

## **MSI EHS Field Projects Manual & Sub-Contractor Guidelines**

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## 1. **Introduction**

Motorola Solutions (MSI) connects people through technology. Public Safety and commercial customers around the world turn to Motorola Solutions innovations when they want highly connected teams that have the information they need throughout their workdays and in the moments that matter most to them. To that end, MSI is committed to protecting the safety and health of our employees and Subcontractors (***named contractor in the following document***). Our goal is to achieve an injury free workplace. To achieve this goal, MSI has developed a comprehensive Environmental, Health and Safety (EHS) management system that includes policies, programs, procedures, and other documents that explain our approach to continuously improve our EHS performance. ***This EHS manual applies to MSI field project teams and Sub-Contractors and is an integral part of the EHS management system and may be updated as necessary to mitigate EHS issues.*** Motorola Solutions' operates an Environmental, Health and Safety (EHS) Management Systems that has been certified to the international standards ISO14001 (Environmental Management System) and ISO45001 (Occupational Health and Safety System). The Management Systems encompass products, processes, activities and services of Motorola Solutions that apply to both Motorola Solutions employees and contractors.

This ***MSI EHS Field Projects Manual & Sub-Contractor Guideline*** is being provided to:

- Provide general guidelines and standards expected for performance of contracted work in a safe manner and with due regard for protecting employees, the public and the environment;
- Ensure compliance with various federal, state, and local EU member state requirements; and
- Ensure compliance with various MSI EHS requirements.

In the event that anything contained within this EHS Manual is inconsistent or contradictory to the Contractor's existing safety policies, procedures, practices, plans, or other similar documents, Contractor shall promptly notify and discuss such inconsistencies or contradictions with their MSI Project Manager or with the appropriate EHS Representative.

### 1.1. **MSI's policy and standards**

The MSI **Integrated Management System** Policy incorporates our Environmental, Health and Safety program and mandates compliance with all applicable environmental, health and safety, legal, and other requirements to which we subscribe in the countries where we do business. Contractors are expected to establish similar requirements within their organisations. A copy of our [EHS Policy](#) can be viewed on our Motorola Solutions website:

The MSI Supplier Code of Conduct describes corporate responsibility requirements for our suppliers.

### 1.2. **Principles of Operation**

MSI performs its work based on the following principles of operation:

- We integrate EHS protection and prevention into our work processes.
- We identify and mitigate hazards and unsafe conditions before we start the work.

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- No job is considered successfully completed if there is an injury, incident, or environmental event.
- If the job cannot be completed safely, it must be stopped.
- We watch out for each other and speak out to protect ourselves and others from injury.
- We adhere to all environment, health and safety regulatory requirements

### **1.3. Contractor Safety**

MSI's Contractor Safety Management program establishes uniform contractor safety requirements and may require additional safety protocols depending on field service projects.

The major program elements include:

- Qualification approval for contractors;
- Adoption of MSI safety standards what may exceed existing regulatory requirements;
- Annual evaluation of contractors; and
- Completion of field safety assessments based on the contractor's safety performance.

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## **2. Roles & Responsibilities**

### **2.1 MSI Project Manager / Team Leader / Supervisor**

- Encourage and enforce safe behaviour of MSI employees under their direction and manage his/her business safely. Managers are responsible for the actions of employees under their direction and for the safety of their operations. b. Maintain full support of all EHS requirements, procedures and policies.
- Ensure that the necessary resources are available and that the **EHS manual** is being effectively implemented.
- Ensure all employees in the area receive basic instructions for the job that they will perform. This must occur prior to beginning their duties without direct supervision.
- Ensure employees who have duties requiring function specific training receive the appropriate EHS training before performing those duties without direct supervision.
- Provide safety equipment and protective devices as required by the job and ensure proper use and working order of each.
- Investigate and determine the cause of all accidents/incidents, including those resulting in injuries or near misses.
- Take prompt corrective action whenever unsafe conditions or behaviours are noted.
- Ensure that employees under their direction are informed of established EHS requirements, inform employees that violation of these requirements will not be tolerated, and that corrective action to improve employee performance in this area will be instituted.

### **2.2 MSI Employees and Contract Employees**

- Observe all established EHS policies and requirements.
- Understand and follow EHS processes included in work instructions. This information should include the hazards associated with the process or operation being performed, control measures in place and what personal protective equipment is necessary to ensure the safety and health of the employee doing the work.
- Contract employees under the direct supervision of Motorola Solutions shall be subject to the same EHS requirements as Motorola Solutions employees.
- Under no circumstances shall an employee be assigned a task without sufficient training to accomplish it safely and efficiently. Employees transferred to new positions shall be given specific safety instructions relative to their new job assignments.
- All employees have the responsibility to identify and report all safety hazards to their immediate supervisors as soon as possible. Employees shall correct those that they can without endangering themselves or others.

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### **3. Contractor Expectations**

The requirements and expectations set forth in this EHS manual apply to all Contractors and subcontractors. Notwithstanding any materials or documents provided or reviewed by MSI, including this document, the Contractor shall be solely responsible for the safety and health of personnel and the prevention of industrial accidents and illness arising out of the performance of the services or provision of deliverables.

MSI expects that each Contractor will ensure that their workers and subcontractors know of and comply with their company's environmental and safety rules, those required by MSI, and country and local regulations.

#### **3.1. General Expectations**

In addition to the provisions in other sections of this EHS manual, Contractors shall:

- Take all prudent and proper safety precautions to protect MSI employees and other exposed persons;
- Comply with all applicable MSI EHS requirements and standards;
- Comply with all applicable federal, state, local and any other applicable EHS laws and regulations issued or imposed by any governmental authority;
- Prior to commencement of any work, review job-specific hazards and associated precautions, procedures and mitigation measures. This can be accomplished by developing a Health and Safety Risk Assessment / Job Hazard Analysis (JHA) and communicating with the employees;
- Have available, at the work location, a copy of the Contractor's written Safety Program, including site-specific work requirements and procedures.
- Ensure that their employees and subcontractors receive EHS training as required by applicable federal, state, and local regulations, and maintain documentation of such training;
- Ensure at all times that at least one Contractor employee has the capability and responsibility for communicating safety and emergency information with all Contractor personnel;

#### **3.2. Stop Work Authorization and Inspection**

Compliance with safety and environmental requirements and safe practices is expected for Contractors working for MSI. Contractors should understand that:

- MSI may inspect the Contractor's work for compliance with the Contractor's contractual obligations at any time.
- MSI may immediately stop work if an imminent risk to workers or the public is observed.
- MSI's inspections in no way relieve the Contractor of the obligation to maintain its own programs or to conduct any inspections required by federal, state, and local regulations.
- Any imminent hazard shall be corrected to MSI's satisfaction before the work is allowed to continue.

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### **3.3 Contractor discipline process**

The discipline process will be followed in any case where the contractor's actions appear to be detrimental to the operation of the business or to other employees.

In general, Motorola Solutions utilises the following process detailed in **Appendix A**.

Depending on the location of the work or the location of the employee, more specific disciplinary actions or guidance may be employed to comply with local laws and regulations.

## **4. Incident Reporting**

Contractors must report and investigate safety and health environmental incidents.

### **4.1. Incident/Injury Reporting**

Accidents must be reported to the MSI Project Manager and MSI EHS Representatives as soon as it is known by the contracting company. Examples of when a Contractor shall report an incident are as follows:

- An accident that resulted in an employee requiring medical treatment from a professional medical provider;
- An accident with a third-party injury caused by the Contractor's operations;
- Property damage in excess of \$5,000 (USD);
- Fire; and
- Chemical spill in an amount above a local regulatory limit.

The Contractor may submit their accident report to MSI or they may complete and submit the MSI accident/incident report located at its contractor website, [www.motorola-contractor.com](http://www.motorola-contractor.com). Upon receipt and review of the accident/incident report, MSI may also investigate the incident or ask for additional information and corrective actions.

It is the responsibility of the Contractor to ensure that applicable reporting to governmental agencies is completed. The following is an example of some types of accidents and dangerous occurrences that must be reported to government authorities.

- Death of an employee;
  - Note - ANY fatal accident must be reported immediately to the MSI Project Manager and to the MSI EHS Manager.
- Amputation of any limb or part of a limb of any employee;
- Any employee admitted to the hospital;
- Any employee suffering serious bodily injury; and
- Spills of certain quantities of dangerous goods.

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#### **4.2. Hazardous Material Release or Environmental Event Reporting**

Contractors shall immediately notify MSI of any chemical spills while working on behalf/for MSI. The Contractor may submit their incident report to MSI or they may complete and submit the MSI accident/incident report located at its contractor website, [www.motorola-contractor.com](http://www.motorola-contractor.com).

Contractors shall make every reasonable effort to immediately contain and clean-up hazardous materials releases. If special training is required to respond to the release, the Contractor is responsible to ensure their employees are properly trained or utilize properly trained response subcontractors.

#### **4.3. Regulatory Agency Visit**

Contractors shall:

- Verbally notify the MSI Project Manager upon notification or arrival of a regulatory agency during the course of contracted work.
- File a report with the MSI Project Manager and MSI EHS Manager within 24-hours after the conclusion of the initial visit. The report shall provide the date, time, location, agency, agency representative name and contact information, purpose of the visit, information requested and/or provided, corrective actions resulting from the visit, if applicable, and due dates.
- Provide regular updates to the assigned MSI Representative regarding management of the corrective actions.
- Provide the assigned MSI Representative final close out documentation within five (5) business days after the requirements of the regulatory agency have been satisfied.

### **5. Environment, Health and Safety Requirements**

The following health and safety requirements are not intended to cover all aspects of an EHS program. The following information is intended to assist Contractors in the development of safe work practices and safety plans.

#### **5.1. Supplier Pre-Qualification**

The Supplier and third party must complete the pre-qualification process and be approved to perform high risk work under the SOW. Motorola Solutions has chosen [AVETTA](#) to collect the safety related information including health and safety program, risk assessments, training, safety statistics and systems registrations and accreditations.

In such an event, Supplier agrees to cooperate and provide all requested safety related information to Motorola Solutions' designated third party vendor.

#### **5.2. Training and competence**

MSI Employees and Contractors must be trained in accordance with all applicable laws, regulations, rules and legislation, including Country specific legislation.

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MSI Employees and Contractors working on the work site have successfully completed a safety induction. Employees undertaking high risk work need to be given job specific training. When requested, training material should be submitted to Motorola Solutions EHS for approval. Cost of the training to be borne by the supplier. Motorola Solutions reserves the right to request the supplier to train its employees in any additional and/or specific aspects as a result of substandard supplier EHS performance.

In addition, the training must include (without limitation) health and safety information relating to;

Health and safety awareness/induction	Electrical safety, including lock out tag out
Working at heights	Lifting operations
Fire and emergency response	Confined space
First Aid	Excavation
Safe Driving	Erection, modification and dismantling of scaffolds
Working in night conditions	Manual handling
Working in excessive or inclement weather conditions	Work with exposure to radiation (ionizing or non-ionizing)
Lone working	

Supplier must send a copy of those certifications to Motorola Solutions before work commences.

### **5.3. Health and Safety Risk assessments**

Risk assessments (RA) / job hazard analysis (JHA) must be produced to cover all work activity to ensure a safe system of work. Site specific risk assessments are required to consider the health, safety and welfare of all individuals and the operation of the site. Both the activities planned to be undertaken and the working environment should be considered; for example weather conditions, working hours and occupational health hazards.

It is acceptable however to produce generic method statements for routine tasks and operations but they will need tailoring to match specific site based conditions where required. All RA / JHA must be available at the point of work if requested.

### **5.4. Co-operation & Supervision**

Third Parties must cooperate with MSI and others to ensure that one parties work does not adversely affect the work of the others. When more than one party is working in an area, all parties must agree on responsibilities in advance of commencing work.

Consultation via the MSL contact should be undertaken to ensure they are involved in the planning of work and can log site activities. Everyone involved must know who is in control and coordinating the work activity. Adequate supervision is essential to maintaining healthy and safe conditions. Where necessary third parties will provide competent supervision and inform MSL how it is organised. Team leaders and supervisors must be totally clear about what they are expected to do.

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### **5.5. General Health and Safety Requirements**

Contractors shall:

- Ensure the work procedures do not conflict with the requirements of MSI policies, standards, and programs;
- Take precautions for the protection of health and safety of Contractor personnel, MSI employees, or other exposed persons including the public, and
- Ensure that all specialized equipment (aerial lifts, cranes, etc.) are operated and maintained in accordance with manufacturer's specifications and as required by applicable regulations.

### **5.6. Communication**

Ensure suitable and effective communication mechanisms are in place to increase EHS awareness, raising issues and communicating potential EHS risks. This includes, but is not limited to:

- Websites and notice boards
- Work instructions and guidance notes
- Posters and banners (on construction sites, etc.)
- Frequently defined toolbox (safety topic or job specific) talks with involved parties during the project and prior to start work

### **5.7. Conduct and Behaviour Standards**

All third contracted staff must act in a courteous manner to other workers and any general public in the vicinity. Any misconduct may lead to those individuals being dismissed from the site. All areas and buildings are non-smoking areas. Smoking and use of e-cigarettes is only allowed in designated external smoking areas. Individuals under the influence of drink or drugs will not be allowed on site, nor will the consumption of alcohol and illegal drugs be allowed while working on site.

### **5.8. Chemical Labelling**

All chemicals brought to a Motorola Solutions project site must be labelled and must include the identity of the substance. The appropriate hazard warning label must be on all containers of hazardous substance containers.

### **5.9. Compressed Gases**

Compressed gas cylinders shall be secured in an upright position at all times and stored in a well-ventilated area. When not in use, valve protection caps shall be in place on the cylinder. Cutting torches must have a flashback arrestor at both the torch and at the tank. No grease or lubricants shall be used with oxygen.

### **5.10. Confined Spaces**

Contractors are responsible for evaluating their work site to determine if confined spaces exist. The Contractor performing work within a confined space (permit required, non-permit or other confined space) shall comply with applicable confined space regulations and local relevant regulatory requirement

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In addition, each Contractor shall:

- Ensure that information regarding any hazards are identified prior to entering the space;
- Ensure identified hazards are eliminated, mitigated or controlled; and
- Develop a rescue plan, including provision for trained rescue personnel and equipment, before entering permit-required confined space.

### **5.11. Cranes and Hoists**

Only properly trained individuals shall use a crane/hoist. Crane/hoist operators shall receive training on the operation, inspection and use of cranes prior to operating such equipment.

Contractor employees operating cranes and hoists shall strictly comply with manufacturer specifications and limitations regarding the crane/hoist.

General rules of operation:

- The crane operator and qualified directing person must ensure that any part of a crane or its load does not come within 10 feet of an exposed electrical line.
- When travelling with hydraulic cranes, the boom must be in the down position and turntable locked.
- All crane hooks must be fitted with safety latches and marked with the safe working load.
- Prior to lifting the load, ensure that all persons are clear. Never lift the load over the head of any person.
- All lifting equipment including rigging blocks must be inspected to ensure that the safe working load is not exceeded.
- Carefully assess the job to be done, the current and forecasted weather conditions, and the weight to be lifted.
- A safety zone must be identified and barricaded where the lifting operation is planned.
- Lifting operations must be stopped immediately due to weather, poor visibility, or crane instability.

### **5.12. Electrical Safety**

All electrical equipment, systems and their subsequent installations shall conform to any and all country and local requirements.

Working on de-energized equipment is the preferred method. The MSI Project Manager in consultation with MSI EHS Manager must approve any energised electrical work over 50 volts. Once approved, only qualified and applicable licensed contractors are allowed to work on electric parts or equipment that has not been de-energized.

Contractor employees working in areas where there are potential electrical hazards must be provided with and use personal protective equipment (PPE) that is required and appropriate for the specific work to be performed.

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Extension cords used with portable electrical tools and appliances shall be of the three wire type. Cords with the ground probe removed or rendered ineffective shall be removed from service. Electrical cords and trailing cables shall be covered, elevated or otherwise protected from damage which could create a hazard to employees or other persons in the area. An Earth Leakage Circuit Breaker (ELCB) or Ground Fault Circuit Interrupter (GFCI) shall be used in wet locations.

### **5.13. Emergency Procedures**

Each Contractor shall have a site emergency plan. The purpose of the plan is to ensure a coordinated response to any emergency situation so that:

- The safety of personnel and members of the public is ensured
- Company and personal assets are protected
- The effects of the emergency are minimised

Some project work may occur on a third party site. In this case, all personnel would follow the emergency plan of the host company or site owner.

Potential emergencies that may need to be planned for include:

- Employee accident, injury, and/or illness;
- Fire/Explosion;
- Natural disaster - Earthquake, hurricane, tornado, flood, etc.
- Chemical spills and/or leaks; and
- Tower/Rooftop rescue

### **5.14. Fall Protection**

Contractors shall provide appropriate fall protection to protect personnel from accidental falls associated with elevated floors, platforms, scaffolds, guardrails, physical barriers and elevated work locations.

All Contractors that are working at unguarded locations above 6-feet (1.8 metres) or that may be exposed to fall hazards properly trained and must be protected by wearing approved fall protection equipment and all fall protection equipment must be EN or ANSI marked.

At a minimum, Contractors shall:

- Conduct evaluations of all elevated workplaces to determine the appropriate level of fall protection for their employees;
- Use 100% fall protection unless exempted by local regulation. Where conventional fall protection is not possible or feasible, Contractor shall develop a written Fall Protection Plan following applicable regulations and MSI standard; and
- Ensure all workers are instructed in the fall protection system to be used and the procedures to be followed where there is a risk of a fall hazard.

### **5.15. Hazardous Material Handling**

If the Contractor shall be utilising any chemicals during their operations, Safety Data Sheets (SDSs) on such hazardous substances shall be readily available to all workers at the worksite or a regulatory agency.

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Contractors are responsible for educating their personnel on the requirements of chemical safety and laws regarding hazardous chemical inventories, SDS container labelling, and emergency procedures. All chemicals shall be handled in accordance with their labelled instructions using the appropriate personal protective equipment (PPE) as specified in the SDS.

#### **5.16. Heat Illness Prevention Plan**

A heat illness prevention plan is required when employees are engaged in outdoor operations where the environmental risk factors for heat illness may exist during the work period.

Prior to commencing work, Contractors shall:

- Evaluate work conditions or a work environment that present the risk of heat illness or heat stress;
- Ensure a Heat Illness Prevention Plan has been prepared in accordance with regulatory requirements and all personnel are trained on the plan and comply accordingly; and
- Ensure controls such as providing for sufficient potable water and providing a shaded recovery area are in place per regulation.

#### **5.17. Hot Work**

A Hot Work Permit and/or a site Pre-Task Planning Risk Assessment shall be required on all work involving an open flame or welding operations. Work shall not be started until all the precautions listed on the Hot Work Permit/Pre-Task Assessment have been taken.

Post work completion has to include a fire watch for at least 4 hours.

All cutting and welding operations are required to have within easy reach a proper fire extinguisher of a size and type to extinguish a fire that may ignite materials being cut, welded, or materials immediately adjacent to cutting and welding operation.

All oxygen/acetylene cylinders shall be kept in an upright position and secured by chain or other suitable means to prevent accidental displacement. Valve protection caps shall always be in place except where cylinders are in use or connected for use. Approved flash arrestors shall be provided in both oxygen and acetylene hoses as the regular connection.

Only qualified and applicably trained personnel shall perform hot work.

#### **5.18. Housekeeping/Clean-up**

Contractors shall:

- Each Contractor shall maintain a clean and orderly work area at all times.
- When the work is completed, each Contractor shall remove any Contractor-owned materials from the site or dispose of them in accordance with the Waste Handling, Storage, Transport, and Disposal section within this document.
- Restoration of ground disturbance, including re-vegetation, shall be in accordance with the established project contract.

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**5.19. Ladder Safety**

Contractors shall provide their own ladders for their use. All ladders shall comply with country and local regulations. The contractor is responsible for ensuring that its employees comply with all standards governing the safe use of ladders.

General rules of use:

- Materials shall be raised or lowered with a line hoisting equipment and not carried in one hand while ascending or descending. When working from ladders, three points of contact must be maintained.
- Wood ladders shall not be painted as this may cover-up defects and deterioration.
- Portable ladders shall be placed so the horizontal distance at the bottom of the ladder is not less than one quarter ( $\frac{1}{4}$ ) of the vertical distance to the top support. All ladders shall be secured at the top, to prevent displacement.
- Aluminium and/or metallic ladders are prohibited around energized electrical panels and lines.

**5.17. Lockout/Tagout**

Contractors performing lockout/tagout shall follow all regulations and policies regarding lockout/tagout. Contractors shall provide their own lockout/tagout devices. All contractor employees performing lockout/tagout shall be trained in appropriate procedures prior to beginning work at the project site. Contractors shall provide to MSI, upon request, copies of their lockout/tagout procedures and training.

Contractors shall notify affected employees when the lockout/tagout has been completed and before the start-up of equipment. Contractors must also ensure that all guards in place, interlocks are re-set and contractor debris is removed from the area. Contractors are responsible for ensuring that equipment safeguards are in place and functioning before operating equipment, and ensuring guards are adjusted properly prior to equipment use.

**5.18. Lone worker**

Only undertake authorised activities whilst acting as lone worker; high risk activities such as working from height is not acceptable.

Suitable communications and travel plans must be in place for lone workers, with the location and expected schedule to be managed by the project manager or supervisor.

**5.19. Material Handling/Storage**

Contractor equipment and material shall be confined to the designated work area. Materials shall be stored neatly and protected from the weather where required. Aisle ways and access to electrical distribution panels and emergency equipment must be kept clear at all times. Material should be stored in such a manner that it will present a tripping or other hazard to personnel in the area.

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Material handling trucks and carts shall not be parked in aisles, exit passageways or other places where they may obstruct traffic or constitute trip hazards. Material handling equipment must be inspected prior to each use. Storage of material and equipment must ensure that it is safe from unexpected movement, such as falling, slipping, rolling, tipping, or other uncontrolled motion.

#### **5.20. Medical/First-Aid**

Each contractor shall provide an adequate first-aid kit for their employees in accordance with legislation to provide injured workers with the means to receive treatment for minor injuries. Contractors must ensure that suitably trained first-aid personnel are provided from within the site work force. This must include all shifts, should shift work be performed.

#### **5.21. Personal Protective Equipment (PPE)**

Appropriate PPE shall be worn in all operations where there is an exposure to hazardous conditions or where the need is indicated for such equipment to reduce the hazard to the employees. It is the Contractor's responsibility to specify, supply and enforce PPE usage. It is the responsibility of the contractor to ensure that all employees are trained in the proper use, donning and storage of PPE and to ensure, where required, that appropriate medical surveillance has been provided prior to the employee wearing PPE.

#### **5.22. Portable and Powered Hand Tools**

Contractors shall supply their own portable and powered hand tools. All powered hand tools shall be visually inspected by the contractor before use. Any tool found to be defective or in any way unsafe shall be removed from service until appropriate repairs have been made by a qualified individual. Contractors shall use appropriate protective equipment when operating portable or powered hand tools.

Only those individuals who are thoroughly trained and certified in the use of powder actuated tools, shall be authorized to perform this work. No powder actuated hand tool operations shall be permitted in populated areas unless the area is properly secured prior to performing the work.

Electrical tools must be properly insulated and equipped with Earth Leakage Circuit Breaker (ELCB) or Ground Fault Circuit Interrupter (GFCI).

In countries where electrical safety testing of electrical tools is required the equipment shall be marked with a valid test label.

#### **5.23. Radio Frequency (RF) Safety**

In case RF energy cannot be eliminated prior to start work, a measurement shall be completed to identify potential exposure and time limitation. Contractors shall ensure their employees receive RF safety awareness training (in case of exceeded exposure limits or time limitation) and that teams in the field follow the appropriate safety procedures in the vicinity of working transmission equipment. Contractors will reduce the risk to their teams by using RF monitoring equipment when necessary. Contractors and subcontractors shall obey all posted signs; assume all antennas are working, and maintain a minimum clearance of 3-feet (1 metre) from all antennas.

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**5.24. Rigging/Lifting**

Contractor will ensure that their employees receive required rigging training and that all rigging equipment be inspected prior to use, not loaded in excess of its recommended safe working load, and stored/maintained properly to ensure readiness. Prior to any lift the contractor shall develop a Lift Plan that should include weight, lifting points, communications, emergency plans, and restrictions such as weather.

**5.25. Scaffolds**

All scaffolds shall conform to regulatory requirements. All scaffolding is to be correctly assembled before use, including equipped with proper guardrails. A safe means of access must be provided to the working level by a ladder, ramp or stairway. The base must be erected on a firm foundation. Each day of use, the scaffold shall be reviewed / inspected by a qualified individual.

**5.26. Tower Climbing**

Each Contractor is responsible to ensure that their employees have been properly trained and certified to climb towers. In addition, Motorola Solutions requires that contractors comply with the **Motorola Solutions Tower Climbing EHS Requirements** document. This document can be obtained from MSI EHS Representatives or from the MSI contractor website ([www.motorola-contractor.com](http://www.motorola-contractor.com)). The key elements of this document include; required PPE, 100% tie-off, pre-climb safety meetings, and emergency plans.

**5.27. Tower Rescue Plan**

Any contractor performing climbing of a tower or other similar structure must have a documented rescue plan in place prior to beginning the climb. Climbs require at least two people to commence. One to serve as ground personnel and the other to climb. The person on the ground will be responsible for activating the rescue plan if the climber is in need of rescue. Please refer to the detailed requirements in Motorola Solutions Tower Climbing Guidelines. This document can be obtained through your Motorola Solutions Project Manager or the Motorola Solutions contractor website ([www.motorola-contractor.com](http://www.motorola-contractor.com)). The key elements of this document include; required PPE, 100% tie-off, pre-climb safety meetings, and emergency plans.

**5.28. Trenching and Excavations**

Contractors are expected to be aware of the steps and regulations that must be undertaken prior to beginning any excavation, trenching, drilling, and/or shoring activity.

Contractors shall:

- Perform trenching, excavation, drilling, and/or shoring work in accordance with applicable regulations and requirements;
- Provide a competent person to assess the soil, plan and permit, inspect the excavation and engage engineering professionals as needed;
- Ensure employees are properly protected from falls created by the work; and
- Ensure authorities have been contacted and subsurface installations have been marked prior to earthmoving activities.

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**5.29. Waste (Hazardous and Non-Hazardous)**

Contractors are responsible for the proper disposal of waste generated from the chemicals and materials brought on-site by the contractor or that is owned by their company and is on-site unless specified in the contract. Uncovered (open top) dumpsters and containers are not to be placed in the vicinity of a storm drain. Contractors and subcontractors shall not pour, or dump chemicals, material, and/or wastewater into the storm or sanitary drains. Contractors will ensure their site operations will not contaminate surface or groundwater. All waste management activities (storage, transportation and disposal) shall be conducted in accordance with all applicable regulations.

**5.30. Welfare**

Provision must be made for suitable welfare facilities including (as a minimum) toilets, washing and rest facilities and access to potable drinking water. The welfare facilities must be clear of vehicle access routes and hazardous material/waste storage.

Eating and drinking must be restricted to allocated rest facilities. Personal hygiene is to be encouraged by providing access to clean water and soap for handwashing or antibacterial gel.

**5.31. Work Area Protection and Traffic Control**

When necessary, each Contractor shall isolate the Contractor's work areas by using appropriate warning tape, barriers, or other effective means of isolation.

Each Contractor shall erect and properly maintain, at all times, all necessary safeguards for the protection of Contractor personnel, MSI employees, and other exposed persons.

## **Appendix A Contractor discipline process**

This process details the general approach taken by Motorola Solutions, however depending on the location of the work or the location of the employee, more specific disciplinary actions or guidance may be employed to comply with local laws and regulations.

- Infractions (a single incidence of misconduct) are grouped into three categories (Class I, Class II and Class III), based on relative seriousness.
- Each infraction results in a determination of discipline level, based on its seriousness, previous discipline and a review of the circumstances of the infraction.
- This determination is within the discretion of management and human resources, and may include an analysis of an employee's entire work record, including attendance and performance.
- Each situation is given individual consideration and depending on the specific circumstances may deviate from the examples set forth in this policy. For example, a severe Class II infraction may be handled as a Class III, or a record or pattern of previous Class I infractions may result in a decision to discipline pursuant to the steps set forth for a Class II infraction.
- On occasion, a contractor may have both conduct and performance issues. In such situations, the supervisor may use this process, a performance improvement plan or a combination of both.

### **Classes of Infractions**

**Class I:** These are minor infractions which require corrective action. The discipline for Class I infractions is normally:

- 1st infraction - First Written Warning\*
- 2nd infraction - Second Written Warning
- 3rd infraction - Final Written Warning
- 4th infraction - Termination of employment

**Examples of Class I infractions** include (but are not limited to): Inattention to duties; disorderly conduct; inappropriate attire; minor infractions such as smoking in areas not designated as smoking areas; misprocessing; isolated instances of failure to secure Motorola Solutions information; abuse of personal privileges; and loitering.

All types of Class I infractions will be cumulative to determine the appropriate disciplinary steps. Once a Class I infraction has occurred, any subsequent Class I infraction will result in the next level of disciplinary documentation.

First and Second Written Warnings will normally remain active for purposes of documentation level for a period of 12 months from the date of issue. Once an employee progresses to a Final Written Warning, the documentation and disciplinary level will normally remain active for 12 months from the date of issue. Commission of another Class I infraction, or any Final Written Warning of any nature, during the period of a Final Written Warning may result in termination of employment.

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**Class II:** These infractions are serious in nature. Depending upon its severity, the first infraction may not, standing alone, be grounds for termination of employment.

The discipline for a Class II infraction is normally:

- 1st infraction - Final Written Warning
- 2nd infraction - Termination of employment

**Examples of Class II infractions** include (but are not limited to): Inappropriate conduct; disregard of safe work procedures; making offensive remarks, including remarks based upon an individual's race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity or expression, or veteran's status; using abusive, profane or sexually graphic language; failure to provide information or otherwise fully cooperate in any internal investigation that has resulted or is likely to result in significant negative impact to employees, customers, contractors, or the Company, its assets, reputation, or business operations; inappropriate use of cameras; failure to secure Motorola Solutions confidential and proprietary materials; misuse of Motorola Solutions resources or equipment (e.g., computers, telephone, pager, email, internet, software).

Class II infractions will remain active for the duration of employment. Any subsequent Final Written Warning, of any nature, may result in termination of employment.

**Class III:** These infractions are very serious in nature and normally result in immediate termination of employment.

**Examples of Class III infractions** include (but are not limited to): Disruption of the workplace; willful spoilage, destruction or waste of Motorola Solutions property; possession, use or sale of narcotics, alcohol, or any other controlled substances; firearms or other weapons on Company property; theft; gambling on Motorola Solutions premises; unauthorised disclosure of confidential Company information or trade secrets; violation of security regulations and policies; conviction for a misdemeanour involving a violent act or threat of violence, or any felony (including deferred adjudication, probation or any similar resolution of such a charge in accordance with any state law limitations); violent acts or threats of violence on Motorola Solutions property or toward a Motorola Solutions employee or the employee of a contractor; insubordination; job abandonment; harassment based upon race, colour, religion, sex, national origin, age, disability, veteran, sexual orientation, gender identity or expression, or any other status protected by law; falsification of Company records (including employment application, work production records, timesheets, labour charging, travel requests, expense statements and documents related to illnesses and leaves of absence); making false accusations or providing untruthful information during any Company investigation; violation of Motorola Solutions' Code of Business Conduct.

Class III infractions that do not result in termination will remain active for the duration of employment. Any subsequent Final Written Warning, of any nature, may result in termination of employment.

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