



HEARING  
PROTECTION  
REQUIRED



## Building Technologies Division

Safety Policy Overview

### Building Technologies Division

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The information in this document contains general descriptions of safety policies at Siemens Building Technologies.

[siemens.com/building-technologies](https://www.siemens.com/building-technologies)



## Our vision and principles

The aim of Zero Harm Culture @ Siemens is to raise awareness of occupational safety and to sustainably improve safe behavior.

### Our vision is:

“Every Siemens employee should be able to rely on an intact and safe working environment so that they can return healthily and safely to their family and friends.”

Safety starts with the leadership and commitment of managers and can only become a living corporate culture if everyone contributes.

You as a leader play an important role in positively influencing the Safety Culture.

1. **Zero incidents – it is achievable.**  
Unrealistic? No, we are convinced that it is possible. Everyone must be able to work at Siemens without suffering an incident. Everywhere. At any time. That is our goal.
2. **Health and safety – no compromises!**  
Deadline pressure? Yes. Cost pressure? Yes. Compromising safety? Absolutely not. The safety and health of all employees is our highest priority. These values come first. No ifs or buts!
3. **We take care of each other!**  
We work with our eyes open to recognize dangerous situations and look after one another. Risky behavior is not cool – and we intervene when we see it. We lead by example.



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# Building Technologies Safety Policies

## BT Environmental Policy

Siemens Global EHS Policy states, in part:

- Siemens gives high priority to achieving excellence in Environmental Protection, Health Management, and Safety. Our forward-looking commitment strengthens the competitiveness of our customers and lays the foundation for our successful future.
- We design, develop, manufacture, and market our products and services so as to protect the environment and human health in a manner that meets or exceeds any applicable regulations, and in order to minimize the impact on our natural resources.

As members of the BT Division, we make a personal commitment to our fellow employees and to the company to see that operations under our care, custody, and control are carried out in a safe and efficient manner.



- Environmental Protection, Health Management, and Safety contribute to the long-term protection of people's health and the company's assets. Our global EHS management system lays the foundation for the continuous improvement of our performance in these areas.
- All managers and employees have a duty to act in accordance with this EHS policy and meet the applicable requirements."

## BT Injury and Illness Prevention Program

The BT IIPP is supported by BT Health and Safety policies, procedures, work instructions, process maps, and forms, available from us. Siemens is responsible for ensuring that all employees comply with safe and healthful work practices by:

- Informing employees of the provisions of this IIPP;
- Evaluating the safety performance of all employees; and
- Disciplining employees for failure to comply with safe and healthful work practices.

## BT HAZCOM Policy



The BT Hazard Communication Policy provides details on the following: labeling of hazardous chemicals, structure of Safety Data Sheets (SDS documents), and storage requirements of hazardous chemicals. This policy has been updated to align with the UN Globally Harmonized System of Classification and Labeling of Chemicals (GHS).

US BT is responsible for ensuring that all employees comply with safe and healthful work practices by informing employees of the provisions of the BT HAZCOM Policy. As members of US BT, we make a personal commitment to our fellow employees and to the company to see that operations under our care, custody, and control are carried out in a safe and efficient manner.



## BT Lockout/Tagout Energy Control Policy

The BT Lock-Out/Tag-Out (Energy Control) Policy establishes the minimum performance requirements for the control of hazardous energy to prevent harm to BT personnel and others.

To assure all BT employees, customer personnel, and the general public are protected from the release of stored energy or accidental start up (energization) of equipment or machines during maintenance and servicing by BT personnel, this policy establishes the requirements for affixing appropriate lock-out devices or tag-out devices.



## BT Confined Space Policy



BT complies with the OSHA Confined Space Standard and continues to provide for the health and welfare of our employees. Due to the nature of our business, this

standard covers all service work performed in a confined space of an existing building, as well as systems installation in confined spaces of new construction sites.

The requirements for confined spaces include:

1. Identification of confined spaces and informing employees of their existence
2. A written permit space program
3. Entry permits
4. Training for individuals with active roles in confined space work

This policy has been designed to meet OSHA compliance on this standard.

### BT Fall Protection Policy



The BT Fall Protection Policy identifies specific work requirements that may include potential fall hazards. The policy has been designed for protection measures compatible with typical work that US BT employees, Siemens controlled contractors, and Siemens controlled subcontractors perform. OSHA recognizes that accidents involving falls are generally complex events frequently involving a variety of factors.



Consequently, the standard for fall protection deals with both the human and equipment related issues in protecting workers from fall hazards.

### BT Lab and Hospital Safety Policy

BT installs and services various equipment, controls, and devices that maintain pressure differentials in laboratories or critical-care areas with specific ventilation requirements (i.e., operating rooms, airborne infection isolation rooms, etc.).



The purpose of the BT Laboratory and Hospital Safety Policy is to establish a safety program for protection of BT employees who enter areas of laboratories, hospitals, and other health care facilities that may contain hazardous chemicals, or airborne or blood-borne pathogens.

### BT Contractor Safety and Environmental Policy

Total environmental, health and safety (EHS) performance at Siemens includes contractors. Recognizing this fact, contractor employees must be afforded at least the same level or protection as BT employees. As a matter of policy, we will favor contractors who meet or exceed our EHS standards and performance criteria. Each BT location will implement a process, as outlined in the Contractor EHS Manual, which will enable contractors to continually improve their EHS performance.

### BT Hot Work Policy

The BT Hot Work Policy prohibits hot work activities in or on customer job sites, until specific safety precautions are taken and the hot work has been properly authorized. This policy allows some hot work to be performed without a Hot Work Permit in specified locations such as welding shops, but requires Hot Work Permits to be used in all other areas. The policy recognizes and provides for different protocols for approving hot work related to existing buildings or new construction job sites.

The policy identifies the required components of a hot work program including a monitoring and process review, and minimum training requirements.

### BT Electrical Policy



The BT Electrical Safety Policy provides a uniform set of electrical safety-related work practices to be utilized by all BT employees to prevent injuries from potential electrical hazards.

This policy establishes the training requirements for "qualified" and "affected" (unqualified) personnel who work on or near exposed energized and de-energized parts of electrical equipment.



This policy complies with OSHA's Electrical Safety Work Practices Standard (29 CFR 1910.331 through 1910.335 and 29 CFR 1910.269), the National Electric Code (NEC), the National Electric Safety Code, and the National Fire Protection Association (NFPA) 70E.

### BT Man-lift Procedure

BT provides necessary requirements for the safe use and proper operation of aerial lifts and scissor lifts – commonly referred to as man-lifts.

### BT Emergency Action Plan

Because our employees work in a variety of client facilities and in multiple locations within a location, an Emergency Action Plan needs to be adaptable to any situation. The project superintendent on a job is responsible for coordinating with the client on the evacuation route and emergency procedures for the job, and thereafter advising all employees of that information.

### BT Pre-work Safety Log Hazard Recognition Program



Jobsite hazard assessment and recognition are paramount to the well-being of the employees of BT and its customers.

Hazard recognition is of particular importance as it concerns the required use of PPE (Personal Protective Equipment) to protect employees. OSHA 29CFR 1910.132 (d)(1) requires every employer to assess the hazards in the workplace, which may necessitate the use of PPE.