a minimum of one-hour fire resistance rating.
  - **Butane:** Handling/Storage: Heat and sparks during use could be the source of ignition of combustible materials. Close the valve when not in use and when empty. Never work on a pressurized system.
  - **Propane:** Propane cylinders should not be stored close to or with other flammable or combustible materials. They shall be stored in cylinder safety cages or cabinets in flat areas that don’t collect water. They shall be stored off the ground, on top of a surface that will not burn. Propane cylinders shall not be stored or placed in an area of excessive heat (120°F/49°C or higher) or near a heat source. The cylinders shall be stored in the proper orientation with the relief valve in direct contact with the vapor space in the container. Cylinders shall be protected from falling by using a chain or another adequate support system.
  - **Diesel:** Must be located outside the facility and stored in a double-walled above-ground tank with lightning-grounding protection and adequate secondary containment which is properly sealed to prevent leaks. The use of the tank is controlled through piping. Refueling is to be completed by a licensed hauler.

- **Flammable/Combustible Liquids:**
  - **Oils:** Store in fire cabinets or flammable storage rooms. Tighten lids and caps when not in use. Do not dispose of oily rags in the trashcan.
  - **Paints:** Store in fire cabinets or flammable storage rooms. Tighten lids and caps when not in use.

- **Flammable Solids:**
  - **Paper Products:** Never store these products in places where a source of ignition is present. Storage underneath the cutting tables shall be always kept clear of combustibles.
  - **Wood Material:** Never store these products in places where a source of ignition is present.
  - **Fabric Materials:** Never store these products in places where a source of ignition is present.

- **Other Flammable Sources:**
  - **Microwaves/Toasters/Ovens:** Use properly and according to manufacturer recommendations.
  - **Torches:** The torches used in the facility are generally accompanied by acetylene and oxygen and used for welding purposes. They shall only be operated by trained and authorized workers. Use the hot work permit program to prevent ignition and the spread of dangerous fires.

- **Small Container Storage or Transfer of Flammable Liquids:** If the facility is using small containers to store or transfer flammable liquids (i.e., gasoline or laboratory waste), verify the cans are metal (to be able to bond and ground them), approved, no more than 5 gallons/19
liters, and have a spring-closing lid and spout cover designed to relieve internal pressure when subjected to fire exposure.

13.15 - Allocated Working Space

- Each workstation must be located within 200 ft/60 mt of an exit or per the local standards.
- The facility floor must be maintained clean, dry, and in a good state of repair. Any broken tiles, holes, or protruding objects must be repaired promptly.
- A minimum of 3 ft/1 mt of clearance must be provided for all electrical panels, eyewash/shower stations, and emergency equipment.
- The maximum permissible occupant load shall be posted for every assembly and production floor in the facility in a conspicuous space near the main exit or exit-access doorway for the space. Occupancy load should not exceed legal capacity.
- Any spills must be cleaned immediately, and waste disposed of properly.

13.16 - Machine Guarding

- Machinery must be equipped with safety devices that prevent workers from contacting the point of operation, nip points, rotating parts, or flying chips and sparks, and cannot be manipulated or easily removed. Guarding must include needle and belt guards for sewing machines, two-hand operation for die cutting/hole punching/pressing equipment, automatic shut-off switches for laundry extractors, etc. All guards, barriers, trapping devices, and electronic safety devices must be in working condition and securely in place.
- The facility must conduct regular inspections on all machine guarding and maintain machinery maintenance and inspection records.
- If compressed air is used in the facility for cleaning purposes, the downstream pressure of the air at the nozzle (nozzle pressure) or opening of a gun, pipe, cleaning lance, etc. used will remain at a pressure level below 30 psi for all static conditions. A safety nozzle must be used on air guns.
- Standard operating procedures and manufacturer's instructions, manuals, or guides shall be adhered to and available for reference if needed. All must be available in the language of the workers; translation signage or instructions should be available if needed.
- Fans and other rotating equipment located less than 7 foot/2 mt above the working surface must be equipped with protective guards with openings of less than 0.5 inches/1.27 cm.
- Jewelry, loose clothing, and unrestrained hair are prohibited when working on or within 3 ft/1 mt of operating machinery or equipment.
- Drill presses and other large mechanical equipment must be secured to the floor or workspace to prevent tipping or walking.
- Revolving drums, barrels, and containers must be guarded by an enclosure that is interlocked with the drive mechanism so that the barrel, drum, or container cannot revolve unless the guard enclosure is in place.
- To prevent the automatic restarting of dangerous equipment following the restoration of power after an unscheduled interruption, machinery should be equipped with anti-restart devices.
- Workers responsible for any process involving machine guarding shall be trained to this standard initially and bi-annually thereafter. Training shall be documented, and records maintained for two years. Additional training must be provided if worker performance is unsafe or there is a change in operation. This training must include:
  - Machine hazards.
  - Safe operating procedures.
  - Information on the machine’s guards and their proper use.
  - Notification procedures if guarding is missing, damaged, inoperable, or other unsafe conditions exist.
13.17 - Personal Protective Equipment

- All training must be provided in the native language of the workers, competency of the material reviewed must be ensured, and training must be documented. The facility must enforce the use of PPE as needed.

- To assess the need for PPE, a Job Safety Analysis should be conducted and should include:
  - Jobs where exposures to hazards could occur.
  - Reports of work-related injuries or illnesses, near-miss events, and reported safety concerns.

- The facility must conduct a walk-through survey of workplace areas where hazards exist or may exist to identify the sources of the hazards to workers:
  - Impact (falling/flying objects) – e.g., machinery or processes where any movement of tools, machine elements, or particles could exist, or movement of workers that could result in a collision with stationary objects
  - Penetration (sharp objects that might pierce the feet or cut the hands)
  - Compression (compressing, rolling, or pinching objects that could injure the feet or hands)
  - Chemical exposure (inhalation, ingestion, skin contact, eye contact, or injection)
  - Temperature extremes (heat/cold)
  - Dust/flying debris (grinding, chipping, sanding, etc.)
  - Falls (slip/trip, scaffolds, elevated work) or potential for falling or dropping objects
  - Light (optical) radiation (non-ionizing: UV/IR/light, welding, brazing, cutting, furnaces, heat treating, high-intensity lights, etc.)
  - Noise (mechanical rooms, machines, cage washing, jackhammers, etc.)
  - Electrical hazards such as electric shock or burns (from electric arcs, blasts, or heat), as well as static electricity discharge
  - The layout of the workplace and location of workers

- The facility must determine the correct PPE.
  - After considering and/or planning for other controls, select the PPE which provides the minimum level of protection required to protect workers from hazards.
  - When selecting PPE, consider the hazards, the work conditions (including seasonal weather changes), and the jobs impacted.
  - All PPE must fit the user with proper, comfortable, well-fitting protection. Provide instruction to each worker on the care, maintenance, useful life, and disposal of assigned PPE.
  - Revise or update departmental protocols/procedures/Job Safety Analysis (JSAs) with the new or modified PPE requirements.
  - Document the hazard assessment and findings on the Job Safety Analysis.

Reassess the workplace as necessary by identifying when the following conditions occur and evaluate:

- New equipment and processes.
- Incident records (injury, illness, near misses).
- Suitability of previously selected PPE (adequacy of equipment selection and the training/fitting of PPE).

- For workers using chemicals, the SDS requirements for PPE must be followed. All PPE that is used by the worker must meet the minimum manufacturer recommendations and/or the acceptable industry standard for the task performed.

- PPE may include eye protection, hearing protection, dust masks, filtered masks, gloves, protective apparel, etc.

- Mesh gloves must be used when fabric-cutting machinery is used. Gloves should be maintained in good repair.

- Earmuffs, earplugs, and similar devices are the most common types of PPE for hearing protection. The facility must determine appropriate hearing protection based on a study to
monitor noise levels. When workers’ noise exposure equals or exceeds an 8-hour time-weighted average of 85 decibels (dB) on the A scale (dBA), the facility must develop and implement a hearing conservation program. Hearing protection must be selected and used according to guidelines and is not used as an alternative to engineering controls to reduce noise in the workplace.

- Hazards to the hands include mechanical injuries (cuts, punctures, crushing, and scrapes), extreme heat or cold, electrical shock or burns from electric arcs, blasts, or heat, and skin irritation from chemicals or germs. Specific tasks will dictate which type of glove will be worn. The gloves provided will be evaluated for adequate protection for their respective task.

- To prevent head injuries, including those resulting from falling objects, bumping the head against a fixed object, or electrical shock, head protection PPE may be required. Head protection must be inspected daily or before each use. In the event a routine inspection reveals a hard hat has deficiencies, it must be removed from service immediately. Head protection will comply with ANSI Z89.1.

- To help prevent eye and face injuries, including those resulting from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or light radiation, eye and face protection may be required. Any eye and face protection with markings, including scratches, inhibiting the wearer’s vision, should be removed from service. Eye and face protection will comply with ANSI Z87.

- Workers must use protective footwear where there is a danger of foot injuries due to falling or rolling objects, objects piercing the sole, or electrical hazards like static discharge or electric shock. Foot protection must comply with ASTM F-2412-2005 and ASTM F-2413-2005. Each facility must complete a Job Safety Analysis and/or Personal Protective Equipment Assessment to determine if any specific roles in the facility require safety shoes. All workers working in non-office areas of distribution centers, manufacturing facilities, and truck terminals must wear closed-toed and closed-heel shoes. All shoes shall be appropriate for the job and work tasks performed.

- PPE training must be completed upon initial job assignment and refresher training is provided annually. Training to be provided for each worker who is required to use PPE will include:
  - When PPE is necessary.
  - What PPE is necessary.
  - How to put on, take off, adjust, and wear assigned PPE.
  - Limitations of PPE.
  - The proper care, maintenance, useful life, and disposal of assigned PPE.

- Retraining should occur when changes in the workplace, which would render previous training obsolete, changes in the types of PPE to be used, which would render previous training obsolete, and/or inadequacies in performance indicate that the worker has not retained the necessary understanding or skill. The information must be posted in work areas instructing workers in the use of required PPE for the area or task, as well as warnings as to the potential health and safety risks of not using such equipment.

- Ergonomic: The facility ergonomics program should include a systemic process for identifying, analyzing, and controlling workplace risk factors for reducing musculoskeletal disorders. These are generally defined as disorders of the muscles, nerves, tendons, ligaments, joints, cartilage, or spinal discs that are caused by sudden or sustained physical exertion and are not the result of any instantaneous non-exertion event (e.g., slips, trips, or falls).
  - The facility should identify a person responsible for ergonomics to include identifying risk, reducing risk, verifying risk reduction, managing injuries, and maintaining program sustainability.
• Workplace modifications to reduce risk factors of musculoskeletal disorders should be made when appropriate, that do not add risk or harm to the worker’s primary job function.
• Workers are encouraged to use carts, conveyors, pallet jacks, or any other material-handling equipment in a manner established by the facility.
• Manual lifting or handling of objects must be limited to less than 50 pounds/22.68 kilograms. Objects weighing more than 50 pounds/22.68 kilograms that is intended to be moved should be transported by equipment or two or more people.
• The facility workers with lifting responsibilities are trained in safe lifting practices. Establish a safe-lifting program to include training in preparing for the lift, safe lifting tips, and carrying and lowering.
• The facility should conduct an ergonomics assessment to identify job functions that:
  - Lift, push, pull, or carry many irregularly shaped objects.
  - Maintain awkward/unnatural postures.
  - Withstand cold temperatures.
  - Withstand vibrations from machinery and tools.
  o Ergonomic mats shall be provided to workers who are stationary in a standing position for more than four hours daily.
  o Provide training and maintain related documentation.

13.18 - Electrical Hazard
• Portable Electrical Tools and Extension Cords
  o Portable electrical equipment must be handled and stored in a manner that will not cause damage.
  o Extension cords connected to equipment may not be used for raising or lowering the equipment.
  o Extension cords should not be fastened with staples or otherwise hung in a way that may damage the outer jacket or insulation of the cord.
  o Extension cords should be protected from damage. Sharp corners and objects should be avoided. Extension cords may not be run through windows or doors unless protected from damage, and then only temporarily.
  o Extension cords may not be run above ceilings or inside or through walls, ceilings, or floors.
  o Portable cord- and plug-connected equipment and extension cords should be visually inspected before use for external defects (i.e., loose parts, deformed or missing grounding prongs, or damage to outer jacket or insulation) and for evidence of possible internal damage (such as pinched or crushed outer jacket).
  o If there is evidence of damage to extension cords, the items should be removed from service and prohibited from use until repairs have been made.
  o Portable electric equipment and extension cords used in conductive work locations, such as those with water or other conductive liquids, or in places where workers are likely to contact water or conductive liquids, should be approved for use in those locations.
  o Extension cords used with grounding-type equipment should contain an equipment-grounding conductor (i.e., the cord should accept a three-prong, or grounded, plug). Clipping the grounding prong from an electrical plug is prohibited.
  o Extension cords may only be plugged into grounded receptacles. The continuity of the ground in a two-prong outlet should be verified before use. It is recommended that the receptacle be replaced with a three-prong outlet.
  o Adapters (cheaters) that interrupt the continuity of the equipment grounding connection may not be used.
o Extension cords should be of the three-wire type. Extension cords should be designed for hard or extra-hard usage (for example, types S, ST, and SO). The rating or approval should be visible on the outer sheathing of the cord.

o Job-made extension cords are prohibited.

o Extension cords may only be used to provide temporary power; they should not be used as a substitute for fixed wiring.

• Temporary Wiring

o Extension cords are considered temporary wiring.

o Temporary electrical power and lighting installations 600 volts (V) or less, including extension cords, cables, and extension cords, may only be used during and for renovation, maintenance, repair, or experimental work.

o The duration for temporary wiring used for decorative lighting for special events and similar purposes may not exceed 90 days.

o Ground-fault protection (e.g., GFCI) should be provided on all temporary-wiring circuits, including extension cords.

o In general, all equipment and tools connected by cord and plug must be grounded. Listed or labeled double-insulated tools and appliances need not be grounded.

o Feeders must originate in an approved distribution center, such as a panel board, that is rated for the voltages and currents the system is expected to carry.

o Branch circuits must originate in an approved power outlet or panel board.

o Neither bare conductors nor earth returns may be used for the wiring of any temporary circuit.

o Receptacles must be of the grounding type. Unless installed in a complete metallic raceway, each branch circuit should contain a separate equipment-grounding conductor, and all receptacles should be electrically connected to the grounding conductor.

o Extension cords may only be used for pendants, wiring of fixtures, connection of portable lamps or appliances, elevators, hoists, connection of stationary equipment where frequently interchanged, prevention of transmission of noise or vibration, data processing cables, or where needed to permit maintenance or repair.

o Suitable disconnecting switches or plug connects should be installed to permit the disconnection of all ungrounded conductors of each temporary circuit.

• Insulated Tools and Equipment

o Insulated tools and equipment should be used when working inside the limited approach boundary or where tools or equipment might make accidental contact with electrical equipment.

o Electrical tools and protective equipment should be specifically approved, rated, and tested for the levels of voltage to which a worker may be exposed.

o All insulated tools and equipment must meet and be marked to indicate compliance with one of the following two standards: 1) American Society for Testing and Materials (ASTM); or 2) International Electrotechnical Commission (IEC).

o Insulated tools must be rated for the voltages to which they are exposed and designed and constructed for the environment to which they are exposed.

o Fuse or fuse holder handling equipment, insulated for the circuit voltage, should be used to remove or install a fuse if the fuse terminals are energized.

o Ropes and handlines used near exposed energized parts should be non-conductive.

o Portable ladders used for electrical work should have nonconductive side rails.

o All tools and equipment should be inspected for damage or excessive wear before use. Any damaged tools and equipment shall be immediately removed from service.
• **Wet and Damp Locations**
  o Work in wet or damp locations (i.e., areas surrounded or near water or other liquids) should not be performed unless it is critical.
  o Electrical work must be postponed until the liquid is removed. Work is prohibited in areas where there is standing water.
  o All electrical equipment used in wet or damp locations must be equipped with a GFCI.
  o Extension cords must not be used in wet or damp locations.
  o A dry barrier must be placed over any wet or damp work surface before beginning work.

• **General Illumination**
  o Lamps for general illumination must be protected from breakage, and metal shell sockets must be grounded.
  o Temporary lights should not be suspended by their cords unless they have been designed for this purpose.
  o Portable lighting used in wet or conductive locations, such as tanks or boilers, should be operated at no more than 12V or protected by GFCIs.
  o Lamps for general illumination should be protected from accidental contact or damage, either by elevating the fixture or by providing a suitable guard.
  o Hand lamps supplied by extension cord must be equipped with a handle of molded composition or other approved material and should be equipped with a substantial bulb guard.

• **Power Lines**
  o Workers should remain at least 10 ft/3 mt away from all overhead power lines with voltages to ground 50kV or below.
  o Workers should remain at least 10 ft plus 4 in/3.15 mt for each 10kV over 50kV.
  o When work must be performed near overhead lines, the lines must be de-energized and grounded, or other protective measures provided before work is started.
  o If the lines are to be de-energized, arrangements should be made with the person or organization that operates or controls the electric circuits involved to de-energize and ground them.
  o If protective measures, such as guarding, isolating, or insulating are provided, these precautions should prevent workers from contacting such lines directly with any part of their body or indirectly through conductive materials, tools, or equipment.

• **Equipment Labelling**
  o All switchboards, panel boards, industrial control panels, and motor control centers should be marked with labels to warn workers of potential electric shock and arc-flash hazards.
  o Labels should be visibly located by workers before examination, adjustment, servicing, or maintenance of equipment.
  o Where an arc-flash risk assessment has not been completed, all equipment should be marked at a minimum with a label that states “Danger – Electric-Arc-Flash Hazard”.
  o Once an arc-flash risk assessment has been completed, all labels should include the following information:
    - Nominal system voltage
    - Arc-flash boundary
    - At least one of the following: available incident energy and the corresponding working distance.
    - Arc-flash-PPE category, minimum arc rating of clothing, and site-specific level of PPE required.
- All labels should be reviewed for accuracy following changes to the electrical equipment or system (i.e., the addition of small motors or new equipment, new electrical service, the addition of large motors, facility expansions, etc.)
- All electrical panels should be clearly marked with circuit-breaker details. Labeling shall be clear and easy to read.
- All labels should be legible. Labels should all be replaced as needed due to damage, wear, or other circumstances compromising legibility.

**Thermal-Imaging Testing**
- Facilities must conduct thermal-imaging testing of facility electrical systems annually, at a minimum. Facilities with substantially different summer and winter loads may be subject to inspection more than twice per year.

**Arc-Flash Risk Assessment**
- An arc-flash risk assessment, inclusive of a single-line diagram, should be completed and maintained for the facility’s distribution system and electric production machinery.
- The risk assessment must include all transformers, cables, switchgear, panel boards, motor-control centers, and fuse-disconnect switches.
- The assessment must only be completed by a qualified person.
- The arc-flash risk assessment, inclusive of the single-line diagram, should be reviewed every five years at minimum, to identify potential changes in the electrical distribution system that could affect the results of the arc-flash hazard analysis.
- The arc-flash risk assessment, inclusive of the single-line diagram, should be updated within 90 days of any major modification or renovation.
- The review of the arc-flash risk assessment shall be conducted and documented formally. Documentation should include reports of the outcomes of the analysis, meeting notes, and process reviews. Any documentation related to the arc-flash risk assessment review shall be kept on file for at least three cycles – the current in addition to the past two arc-flash risk assessments.

**Training:** Workers responsible for any process involving electrical work should be trained in this standard, electrical hazards, and general electric-safety principles initially and annually thereafter. Training shall be documented, and records maintained for two years.

**Electrical Safety Program Coordinator:** Workers assigned to this job role should be trained to understand and perform their responsibilities associated with electrical work procedures, and to comply with provisions and local requirements. Training shall include:
  - Electrical standards.
  - Hazard Identification.
  - An emphasis on controlling electrical hazards through the application of engineering and design controls.
  - Coordinating assessments as required by this standard (arc flash risk assessments, shock hazard assessments, and thermal imaging scans).
  - Providing or assisting with the coordination of awareness-level training to workers and contractors on electrical safety principles.
  - Maintain training records.
  - Evaluate the overall effectiveness of the electrical safety program on an annual basis and update the written program as needed.

**Qualified Worker:** Workers assigned to this job role should be trained to understand and perform their responsibilities associated with electrical work procedures, and to comply with provisions and local requirements. Training should include:
  - Electrical standards.
  - Construction and operation of equipment on which work is assigned.
Skills and techniques necessary to distinguish exposed live parts from other parts of electrical equipment.
Skills and techniques necessary to determine the nominal voltage of exposed live parts.
How to safely work on energized circuits, including:
  - Clearance distances specified for working on or near exposed energized parts and the corresponding voltages to which the qualified worker will be exposed.
  - Appropriate safety equipment and tools necessary to safely perform work.
Decision-making process necessary to be able to:
  - Perform job safety planning.
  - Identify electrical hazards.
  - Assess associated risk.
  - Select appropriate risk control methods.

**Supervisors/Managers:** Supervisors and managers should be trained to understand and perform their responsibilities associated with electrical work procedures, and to comply with provisions and local requirements. Training should include:
  - Electrical standards.
  - Ensuring electrical standards compliance.
  - Worker-training verification and documentation.
  - Electrical PPE.

**Non-qualified Worker:** Any worker with exposure to electrical work activities (e.g., not performing electrical activities) in their work area should receive awareness training initially and every three years for electrical requirements and procedures. Training should include:
  - Electrical hazard awareness and identification.
  - Importance of avoiding electrical work and exposed wires.
  - Process for reporting emergencies/injuries/illnesses.

**Periodic Inspection:** Each facility must conduct an internal audit of the electrical safety program annually to verify the principles and procedures of this standard are being implemented and followed. This internal audit shall be documented, and records maintained for one audit cycle.

**Special Considerations:** Live electrical work should only be performed by a certified electrician using proper PPE, based on the arc-flash assessment.

### 13.19 - Large Equipment

**Boilers and Compressors**
- Closed pressure vessels, including boilers and industrial compressors, must have maintenance conducted at least annually, by a qualified licensed technician, with maintenance records maintained.
- Operating permits for any closed pressure vessel must be maintained as required by local law.
- Blow-off pipes on boilers must evacuate outside of the boiler room and be directed away from potential contact with people.
- Ensure that the boiler, based on its size and weight, and local law, is housed at the required distance from the production area, within a partitioned area or room that meets legal building requirements, or outside of the production building. The boilers must be installed in a fire resistance room with a minimum of 120 fire resistance rating. Entry to this room must be provided with a composite door with a minimum of 60 fire resistance rating.
- A daily checklist should be used to monitor boiler operation.
- At least one qualified boiler operator must be present at all hours the boiler is operating. The boiler operator must maintain its current licensure.
o The boiler must be in an identified restricted area that is not used for any other purposes, i.e., storage, etc.

o All small pressure steam vessels such as a garment press shall be installed and maintained according to manufacture guidelines. Steam pressure reducing valve should be installed and routinely inspected for operation. Daily checklists should be performed to ensure all safety equipment is operational. If there is any sign of rust or deterioration of metal components, equipment should be placed out of service.

• **Elevators and Lifts**
  o Elevator and lift permits, as legally required, must be current.
  o All elevators and lifts must be inspected annually for safe operation by a qualified technician. Inspection records must be maintained on-site and be available for review.
  o The elevator shaft doors must be closed when the elevator is not in use. The elevators must have safety devices to prevent the car from moving when the gates or doors are open.
  o There must be a sign posted near the elevator doors on each floor that indicates to use of the stairs in the event of a fire.
  o Only authorized workers must operate cargo elevators. Elevator load limits must be posted in the local language of the workers.

• **Lasers:** A narrow beam of light that differs from ordinary light in that it is monochromatic (one color), organized, and directional. The facility must implement procedures to reduce or eliminate the risk of occupational exposure to lasers, which must cover the following:
  o Equipment must be designed with guarding and interlocks to prevent exposure to the laser beam.
  o Restrict laser areas to authorized workers only, have signage and postings in laser areas, and use appropriate personal protective equipment (PPE).

• **Sandblasting**
  o As silica sand or crystalline material can result in serious hazards and is toxic, apparel sandblasting machinery is not permitted. Silicosis, lung cancer, and respiratory issues are all serious problems that can occur if workers are exposed while sandblasting. Sandblasting machinery must be removed from the facility.
  o For non-apparel sandblasting (watch, eyeglass, shoe, non-garment operations), the following protocols shall be followed:
    - Identification of health hazards
    - Engineering controls
    - Administrative controls
    - Personal hygiene practices required
    - Respiratory protection
    - Personal protective equipment
    - Worker training and hazard communication
    - Regular medical assessments (every six months)

• **Other Large Mechanical Equipment**
  o Safety procedures and protocols should be available for review for any other mechanical equipment in the facility. Training on the safe operation of the equipment should be conducted with records available for review.
  o Any permits required for the operation of equipment should be maintained on-site.
  o All required guards should be in place according to manufacturer guidelines.
  o Additional large mechanical equipment may include the following:
    - Hoists or lifts
    - Hoist cranes, Gantry cranes
Hydraulic presses
Fabrication equipment
Lathes

13.20 - Drinking Water

• Fresh potable water must be available for workers without restriction or cost. Where multiple sources of water exist, potable water must be clearly identified. The use of a common drinking cup is prohibited.
• Potable water must be provided for cooking, washing of foods, and washing of cooking and eating utensils.
• All water filters that are attached to drinking fountains or water dispensers must be maintained and replaced per the manufacturer's guidelines.
• Well, or municipal water must be independently tested for water quality indicators (WQIs) such as Total Coliforms, Turbidity, Microorganisms pH, Volatile Organic Compounds (VOCs) (benzene, carbon tetrachloride, toluene, trichloroethylene, and methyl tertiary butyl ether). Testing should be completed every six months, or as required by law, and records must be maintained. Bottled-water providers must provide water test results every six months, or as required by law.

13.21 - Air Temperature

• Facilities must maintain their air temperature as follows:

<table>
<thead>
<tr>
<th>Temperature Range</th>
<th>°F</th>
<th>°C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Avoid</td>
<td>&lt; 50°F</td>
<td>&lt; 10°C</td>
</tr>
<tr>
<td>Borderline</td>
<td>50°F - 60°F</td>
<td>10°C - 15°C</td>
</tr>
<tr>
<td>Ideal</td>
<td>60°F - 86°F</td>
<td>15°C - 30°C</td>
</tr>
<tr>
<td>Borderline</td>
<td>86°F - 95°F</td>
<td>30°C - 35°C</td>
</tr>
<tr>
<td>Avoid</td>
<td>&gt; 95°F</td>
<td>&gt; 35°C</td>
</tr>
</tbody>
</table>

• In unusually hot countries, the temperature must be maintained at a reasonable level for the area.
• Air in all production areas must be adequately circulated and be fresh and free of fumes, dust, odors, and fibers. The facility must maintain proper ventilation on the facility floor and follow the safety data sheet (SDS) guidelines on ventilation where chemicals are used.
• Management must take measures to ensure that the temperature in the workplace is always at a tolerable level. This temperature must be at a level that is reasonable considering the health of the workers and such as to not restrict their work. This temperature must be measured by a thermometer that is located on the production floor.
• If reasonable temperature ranges cannot be maintained, heat/cold stress procedures must be implemented including engineering, administrative controls, and personal protective equipment to minimize the effects of the temperature.
• In facilities where down-filling processes are present, automated machinery must be used along with appropriate PPE.
• As asbestos fibers may be released into the air by the disturbance of asbestos-containing material, any asbestos found in a facility must remain undisturbed and have a proper disposal plan if legally required. Appropriate signage must be in place. Asbestos may be in such areas as:
  o Attic and wall insulation produced containing vermiculite.
  o Vinyl floor tiles and the backing on vinyl sheet flooring and adhesives.
  o Roofing and siding shingles.
  o Textured paint and patching compounds are used on walls and ceilings.
  o Hot water and steam pipes coated with an asbestos material or covered with an asbestos blanket or tape.
  o Oil and coal furnaces and door gaskets with asbestos insulation.
13.22 - Lighting

- Lack of or excessive light can result in accidents or affect the wellbeing and productivity of workers during production. In an area where accuracy is required, such as quality control, this can affect product quality. Finally, it will affect workers’ health. Facilities should undertake annual light studies (or as required by statute, more frequently). Documentation must be maintained and available for review.
- The facility should provide explosion-proof, self-contained lighting approved for hazardous conditions by a nationally recognized testing laboratory (NRTL), in any area where the atmosphere is determined to contain a concentration of flammable vapors that are at or above the hazardous threshold.
- All light fixtures, whether they contain fluorescent bulbs or not, must have protective plates if they are at risk of being damaged.
- Lighting guidelines (VF recommendation):

<table>
<thead>
<tr>
<th>Light Source</th>
<th>Minimum Lux</th>
<th>Minimum fc</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency egress</td>
<td>100 lux</td>
<td>10 fc</td>
</tr>
<tr>
<td>Production line</td>
<td>750 lux</td>
<td>70 fc</td>
</tr>
<tr>
<td>Inspection</td>
<td>1000 lux</td>
<td>100 fc</td>
</tr>
<tr>
<td>General warehouse</td>
<td>200-500 lux</td>
<td>20-50 fc</td>
</tr>
<tr>
<td>Clerical work</td>
<td>750 lux</td>
<td>70 fc</td>
</tr>
<tr>
<td>Corridor/stairs</td>
<td>200 lux</td>
<td>20 fc</td>
</tr>
</tbody>
</table>

13.23 - Prolonged Vibrations

- The facility must determine if job functions require a vibration measurement system. A typical vibration measurement system includes a device (accelerometer) to sense the vibration, a recorder, a frequency analyzer, a frequency-weighting network, and a display such as a meter, printer, or recorder. The risk of vibration-induced injury depends on the average daily exposure. An evaluation of the risk considers the intensity and frequency of the vibration, the duration (years) of exposure, and the part of the body that receives the vibration energy.
- Hand-arm vibration (HAV) exposure is the situation where a worker uses a hand-held power tool. Excessive and uncontrolled use of this tool can cause health problems e.g., painful nerves and/or joints, and could also lead to direct injuries to fingers and hand dexterity, and grip.
- Whole-body vibration is vibration from large pieces of machinery which are operated in a seated, standing, or reclined posture.
- The facility must take necessary steps to reduce the risk of occupational disease caused by vibration-related tasks, including the following steps:
  - Find alternative work methods that can eliminate or reduce exposure to vibration.
  - Select the vibrating equipment correctly to ensure that any vibrating equipment is used efficiently. Improper equipment can result in longer and inefficient use of the equipment that exposes workers to vibration longer than necessary.
  - Anti-vibration gloves should be used together with anti-vibration tools.

13.24 - Noise Level

- Sound Level Guidelines:

<table>
<thead>
<tr>
<th>Decibel Level</th>
<th>Protection</th>
</tr>
</thead>
<tbody>
<tr>
<td>85 - 90</td>
<td>Hearing protection recommended</td>
</tr>
<tr>
<td>90 - 95</td>
<td>Hearing protection required</td>
</tr>
<tr>
<td>&gt; 95</td>
<td>Hearing protection required and noise-reduction action taken</td>
</tr>
</tbody>
</table>

- A hearing conservation program should be implemented when workers are exposed to a time-weighted average noise level of 85 decibels (dB) or higher over an eight-hour work shift. The hearing conservation program requires facilities to:
  - Conduct ongoing measurements of noise levels.
  - Provide free audiograms.
  - Provide free hearing protection.
- Provide training to include the effects of noise on hearing, the purpose of hearing protection, and instructions on the selection, fitting, use, and care of hearing protection.
- Conduct ongoing evaluations of the adequacy of the hearing protection in use.

- For areas with noise levels over 95 decibels (dB), engineering controls that reduce sound exposure levels must be implemented, such as:
  - Low-noise tools and machinery.
  - Maintain and lubricate machinery and equipment (e.g., oil bearings).
  - Place a barrier between the noise source and the worker (e.g., sound walls or curtains).
  - Enclose or isolate the noise source.
  - Operate noisy machines during shifts when fewer workers are exposed.
  - Limit the amount of time a worker spends at a noise source.

- The hearing protection provided must have a Noise Reduction Rating (NRR) and must be provided by the facility.
- A preliminary noise study must be completed by an approved safety professional initially and when environmental changes occur.
- The facility must have a designated hearing conservation program coordinator.
- The facility must use a qualified audiologist to perform annual audiograms on all workers who are in the Hearing Conservation Program.
- Workers exposed to noise levels that meet or exceed an eight-hour time-weighted average (TWA) of 85 decibels (dB) must be trained initially and annually. Documentation exists.

13.25 - Clean and Sanitary Toilets

- Toilets: Separate facilities for men and women (clearly marked).
  - 1-15 persons       - 1 toilet minimum
  - 16-35 persons     - 2 toilets minimum
  - 36-55 persons     - 3 toilets minimum
  - 56-80 persons     - 4 toilets minimum
  - 81-110 persons    - 5 toilets minimum
  - 111-150 persons   - 6 + 1 additional toilets minimum for every additional 40 persons.

- Toilets must be clean, always accessible, and functional. A cleaning log must be maintained, indicating at least twice-daily cleaning.
- All trash bins used within the toilet stalls must be covered.
- Workers must be permitted to use sex-segregated facilities that correspond to their gender identity within regulations of local or national non-discrimination laws.
- Toilets must provide appropriate privacy as well as running water, liquid/powder soap, cleansing water (or toilet paper), and individual hand-drying capabilities or disposable paper towel dispensers. There must be adequate light and ventilation in these areas and enclosed drainage pipes in all toilet facilities.
- Workers must have access to a personal storage locker or other space that is secured for storage; the number of available lockers must correspond to the total workforce.
- Any showering/locker room area must be maintained clean, with privacy (shower curtains or stall dividers), and with adequate hot/cold water pressure.

13.26 - Canteen/Dining Facilities

- Canteen-related operating permits must be obtained before food service operations begin. Once received, the food service permits must be kept current.
- Food-service workers must undergo a medical examination and be certified as free from communicable diseases at least annually or as required by local law, whichever is more frequent. Additionally, food-service workers must understand and follow procedures for reducing the transmission of communicable diseases; they must wear hairnets, gloves,
and aprons while preparing and serving food, and must thoroughly wash, dry, and disinfect hands before contacting food.

- Tables, dishes, and utensils must be sanitized between uses. Food must be properly stored, handling practices must be sanitary, and no food must be left uncovered or stored in the open.
- Refrigerated food must be kept under 40°F/4°C; hot food for serving must be maintained at or above 140°F/60°C.
- Compressed gas cylinders, used for food preparation, must be stored outside, be secured upright, and have the proper signage. Leakage indicators must be installed. Gas valves must be turned off when not in use; emergency gas shut-off valves must be readily accessible and identified with signage.
- There must be adequate seating for the number of workers that need to use the cafeteria at the same time.
- The payment arrangement or food prices should be reasonable with the price list displayed conspicuously if such service is not free of charge.
- Floors and surfaces must be maintained clean and free of cracks and broken tiles.
- Appropriate first aid equipment is available and maintained.
- Control of insects must be maintained through fumigation or with insect traps. Records must be maintained for any service provider used for pest control management.
- Comments about food or service must be collected at regular intervals.
- The cafeteria must be protected from the weather.
- All fire safety requirements apply to the cafeteria including ensuring that a fire extinguisher appropriate for cooking with grease/cooking oils is readily available. Training is provided to canteen workers.

13.27 - Trash Disposal

- The facility and the immediate area must be clear of debris and garbage. All waste removal must be handled by an authorized, licensed company and documentation must be maintained.
- Facilities must establish a good housekeeping program to keep all areas free of lint that accumulates on walls, lamps, electrical rails, machinery, floor, and other trash.
- Receptacles must be provided to collect/remove scraps.
- The facility should implement a recycling program to reduce the waste stream. Recycling material must be processed by licensed haulers.
- Trash compactors must be kept in a safe manner with appropriate safety devices and locking mechanisms to prevent unsafe usage.
- Control of insects and rodents in the trash disposal areas must be maintained through fumigation or with insect traps; records must be maintained for any service provider used for pest management.

13.28 - Building Maintenance

- Stairs must be structurally sound and provide sufficient width for safe exiting.
  - Stairwells wider than 88 in/225 cm must have a secure handrail on both sides along with a center handrail.
  - Stairwells wider than 44 in/110 cm, with four or more steps, must have a secure handrail on both sides
    - Stair heights/risers must be no more than 8 in/20 cm and step depths must be at least 10 in/25 cm with a non-slip surface.
- Mezzanine areas must be maintained in good condition. Weight limits must be properly identified, posted, and monitored regularly. Guardrails and toe boards on mezzanines must be installed to prevent objects from falling.
• Mezzanines must have at least two emergency egress routes on opposite sides. A single exit is allowable if the following conditions exist:
  o Less than 50 occupants.
  o The common path of egress travel must be less than 100 ft/30 mt for buildings with sprinklers, and less than 75 ft/23 mt for buildings with no sprinklers. The common path is the egress path down from the mezzanine to a point where multiple paths could then be taken to multiple exits.
• Cargo lifts or other means of safe material handling for stored material must be used to prevent workers from carrying excessive weight.
• Any buildings or construction, in addition to the original design of the facility establishment, must be built legally with a valid permit, approval, inspection certificates, registration, or reports issued by governmental authorities.
• The facility must not have signs of visual structural distress (progressive cracking) in the main load-bearing beams.
• The facility must not have visual deflections/deterioration in the building structure (roof, walls, and columns).
• The facility floor must be maintained in good condition with no excessive cracks and excessive settling.
• The facility roof must be maintained in good condition without signs of serious deterioration and excessive or significant leaks.
• Storage rack beams must not be overloaded or deflecting/deteriorating under the weight. If overloading is observed, the racking must be unloaded immediately and replaced with new beams (when available) with reduced loading. The racking uprights must be anchored to the floor and have base plates. There must be lateral bracing on uprights.
• Racks of 20 ft/6 mt in height must have lateral ties to other racks or walls.
• A facility building must not have any of the following situations:
  o Be in a densely packed urban area where emergency vehicles do not have accessibility.
  o Be in a multi-story building shared with other facilities/enterprises/commercial spaces under separate ownership.
  o Be a multi-story building without an emergency alarm or one that is not integrated with the entire building.
  o Be a multi-story building without emergency drill exercises that are organized throughout all facilities within the same building once every six months; maintain documentation of drills.
  o Have obstructed safety egress.
  o Have stairwells without emergency lighting and signage for evacuation.
  o Be a multi-story building without at least two stairwells with a width not less than 36 in/90 cm, taking into consideration the building’s employment capacity.

13.29 - Fall Prevention
• Facility Competent Person: The facility must designate at least one individual as a fall protection competent person. The fall protection competent person will be responsible for the oversight of the local fall protection program. Smaller facilities may use a mutually agreed regional fall protection competent person to conduct fall protection hazard assessments and inspections as required.
• Walking/Working Surfaces Inspections: Each facility must perform an initial walking/working surfaces inspection to identify potential slip hazards, trip hazards, and fall hazards in the workplace. Periodic inspections should also be performed at a frequency determined by the facility. Use a Walking/Working Surfaces Inspection Form or equivalent to document inspections.
• **Fall Protection Hazard Assessment Form:** If fall hazards are identified, the Fall Protection Hazard Assessment Form shall be completed by the fall protection competent person. This form should be used as an initial assessment of assigned workplace activities where authorized persons are exposed to potential fall hazards.

• **Equipment Selection:** The hierarchy of fall protection is the preferred order of control to eliminate or reduce fall hazards. This methodology mirrors common safety practices for hazard abatement, beginning with elimination and ending with administrative controls. Using the data collected from the fall hazard assessments, each solution in the hierarchy can be applied to each hazard.

• **Hazard Elimination:** The preferred solution to all fall hazards is elimination. The reason for exposure to the fall hazard is challenged and evaluated to determine if a change in the procedure, practice, location, or equipment will eliminate exposure to the fall hazard.

• **Passive Fall Protection:** Physical barriers like guardrails around unprotected edges and covers over holes are examples of passive fall protection. Passive protection is generally considered to provide a higher level of safety since the opportunity for error is less than using personal protective equipment (PPE).

• **Fall Restraint Systems:** Fall restraint systems are erected in such a manner that a fall cannot occur. Fall restraint systems use PPE to restrict the worker's range of movement so they cannot physically travel to the fall hazard.

• **Fall-arrest Systems:** Fall-arrest systems are erected in such a manner that a fall can occur, but the fall is arrested within the acceptable force and clearance margins. Fall-arrest systems have a higher risk associated with them since they must stop the falling worker within an acceptable level of force and prevent him/her from contacting the surrounding structure or the ground.

• **Administrative Controls:** Administrative controls are work practices or procedures that increase a worker’s awareness of a fall hazard, and are preventive measures taken to reduce the likelihood of a fall. These methods include safety monitors, warning lines, warning horns, designated areas, or control lines.

• **Fall Protection Clearance:** When considering the appropriate personal fall-arrest systems, it is important to understand fall protection clearance and swing hazards which shall be determined to ensure safe use. Shock-absorbing lanyards will stretch/lengthen during a fall and will increase the total fall distance.

• **Powered Industrial Truck Note:** Order pickers that require fall protection should use SRL (self-retracting lifelines) for fall protection in place of shock-absorbing lanyards. To minimize swing falls, the position of the anchorage point should be connected directly overhead wherever possible.

• **Inspection of Fall Protection Equipment**
  o **Visual Pre-Use Inspection:** Prior to each use of any fall protection or fall rescue equipment, an authorized person should visually inspect the equipment. The inspection should verify that it has not sustained any wear or damage that would require it to be removed from service. The inspection should follow manufacturer recommendations or a competent person's instructions.
  o **Documented Annual Inspection:** All fall protection equipment and components should be inspected at least annually (or more frequently as per local country legal requirements or manufacturer's recommendations). A standard documented inspection checklist/log or equivalent must be used.

• **Removing Equipment from Service:** Fall protection equipment shall be removed from service upon:
  o Evidence of defects, damage, or deterioration.
  o Once it has been subjected to impact loading.
  o Upon expiration of the manufacturer's specified service life, whichever comes first.
• **Storage and Maintenance of Fall-Protection Equipment:** The following guidelines must be used for the storage and maintenance of equipment:
  o Never store personal fall-arrest equipment in the bottom of a toolbox, on the ground, or outdoors exposed to the elements (i.e., sun, rain, snow).
  o Hang equipment in a cool, dry location in a manner that retains its shape.
  o Always follow manufacturer recommendations for inspections.
  o Clean with mild, nonabrasive soap and hang to dry.
  o Never force dry or use strong detergents in cleaning.
  o Never store it in an area with exposure to fumes or corrosive elements.
  o Avoid dirt or other types of build-ups on equipment.
  o Never use this equipment for any purpose other than personal fall arrest.

• **Rescue Procedures**
  o Each facility using fall protection must develop a site-specific rescue plan.
  o All rescues should proceed with the following order of preference:
    ▪ Self-rescue (climbing or pulling yourself to safety).
    ▪ Assisted self-rescue (suspension-trauma safety straps, ladders).
    ▪ Manually lowering the lift (available on some equipment).
    ▪ Mechanical aided lifts (scissor, aerial lift hoisting device).
    ▪ Rescue pick (performed by trained emergency response workers, such as the local fire department).

• **Specific Applications**
  o **Unprotected Sides and Edges:** All workers on a walking/working surface (horizontal and vertical surface) with an unprotected side or edge which is 4 ft/1.2 m or more above a lower level should be protected from falling using guardrail systems, warning line system, or personal fall-arrest systems.
  o **Dock Safety:** Any dock doors where there is a drop over 4 ft/1.2 m shall not be left open without a fall protection barrier. Safety chains are not considered acceptable fall protection devices and should not be used.
  o **Mezzanine Platforms:** Facilities should also ensure procedures are in place to protect workers from falls from mezzanine gates or other openings that create a potential fall hazard. If a worker must lean through the opening or over the edge of the opening (to receive or guide equipment and materials), the worker shall be protected from fall hazards by a personal fall-arrest system. Safety chains are not considered acceptable fall protection devices and shall not be used.
  o **Roof Top Maintenance/Servicing Activities:** Minimum requirements to access:
    ▪ Each worker on walking/working surfaces must be protected from falling through holes (including skylights) by personal fall-arrest or restraint systems, covers, or guardrail systems erected around such holes.
    ▪ Roof-Access Work Permit - where there are unprotected sides and edges, roof activities require a roof-access work permit.
  o **Aerial Lifts and Self-Propelled Elevated Platforms (Scissor Lifts):** Workers operating aerial lifts and self-propelled elevated platforms (scissor lifts) should consult the manufacturer’s latest recommended practice/country requirement for personal fall-protection equipment.
  o **Transitions out of Man-basket:** Before workers of an aerial or scissor lift leave the floor of the lifting device, they should be within 12 in/30.4 cm from the surface they are accessing and be connected to a suitable anchorage outside of the basket/elevated platform.
  o **Scaffolding**
    ▪ Scaffolds that contain a fully covered deck, handrail, mid-rail, and toe board require no fall protection. Under conditions where scaffolds cannot be constructed with a fully
covered deck, handrails, and toe boards due to obstructions, workers shall wear fall-protection equipment (harnesses and lanyards).

- Workers working on scaffolding systems 4 ft/1.2 mt above the ground or floor surface must have a complete guardrail system consisting of top, mid-rail, and toe board. Under these conditions, fall-protection equipment will not be required.
- Always adhere to local requirements where greater than minimum standards.

- **Portable Ladders**
  - Acceptable materials of construction for single ladders, extension ladders, and stepladders when conducting electrical-related activities, or where there is a risk to contact exposed to energized electrical equipment, should be fiberglass. When facilities replace portable ladders, fiberglass materials for construction should be selected over wood and metal.
  - Workers performing work from step and extension ladders must be required to use a personal fall-arrest system secured to an acceptable anchorage when working at a height greater than 4 ft/1.2 mt where 3-point contact cannot be maintained.
    - Note for EU ladders: Must use EN131 and TüV approved ladders.
    - Portable ladders must be visually inspected prior to use.
    - Monthly documented portable ladder inspections must also be performed.
    - When an inspection uncovers a problem, workers shall not use the ladder. Instead, they should remove the ladder from service and put a “DO NOT USE” tag on it to make sure nobody else uses it until it has been repaired by qualified maintenance workers.

- **Fixed Ladders**
  - All fixed ladderway floor openings shall be protected by a self-closing gate. Safety chains are not considered acceptable fall protection device and shall not be used.
  - Fixed ladders over 24 ft/7.3 mt shall have ladder safety systems or personal fall-arrest systems installed.
  - Cage and well protection are to be phased out by 2036.
  - Fixed ladders installed after Nov. 19, 2018, must have a ladder safety system or personal fall-arrest system.

- **Training Requirements**
  - **Competent Person:** A fall-protection competent person(s) should be identified for each facility. This person must be capable of identifying existing and predictable hazards in the surroundings or working conditions that are hazardous or dangerous to workers, and who be authorized to take prompt corrective action to eliminate any fall hazards. It is recommended for the fall-protection competent person(s), to attend and complete a fall-protection competent person training course, preferably from a certified company.
  - **Authorized Person:** All workers that are required to work at heights over 4 ft/1.2 mt should receive fall prevention and protection training prior to performing job duties. The training provided should enable the workers to recognize the hazards of falling and the procedures to be followed to minimize these hazards, including the use of personal fall protection, proper ladder climbing techniques, etc.
  - **Training Frequency:** Training should be provided prior to performing job duties, and refresher training is required on an annual basis.

- **Contractors:** Contractors working at the facility must review prior to performing work:
  - Potential fall hazards of work being performed and how these will be addressed.
  - Facility fall-prevention program and expectations.
  - Ensure contracted workers are trained on fall protection and that there is a fall-protection competent person on-site.
  - Ensure fall-protection equipment is in good condition and inspected prior to use.
  - As necessary, periodic follow-up will occur throughout the project.
13.30 - Bloodborne Pathogens

- **Exposure Control Plan:** Each facility must establish a written exposure control plan (ECP) designed to eliminate or minimize worker exposure. The ECP shall contain the following minimum requirements:
  - A list of job classifications or tasks with the likelihood of bloodborne pathogen (BBP) exposure.
  - Compliance schedule.
  - Schedules of Hepatitis B, Rabies, Tetanus, and TB vaccinations for affected division(s)/agencies.
  - Method of workplace hazard communication.
  - Method of recordkeeping as required by the standard.
  - Resources for workers who have experienced BBP exposures to receive medical consultation and testing.
  - Procedure for post-exposure evaluation and follow-up after exposure incidents.
  - Methods for providing information and training.
  - The ECP should be reviewed and updated at least annually and whenever necessary as follows:
    - Reflect new or modified tasks and procedures which may affect potential exposure.
    - Include new or revised worker roles with potential exposure.
    - Review and evaluate exposure incidents that occurred since the previous update.
    - Review and respond to information indicating that ECP is deficient in any area.
  - A copy of the facility ECP should be accessible in the facility to all workers at risk for occupational exposure.

- **Exposure Determination**
  - Job classifications in which workers may have occupational exposure include:
    - First aid and CPR responders.
    - Janitorial workers.
    - Maintenance workers.
    - Others identified (list).
  - Job tasks in which workers may have occupational exposure to bloodborne pathogens include:
    - Cleaning body fluid spills.
    - Disposal of regulated waste and/or laundry.
    - General facility cleaning, including restrooms and any areas contaminated with blood, bodily fluid, or other potentially infectious material (OPIM).
    - Cleaning contaminated broken glassware.
    - Sharps removal.
    - Providing first aid and/or CPR.
    - Others identified.
  - Methods of Compliance: All workers must use universal precautions. As a result, all human blood and bodily fluids are treated as though they are known to be infected with bloodborne pathogens.

- **Engineering and Work Practice Controls**
  - Engineering and work practice controls should be used to prevent or minimize exposure to bloodborne pathogens. If elimination and substitution are not feasible, reasonable efforts must be made to reduce worker exposure through engineering and administrative controls. This may include:
    - Hand washing stations.
    - Sharps disposal containers.
- Housekeeping.
- Decontamination procedures.
  - Contaminated sharps must be placed in appropriate containers immediately or as soon as possible after use. The containers shall be:
    - Puncture resistant.
    - Labeled or color-coded.
    - Leakproof on sides and bottom.
    - Constructed to prevent sharps retrieval after disposal.
  - Regulated waste must be placed in containers that are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded, and closed prior to removal to prevent spillage or protrusion of contents during handling.
  - Contaminated sharps must be discarded immediately or as soon as possible in containers that are closable, puncture-resistant, leakproof on sides and bottoms, and labeled or color-coded appropriately. Sharps disposal containers are available and easily accessible to the immediate areas where sharps are used.
  - Broken glassware that may be contaminated is picked up using mechanical means, such as a brush and dustpan.

- **Personal Protective Equipment (PPE)**
  - The facility must provide PPE at no cost to the worker when there is occupational exposure.
  - PPE must be deemed appropriate only if it does not permit blood or other potentially infectious material to pass through to or reach the worker’s clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time that the PPE should be used.
  - Workers using PPE must adhere to the following precautions:
    - Wash hands immediately or as soon as feasible after the removal of gloves or other PPE.
    - Remove PPE after it becomes contaminated, and before leaving the work area.
    - Used PPE may be disposed of in red biohazard bags, which should be available at any first aid station. Once biohazard bags are full, they must be disposed of in the regulated waste receptacle located in the first aid room.
    - Wear appropriate gloves (disposable single-use) when it can be reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured, contaminated, or if their ability to function as a barrier is compromised.
    - Never wash or decontaminate disposable gloves for reuse.
    - Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eyes, nose, or mouth.
    - Remove immediately, or as soon as feasible, any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.
    - Use disposable equipment when available. When the use of disposable equipment is not possible or practical, items must be decontaminated appropriately.
    - Pre-labeled red bags or pre-labeled red containers must be used on containers of infectious waste.

- **Investigation**
  - Incidents must be investigated in the event that workers have been or were potentially exposed to BBP.
  - Investigations should be initiated within 24 hours of the incident.
  - Investigations should contain the following information:
    - Date and time when the incident occurred.
• Location of incident.
• Infectious materials involved.
• Source of material.
• Under what circumstances the incident occurred.
• How the incident was caused.
• PPE in use at the time of exposure.
• Actions are taken due to exposure (decontamination, clean-up, notifications).
  o A written summary of any incident should be prepared following the investigation.
  o Investigations should be kept confidential in accordance with confidentiality standards and local requirements.
  • Once the investigation has been completed, an appointment is arranged for the exposed worker with a qualified healthcare professional to discuss the worker’s medical status. This includes an evaluation of any reported illnesses, as well as any recommended treatment. After the consultation, healthcare professionals must provide a written opinion evaluating the exposed worker incident. In turn, a copy of this opinion shall be furnished to the exposed worker.

• Training
  o All workers with occupational exposure should receive initial and annual training. Additional training shall be provided when changes (e.g., modified/new tasks or procedures) affect a worker’s occupational exposure.
  o The training records must contain the dates of the training, training content, attendee names, and job titles.
  o The person conducting the training is required to be knowledgeable in the subject matter covered by the elements in the training program and be familiar with how the course topics apply to the workplace that the training shall address. At a minimum, training should include:
    • Symptoms and modes of transmission of bloodborne diseases.
    • Review of ECP and how to obtain access.
    • Appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious material.
    • Methods to eliminate or reduce exposure.
    • Selection and use of PPE.
    • Proper clean-up methods and waste disposal.
    • Exposure emergency procedures.
  • Training records shall be kept for three years following the training date.

13.31 - Powered Industrial Trucks (PIT)
• Pre-Use Inspection: The facility should develop procedures for the pre-use inspection of powered industrial trucks. Operators should perform pre-operational equipment checks on such vehicles prior to the beginning of each shift in which those trucks will be used, to ensure the safe operating condition of the vehicle. The pre-operational check is performed by completing a daily truck-documented inspection checklist.

• Operating Procedures: The facility should develop guidelines designated to ensure maximum safety for the operator and others near forklifts while they are in operation. Guidelines should include:
  o Speed and maintaining safe distances
  o Hazard awareness
  o Traveling
  o Load lifting and carrying
• **Unattended Powered Industrial Trucks**: The facility should develop guidelines that include:
  o When leaving a powered industrial truck unattended, load-engaging means shall be fully lowered, controls shall be neutralized, power shut off, and brakes set. Wheels shall be blocked if the truck is parked on an incline.
  o A powered industrial truck is considered unattended when the operator is 25 ft/7.62 mt or more away from the vehicle which remains in the operator’s view, or whenever the operator leaves the vehicle, and it is out of view.
  o Keys should be removed if unattended equipment is accessible to the public.

• **Platforms**: The facility should develop guidelines that include:
  o Platforms that are fixed to the forks of the lift truck or order picker must comply with CE or US construction standards. The platform and the truck/order picker must be secured with screws or chains to the forks or fork board. The installation must be checked yearly by an independent authorized company recognized by the government and inspected by the forklift or order picker operator before every use. The inspection must be documented.

• **Trailers**: The facility shall develop guidelines that include:
  o Before working inside a trailer, make sure the wheels are chocked and/or dock locks are engaged.
  o Make sure the dock board is properly placed.
  o Check the condition of the floor before you enter a trailer with a forklift.
  o Check roof and sidewalls for holes or damage.
  o Report defects for repairs.
  o If the trailer is still coupled to a tractor, make sure the driver is aware that you are entering the trailer.
  o Use caution when using forklifts for loading/unloading straight trucks (small delivery trucks). Make sure the straight truck has the capacity to handle the weight of the lift and loads. It is recommended to use hand pallet jacks when feasible.
  o Make sure forks are raised sufficiently to clear the trailer floor and dock board.
  o Make sure the mast and the load will clear the door frame of the trailer.

• **Dock Safety**: The facility must develop guidelines that include:
  o Close dock doors when not in use.
  o After unloading a trailer, sweep out all debris. Report any interior damage that may have occurred during unloading/loading operations.
  o Do not travel into a position where, if the lift truck jumped forward, the brakes failed, or the wrong lever was pushed, a co-worker could be pinned between the lift truck and a fixed object, such as a wall. This includes driving a lift truck in a trailer when someone is in front of you. Always make sure the person steps to the side or exits the area.
  o Forklifts must operate slowly in dock areas – no faster than walking speed.
  o Forklift operators must keep an eye out for pedestrians and truck drivers – pedestrians always have the right-of-way.
  o Train all workers who work in dock areas on the hazards.

• **Battery Charging and Changing Training**
  o Batteries present a hazard because they contain corrosive chemical solutions, either acid or alkali. During recharging, a worker may be exposed not only to the acid solution but also to hydrogen gas that is produced during the recharging process.
  o Because of the hazards involved in battery charging and changing, only workers who have been trained in the appropriate procedures, understand the dangers involved and know the appropriate precautions to take may be allowed to perform this work.
  o Personal Protective Equipment (PPE): Due to potential acid splashes (especially to the eyes), acids spills, and corrosive burns, the following PPE is required when charging and changing batteries:
• Wear chemical-splash goggles or a full-face shield with safety glasses equipped with side shields.
• Wear acid-proof gloves made of rubber or neoprene.
• Wear acid-resistant clothing or a rubber or neoprene apron.
• Wear acid-resistant safety shoes or boots.
• Workers who wear contact lenses should wear chemical-splash goggles during battery charging. In the event of an acid splash to the eyes, the contact lens could hold the acid to the eye, making it more difficult to flush the acid away and causing more serious damage to the eye.

Battery Charging Area: Facilities must have an area in the building specifically for charging or changing batteries that is separate from the main aisles. Good housekeeping procedures are essential. This area must be clean and free of any combustible materials. Safety features in the battery charging area include:
• An eyewash station for workers.
• A hose and floor drain for flushing and neutralizing spilled electrolytes.
• The charging apparatus is protected to prevent damage from vehicles.
• Spill kits are available and located in marked locations.

Hydrogen Gas Hazard: Battery charging generates hydrogen gas that may present an explosion hazard. This precaution also applies to open flames, sparks, or electric arcs. Smoking is prohibited in charging areas. An effective means of fire protection must be provided in the area.

Pedestrians: Forklift operators should be trained in pedestrian safety and must always be aware of conditions in their workplace, including pedestrian traffic. Forklift traffic should be separated from other workers and pedestrians where possible. Potential hazards include the danger of striking pedestrians and objects. Operators and pedestrians must be trained in the following operator requirements:
• Use warning devices, such as lights, horns, and backup alarms.
• Slow down, stop, and sound the horn at intersections, corners, and wherever your vision is obstructed.
• Do not move the truck if you do not have a clear view of travel. Use a spotter for blind spots.
• When possible, make eye contact with pedestrians.
• Do not talk or text on a cell phone while operating a lift truck.

Pedestrian Safety Training: Pedestrian training should be implemented and include:
• Be aware that lift trucks cannot stop suddenly. They are designed to stop slowly to minimize load damage and maintain stability.
• Stand clear of lift trucks in operation.
• Avoid a run-in. The driver's visibility may be limited due to blind spots.
• Be aware of the wide rear-swing radius.
• Use pedestrian walkways or stay to one side of the equipment aisle.
• Never ride as a passenger on a piece of powered equipment, unless authorized and the equipment is designed for riders.
• Never pass under an elevated load.

Facility Training: Operator training and evaluation should be conducted by persons who have the knowledge, training, and experience to train powered industrial truck operators and evaluate their competence. Trainers must also be deemed competent in the equipment they are authorized to train for. Initial training will consist of a combination of:
• Formal instruction (lecture, discussion, video program, written material).
• Practical training (demonstrations performed by the trainer and practical exercises performed by the trainee).
• Documented evaluation of the operator's performance in the workplace.

- **Annual Refresher Training:** Following the completion of the initial training, refresher training should occur in years two and three. Every three years, a documented evaluation of the operator’s performance will be required. The formal instruction and practical training shall include:
  - General hazards that apply to the operation of all or most powered industrial trucks.
  - Hazards associated with the make and model of the truck.
  - Hazards of the workplace in general.
  - Hazards of the workplace where the vehicle is operated.
  - Annual refresher training should include:
    - General hazards that apply to the operation of all or most powered industrial trucks.
    - Hazards of the workplace in general.
  - Documented evaluation of the operator should include:
    - After a worker has completed the training program, the instructor will determine whether the potential driver can safely perform the job.
    - At this point, the trainee will take a performance test or practical exercise through which the instructor(s) will decide if the training has been adequate.
  - All powered industrial truck trainees are tested on the equipment they will be driving.
  - In addition, each certified powered industrial truck operator is evaluated at least once every three years to verify that the operator has retained and uses the knowledge and skills needed to drive safely. If the evaluation shows that the operator is lacking the appropriate skills and knowledge, the operator must be retrained.

- **Accident Procedures:** All operators will be held responsible for the safe operation of their lift truck. An incident form should be completed anytime an incident/accident/near miss occurs, to help determine any gaps in operator training or any changes needed in the work environment. The following steps should be taken to respond to any incident involving a powered industrial truck:
  - Immediately following the incident, secure the scene and address any needed medical attention.
  - Perform an accident investigation.
  - Conduct re-training.

- **Maintenance**
  - The facility maintenance workers must not be permitted to perform maintenance and/or repair that requires any of the following:
    - Lifting the truck.
    - Lifting of the platform.
    - Lifting the mast.
    - Removing the mast.
    - Going underneath the truck.
    - Placing any body part in harm's way.
  - This heavy maintenance and repair work must be contracted out to a licensed vendor serving the area in which the facility is located, and workers must obtain the contractor’s lockout/tagout (LOTO) procedures for the work to be performed and ensure they are applied before allowing work to begin.
  - Maintenance workers may perform daily preventive maintenance and basic service like:
    - Replace light bulbs.
    - Lubricate and grease the equipment.
    - Change hydraulic oil and filter.
    - Clean, adjust, and repair/replace electronic contacts and switches.
• Other duties that don’t require placing any body parts in harm’s way may be performed as necessary.
  o Lockout/tagout procedures must be documented for each type of work that will be performed and must be strictly followed and documented.
  o For each type (make/model) of the powered industrial truck in the facility, a manual should be available. The manual should be consulted for the proper method and precautions related to the task to be performed, prior to beginning that task.
  o A vehicle that needs repair is defective, or is in some way unsafe, should not be driven and should be taken out of service immediately. Any problems should be recorded in the appropriate documents and reported to a supervisor. Out-of-service procedures should include some form of lockout/tagout system and/or method to identify the equipment as out of service.
• **Contractors:** Contractors working at the facility must be informed of:
  o Inherent hazards of the facility associated with powered industrial trucks.
  o The facility traffic patterns and operating rules, including pedestrian safety awareness.
  o Restricted areas for powered industrial trucks.
  o If and under what conditions contractor workers operate facility equipment.
  o Personal protection equipment and fall protection.

13.32 - Hot Work

• **Overall Responsibility**
  o **Designation of Hot Work Coordinator:** The facility manager is responsible for designating at least one individual to be the site hot work coordinator. The hot work coordinator is responsible for the oversight of the hot work program and is selected based on knowledge of facility hazards, awareness of hot work activity requirements, and actions needed to ensure compliance.
  o **Training for the Hot Work Coordinator:** Site hot work coordinators must complete the hot work program training.
  o **Workers Qualified to Approve Hot Work Permits:** The facility hot work coordinator(s) are responsible for approving and issuing hot work permits based on knowledge of facility hazards, awareness of hot work activity requirements, and actions needed to ensure compliance.
  o **Hot Work Permit:** Each facility must use a hot work permit for any hot work activity conducted outside of a permanently designated hot work area.
  o **Vapor and Oxygen Measurement:** The facility must use a functional combustible gas and oxygen measurement instrument during the hot work permitting process when combustible gas could be present. The instrument must be used and maintained to ensure proper operation.

• **Evaluation of the Physical Location:** The facility hot work coordinator must ensure that an evaluation of all site locations is conducted to establish/designate areas where hot work and other sources of ignition can take place without the need for a permit. These areas are to be identified as “designated safe work areas,” and designated as permanent or temporary locations where welding, burning, or use of heat-producing tools and equipment will not present a hazard. Examples are maintenance shops, construction areas, boiler areas, etc.

• **Training:** The facility must develop hot work training guidelines to include:
  o **Training for Affected Facility Workers:** All facility workers with exposure to hot work activities in their working area must receive awareness training for hot work requirements and procedures.
  o **Training for Workers Performing Hot Work:** Workers performing hot work activities must be trained to understand and perform their responsibilities related to the hot work procedures, and to comply with all provisions and local requirements.
Fire Watch: The designated person to perform a fire watch must be trained in hot work activities, fire extinguisher use, and the facility emergency notification/response process.

Hot Work Permit
- A hot work permit must be issued and approved before hot work and control of ignition source activities are performed.
- Types of Work Covered – A hot work permit covers the following work activities: welding, cutting, brazing, grinding, use of friction saw, buffing, drilling, chipping, sawing, abrasive blasting, and any other operation that might create flames, hot sparks, or hot surfaces from friction.

Step-by-Step Hot Work Process and Procedure Requirements: All hot work procedures shall include the following actions:
- Evaluation of need for hot work.
- Site workers must review the need to conduct hot work and evaluate options (such as moving equipment to designated safe areas).

Preparation to Perform Hot Work: Qualified and knowledgeable site workers review the work planned to ensure a thorough evaluation of hazards (using knowledge of plant hazards, past practices/incidents, SDSs of materials, the status of operations and fire protection systems, etc.)

Notification: All affected area workers must be notified in advance of any hot work, including information for hot work activity details, location, equipment required, date and time of the job, etc.

Signage and Isolation of Hot Work Area: To warn workers of hazards, signs must be used and the area isolated (using barricades or tape) until hot work activities are complete.

Identification of Emergency Contacts and Procedures for Notification: Ensures fire watch and other workers can quickly communicate emergencies to plant response workers, local fire departments, emergency medical services, etc.

Atmospheric Monitoring: Ensures that atmospheric monitoring takes place for areas where hot work will be conducted with potential for enriched oxygen and combustible gases.

Personal Protective Equipment (PPE): An assessment of the PPE required when conducting hot work activities must be part of the hot work permit review and approval process. The required PPE must be documented on the hot work permit.

Isolation and Lockout/Tagout: Before beginning hot work on process equipment, the equipment must be isolated and/or locked out. Sources of energy that may create a hazard during hot work activities must be de-energized and locked out.

Assignment of Fire Watch: A fire watch is required to be positioned at the hot work site, during and after hot work activities. The name of the fire watch worker must be recorded on the hot work permit. A fire watch must be maintained in the area for 30 minutes after completion of the welding, cutting, or use of open flame. When combustibles cannot be removed by a radius of 35 ft/10.6 mt, the fire watch must continue by checking the area every 30 minutes for an additional 4 hours.

Prior to Issuing a Hot Work Permit:
- Remove all flammable and combustible materials within 35 ft/10.6 mt of the hot work. If removal is not possible, cover or otherwise protect containers or equipment against contact with sparks and flames.
- All transfer of flammable materials in piping systems within 35 ft/10.6 mt of open flame must be stopped while hot work is in progress. Shut down any duct or conveyor that may convey sparks to other areas or equipment.
- Take required precautions when welding components (steel members, piping, etc.) that could transmit the heat of welding to combustibles, not in direct sight of the workers conducting hot work.
o Ensure the hot work approvers evaluate the risk of welding on walls, partitions, ceilings, or roofs where combustible materials may be ignited.
o Ensure sprinkler systems and other fire protection equipment are operational while hot work activities are in progress.
o Take necessary precautions for the location and use of portable welding machines, generators, and compressors. Ensure that the welding circuit ground lead is placed as close to the weld location as possible to prevent electrical currents and discharges in piping and equipment.
o Ensure that all hoses and cords are protected and do not create possible trip hazards at the work site.
o Contain sparks and hot metal generated during hot work using fire blankets/tarps or by wetting down the area.
o For confined space entry activities, gas cylinders and welding machines must not be placed inside confined space areas. Welding hoses should be removed from the confined space during break periods and when welding activities are not being performed.

- **Contractors:** When a contractor or other third party performs work that involves a required hot work permit, the contractor is responsible for:
o Being informed of the location of hot work in the workplace and having the hot work permit system explained.
o Being apprised of the elements that make the work activity hot work and the precautions and procedures that have been implemented.
o Being involved in the coordination of the hot work activity operation and permit issuance.

**13.33 - Respiratory Protection**

- The facility must designate at least one individual as a respiratory protection program coordinator. This person is responsible for the oversight of the facility's respiratory protection program. Smaller facilities may use a mutually agreed regional respiratory protection program coordinator to conduct respiratory protection assessments and inspections as required.

- The respiratory protection program coordinator must be assigned the following responsibilities:
o Conducting respiratory hazard assessments.
o Oversight of respiratory protection selection and purchase to ensure PPE properly fits each affected worker.
o Respiratory protection assessment record retention.
o Reviewing, updating, and evaluating the facility's respiratory protection program.

- The facility management must be responsible for ensuring compliance with this standard. This includes ensuring appropriate respiratory protection is made available and associated training is available to workers.

- The facility management must communicate respiratory protection selection requirements to each affected worker.

- The facility workers, contractors, and temporary workers must be responsible for donning, inspecting, using, and maintaining respirators as required by this standard.

- **Hazard Assessment:** A respiratory protection hazard assessment should be completed by the facility respiratory protection coordinator for any identified hazard that cannot be controlled to an acceptable level by elimination, substitution, engineering, or administrative controls. This form shall be used as an initial assessment of assigned workplace activities where authorized persons are exposed to potential hazards.

  The respiratory protection hazard assessment shall include the following components:
o Date of hazard assessment.
o Name of the facility.
- Name of person completing the evaluation.
- Hazard evaluated.
- Respirator selection appropriate for protection.
- Current respirator used if any.
- Recommendations for a required respirator, if any.

A respiratory protection hazard assessment shall be conducted when:
- New equipment or new process(es) are introduced.
- Incident records (injury, illness, near miss) indicate the minimum level of protection is determined insufficient.
- The suitability of the previously selected respirator (adequacy of equipment selection and training/fitting respirator) is determined insufficient.

- **Respirator Selection**
  - Each respirator must be selected based on the respiratory hazard(s) to which a worker is or can be exposed.
  - All respiratory protective equipment provided by the facility must be approved by the National Institute for Occupational Safety and Health (NIOSH) for the environment in which it is to be used.
  - Respirators must be used in compliance with the conditions and limitations of their certifications.
  - Respirators must be provided to the worker(s) performing job tasks in conditions that pose a potential for respiratory illness or injury.
  - Worker(s) may be permitted to use their own respirator under the condition that the facility determines the respirator use will not create an additional hazard. Division/agency must provide worker using personal respirators with 29 CFR 1910.134.

- **Medical Evaluations**
  - Post-job-offer medical evaluations must be provided to ensure workers required to wear respiratory equipment are medically qualified and able.
  - Medical evaluations must be completed.
  - Medical evaluations will consist of the completion of a medical questionnaire and any additional examinations required to determine medical approval to wear respiratory protection equipment.
  - The facility must provide the worker with an opportunity to complete the medical questionnaire during working hours and an opportunity to discuss the questionnaire and examination results with a physician or other licensed health-care professional (PLHCP).
  - The facility must ensure that follow-up medical evaluations/examinations are made available for workers whenever the PLHCP indicates the need for medical approval.
  - The PLHCP must provide the facility Human Resources representative with written recommendations regarding the worker's ability to use a respirator. Any limitations on respirator use or denial of medical approval shall be submitted in writing.
  - Medical re-evaluations must be offered if: a worker reports medical signs to his/her supervisor related to the ability to use a respirator, the PLHCP, Human Resources, or supervisor identifies changes in the worker’s medical condition that may affect the worker’s ability to wear a respirator or workplace/task change that may result in a substantial increase in the physiological burden placed on the worker while wearing a respirator.
  - Facilities that engage in hazardous waste operations and emergency response shall conform to medical clearances as outlined per the standard and worker job responsibilities. This applies to all workers who are or may be exposed to hazardous substances or health hazards at or above the established permissible exposure limit,
without regard to how many days the respirators were used and are designated members of a hazardous material (HAZMAT) team.

- **Restricted Use** – individuals may be limited to the type of respirator (i.e., SCBAs) or tasks performed (heavy manual labor while wearing a negative pressure respirator), as well as the duration of tasks to be done (i.e., long work hours in a hot environment). The type of respirator that the person can use, as well as the type(s) that cannot be worn, will be specified. Rarely, an individual may not be able to wear any respirator dependent on the PLHCP’s evaluation.

- **Fit Testing:** The facility must provide a qualitative fit test to any affected worker required to wear a tight-fitting respirator. Fit tests shall include the following components:
  - Conduct fit test with the same make, model, style, and size of respirator that would be used in specific worker job function. If multiple respirators are required for workers within their job function, then multiple fit tests shall be conducted.
  - Conduct a fit test prior to the first use of the respirator.
  - Repeat fit test at least annually thereafter.
  - Repeat fit test whenever a worker self-reports or the supervisor notes a change in the worker's physical condition that could affect respirator fit. Such changes include, but are not limited to, facial scarring, dental changes, cosmetic surgery, change in body weight, other changes in facial structure, or a reported breathing disorder.

- **Use and Inspection of Respirators**
  - The facility must not permit respirators to be worn in any circumstance that compromises the respirator seal and/or valve function, including facial hair.
  - Workers must perform a seal check for tight-fitting respirators before each use based on manufacturer guidelines and facility training.
  - The facility and worker must continuously evaluate environmental conditions when using a respirator. Respirator effectiveness shall be reassessed when there are changes in work conditions, worker exposure, stress, or any other circumstance with the potential to impact the continued use of a respirator.
  - Respiratory protection shall be inspected as follows:
    - Inspections must include a check of function, tightness of connections, and condition of parts including, but not limited to: facepiece, head straps, valves, connecting tube, cartridges, canisters or filters, and elastomeric parts.
    - Inspection must occur before each use and during cleaning.
    - Non-routine, emergency respirators must be inspected monthly and evaluated for functionality before and after each use.

- **Maintenance and Care**
  - The facility must provide the means for cleaning, disinfecting, storing, inspecting, repairing, discarding, and other maintenance of respirators.
  - Facilities requiring supplied air must comply with all applicable National Fire Protection Association (NFPA), NIOSH, and American National Standards Institute (ANSI) requirements.

- **Voluntary Use of Filtering Facepiece/Dust Masks**
  - Voluntary use is only permitted at facilities when it has been determined that there is no airborne hazard that would require the use of a respirator.
  - The use of dust masks by workers is strictly voluntary.
  - Workers must use company-provided dust masks and shall go through training.
  - The use of the dust mask will not in itself create a hazard.
  - Workers must not share dust masks.
  - Dust masks shall not be used to protect against gases, vapors, or very small solid particles of fumes or smoke.
• **Training**
  o Workers responsible for any process involving respiratory protection must be trained in this standard initially and annually thereafter. Training must be documented, and records maintained for two years.
  o Facilities must provide the following training to workers required by this standard to use respiratory protection. At a minimum, training must include:
    ▪ General requirements of respirators.
    ▪ Respiratory hazards to which workers are potentially exposed during routine and emergency situations.
    ▪ Proper use of respirators, including putting on and removing them, any limitations on their use, and their maintenance.
    ▪ Recognition of medical signs and symptoms that may limit or prevent the effective use of respirators.
  o Affected workers must demonstrate an understanding of the training and the ability to use respirators properly before performing work requiring the use of respirators.
  o Retraining may be required when there are:
    ▪ Changes in the workplace or the type of respirator render previous training obsolete.
    ▪ Inadequacies in the worker’s knowledge or use of the respirator indicate that the worker has not retained the requisite understanding or skill.
    ▪ Any other situation arises in which retraining appears necessary to ensure safe respirator use.

13.34 - Confined Spaces

• Identification of Confined Spaces: Each facility must implement a written confined space entry program, if applicable, and must identify potential confined spaces within operations. Any identified confined space must meet the following requirements:
  o It is large enough and so configured that a worker can bodily enter and perform assigned work.
  o It has limited or restricted means for entry or exit (e.g., tanks, vessels, silos, storage bins, hoppers, vaults, sewers, lift stations, and pits).
  o It is not designed for continuous human occupancy.
  o Must be identified as a permit-required confined space if it contains all criteria for confined space and one or more of the following:
    ▪ Potential for hazardous atmosphere.
    ▪ Potential for engulfing an entrant.
    ▪ Internal configuration capable of trapping or asphyxiating an entrant.
    ▪ Other safety or health hazards.
  o Non-permit-required confined spaces must be continuously evaluated and reclassified as permit-required if changes occur.
  o A confined space entry permit must be completed by the entry supervisor before a permit required confined space entry is made.

• Non-Permit Confined Space Classification Criteria and Documentation: Verify that non-permit confined spaces meet the following conditions:
  o The confined space does not contain an actual or potentially hazardous atmosphere.
  o The confined space does not contain hazards capable of causing death or serious physical harm. Includes any recognized health or safety hazards, e.g., engulfment in solid or liquid material, electrical shock, or moving parts.
  o If any worker must enter to remove hazards, the space must be treated as a permit-required confined space until hazards have been eliminated.
If a confined space is deemed a non-permit required confined space, document and certify with the following:

- Date.
- Location of the space.
- How the hazards are controlled.
- Signature of the person making the determination.
- The certification must be made available to each entrant.

**NOTE:** Lockout/Tagout is not sufficient protection for pipes carrying hazardous materials (steam, temperature, pressure, and gas). In these situations, pipes or conduits shall be blanked or blinded; sections of lines, pipes, or ducts shall be misaligned or removed, as well as having the system double-blocked and bled. The other means of isolation, lockout/ tagout of all sources of energy, or blocking or disconnecting all mechanical linkages are not appropriate.

**Permit-Required Entry Procedures**

- A confined space entry permit must be filled out prior to entry by the entry supervisor.
- Any condition making it unsafe to remove an entrance cover must be eliminated before the cover is removed.
- When entrance covers are removed, the opening must be promptly guarded by a railing, temporary cover, or other temporary barriers that will prevent an accidental fall through.
- Before a worker enters the space, the person in charge must test the internal atmosphere with a calibrated direct-reading instrument. The test must consist of the following in the order given:
  - Oxygen content.
  - Flammable gases and vapors.
  - Potential toxic air contaminants.
- Continuous air monitoring must be required whenever a worker is inside a space with the potential for a changing atmosphere.
- Workers should not enter the space if the atmosphere is hazardous.
- When continuous forced air ventilation is needed, it shall be used as follows:
  - A worker should not enter the space until the forced air ventilation has eliminated any hazardous atmosphere.
  - Forced air shall ventilate the immediate areas where a worker is or will be present within the space and must continue until all workers have exited the space.
  - Air supply from forced air ventilation must originate from a clean source and may not increase hazards in the space.
  - The atmosphere within the space must be continuously monitored to ensure that continuous forced air ventilation is preventing the accumulation of a hazardous atmosphere.
- A communication device such as a telephone (cellular or hardwired) or a two-way radio must be available for use in the event of an emergency.
- All entrants must have a means of rescue when entering a confined space.

**Entry Supervisor**

- The entry supervisor is responsible for determining if permit-required confined space entry conditions are safe where entry is planned. This worker is also responsible for authorizing entry, ensuring the confined space entry permit is complete, overseeing entry operations, and terminating entry as required by this standard.
- The Entry Supervisor shall ensure workers are not assigned or allowed to enter a permit-required confined space without the following:
  - An attendant is present.
  - A four-gas monitor.
• Emergency communication equipment.
• Full body harnesses for all entrants.
• Tripod, winch, and self-retracting lifeline and/or tagline (when feasible).
• Mechanical ventilation as necessary.

• Entrant
  o Entrant(s) must ensure that all necessary preliminary steps are taken, including the completion of a confined space entry permit before making entry into a confined space. Entrant(s) must not enter permit-required confined spaces if they are not trained and/or if the space is unsafe.
  o Entrants must:
    ▪ Understand hazards that may be encountered during the entry.
    ▪ Use required safety equipment.
    ▪ Ensure continuous communication with an attendant.
    ▪ Alert attendant if entrant anticipates exposure to a potential hazard.
    ▪ Exit space immediately when ordered to by the attendant if a dangerous situation is identified, or if a monitor alarm is activated.

• Attendant: An attendant must be assigned to remain outside of the permit-required confined space and be in constant communication (visual or speech) with the worker(s) inside. The attendant must not have any other duties that could distract him/her from monitoring the worker(s) in the confined space and must know who to contact in the event of an emergency. The attendant must:
  o Understand hazards that may be encountered during entry.
  o Demonstrate knowledge of possible behavioral changes attributable to hazard exposures.
  o Maintain an accurate count of the entrant(s) in the space.
  o Remain outside the permit space until relieved by another attendant, or until the entrant has vacated the confined space.
  o Communicate with entrant(s) continuously to monitor entrant status and for emergency precautions.
  o Monitor activities inside and outside the space to ensure it is safe for entrant(s) to remain in the space and order an immediate evacuation if dangerous conditions develop.
  o Summon rescue and other emergency services as soon as it is determined that the entrant(s) may need assistance to escape from the space.
  o Perform non-entry rescue using tripod and winch assembly.
  o Ensure that unauthorized person(s) do not enter the space.
  o Perform no other duties that might interfere with the attendant’s primary duty to monitor and protect the entrant(s).

• Rescue Services: Local emergency response shall be contacted to perform confined space entry rescues.

• Training: Worker(s) responsible for any process involving confined space entry must be trained on this standard initially and annually thereafter. Training must be documented, and records maintained for two years.

13.35 - Hazard-Free Workplace
• The facility and the immediate area must be free of potential unsafe working conditions or hazards that can expose workers to injury or death.

13.36 - Infectious Diseases
• The facility must have a process to ensure the infectious disease plan is adequate. At a minimum, the plan should include:
• Coordination with the city and federal health authorities and other organizations related to the infectious disease outbreak.
• Development and dissemination of information and guidance for workers, visitors, medical responders, and the public.
• Infectious disease containment measures such as infection control, isolation, quarantine, or “stay home from work”.
• Coordination of medical care for workers.
• Epidemiological surveillance and investigation in coordination with local health authorities.
• Personal Protective Equipment (PPE) plan with adequate supplies.
• Communication of information to external customers and other key stakeholders.
• Collection and analysis of infectious disease emergency response plan effectiveness post-event.

• Managers and supervisors must be properly trained in the infectious disease emergency response plan.

13.37 - Workers' Transportation

• The facility must have a process to ensure workers have a safe commute. All worker transportation vehicles must be properly licensed/registered, and insured, maintain safety inspection certificates, and all required legal documents.
• Driver credentials must be current and valid for the size and passenger capacity of the vehicle they are operating. Ensure drivers are fit for the safe operation of the vehicle. Health screenings (if required) have been completed.
• Policies and procedures must be in place to support workers in case of accidents, and referral systems to hospitals, rehabilitation services, national social security support, etc.
• Vehicles must be maintained roadworthy and have periodic inspections of brakes, tires, rearview and side mirrors, seating and seatbelts, lights, warning devices, etc.
• The facility must have adequate safety signage at the entry/exit that indicates the safe speed, proper use of helmets, and use of seatbelts.
• Transportation vehicles must not exceed passenger capacity.
• Daily pre-inspection must be conducted to include observing any lights not working, broken windows or mirrors, or mechanical problems.
• Ensure driver training is adequate for adverse weather conditions such as fog and rain, which can reduce visibility.
• Ensure the loading/unloading area is properly marked and provides a safe zone to allow workers to disembark away from traffic.
• Provide periodic training and notification boards in the facility about commuter safety, helmets, distracted driving, and traffic laws.
• The facility must take reasonable precautions to ensure passenger safety during transport. Additional measures must be taken to prevent physical/sexual assaults and/or verbal harassment in any situation where the workers express fear or concern for their safety.

References

✓ United States Occupational Safety and Health Administration
✓ ASTM Standards ANSI Standards
✓ European Agency for Safety and Health at Work
✓ ILO - Guidelines on occupational safety and health management systems, ILO-OSH 2001
✓ National Fire Protection Association Codes and Standards The International Building Code
✓ Preparedness Plan and Conducting Emergency Evacuation Drills
✓ VF Chemistry
PRINCIPLE 14 - ENVIRONMENT

Standard

VF Authorized Facilities must comply with all laws and regulations relating to environmental protection in the countries in which they operate. Facilities must have policies and procedures in place to ensure environmental impacts are minimized with respect to energy, air emissions, water, waste, hazardous materials, and other significant environmental risks. Facilities are expected to make sustainable improvements in environmental performance and require the same of their suppliers and subcontractors.

Definitions

Air Emissions: Gases or substances that are released into the atmosphere that could potentially cause harm to people or the environment.

Energy Use: Overall energy consumption patterns, including those associated with buildings and manufacturing suppliers (i.e., process heating/cooling, lighting systems, motors, pumps, fans, etc.).

Environmental Management System: An Environmental Management System (EMS) is a holistic strategy and process to identify, track and manage the environmental impacts of your facility over time.

Hazardous Waste: Any waste or combination of wastes with the potential to damage human health, living organisms, or the environment when improperly treated, stored, transported, or disposed of. Hazardous wastes can be liquids, solids, gases, or sludge.

Non-Hazardous Waste: non-hazardous waste is any waste that causes no harm to human or environmental health. Non-hazardous waste is often generated during the production of goods and services.

Sludge: Solid, semisolid, or liquid residue that is removed during the wastewater treatment process. Also includes materials removed from septic tanks.

Wastewater: Water and water-carried solids that have been used or impacted by production processes, including industrial, sanitary, and stormwater discharges.

Water Use: Overall water consumption patterns, including knowledge of what sources of water are used (surface water or groundwater), the purpose of its use, and the amount.

Requirements

14.1 - Environmental Management

- Identify staff responsible for coordinating environmental management activities and ensure technical competence.
- Identify significant environmental impacts associated with current operations.
- Establish an environmental management system strategy and process to identify, track, and manage the environmental impacts of the facility. Additionally, the EMS should include:
  - A documented system to identify, monitor and periodically verify all applicable laws, regulations, standards, codes, and other legislative and regulatory requirements.
  - A process for conducting environmental training for all relevant workers regarding environmental management of chemical management, wastewater management, and waste management. Document records must include topics trained on, number of workers trained, cadence, and proof of training.
- Establish a long-term environmental management strategy.
- Develop a system to ensure compliance with all laws, regulations, standards, codes, and other legislative and regulatory requirements.
- The facility must engage leadership and workers on policy, strategy, and performance.
Country Specific Standards (for applicable Asia Countries)

- The Institute of Public & Environmental Affairs (IPE) is a non-profit environmental research organization registered and based in Beijing, China. Since its establishment in June 2006, IPE has dedicated itself to collecting, collating, and analyzing government and corporate environmental information to build a database to achieve environmental transformation, promote environmental information, and improve governance mechanisms.

Facilities in China should conduct environmental legal compliance screening and monitoring using this IPE screening tool to ensure environmental legal compliance requirements are always met. This also applies to facilities' upstream suppliers and contractors. As a best practice, the facility should conduct a violation screening quarterly. Please refer to the link to the screening tool:
http://wwwen.ipe.org.cn/IndustryRecord/Regulatory.html?keycode=4543j9f9ri334233r3rixxxy yo12

If an environmental violation record is found, the facility must communicate the violations to the relevant government agency, IPE, and VF within 10 calendar days. Facilities must immediately identify corrective actions and complete all necessary remediation efforts until the violation is delisted by IPE. The same would apply to all facilities' upstream suppliers and contractors. For further instructions on supplier screening and violation record removal, please refer to the website:
http://wwwen.ipe.org.cn/GreenSupplyChain/download.html

14.2 - Energy Tracking

- The facility must track all energy and fuel sources and report the annual quantity used in the last calendar year.
- The facility must identify significant energy usage (machinery, operations, etc.) associated with current operations and set goals for reductions.
- The facility must establish an action plan with specific actions and strategies to achieve energy reduction targets and demonstrate energy reductions against the baseline.

14.3 - Water Usage

- The facility must track all water sources and report the annual quantity used in the last calendar year. The facility should install a metering device to measure water input and discharge. Metering devices may include mechanical, electromagnetic, or ultrasonic flow meters. Installation of such devices should be completed by competent individuals and in consultation with the local water authority or agency.
- The facility must identify significant water usage associated with current operations.
- The facility must establish an action plan with specific actions and strategies to achieve water reduction targets and demonstrate water-usage reductions against the baseline.
- The facility must improve water efficiency by reducing the total amount of water used by improving management practices or modifications of any wet processes, or by switching to waterless technology.
- The facility should not divert from or alter away from water measuring devices.

14.4 - Wastewater

- Facilities are required to follow the VF Corporation Global Wastewater Discharge Standards
- If applicable, the wastewater test report must:
  o Be completed by a third-party certified laboratory.
  o Be completed within the sampling window and submitted to VF in a timely manner.
  o Contain all the required information and using the required composite sampling method.
• The facility must identify significant wastewater discharge (machinery, operations, etc.) associated with current operations and work towards reducing discharge.
• For those facilities that have an Effluent Treatment Plant (ETP), the ETP is functional and in full compliance with applicable laws and regulations.
• Facilities that release their wastewater into the Publicly Owned Treatment Works (POTW) must have a valid permit to do so, and have a valid contract, payment invoice, and receipts with POTW.
• Report all wastewater quality parameters that were found to not meet permits and VF Wastewater Standards (if applicable) in the most recent test.
• Ensure proper sludge disposal is with a licensed contractor in accordance with local law.
• If the facility is using a septic system, it should be in full compliance with the legal standards of the local government.
• The facility must have an emergency preparedness plan for if there is an emergency related to the wastewater treatment plant.
• Storm drain systems must be segregated from wastewater systems. Facilities must have a mechanism to prevent wastewater from mixing with stormwater that is discharged back into the natural environment.
• All wastewater discharges must be in full compliance with the legal standards of the local government; no untreated wastewater should be discharged directly into the environment.

14.5 - Air Quality
• The facility must identify significant air emission discharges and work towards reducing discharge. These discharges are commonly generated from:
  o Facility operations such as boilers, generators, and cooling systems typically emit dust/particulates (PM10, PM2.5), various oxides of nitrogen (NOx), various oxides of Sulphur (SOx), ozone-depleting substances (ODS), and other toxic air pollutants.
  o Production processes, such as production line equipment and manufacturing processes typically emit volatile organic compounds (VOCs), ozone-depleting substances (ODS), dust/particulates (PM10, PM2.5), and other toxic air pollutants associated with current operations and work towards reducing discharge.
• All air emission discharges must be in full compliance with the local legal standards.
• List control devices/abatement processes and monitor frequency for production emissions.
• No burning of waste on open ground.

14.6 - Waste Disposal
• The facility must segregate all waste streams into non-hazardous and hazardous waste and store them separately.
• The facility should have well-marked, designated hazardous waste storage areas.
• The facility should handle and dispose of hazardous and non-hazardous waste as per legal requirements.
• No open burning and/or dumping of waste on-site.
• Develop an action plan with specific actions and strategies to achieve waste-reduction targets and demonstrate waste reductions against the baseline.

References
✓ 文件下载中心 (ipe.org.cn)
✓ Resources Library – User Resources: How To Higg
PRINCIPLE 15 - INFORMED WORKPLACE

Standard
VF Authorized Facilities must inform workers about the workplace standards orally and through the posting of standards in a prominent place and undertake other efforts to educate workers about the standards on a regular basis.

Definitions
Worker (Company) Policy: Company policies are set in place to establish the rules of conduct within an organization, outlining the responsibilities of both workers and employers. The management of company policies and procedures aims to protect the rights of workers as well as the business interests of employers. Depending on the needs of the organization, various policies and procedures establish rules regarding workers’ conduct, attendance, privacy, and other areas related to the terms and conditions of employment.

Requirements

15.1 - Worker Communication
- The facility must have a process to inform workers about legal workplace standards, and VF’s Global Compliance Principles.
- Worker policies must be written and distributed to all workers in the local language, as well as posted in public areas in the facility. The facility must develop alternative training processes for illiterate workers to understand the facility’s policies.
- The facility worker policies must cover wages, benefits, deductions, vacations, leaves, regular and overtime hours, overtime rates, termination/resignation with a defined severance payment procedure, grievance procedures, harassment, freedom of association, abuse, and applicable laws and regulations.
- The facility must assign responsibility for the administration of human resources to a defined and adequately qualified staff member(s).
- As a recommended good practice, the facility is encouraged to implement a regular review process of policies, procedures, and their implementation, and amend when warranted.
PRINCIPLE 16 - MONITORING AND COMPLIANCE

Standard
VF Authorized Facilities must maintain, on-site, all documentation necessary to demonstrate compliance with these Global Compliance Principles. VF and its subsidiaries will undertake affirmative measures, such as announced and unannounced on-site inspections of production facilities, to monitor compliance with these Global Compliance Principles. VF Authorized Facilities must allow VF representatives full access to production facilities, worker records, and workers for confidential interviews in connection with monitoring visits. In addition, VF Authorized Facilities must respond promptly to reasonable inquiries by VF representatives concerning the subjects addressed in the audit. VF Authorized Facilities must never offer gifts, cash, or other incentives to influence a business decision or to retain business with VF.

Definitions
Apprenticeship: A program that allows students to attend vocational schools and other educational institutions to gain practical work experience in their course of study. A way for young workers to be paid while learning a specific technical skill or trade.
Temporary Worker: A person with a labor contract of limited or unspecified duration with no guarantee of continuation. Unlike workers on indefinite work contracts (also referred to as permanent work contracts), temporary workers are usually not entitled to benefits that the local labor Codes require such as vacation pay and leave, and severance pay upon termination of employment.
Short-Term Contract: An employment agreement that is valid for a short period of time, typically less than the amount of time in which a worker would legally be considered a permanent worker.
Bribe: To dishonestly persuade (someone) to act in one's favor by a gift of money or other inducements.
Denial of Access: Any situation where a VF associate or representative, independent external auditor, project partner, or consultant is refused entry to the manufacturing site, access to documents, or permission to interview workers.

Requirements
16.1 - Access
- Facilities must maintain, on-site, all documentation necessary to demonstrate compliance with the VF Global Compliance Principles; all requested records must be available upon request.
- A copy of temporary workers, contract workers, third-party security, canteen staff, maintenance contracts, payment records, and any other relevant audit documentation must be maintained at the facility.
- The facility must allow worker interviews in a confidential location and access to all areas of the facility. There should be no attempt to listen or electronically survey the location or room where the interviews are being conducted.
- The facility has a policy that prohibits paying or receiving bribes, payoffs, kickbacks, excessive gifts, entertainment perks, or anything that may be considered illegal, unethical, or compromising. In addition, the facility routinely conducts training on ethical business practices and legal, and statutory guidelines for workers.
- The facility allows access to all areas of the building and ancillary structures for compliance monitoring without restriction.
- If the facility has restricted areas due to proprietary processes or security, reasonable accommodations must be made to ensure compliance is maintained in these areas.