

UPI Safety and Security Guidelines for Contractors

Two of Ultradent's (UPI's) core values are hard work and care. As a contractor on UPI property, you are providing valuable services to our company with your hard work. Thank you! These safety standards, which we expect all contractors to abide by while on our property, are aligned with the core value of care. The purpose of this document is to provide the information you will need to be successful in completing your work safely here at Ultradent.

This guideline is applicable to any contractor or vendor doing work on UPI owned property or projects. For the rest of this guideline, Contractor will encompass any of these roles listed above.

****Please note, for any Subcontractors brought onsite, the managing General Contractor is required to ensure that Subs review, follow, and adhere to all applicable guidelines, policies, and procedures as set forth by UPI. All third parties accessing UPI facilities are required to review and adhere to this guideline. Subcontractors must be provided a separate document titled "UPI Safety and Security Guidelines for Subcontractors."**

Before Work Can Begin

As a Contractor at UPI, you must:

- Obtain contact information for your UPI contact and maintain clear communication with them throughout the project.
- If you are a first-time Contractor on UPI campus, you (or a manager with your company) must provide UPI with a current Certificate of Insurance (COI) that lists your Liability coverage and Workers' Compensation coverage. Ensure that Ultradent is listed as a certificate holder with the following address:
Ultradent Products, Inc.
505 W Ultradent Drive
South Jordan, UT 84095
If you do not have coverage, you must provide a Waiver that has been issued by the State of Utah. Please work with the appropriate person at your company who can obtain this and send it to UPI. These documents should be sent directly to Shannon.sanchez@ultradent.com. The subject line should include "EHS Required Document for Onsite Visit." Once Shannon receives this waiver, she will contact EHS, and you will be allowed on UPI campus.
- Establish the scope of work with your UPI contact.
 - If the scope of work strays from the original plan during the project, you **must** review those changes with your UPI contact before changing your work process.
- Notify your UPI contact of any work that you anticipate will include any of the following tasks:
 - Any work involving **hot work** or **confined space entry**. These types of work will require a UPI permit that will be coordinated by your UPI contact.
 - For any other **high-risk** work that does not require a permit but does require specific protections, Contractors must disclose their plans for meeting OSHA standards for those tasks. A basic job hazard analysis would meet this requirement.
 - Any work that may affect the facility, including, but not limited to, **structural, electrical, piping, utilities, etc.** (any work being done **to** the building). Your UPI contact will involve the UPI Facilities team in planning out this work.
 - Possible use of a UPI lift truck. Contractors are encouraged to use their own **forklifts/scissor lifts**, etc. unless there are specific circumstances that require the use of a UPI lift. Your UPI contact will need to coordinate with the UPI Facilities team to see if using a UPI lift is a possibility for your project, **AND you** will need to ensure the lift is the right tool for the work being performed.
 - Any work that impacts a **manufacturing area, compressed air, or USP water systems**, will require coordination with a Sustaining Engineering to submit an ACC (Asset Change Control). Your UPI contact will need to coordinate this with other appropriate UPI employees.
- You **must** fill out the badge request form before you arrive onsite. This will reduce the badging time on the day that you arrive at UPI. All UPI employees and Contractors must carry a UPI badge while working onsite. <https://www.ultradent.com/contractor>

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Information on Onsite Safety Rules

General Safety Rules

- **EHS, Facilities, or a member of UPI leadership has a right to stop unsafe work at any time.**
- Contractors are expected to follow all OSHA regulations at a minimum.
- Personal Protective Equipment (PPE) requirements
 - All PPE requirements for areas where work will be conducted or where Contractors will pass through must be reviewed with Contractors before work begins and must be followed by Contractors at all times.
 - Construction Site PPE: safety glasses, hard hats, closed-toed shoes, high visibility vests
 - Warehouse: High visibility vests, closed-toed shoes
 - Production areas: Hair nets, beard covers, gowns, etc.
- Electrical Safety: Contractors are **required** to de-energize all potential sources of energy before performing work. **No live electrical work** for any reason.
 - Lockout/tagout must be used for all service and maintenance work.
 - Contractors should provide their own locks, tags, and devices.
- Chemical Safety: Contractors must notify UPI of any new chemicals brought onsite for their project.
 - Chemical incompatibilities present a risk and must be assessed before work begins.

Security rules

- Badging
 - Contractors must pick up badges at the UPI Building 6 South entrance lobby (10235 S. Jordan Gateway, South Jordan, UT 84095).
 - Contractor Office hours: M-Th – 7 am-5 pm, F – 7 am-4 pm
 - An ID will be required for first-time badge pick-up.
 - Contractor badges must always be worn visibly while onsite.
 - No piggybacking (where one person scans a door, and multiple people enter). Each Contractor must scan at every badge reader/access point they pass through.
 - Badges must be returned to the Building 6 drop box once work is completed, or if the Contractor will be offsite for >72 hours.
- Door Access
 - Contractors can only enter and exit through designated employee entrances.
 - Any other door use **must** be approved beforehand. The UPI contact must coordinate this with the UPI security team. Contractors may not make these decisions on their own.
 - Propping, holding, or tampering with doors to bypass security mechanisms is prohibited.
 - If a door is held open for a job task, one individual **must** physically remain manning the door at all times. If any door use is violated, please report this immediately to EHS at 801.553.4900 (the emergency line).

Emergency info

- Chemical Safety: If exposure/contact with any chemical or a chemical spill occurs, **immediately** contact EHS at 801.553.4900. No chemicals from contracted work are permitted down any drain – inside or outside. **No exceptions.**
 - Any potential releases down a drain must be reported immediately to the UPI chemical security team at 801.553.4900.
 - SDSs for chemicals can be provided to contractors upon request.
- Incident Response: Contractors must report any and all incidents to the UPI department (injuries, property damage, near misses, etc.)
 - UPI first aid trained employees can respond to help support at the scene. Beyond this, Contractors are responsible for ensuring their employees get the care they need.
- Evacuation: In an emergency, all employees must exit the building through the closest, safest exit door.
 - **Any door** with an exit sign can be used to exit the building under these circumstances.
 - Your UPI contact will show you the mustering location of the specific buildings where work will be completed during your project.