

Contractor Safety Program (Contractor Version)

Applicability: Global

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Public

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ORACLE ENVIRONMENT, HEALTH AND SAFETY: CONTRACTOR SAFETY PROGRAM

Oracle has a comprehensive and structured approach to sourcing third-party companies and contractors (“contractors”) to perform a variety of services at Oracle facilities globally. This comprehensive approach includes ensuring the safety of Oracle employees and facilities, visitors, the public, contractors and their personnel and the environment.

The Contractor Safety Program (the “CSP”) outlines Oracle corporate policy and expectations and identifies the requirements that Contractor must adopt when performing services so that contractors can safely conduct the applicable services. The Contractor is responsible for compliance with this CSP by its personnel and any subcontractors, including ensuring that all such personnel are bound by contractual terms consistent with the requirements of the CSP. Additional requirements may be included in any specific agreement or statement of work.

PART A: Definitions

“Agreement” means collectively a contract, a statement of work, or a purchase order together with relevant exhibits, addendums or attachments between Oracle and Contractor under which Contractor performs services for Oracle where Contractor is provided access to Oracle owned or managed facilities.

“Contractor” means a person or a business that is engaged to perform work for Oracle as specified under the terms of an Agreement.

“Facilities” means any offices, buildings, campus, data centers and all other locations (whether owned, leased, or managed by Oracle, an Oracle customer or a third-party).

“Oracle Contact” means an Oracle employee, regardless of his/her job title, who has some responsibilities over managing the Contractors on a project or who has been designated as a contact person for a particular project for Contractors. This can be but is not limited to a Project Manager.

“Contractor Personnel” means all Contractor’s and sub-contractors’ employees and agents that are engaged to carry out work under relevant Agreement.

“Services” means the work and/or services specified in an Agreement.

PART B: Scope

B.1 The CSP is intended to cover not only support of the company's corporate mission, but also the work of non-administrative facility service providers and Contractors' activities that may have impact on the health and safety of individuals, the public or the environment.

B.1.1 The Contractor Services covered under the CSP may include, but are not limited to, the following:

- (a) Construction and construction project management
- (b) Event organizing
- (c) Facility management and maintenance
- (d) Equipment installation, repair, routine service and maintenance
- (e) Food service and catering
- (f) Janitorial (office cleaning)
- (g) Landscaping
- (h) Leased fleet operations
- (i) Mailroom services
- (j) Security
- (k) Shipping, receiving, delivery and transportation
- (l) Other similar services

B.2 Oracle maintains the CSP to address and meet industry and regulatory standards for environment, health and safety (EHS). Oracle requires that all Contractors have knowledge of, train to, and follow all applicable EHS laws, rules and regulations for the location in which they will be working.

B.2.1 Oracle may require qualified Contractors to provide documentation such as:

- (a) Procedures
- (b) Method statements (where applicable)
- (c) Work permits where required
- (d) Responsibilities (including project management and role details)
- (e) Hazard/Risk assessments
- (f) Prevention and control measures
- (g) Training requirements/qualifications
- (h) History of accidents/injuries
- (i) Record retention
- (j) Insurance

B.3 The CSP does not address the specific regulatory requirements at all Oracle Facilities. It is Oracle's expectation that the Contractor will meet all local regulatory requirements. Oracle must be immediately notified at corp_ehs_ww_grp@oracle.com in the event that the Contractor is unable to meet regulatory requirements.

PART C: Contractor Responsibilities

C.1 Contractors need to take responsibility for all elements of required training, planning, safe behavior, personal protective equipment and supervision required to perform their work free from injury, illness, or impact to Oracle and Contractor Personnel, visitors, the public, Oracle Facilities or the environment.

C.2 Where relevant and per contracted function, the Contractor responsibilities include:

- (a) Assigning a representative to coordinate EHS work with the Oracle Contact;
- (b) Working with Oracle Contact to develop a Project Specific Safety Plan;
- (c) Supplying all information on EHS performance records, management systems and procedures as requested by the Oracle Contact;
- (d) Ensuring that all Contractor and sub-contractor personnel have the appropriate qualifications and training to perform the contracted work in a safe and healthful manner. Copies of current training documentation and certifications may be requested by the Oracle Contact;
- (e) Communicating (both oral and written, in local languages) site-specific EHS information to all contractor and sub-contractor personnel, including site-specific hazard information, Oracle specific EHS, emergency, and evacuation procedures, the location and operating procedures of safety and emergency equipment, and other relevant EHS information;
- (f) Ensuring that all local regulatory requirements are met, and any necessary certificates or approvals pertaining to training, work procedures, equipment, permits and any other required approvals are obtained before conducting work at Oracle;
- (g) Providing all equipment and supplies needed for the work, as well as required personal protective equipment (PPE) necessary to conduct work safely and in accordance with required local regulations (Health and Safety, Electrical, Fire and Building Codes, Environmental, etc.);
- (h) Following safe work practices;
- (i) Conducting periodic safety meetings (e.g., tailgate or toolbox meetings);
- (j) Performing EHS inspections and ensuring that any deficiencies noted are addressed immediately. The contractor's EHS inspection may be conducted jointly with the Oracle Contact. If addressing deficiencies immediately is not possible, then the project will be temporarily stopped until the deficiency is adequately addressed;
- (k) Immediately reporting any incidents, accidents, near misses, unsafe conditions, or unsafe acts involving any Contractor, sub-contractor and Oracle personnel to the Oracle Contact;
- (l) Arranging for the proper storage and removal of waste generated prior to the completion of the job, and provide confirmation that the material have been removed or disposed of in a manner complying with all applicable environmental regulations; and

(m) Removing all equipment used during work activities and ensuring proper housekeeping of designated work area at the end of each workday and upon completion of the job

C.3 The Contractor will be responsible for all subcontractors hired, including review of this document with subcontractors.

PART D: Hazard Assessment

D.1 It is the Contractors' responsibility to develop and maintain an EHS Program for Contractor Personnel. This includes an evaluation of the work to be performed and the hazards likely to be encountered. Contractors are expected to follow, at a minimum, all pertinent laws, rules and regulations for the location in which they will be working; they are expected to provide hazard assessments for any specialized services rendered. Where applicable, contractor's EHS Programs will meet or exceed Oracle programs/procedures and are subject to review and approval by Oracle prior to contract execution.

D.1.1 EHS programs/procedures Oracle may require of its Contractors include:

- (a) Asbestos
- (b) Barricades and Safety Signage
- (c) Boilers and Pressure Vessels
- (d) Chemical Management and Hazard Communication
- (e) Compressed Gases
- (f) Confined Space
- (g) Cranes and Hoists
- (h) Dust Abatement to
- (i) Electrical Safety
- (j) Emergency Procedures
- (k) Excavation and Trenching
- (l) Fall Protection
- (m) Hand and Portable Power Tools
- (n) Hot Work
- (o) Housekeeping
- (p) Heating, Ventilation, and Air-Conditioning (HVAC) Systems
- (q) Ladders and Stairs
- (r) Lockout/Tagout
- (s) Noise/Nuisance Abatement
- (t) Odors Control
- (u) Personal Protective Equipment
- (v) Personnel Lifts (Scissors, Aerial)
- (w) Powered Equipment (electric, gasoline, diesel or propane)
- (x) Powered Industrial Lifts and Trucks (e.g., forklifts)
- (y) Respiratory Protection
- (z) Scaffolding
- (aa) Storm water Management
- (bb) Spill procedures (addressing spills interior or exterior to the building)
- (cc) Vehicle usage and suitability
- (dd) Waste Generation and Management
- (ee) Wastewater Management

(ff) Working Alone

(gg) Working at Height

PART E: Training

E.1 The Contractor is responsible for verifying that all Contractor Personnel have received general and specialized training required for the work they are assigned. This may include, but is not limited to, the programs listed above in the Hazard Assessment section. Upon request, Oracle may request from the Contractor proof of training records.

PART F: Recordkeeping

F.1 It is the Contractor's responsibility to have all safety related documentation and records readily available for inspection by Oracle.

F.1.1 These safety related documents may include:

- (a) A company EHS plan that complies with the applicable laws, rules and regulations for the location in which they will be working
- (b) Appropriate EHS training records and certificates for Contractor Personnel that meet the requirements of their specific tasks and jobs
- (c) Project Specific Safety Plan (to be completed with the Oracle Contact)
- (d) Internal (i.e., Oracle requirement, such as hot permits) or external (i.e., regulatory agency) permits
- (e) Safety Data Sheets (SDSs) for any chemicals that will be used or located on an Oracle Facility.
- (f) Safety meeting and inspection records
- (g) Posting project-appropriate records or proof of training for contractor staff, as required by rule or regulation
- (h) Accident/first aid incident report
- (i) Waste disposal records