



## **Supplier Environmental Health and Safety Certification**

It is the intention of Cisco Systems, Inc. (Cisco) to take reasonable and practicable steps to ensure workplace safety and protect the environment in all aspects of its operations. Toward that end, Cisco has established environmental health and safety (EHS) requirements that apply to all projects, processes and operations regardless of geographic location.

Suppliers chosen to perform work on behalf of Cisco are expected (i) to fully comply with all applicable laws, regulatory requirements, and (ii) to follow Cisco's EHS requirements.

This approach ensures that Cisco's operations meet all local, state and federal legislative requirements, in relation to the engagement and management of contractors and the execution of projects and at the same time provides a set of best practices for suppliers to follow in all circumstances.

It will be a condition of the contract that the supplier:

### **Health and Safety Requirements**

#### **1. *Comply with all applicable health and safety laws and regulations.***

Cisco requires their suppliers to be in full compliance with applicable local, provincial/state, and national/federal laws, regulations and directives. These include, but are not limited to, hazard identification and mitigation; personal protective equipment; electrical safety; radiation safety, blood-borne pathogen exposure, waste management; chemical handling; exposure to noise; use of safe work practices, obtaining all required permits and licenses, and making all required notifications and reports. Cisco also requires the supplier to provide required and appropriate health and safety training and refresher training to its employees and to retain records of such training.

#### **2. *Have a method for managing and reducing the health and safety risks to their employees***

Cisco suppliers are required to have documented, systematic methods of identifying and reducing the risk of occupational injury or illness. Examples of such methods include the use of job hazard analyses, risk assessments, illness and injury prevention plans, exposure assessments, and occupational injury reporting and tracking.

Examples of methods to address common safety risks::

- Hazardous Energy Control Plan
- Fall Protection
- Personal Protective Equipment
- Emergency Response Plans

**3. Upon request, provide Cisco with documentation of methods used to identify and minimize health and safety hazards**

Cisco may require suppliers to provide job hazard analyses, risk assessments, risk mitigation plans, equipment maintenance logs, inspection logs, and training records for activities conducted at Cisco sites or on projects commissioned by Cisco.

**4. Notify Designated Project Managers of any environmental health and safety hazards created by supplier activities**

Cisco requires its suppliers to provide notification of the introduction of materials or equipment creating physical, chemical, and biological safety hazards at Cisco sites or on projects commissioned by Cisco. These notifications may take the form of the presentation of material safety data sheets, job hazard analyses, and risk assessments.

**5. Allow Cisco to inspect any activities performed at a Cisco worksite or Cisco project..**

Supplier agrees to allow Cisco to inspect work sites, equipment, documentation and materials and interview Supplier employees regarding work practices and health and safety management.

**6. Complete Cisco Contractor Safety Training prior to commencing any activities on the behalf of Cisco.**

Supplier agrees to complete Cisco Contractor Safety Training and any other training that Cisco deems necessary to ensure a safe working environment.

## **Environmental Requirements**

**1. Comply with all applicable Environmental laws and regulations.**

Suppliers are responsible for complying with all applicable environmental laws, regulations, permits, project specific plans, and are expected to employ effective field

control measures. Some examples of commonly required environmental practices include, but are not limited to, the following:

- Storm water management;
- Spill prevention and response;
- Erosion and sediment control;
- Air emissions and dust control;
- Hazardous materials management;
- Waste management;
- Stop work procedures in the event of an unanticipated discovery (e.g., human remains, artefacts);
- Cleanup and restoration of disturbed areas; and
- Making proper notifications and reports as applicable laws and regulations may require;

## **2. *Observe and comply with property and site access restrictions.***

Contractors, sub-tier contractors, and suppliers will be required to comply with all access restrictions, including prohibitions on access to sensitive resources (e.g., wetlands, archaeological sites, and special wildlife habitats) or adjacent areas of concern. Depending on the contract amount and/or the scope of work, suppliers may be required to develop an Environmental Compliance Plan that conforms to all environmental requirements and permissions governing the support.



# Supplier Environmental Health and Safety Requirements



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# This training will cover...

- Cisco's EH&S Mission
- Supplier **Health and Safety** Requirements
  - Regulatory Compliance
  - Hazard Identification and Risk Mitigation
  - Health & Safety Management Documentation and Inspection
  - Communication of Job Hazards
- Supplier **Environmental** Requirements
  - Regulatory Compliance
  - Site/Task Specific Control Requirements

# Environmental Health and Safety Mission

To protect Cisco's **employees, suppliers, visitors, customers, and the environment** through the application of environmental, health, and safety programs and services that appropriately **manage risk and foster a global culture of safety.**



# Health and Safety Requirements



# Regulatory Compliance

All Suppliers must comply with all relevant occupational health and safety laws and regulations.

**KNOW AND UNDERSTAND THE REQUIREMENTS THAT APPLY TO YOU/YOUR JOB!**

- Typically includes:
  - Permit and Licenses
  - Personal Protective Equipment Requirements
  - Safe Work Practices
  - Fall Protection
  - Injury Reporting
  - Training and Record-Keeping



# Hazard Identification & Risk Mitigation

- All suppliers are required to have documented methods for identifying and reducing the risk of injury or illness on the job.
- These methods can consist of:
  - Risk assessments and hazard analyses
  - Hazardous energy control plans
  - Chemical exposure assessments
  - Emergency response plans



# Documentation and Inspection

- All suppliers may be asked to provide documentation supporting health and safety risk management.
- Requested documents can include:
  - Material Safety Data Sheets
  - Hazard Control Plans
  - Equipment Inspection/Maintenance Logs
  - Training Documentation

# Communication of Job Hazards

- All suppliers are required to provide information on hazards introduced into Cisco work environments to Cisco Project Managers.
- Typical hazards include:
  - Chemical usage
  - Hazardous waste creation
  - Use of powder-actuated tools
  - Storage and/or use of equipment and tools at height
  - Energizing and de-energizing equipment and machinery

# Environmental Requirements



# Regulatory Compliance

All Suppliers must comply with all relevant environmental laws and regulations.

**KNOW AND UNDERSTAND THE REQUIREMENTS THAT APPLY TO YOU/YOUR JOB**

- Typically includes:
  - Waste handling
  - Storm water discharge
  - Waste water discharge
  - Chemical storage
  - Air emissions



# Effective Field Practices

- Suppliers must implement control measures to ensure environmental protection.
- Includes:
  - Spill prevention and response measures
  - Erosion and sediment control
  - Air emissions and dust control
  - Clean up and restoration of disturbed areas



# Additional Environmental Requirements



- Observe and comply with property and site access restrictions
- Protection of:
  - Wetlands
  - Wildlife habitats
  - Archeological sites



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