

Contractor Safety Program (Contractor Version)**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 at Oracle owned or managed facilities so that contractors can safely conduct the applicable services. Contractor is responsible for compliance with the CSP by its personnel, 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**Part B: Scope****Part C: Contractor Responsibilities****Part D: Hazard Assessment****Part E: Training****Part F: Record Keeping****PART A: Definitions**

“agreement” means an agreement between Oracle and Contractor under which Contractor performs services for Oracle where Contractor is provided access to Oracle owned or managed facilities.

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

“personnel” means all Contractor employees, contractors, sub-contractors and agents provided access to the facilities.

“services” means the work specified in an agreement, contract, or statement of work.

“contractor” means an entity (including its personnel) that is granted access to the applicable facilities.

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.2.1 The contractor services covered under the CSP may include, but are not limited to, the following:

- (a) Construction and construction project management
- (b) Event organizers
- (c) Facility management and maintenance
- (d) Equipment installation, repair, routine service and maintenance
- (e) Food service and catering

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- (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.3 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.3.1 Oracle may require qualified contractors to provide documentation such as:

- (a) Procedures
- (b) Method statements (United Kingdom (UK) specific)
- (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.5 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 or safety_us@oracle.com in the event that 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 employees, 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

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- 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 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 materials have been removed or disposed of in a manner complying with all applicable environmental regulations;
 - (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; and
 - (n) Important: The Contractor will be responsible for all subcontractors hired, including review of this document.

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

PART D: Hazard Assessment

D.1 It is the Contractors' responsibility to develop and maintain an EHS Program for their own employees and sub-contractors. 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 Excavation and Trenching
- (k) Fall Protection (Latchway System (UK))

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- (l) Hand and Portable Power Tools
- (m) Hot Work
- (N) Housekeeping
- (o) Heating, Ventilation, and Air-Conditioning (HVAC) Systems
- (p) Ladders and Stairs
- (q) Lockout/Tagout
- (r) Noise/Nuisance Abatement
- (s) Odors Control
- (t) Personal Protective Equipment (PPE)
- (u) Personnel Lifts (Scissors, Aerial)
- (v) Powered Equipment electric, gasoline, diesel or propane)
- (w) Powered Industrial Lifts and Trucks (eg. forklifts)
- (x) Respiratory Protection
- (y) Scaffolding
- (z) Storm water Management
- (aa) Spill procedures (addressing spills interior or exterior to the building)
- (bb) Vehicle usage and suitability
- (cc) Waste Generation and Management
- (dd) Waste Water Management
- (ee) Working Alone
- (ff) Working at Height

PART E: Training

E.1 The Contractor is responsible for verifying that their employees and sub-contractors have received all 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.

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 document 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 their employees 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) Material Safety Data Sheets/Safety Data Sheets (MSDS/SDSs) for any chemicals that will be used or located on an Oracle site or campus.
- (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

REVISION HISTORY

Date	Description of Change	Originator/Reviewer
September 2013	Initial release of document	Corporate EHS/Procurement Legal