

CONTRACTOR & CONSULTANT SAFETY HANDBOOK July 2026

At LTS Lakewood, LLC (“Lakewood”), our guiding philosophy is driven by a three-part purpose—**We Care, We Create, and We Deliver**—aimed at enabling better and more convenient medication for patients through advanced, non-invasive delivery technologies.

It is our policy to fully comply with all OSHA, DEA, EPA, FDA and all other applicable regulations.

We are a GMP facility. GMP stands for Good Manufacturing Practices, which are the government regulations that ensure the production of quality pharmaceutical products. GMPs are critical to drug manufacturers to ensure that our drugs are safe and effective, and **they are the law.**

All Contractors / Consultants who enter the Lakewood facility **must read** this Contractor & Consultant Safety Handbook.

Failure to follow these **SECURITY/EHS/GMP** guidelines could jeopardize your safety or the safety of others around you and could also compromise the integrity of our product. ***Therefore, if you or those under your supervision fail to follow our rules, disciplinary action could range from contract termination to legal action.***

We are confident that by working together we can maintain GMP compliance and keep a safe place to work.

As Always, Safety Matters

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ACCESS TO THE FACILITY

All Contractors / Consultants must register with Security before being granted access to the facility. Contractors / Consultants shall be issued a badge that is to be visibly worn between the collar and belt at all times while on Lakewood property. Contractors / Consultants must sign out with Security before leaving the facility for the day. Security or any Lakewood employee may challenge Contractors / Consultants observed without the proper badge.

Work scheduled for off-hours (i.e., weekends or holidays) must be communicated to the Security Department. The Lakewood Site Sponsors shall provide notice to Security detailing the date, time, nature of work and names of Contractor / Consultant personnel.

Before access is granted, the Contractor / Consultant shall provide proof of insurance, a signed Contractor / Consultant Agreement, valid ID, and an assessment for each contract employee.

Lakewood Site Sponsors are responsible for control of Contractors / Consultants/ consultants at all times. GMPs state that only authorized personnel shall enter those areas of the buildings and facilities designated as limited access areas.

BARRICADES/EXCAVATING

It is the responsibility of the Contractor / Consultant to erect barricades, as required, in their respective work area.

Barricades are required around excavations, holes or openings in floors or roof areas, edges of roofs, elevated platforms, certain types of overhead work, and wherever necessary to warn or protect people against falling.

Barricades shall be approximately 42" high, square, and level. Barricades shall be kept at least 4' back from the edges of excavations, holes, platforms, and roofs unless a protective barricade is used. Toe boards 4" in height are required on protective barricades around floor openings.

Contractors / Consultants shall erect barricades to isolate and control work areas that generate dust, fumes, or other contaminants. Such barricades shall consist of stud construction and fire-rated hard panels or two layers of 6 mil plastic sheeting. Barricades shall be supplied by the Contractor / Consultant and removed when no longer needed.

Contractors / Consultants must notify EHS in advance and obtain approval for any excavating or trenching greater than 4'.

BIOSAFETY AND BLOODBORNE PATHOGENS CONTROL

Lakewood has a comprehensive Bloodborne Pathogens Exposure program. No Contractor / Consultant may intentionally touch, or come in contact with, any blood, blood products, or body fluids in the course of their work at Lakewood. If a co-worker is working in your work area and becomes injured or ill and there is blood or other body fluids present in your work area, **DO NOT ATTEMPT TO CLEAN THE AREA!**

Notify the Plant Security by dialing X4444 from any on-site telephone or call 732-730-3200 and request the Emergency Response Team to report to the situation. Secure the area and wait for trained personnel to clean the area before returning to work. Only Lakewood personnel specifically trained to clean up infectious materials are permitted to do so.

If you do have an exposure incident while working at Lakewood, immediately wash the exposed area vigorously with soap and water, and then notify Security immediately. Lakewood uses universal precautions and maintains that for personal protective reasons all blood and body fluids are infectious.

CELL PHONE USE POLICY

LTS has a Distracted Walking and Talking Policy that explicitly states **NO WALKING OR DRIVING WHILE TEXTING OR LOOKING DOWN AT ANY ELECTRIC DEVICES** while inside LTS buildings, on sidewalks, or in parking lot areas. All Contractors / Visitors must stop and move to the side if needing to answer a text or email or using a cell phone.

CHEMICAL USE AND HAZARD COMMUNICATION

The Contractor / Consultant shall not use any hazardous chemicals on Lakewood property without prior approval of the Environmental, Health & Safety (EHS) Department. The Lakewood Site Sponsor may approve the chemical after consultation with the EHS Department. The Contractor / Consultant must submit Safety Data Sheets (SDS) for all chemicals brought into the facility. All chemical containers brought onsite must have original manufacturer or distributor labels. Any secondary containers generated must be labeled with contents and hazard warnings.

Contractors / Consultants must remove from Lakewood property any materials brought on site by them upon completion of a project. Contractors / Consultants are required to provide properly trained, licensed, and certified personnel to remove any equipment and materials from Lakewood property. This includes ensuring all personnel have the proper certifications / licenses required by OSHA and any other applicable State or Federal regulatory agencies. Contractors / Consultants are responsible for providing copies of Safety Data Sheets (SDS) to Lakewood Engineering and EHS Departments for all chemicals brought on site.

SDSs for products used within the facility can be obtained from the EHS Department. Lakewood has a written Hazard Communication program that is available to all Contractors / Consultants upon request.

Contractors / Consultants are responsible for training their workers on the OSHA Hazard Communication Standard and the New Jersey Worker and Community Right to Know Act.

CODES AND REGULATIONS

All work and other Contractor / Consultant activity shall fully comply with federal, state, and local codes, rules, regulations, and ordinances. Contractors / Consultants shall also comply with applicable Lakewood policies and procedures.

COMPRESSED GAS CYLINDERS

Compressed gas cylinders shall be properly and legibly marked with the trade name and CAS number of the gas content. All cylinders shall be secured in an upright position by chains or other approved means. Valves shall be closed, and protection caps secured during transport and storage.

Gas cylinders shall be stored in a well -ventilated area separated from sources of ignition or heat. Oxygen cylinders shall be stored at least 20' from fuel gas cylinders. Overnight storage of flammable gases or oxygen inside buildings will not be permitted without the prior approval of the EHS Department.

CODE OF CONDUCT

- I. All Contractors / Consultants warrant and agree that they will abide by Lakewood's Supplier Code of Conduct, as applicable, which can be found at:
https://www.itslohmann.com/wp-content/uploads/26.6_LTS-Code-Of-Conduct-ENG.pdf
- II. Compliance with the terms of Lakewood's Supplier Code of Conduct is a condition of any, and all prior, current, and future business relationships and agreements (whether in writing or not) with our Contractors / Consultants. Accordingly, each Contractor / Consultant, as a condition precedent to continued compliance under any existing agreements and/or relationships, must acknowledge receipt of this Code of Conduct, that it has been read and understood in its entirety, and agree to be bound by its terms.

CONFINED SPACE

Confined spaces are identified by a "Confined Space – Permit Required" sign. Contractors / Consultants must have an approved Confined Space Entry Permit before entering any confined space. The Lakewood Site Sponsor must notify the EHS Department of the entry and obtain signature approval from an EHS representative. The permit must be posted at the site during the confined space entry.

Contractors / Consultants shall provide the required authorized attendant and entry supervisor. The attendant shall maintain communication with authorized entrants, provide notification to Security in an emergency, pass tools to entrants and remain at their post throughout the entry.

Confined spaces shall be ventilated whenever the work involves solvents, resins, or other toxic materials. Energy sources leading to confined spaces must be isolated (see Lockout/Tag out). Gas lines must be shut off and disconnected. Cylinders containing oxygen or fuel gases shall not be taken into confined spaces.

Confined space training, work procedures, and supervision of the entry are the responsibility of the Contractor / Consultant. The Lakewood EHS Department requires proof of established procedures and training. Contractors / Consultants must supply their own atmospheric monitoring equipment for pre-entry and continuous monitoring of oxygen, % LEL and toxic gases. The Contractor / Consultant must also provide harnesses, lifelines, winches communication devices and any other equipment necessary for safe confined space entry and rescue.

DAILY SPOT CHECKS

The Lakewood EHS Department has the ability to conduct safety and GMP spot checks throughout the project.

DAMAGES

Contractors / Consultants shall make every effort to prevent damage to Lakewood property. In the event that property damage does occur, the Contractor / Consultant must immediately notify their Lakewood Site Sponsor. Lakewood reserves the right to require the Contractor / Consultant to stop work and immediately correct any conditions that would endanger personnel or property.

Lakewood will not be responsible for losses suffered by any Contractor / Consultant if work is stopped.

ELECTRICAL SAFETY

All portable electrical tools shall be UL approved of the self-grounding type or equipped with a UL approved system of double insulation. Temporary electrical wiring used for lights and power shall comply with the National Electric Code. Contractors must receive written approval, prior to work commencing from Lakewood's Maintenance & Engineering Department on all temporary electrical wiring installations.

The Contractor / Consultant shall install ground fault circuit interrupters (GFCIs) on all 120-volt, single phase, 15 to 20 ampere receptacle outlets that are used in construction operations and are not part of the permanent wiring of the building or structure.

All branch circuits installed by the Contractor / Consultant shall be grounded. All electrical panels, disconnects and switches installed by the Contractor / Consultant shall be labeled with the voltage.

EMERGENCY AND SECURITY INCIDENTS

The Site Sponsor is responsible for the safety of Contractor / Consultant employees and subcontractors and for ensuring that they are aware of the emergency notification systems, locations of emergency exits and outside meeting locations.

During an emergency, all personnel are to evacuate the building via the closest exit and congregate to the proper assembly areas. The Site Sponsor or designated person must conduct a headcount of evacuated personnel and report all missing Contractor / Consultant employees or subcontractors immediately to Security.

All injuries and illnesses must be reported immediately to the Lakewood Site Sponsor, Security and EHS Department. Cooperation is required in the completion of an Incident Report Form.

Contractors / Consultants must immediately report to Security and EHS any conditions that constitute a threat to life or property and respond to all facility alarms. Failure to report an incident that may jeopardize life, property or product integrity may result in legal action.

PERSONAL PROTECTIVE EQUIPMENT

HAND PROTECTION (ADDED)

Contractors / Visitors are required to wear hand protection in posted areas and in situations below:

- Nitrile gloves are to be worn when:
 - there is general chemical exposure
 - When working inside a lab.
 - When handling product/API.
- Thermal gloves are to be worn when welding and contacting hot-dry surfaces.
- Leather or heavy cloth gloves for abrasive surfaces.
- Cryogenic gloves for Nitrogen handling.
- Chemical-specific gloves (per SDS & Manufacturer recommendation)
- Heat-resistant, water-resistant, elbow-length gloves for handling liquids greater than 50 degree Celsius.

EYE PROTECTION (PUT PPE TOGETHER)

Eye protection shall meet the requirements specified in American National Standards Institute Standard Z87.1 - 1989. Contractors / Visitors shall maintain an adequate supply of eye protection.

Eye protection is required in the following areas:

- + Construction Sites/Work Areas
- + Production
- + Warehouses

- + Critical Utilities
- + Boiler Rooms
- + Laboratories
- + Other Posted Locations

FALL PROTECTION(PUT PPE TOGETHER)

All work performed 6' or more in elevation or within 6' of an unprotected floor opening, wall opening, or within 15' of a roof edge with a potential 6' fall requires optimum fall protection. Contractors / Visitors who erect or disassemble scaffolds or work platforms shall provide optimum fall protection. A lanyard/harness is required when utilizing any lifts or on any elevated work platforms.

Methods used to prevent falls include:

- + A properly constructed, erected and secured ladder.
- + A properly constructed and erected scaffold with complete handrail system including top rail, mid rail, and toe boards.
- + A properly inspected and operated mobile bucket or scissors lift.
- + A properly fitted full body harness equipped with a shock absorbent lanyard with double action snap hooks, inertia reels and support cabling.
- + Properly guarded openings along roof edges, building edges, and floor openings with guardrails, toe boards, barricades and/or covers.

HEARING PROTECTION(PUT PPE TOGETHER)

Contractors / Visitors are required to wear hearing protection in posted areas and wherever a noise level of 85 dBA is exceeded. Contractors / Visitors shall maintain an adequate supply of hearing protection devices.

Contractors / Visitors must notify the EHS Department before beginning operations that are known to produce a noise level greater than 85 Dba

RESPIRATORY PROTECTION (PUT PPE TOGETHER)

Contractors / Visitors shall notify the EHS Department of any work operations that require the use of respiratory protection. Contractors / Visitors are responsible for their own medical screening, respirator fit testing and training. Contractors / Visitors shall submit copies of their Respiratory Protection Program to the EHS Department upon request.

FIRE EQUIPMENT

Lakewood's fire protection equipment is not to be impaired, moved, relocated or otherwise rendered inaccessible unless specific permission is granted in each case by the appropriate Lakewood personnel. All disabling of fire detection/alarm system must be communicated and approved by site security as well as the fire monitoring provider prior to the initiation of any activities.

In the event of a fire, Security must be immediately notified, regardless of size or involvement if an extinguisher is used to control the fire, the Lakewood Site Sponsor/EHS must also be notified so that the extinguisher can be replaced.

FOOD, DRINK AND DRESS POLICY

Contractors / Consultants, with prior approval, may use the break rooms. Open food and drink containers are only permitted in break rooms, and are not permitted, and may not be transported through, manufacturing, packaging or warehouse areas.

All Contractors / Consultants, consultants and temporary employees entering the facility will wear clean clothing every day and will comply with posted signage for the areas they will be working in. If the nature of your work takes you beyond office areas and into controlled areas (warehouse, laboratories, or manufacturing areas) you must comply with the following:

+ Production

- Follow all posted instructions for each manufacturing, packaging or warehouse area to ensure the required clothing and/or equipment is worn.
- Approved safety glasses with side shields must be worn when inside of all manufacturing, packaging or warehouse areas.
- Shorts, skirts, and capris etc. that allow for exposed skin below the waist are not allowed while working in production areas.
- Open toe or open heel shoes are not allowed at any time. Steel toed safety shoes are required in construction areas.

+ Laboratories

- The minimum general gowning for passing through all laboratories is:
- Lab Coat
- Approved safety glasses with side shields (regular prescription glasses are NOT sufficient) If you will be working or observing someone working in the laboratory, you must have at a minimum, the exact same personal protective equipment as the adjacent employee.

HAZARDOUS WASTE

Contractors / Consultants are required to inform the EHS Department of all anticipated hazardous waste streams. Hazardous waste must be properly labeled and disposed through Lakewood approved facilities.

The Contractor / Consultant shall control all operations so as to prevent the release of hazardous liquids or solids into sinks, drains, sewers, ditches, drainage systems or receiving streams. Non-compliance may result in civil or criminal sanctions against the Contractor / Consultant. In the event a release does occur, the Contractor / Consultant must immediately notify the Security and EHS Department.

HOISTS AND CRANES

All cranes used on Lakewood property are subject to inspection by the EHS Department or designated representative. Contractors / Consultants must submit a lift plan for approval by EHS prior to use of a crane/hoist on site. Contractors / Consultants shall inspect all hoists for evidence of wear, malfunction, damage, and proper operation of devices such as load hooks and brakes. The safe load capacity and safe operating procedures shall be displayed in a conspicuous manner on the body of the hoist. A suitable barricade shall be erected under the hoisting operation to prevent pedestrian and/or construction traffic.

Anchor points for rigging equipment shall be reviewed with the Lakewood Site Sponsor before plant equipment or structures are impacted. Hoists or cranes must not be used to lift, support, or otherwise transport people.

HOT WORK SAFETY AND PERMIT

Contractors / Consultants shall secure a Hot Work Permit from Site Sponsor from the Lakewood Site Sponsor prior to conducting any hot work. Hot work includes any burning, welding or other flame/spark producing operations. The permit must be prominently displayed in the work area and returned to the EHS Department at the end of each workday.

A Fire Watch, supplied with a dedicated, appropriate fire extinguisher, shall be present throughout the hot work operations, during lunch and break periods and for 30 minutes after completion of the work. The Fire Watch must be trained in the use of fire extinguishers, proof of training must be provided.

Contractors / Consultants shall provide their own fire extinguishers.

INFECTIOUS DISEASE

Contractor / Consultant personnel are required to inform the Lakewood Site Sponsor and Security Department of any symptoms or diagnoses of an infectious disease (IE. Common Cold, Influenza (flu), Covid -19, Respiratory Syncytial Virus, Strep Throat, Storm Flu, Hepatitis, Measles, Mumps, etc.), open sores, or areas of broken skin before entering any work area. This is a GMP requirement.

INSPECTIONS

Any item carried onto or removed from the premises by any individual is subject to inspection by Site Sponsor or Security. Such inspections will be random, unannounced and non-discriminatory. Contractors / Consultants are not allowed to remove Lakewood property from the premises, including scrap material. The unauthorized removal of property and/or product may result in the immediate dismissal of the offending party. At the discretion of the Lakewood, these cases may also be reported to Local, State or Federal agencies.

INSURANCE

The following are the minimum limits of liability insurance required for Contractors / Consultants performing work at Lakewood facilities:

- + Workers' Compensation Insurance providing statutory coverage required by New Jersey State Law, including Employers' Liability Insurance of not less than \$1,000,000.
- + Comprehensive General Liability CGL not less than:
 - 1) Bodily Injury (each occurrence) - \$1,000,000
 - 2) Bodily Injury (annual aggregate) - \$1,000,000
 - 3) Property Damage (each occurrence) - \$1,000,000

OR

- + A Combined Single Limit of \$1,000,000 Automobile Liability not less than:
 - 1) Bodily Injury (per person) - \$1,000,000
 - 2) Bodily Injury (per accident) - \$1,000,000
 - 3) Property Damage - \$1,000,000

OR

- + A Combined Single Limit of \$1,000,000

AND

- Professional Liability, if applicable (for professional services such as architects, engineers, IT, etc.) (per year)
- + A Combined Single Limit of \$3,000,000, per occurrence

AND

- Cyber Liability, if applicable (for Suppliers with access to Renaissance's IT systems or data) (per year)
- + A Combined Single Limit of \$3,000,000, per occurrence

If a Contractor does not meet the minimum insurance requirements, the Contractor is required to obtain written permission from Lakewood Executive Leadership.

Each Contractor / Consultant is required to provide a current Certificate of Insurance as proof of required coverage.

General Contractors / Consultants are responsible for ensuring that all Subcontractors have the appropriate insurance. Insurance certificates must be submitted prior to starting work. Contractors / Consultants will be refused entry to the facility if a valid Certificate of Insurance is not on file.

JEWELRY

Jewelry is not permitted in manufacturing or construction areas except for flat band wedding rings or stud earrings. These must be covered by gloves/hairnets as appropriate.

LADDERS

Ladders shall be strong, solid, and long enough to project at least 3' above the point of contact. Ladders shall be secured at both the top and bottom or equipped with non-skid feet. Ladders shall be tied, blocked or otherwise secured to prevent them from being displaced. *Working from the top two steps of a ladder is prohibited.* The EHS Department must first approve the use of metal ladders.

Any work done on ladders in front of doors or around blind corners must be identified by warning cones in both directions.

LOADING DOCKS

The Contractor / Consultant and the Lakewood Site Sponsor shall notify the Lakewood Shipping/ Receiving and Security Department in advance of any shipments to be delivered to the site for the Contractor / Consultant. It is the Contractor's / Consultant's responsibility to provide the Receiving Department with the location and phone number where they can be reached and to provide for safe unloading and transport of goods to the job site. The Lakewood Receiver is not authorized to receive any Contractor / Consultant deliveries.

LOCKOUT/TAGOUT

All energy sources that have the potential for injury must be locked out prior to working on or in the equipment. Sources of energy include, but are not limited to, electrical, pneumatic, hydraulic, thermal, and mechanical.

All system shutdowns shall be coordinated through the Site Sponsor and Engineering/Maintenance Department. No system shutdowns or start-ups shall be conducted without the knowledge or approval of the Maintenance/ Engineering Department. Contractors / Consultants are responsible for training their workers with regard to these practices and for providing their own lockout/tagout equipment.

MEDICAL SERVICES

All incidents that require medical attention and/or services must be reported immediately to the Lakewood Site Sponsor and Security/EHS Department. Contractors / Consultants shall inform the Lakewood Site Sponsor of any known drug allergies experienced by their personnel.

ORIENTATION

The Lakewood Site Sponsor and Contractor / Consultant Supervisor shall review job safety and GMP requirements prior to beginning work. A Contractor / Consultant Safety/GMP Orientation Checklist will be completed at that time.

PARKING/PARKING LOT GUIDELINES

Lakewood is not responsible for damage to or theft of vehicles or their contents. Vehicles should be locked at all times. Vehicle contents are subject to inspection upon entering and leaving the facility grounds.

Roadways shall remain open at all times to allow clear access for fire and emergency vehicles. Temporary blockage of roadways must be cleared through the Security Department. If permitted, vehicles or equipment must always be attended if temporarily blocking an area. Vehicles and equipment shall not obstruct access to fire equipment, ladders, stairs, or other emergency equipment.

Contractors / Visitors must obey all posted traffic/speed limit signage throughout the Lakewood campus.

PERMITS, LICENSES, AND CERTIFICATES

Contractors / Consultants shall apply for and obtain all necessary permits and licenses and give the required notice to execute the work.

PRODUCT PROTECTION

Lakewood products and raw materials are stored in designated areas throughout the facility. Contractors / Consultants shall never move, or remove labels from, skids, equipment, or other materials.

PUBLICATIONS AND PHOTOGRAPHS

Cameras are not permitted on Lakewood property without explicit authorization from Lakewood Site Management. All requests for photographs/videos should be made in writing to the Security Department.

Contractors / Consultants shall not make any announcements to the press members of the public, or any official agency concerning their contract work at Lakewood without prior written consent from Lakewood.

SCAFFOLDS

All platforms or scaffolds shall have guardrails, midrails and toe boards in compliance with OSHA standards. Fall protection shall also be provided.

Scaffolds shall be erected, moved, dismantled, or altered only under the supervision and direction of a competent person.

Scaffolds and components shall be capable of supporting 4 times the maximum intended load. Scaffolds shall not be less than 18" wide and shall be erected level and plumb, and on solid footing. All planking shall be scaffold grade and secured by cleats or nails to prevent movement.

Where persons are required to walk or pass under the scaffold, a screen shall be provided between the toe board and guardrail, extending along the entire opening.

Rolling or mobile scaffolds shall not be moved while workers are on them. Caster brakes must be in place when the scaffold is in working position.

SCISSOR LIFT SAFETY

Only trained and authorized personnel may operate scissor lifts on Lakewood property. Unless otherwise stated in the manufacturer's manual, a safety harness may not be required while using a scissor lift, however, if the guardrail system is inadequate or the worker leaves the safety of the work platform, an additional fall protection device is required.

Equipment must be verified in good condition before use, including controls, safety devices, E-stop, guardrails and brakes.

For proper stabilization and to prevent collapse, always work on firm, level surfaces. Inspect for and avoid site hazards such as holes, trenches, slopes or uneven terrain that could cause the lift to tip. Follow the manufacturer's instructions for safe movement—this usually requires lowering the lift before moving. Only work in appropriate weather—most outdoor-rated scissor lifts are only approved for use in wind speeds under 28 mph.

Select work locations that do not pose other overhead hazards (e.g., other utilities, branches, overhangs, etc.).

Maintain a distance of at least 10 feet from electrical power sources. Consult the manufacturer's manual for a list of safe distances according to the voltage of the source. If the project requires working with an electrical source, workers must have electrical training.

The following work practices must be implemented to ensure that scissor lifts are safely positioned:

- + Implement traffic control measures around the scissor lift to prevent other workers or vehicles from getting too close. A minimum of 2 safety cones will be used – one at the front facing corner and one at the rear facing corner. Additional safety cones may be used in areas of frequent or fast-moving traffic.
- + If there is a danger of material or equipment falling from the scissor lift, restrict access to the area by cordoning it off or other effective methods.
- + Use ground guides when moving the scissor lift around the workplace. A minimum of two ground guides are required when moving the lift to a jobsite through active work areas.

Personnel may not stand or lean on the guardrails or use ladders or planks to extend the reach of the lift. The lift must be fully lowered before personnel mount or dismount. Remove unsafe equipment from service immediately.

SIGNS

Contractors / Consultants are required to observe all posted signs.

SPILLS

Spills of hazardous material from Contractor / Consultant activities must be reported immediately to the Security Department and to the EHS Department.

(See page 20 for phone numbers)

Emergency response activities for spills will be performed by the Lakewood Spill Response Team or the Lakewood designated response Contractor / Consultant.

STORAGE

Contractors / Consultants shall provide suitable storage facilities for materials and equipment in a location pre-arranged by the Lakewood Site Sponsor. Storage of materials or equipment in the power vaults is strictly prohibited. The Contractor / Consultant must take precautions against loss of materials, tools, and equipment. Lakewood assumes no liability related thereto.

STORMWATER POLLUTION PREVENTION

Contractors / Consultants are required to follow best management practices to prevent storm water contamination. The following are required:

- + Drip pans or absorbent pads for all equipment that leaks.
- + Covers, indoor storage and/or secondary containment for fuels, oils, greases and other liquids.
- + Daily removal of dust/debris from excavation and construction sites.

- + Prevention of contaminated storm water run-off from construction sites during rain.
- + Compliance with the Soil Erosion and Sediment Control Act (N.J.S.A. 4:24-39 et seq.) for excavation sites.

TOBACCO, DRUG, AND ALCOHOL USE

Use of open flames is strictly prohibited in all areas and Contractors / Consultants must use extreme caution when working in areas where flammable liquids, gases, or highly combustible materials are stored, handled or processed. This includes, but is not limited to, roofs, sheds and any other similar structures on site.

Smoking is not permitted inside any building location and is only permitted outside Lakewood owned buildings in designated smoking areas.

The consumption of any drugs that would impair your ability to safely conduct work on the property, is strictly prohibited on Lakewood property.

TOOLS, SUPPLIES AND EQUIPMENT

Contractors / Consultants shall furnish their own tools, supplies and equipment. Lakewood will not supply, lend, or furnish tools and materials. This includes, but is not limited to, welding instruments, ladders, fasteners and fittings, atmospheric monitoring equipment, harnesses, lifelines, fire extinguishers, and material handling equipment. Incidental supplies such as mops, trash carts, and buckets shall be furnished by Lakewood only if pre-arranged with the Lakewood Site Sponsor (refer to last paragraph of this section).

Personal protective equipment (PPE) required by Lakewood as well as that mandated by the work being conducted by the Contractor / Consultant will be supplied by the Contractor / Consultant. All PPE must meet ANSI or other applicable standards.

All tools and equipment shall be in good condition. For example, tools with mushroomed heads, split handles, or other defects that impair their strength or render them unsafe for use are not allowed. Similarly, wheels, belts and cutters shall be properly guarded. Abrasive wheels and rotating blades shall not be operated in excess of the rated speed.

Contractors / Consultants shall mark all tools, including personal tools, for identification before they are brought onto Lakewood property. Equipment not previously identified as belonging to the Contractor / Consultant may not be taken from Lakewood property.

Contractors / Consultants must secure the advance written consent of Lakewood to utilize any equipment that is owned by Lakewood; including but not limited to any powered industrial equipment. In the event of any personal injury or property damages resulting from the use by Contractor / Consultant of any such equipment, Contractor / Consultant shall indemnify, defend and hold harmless, Lakewood, its respective current, former and future directors, officers, principals, shareholders, employees, partners, members, investors, unitholders, equity holders, managers, predecessors, successors, parents, subsidiaries, affiliates, representatives, insurers, attorneys, lenders, beneficiaries, trustees, and agents, and its and their predecessors, successors, heirs,

executors, administrators and assigns from and against any and all liability, damages, losses, costs, expenses (including reasonable attorneys' fees) resulting from any claims, demands, actions, counterclaims, cross-claims, third-party claims, allegations, assertions, charges, grievances, controversies, disputes or complaints or suits made or brought against Lakewood, its respective current, former and future directors, officers, principals, shareholders, employees, partners, members, investors, unitholders, equity holders, managers, predecessors, successors, parents, subsidiaries, affiliates, representatives, insurers, attorneys, lenders, beneficiaries, trustees, and agents, and its and their predecessors, successors, heirs, executors, administrators and assigns.

TRASH/RUBBISH DISPOSAL

Recyclable material shall be managed according to Lakewood requirements. Trash and rubbish shall be removed on a daily basis. Work areas shall be left in "broom clean" condition.

UTILITIES

Connections to plant utilities, including, but not limited to, electric, water, air and steam, shall be cleared through the Lakewood Site Sponsor and the affected department supervisor(s).

Service to or shutdown of the fire alarm or sprinkler systems shall be approved by the EHS/ Security Department.

VIOLATION OF LAKEWOOD PROCEDURE

In the event that the actions of the Contractor / Consultant, consultant or temporary employee have violated Lakewood policies or procedures, the Lakewood Site Sponsor must notify your project sponsor, area manager or immediate supervisor immediately. Site Quality Assurance will be contacted and a determination of the extent of the incident and its impact on the environment or the product will be assessed.

WASTEWATER DISPOSAL

Contractors / Consultants are not permitted to dispose of wastewater in any of Lakewood sinks, floor drains, or other discharge points unless prior approval is received from the EHS Department. This includes wastewater from any wash down of work areas or equipment.

ATTENTION: CONTRACTOR / CONSULTANT OR CONTRACT LABORER PLEASE READ THE FOLLOWING CAREFULLY:

While working on Lakewood property, you are subject to the same rules and regulations as Lakewood employees. Any infraction may result in your being barred from working on the premises. If you are uncertain of whether or not you are doing something prohibited, call the EHS Department. They will answer your questions or direct you to someone who can.

It is Lakewood's intention to offer a safe and comfortable working environment to our employees as well as to you. Your assistance in maintaining our high standards is greatly appreciated.

DO's

- DO.....**train all Applicable Personnel on this handbook and sign all applicable forms and the indemnification statement prior to the initiation of their work assignment at the Lakewood facility.
- DO.....**ensure you and all Applicable Personnel sign in and out of the visitors log at the beginning and end of each day.
- DO.....**ensure that all Applicable Personnel wear your assigned visitor's badge at all times so that it is visible and return the badge at the end of each day.
- DO.....**ensure that all Applicable Personnel report any unsafe conditions to your Site Sponsor or Lakewood EHS Department.
- DO.....**ensure that all Applicable Personnel report any emergency (injury, fire, smoke, fumes, major leaks, etc.) to the Lakewood Security by dialing "X4444" from any in-house phone.
- DO.....**ensure that all Applicable Personnel clean up the area you are working in on a daily basis or more often if needed, after you have accomplished your job.
- DO.....**ensure that all Applicable Personnel report any injury, no matter how minor, to Lakewood Site Sponsor.
- DO.....**ensure that all Applicable Personnel report any illness to the Lakewood Site Sponsor prior to entry if your work takes you into manufacturing or laboratory spaces within the Lakewood facility.
- DO.....**ensure that all Applicable Personnel report any inadvertent shutdown of facility related equipment to Lakewood Site Sponsor.
- DO.....**ensure that all Applicable Personnel ensure all chemicals brought on site have been approved by the Lakewood Site Sponsor and Lakewood EHS Department.

DO.....ensure that all Applicable Personnel keep all chemical and waste containers sealed or covered when not in use to prevent spills and minimize chemical evaporation losses.

DO.....ensure that all Applicable Personnel minimize the amount of wastes generated.

DO.....ensure that all Applicable Personnel utilize proper labeling (using GHS labels) on all containers no matter the size or shape.

DO.....ensure that all chemicals brought on site by Applicable Personnel are removed at or before the project completion.

DO.....ensure that all Applicable Personnel use appropriate containers and labels for all wastes generated.

DO.....ensure that all Applicable Personnel operating powered equipment have received the appropriate training and certification to do so.

DO THE BEST JOB POSSIBLE

Quality craftsmanship is appreciated and remembered when it comes time to get another contract.

DO NOT's All Applicable Personnel **DO NOT**.....

DO NOT.....operate any equipment that is owned by Lakewood unless you have secured the prior written consent of Lakewood for such use.

DO NOT.....operate any vehicles or equipment on Lakewood property unless you are properly trained, licensed and certified by OSHA or other applicable regulatory agencies.

DO NOT.....enter any area that you are not authorized to enter.

DO NOT.....fail to sign in with Security so Lakewood can track who is on site and who is not at any given time.

DO NOT.....park anywhere except in designated parking areas.

DO NOT.....remove any Lakewood property without prior permission from your Site Sponsor.

DO NOT.....smoke anywhere other than the designated smoking areas.

DO NOT.....use any open flame without prior approval from your Site Sponsor.

DO NOT.....carry firearms, weapons, non-“essential lifesaving” drugs, or alcoholic beverages on Lakewood property.

DO NOT.....take it upon yourself to change or modify installation drawings, etc. without approval of a Lakewood Engineer or Site Sponsor.

DO NOT.....flush, release or discharge chemicals or wastes into sink or storm drains.

DO NOT.....allow faulty or damaged equipment to be used.

DO NOT.....open or move any product, raw material or equipment without specific authorization.

DO NOT.....paint in areas where product, raw materials or equipment are stored.

DO NOT.....spray any liquids in production areas or product, raw materials, or equipment storage areas.

IMPORTANT PHONE NUMBERS ALL EMERGENCIES **4-4-4-4**

Medical (Life-Threatening)/ Fire	9-1-1
Security Department (Non-Emergency)	3-2-0-0

LAKWOOD SITE SPONSOR

Name _____

Extension _____

GENERAL INSTRUCTIONS

- + Sign in with security and wear visitor's badge at all times.
- + Sign out and return visitor's badge to security upon exiting the premises.
- + Comply with all proper gowning procedures in areas such as Production and Packaging.
- + Comply with all laws, regulations, and Lakewood policies and procedures while in Lakewood facilities or on Lakewood property.

Note: The use of cameras and digital photography are expressly prohibited!

CONTRACTOR / CONSULTANT SAFETY TEST

Instructions: Please select True or False for each of the following questions.

Return to Security when complete.

1. A Contractor / Consultant must check-in with Security upon arrival for each day of work. _____
2. In the event of an injury, a Contractor / Consultant on needs to report it to their direct supervisor and not a Lakewood representative or EHS. _____
3. A Contractor / Consultant is required to remove all chemicals they have brought onsite at the completion of a job. _____
4. In the event of an emergency, the Contractor / Consultant should dial ext. 4444. _____
5. All chemicals being brought onsite must have a Safety Data Sheet accompanying them. _____
6. All chemicals brought onsite for a job do not need prior approval, from EHS, before use. _____
7. Proper PPE is required while performing work. _____
8. The Lakewood Site Sponsor or the EHS department can stop all Contractor / Consultant work immediately if unsafe work practices are observed. _____
9. A Contractor / Consultant can use Lakewood equipment without written consent. _____

Note: By completion of this test and signature below you acknowledge that you have read and understand all information provided in this pamphlet.

Signature: _____ Date: _____

Verified by: _____ Date: _____