

<b>Document Title:</b>	Contractor Safety Procedure	<b>Doc. Control #:</b>	SPE-2-006.1
------------------------	-----------------------------	------------------------	-------------

## 1.0 SCOPE

- 1.0 This procedure applies to all Sony Pictures Entertainment (SPE) staff working at SPE corporate facilities, regional offices and other sites located in the U.S.
- 1.1 This procedure applies to all routine and non-routine activities and equipment during regular, abnormal and emergency operations.

## 2.0 PURPOSE

- 2.1 The purpose of this document is to outline the Environmental, Health and Safety (EHS) responsibilities of contractors, subcontractors and vendors performing work at SPE facilities.

## 3.0 REGULATORY AUTHORITY

- 3.1 SPE has implemented an Environmental, Helth, and Safety Management System (EHSMS) that aligns with ISO 14001/ 450001 requirements. Contractors, subcontractors and vendors must be aware and must comply with SPE's environmental and safety policies.

## 4.0 RESPONSIBILITIES

- 4.1 SPE's Corporate Safety and Environmnetal Affairs (CSEA) group is responsible for advising SPE employees on all issues relating to EHS regulatory compliance at U.S. locations.
- 4.2 Departmental level management (supervisors, foremen, etc.) is responsible for ensuring that all employees understand and comply with the provisions of all EHS procedures.
- 4.3 SPE employees are responsible for complying with all EHS procedures.
- 4.4 Third party contractors, subcontractors and vendors working on site are responsible for implementing their own EHS procedures and must also adhere to the requirements of the SPE Contractor Safety and EHSMSProgram.

## 5.0 DEFINITIONS

- 5.1 Contractors and subcontractors– Any non-Sony entity performing work on SPE property or facilities, including personnel employed directly by the contractor, or those subcontracted to do work on behalf of the contractor.

## 6.0 GENERAL REQUIREMENTS

- 6.1 Contractors performing work on behalf of SPE must comply with all federal, state, municipal, county and local EHS laws, rules, codes, standards, and regulations applicable to its Services.
  - 6.2 Contractors are solely responsible for their personnel and subcontractors compliance with their EHS Safety policies and procedures.
  - 6.3 Contractors and sub-contractors shall submit programs, procedures, training records, and any other relevant EHS documentation to CSEA for review.
  - 6.4 SPE single point-of-contact must coordinate and closely monitor each contractor's compliance performance. It is the responsibility of all SPE personnel including all departments and divisions of SPE and its affiliates (facilities and building management, purchasing, engineering, etc.) to refer violations to SPE's Corporate Safety Environmental Affairs.
-

<b>Document Title:</b>	Contractor Safety Procedure	<b>Doc. Control #:</b>	SPE-2-006.1
------------------------	-----------------------------	------------------------	-------------

- 6.5 Contractors and subcontractors who act negligently to comply in reference to the requirements of this program may be asked to leave the site immediately and may have their contract terminated.
- 6.6 Contractors and subcontractors may not use SPE equipment unless exemptions granted. Contractor hereby assumes and shall bear the entire risk of loss and damage to any SPE equipment from any and every cause whatsoever. Any damage to equipment must be repaired by SPE at contractor's expense.
- 6.7 Contractors and subcontractors provided equipment including industrial vehicles, and personnel lifting equipment used on SPE property must be used in a safe manner and must be in good working condition.
- 6.8 Contractors and subcontractors must familiarize themselves with SPEs evacuation routes, alarms, and emergency equipment (fire extinguisher, eyewash, etc.) and must follow all emergency procedures.
- 6.9 Contractors and subcontractors will notify SPE's CSEA, Fire / Life Safety and the SPE single point-of-contact prior to starting work involving any of the following:
  - a. Shutting down any portion of the fire life systems and fire protection system (sprinkler, fire suppression, or smoke detection systems)
  - b. Modifying, deactivating, or shutting down any controls or building monitoring system
  - c. Disconnecting, removing, or stripping out any utilities including gas, chemical waste exhaust duct, and chemical dispensing lines
  - d. Work involving solvents or any other smoke/odor-producing operations
  - e. Entering any confined space
  - f. Entering any alarmed area
  - g. Working on any building ventilation system
  - h. Saw cutting, coring, or chipping concrete
  - i. Using or moving any chemicals or chemical containers
  - j. Accessing roof or attic areas
  - k. Removing asbestos and lead materials, including VAT (vinyl asbestos tile)
  - l. Hot Work (welding, cutting, etc.)
  - m. Overhead lifting with crane or helicopter
  - n. Excavation of any type
  - o. Accessing working areas at heights
  - p. Erection and / or use of scaffolds
  - q. Generating hazardous waste
- 6.10 Contractors and subcontractors may be required to provide a copy of their EHS programs to SPE for validation. These programs may include, but are not limited to, lockout/tagout, confined space, elevated work safety, excavation, hot work, hazard communication, and respiratory protection.

## **7.0 TRAINING REQUIREMENTS**

- 7.1 Contractors and subcontractors are responsible to provide trainings and maintain training documentation.
- 7.2 Contractors and subcontractors are responsible to ensure trainings comply with Cal-OSHA and other regulatory agency regulations.

## **8.0 RELATED DOCUMENTS**

- 8.1 Supplier Code of Conduct
-