

vendor safety program

Office of the Chief Risk Officer

Enterprise Governance, Risk, and Compliance

Health & Safety Management





our mission statement

To protect and increase the value of our stockholders' investment by providing quality solutions and industry-leading service to our customers. In accomplishing this we feel that it is important to:

- Maintain a work environment that is personally, professionally, and financially rewarding for our employees.
- Concentrate our activities on what we know best – technology solutions and services for financial institutions.
- Provide outstanding commitment and service to our customers so that the perceived value of our solutions and services is consistent with the real value.

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forward

Jack Henry & Associates, Inc.® (Jack Henry™) is proud of its commitment to providing a safe workplace and conducting business in a manner that protects the environment and property of others. Because of your expertise in the field covered by our Agreements and your commitment to performing the work described in our Agreements in a safe and efficient manner, Jack Henry engaged you (Vendor) to conduct business at one of Jack Henry's facilities.

The Vendor Safety Program (VSP) is provided solely to communicate Jack Henry's expectations to Vendors so that Vendors can safely conduct the applicable services in a consolidated fashion.

The information in this handbook is advisory in nature and does not represent nor replace each Vendor's Environmental, Health, and Safety (EHS) policies and procedures. This handbook does not replace or limit EHS requirements imposed by Federal, state, or local laws or preempt standard industry practice. Furthermore, nothing in this handbook shall be construed to create a joint venture between Jack Henry and the Vendor. Vendors shall be an independent contractor pursuant to the terms of the Agreement between Jack Henry and the Vendor. Vendors are responsible for compliance with the VSP by its personnel, including ensuring that all such personnel are bound by contractual terms consistent with the requirements of the VSP. Additional requirements may be included in any specific Agreement or statement of work.

With respect to environmental matters, this handbook highlights Jack Henry's expectations of certain environmental practices and is not intended to cover all environmental requirements. All Vendors are required to develop their own environmental programs tailored to the specific activities they conduct.

Regardless of any operational urgency or importance, work at Jack Henry facilities should not be conducted at the expense of safety, the environment, or the health of workers or the public. Vendors must take adequate measures to protect all persons and property and comply with all applicable Federal, state, and local regulations. All Vendors must train, supervise, and direct their employees to work in a safe and environmentally conscious manner.

All Vendors should review this VSP with their respective employees, consultants, agents, and subcontractors. The contractor should follow their own safety program and examine the related standards and regulations applicable to their services contained in this handbook.

Concerns regarding violations or safety issues can be confidentially reported directly to healthandsafety@jackhenry.com.



general requirements

Jack Henry maintains this VSP to address and meet industry and regulatory standards for environment, health, and safety (EHS). Jack Henry requires all contractors have knowledge of, train to, and follow all applicable EHS laws, rules, and regulations for the location in which they will be working. The VSP does not address the specific regulatory requirements at all Jack Henry facilities. It is Jack Henry's expectation that the Vendor will both understand and meet all local regulatory requirements.

Vendor Responsibilities

All incidents are preventable. Safety and compliance shall not be compromised for convenience, production, or expedience.

- Do it safely or do not do it at all.
- There is always time to do it right.
- When in doubt, find out.

Always:

- Operate in a safe and controlled manner.
- Follow safe work practices and procedures.
- Ensure that safety devices are in place and working.
- Use tools and equipment only for the purpose of which they are designed for.
- Comply with all applicable rules and regulations.
- Follow all written procedures for all situations.

When arriving at a Jack Henry work site, all contract personnel are required to present a photo ID and sign a login sheet.

Vendor shall communicate to its personnel all site-specific EHS information, including site-specific hazard



information, Jack Henry-specific EHS, emergency and evacuation procedures, the location and operating procedures of safety and emergency equipment, and any other relevant EHS information. This may be communicated through a site-specific safety orientation delivered by Vendors to their personnel.

Each Vendor is responsible for the safety of all its personnel and for ensuring that they perform their day-to-day work in a safe manner.

Vendors must ensure that its personnel are familiar with and abide by:

- This VSP.
- Safety regulations posted in the workplace.
- As applicable, any written and verbal instructions to perform their job safely as outlined in Job Safety Analysis (JSA) and operating procedures.
- All applicable Federal, state, and local laws and regulations.
- Emergency response procedures for this work site.

Every Vendor shall:

- Conduct its operations in a manner that presents no hazard to the workforce, property, or the environment.
- Designate a safety representative for each Jack Henry work location to be responsible for all safety-related activities and periodically visit the Jack Henry location.
- Bring any observed unsafe or hazardous conditions to the attention of the Jack Henry liaison with a copy sent via email to the Health & Safety Management department at healthandsafety@jackhenry.com.
- Exercise all care necessary to protect and preserve the environment and wildlife at any location where work is performed and comply with all applicable Federal, state, and local laws and regulations.
- As required by applicable law(s), have and abide by written programs and procedures related to the Vendor's compliance with EHS. These programs and procedures may include:
 - » A motor vehicle safety program.
 - » If required by law, regulation, or the contract between Jack Henry and the Vendor, a federally compliant drug and alcohol testing program.
 - » Personal Protective Equipment (PPE) use at all times while at the work site.

Incident Reporting and Spill Response

Vendors must immediately report any incident that occurs at a Jack Henry work site (including near-miss events) to the Jack Henry liaison or designated point of contact as well as emailing the Health & Safety Management department at healthandsafety@jackhenry.com no matter how small. Vendors shall

report ALL incidents including (but are not limited to) injury/illness, environmental release, vehicle crashes, property/equipment damage, and near misses including first aid and repetitive stress injuries regardless of severity or impact.

The initial incident report may be verbal and followed-up with a written incident report. Absent extenuating circumstances, the initial report shall be made within two hours of the occurrence.

IMPORTANT: Failure to report an incident within the two-hour time period is deemed a material breach of the Vendor's Agreement with Jack Henry.

Incidents will be investigated to determine their root cause. Vendor personnel may be required to participate in or conduct root cause analysis (RCA). Data collection and the investigation will begin as soon as practical.

Vendors shall educate your workers to recognize the signs of contamination (odors, soil discoloration, or dead vegetation applicable to the services they provide). The Vendor is responsible for the cleanup of any environmental release relating to their activities; however, applicable state and federal requirements (or if none, the requirements agreed upon by Jack Henry and the Vendor) for levels of contamination following cleanup must be met if the spill was on a Jack Henry site. Spills of any size must be reported and properly cleaned up immediately. Both the spill and the cleanup must be documented.

Stop Work

Without fear of reprimand, reprisal, or disciplinary action, each Vendor personnel working at any Jack Henry job site or facility has the unquestionable right and responsibility to refuse to do any work and/or stop any job in which such individual thinks that all hazards of the job have not been properly identified and addressed prior to the start of the job, if a hazardous situation develops during the course of the

job, or if the individual feels that he/she does not fully understand the job instructions or safety guidelines.

This authority also extends to stopping any other individual they think may be in jeopardy due to developing circumstances or anyone they observe using improper or dangerous tools or work procedures. No job will be started or resumed after stoppage for safety concerns until all safety issues and concerns have been addressed and corrected and every person on the job site fully understands their individual and joint responsibilities for the safe completion of the project.

The following sequence shall be followed when a stop work intervention is initiated:

1. Stop – Announce to all affected persons your intent to delay or stop the job.
2. Notify – Notify the Jack Henry representative, job supervisor, or facility manager.
3. Correct – Recommend and assist with corrective measures.
4. Document – Job supervisor will ensure that all stop work interventions are properly documented (listing reason(s) for stoppage) and all corrective measures are implemented.
5. Follow-Up Safety Meeting – It is important to ensure that all safety concerns have been addressed and corrected to the satisfaction of all concerned parties before work is resumed.
6. Resume – Start or resume the job.

Stop Work Reports

All stop work reports shall be forwarded to the Health & Safety Management department and emailed at healthandsafety@jackhenry.com to be reviewed by Jack Henry and Vendor Management to ensure corrective actions can be implemented prior to the start of future jobs, thereby eliminating the need for additional work stoppages.



Training

Vendors are required to ensure your employees, consultants, agents, and subcontractors are trained and understand how to follow proper work methods that meet regulatory requirements and Jack Henry procedures. Training records may be requested at any time by the Jack Henry Health & Safety Management department.

Housekeeping

Good housekeeping is an indication of the focus on safety. As a practice:

- Keep tools, equipment, facilities, and the work area clean and orderly.
- Keep and consume food or beverages only in designated areas.
- Dispose of waste in compliance with federal, state, and local regulations.
- Keep access clear and free of obstructions. Work areas, walkways, and stairways shall be kept free of slipping and tripping hazards.
- Clean up spills immediately. Use barricades to isolate the area if immediate cleanup is not possible.

First Aid and CPR Requirements

Contractors shall follow all federal, state, and local regulations.

Smoking

Jack Henry is a smoke free environment. This includes the smoking of any tobacco products and the use of e-cigarettes. This applies to both employees and non-employee visitors of Vendors. This also applies to buildings and any Jack Henry owned property.

Alcohol, Drugs, Firearms, and Weapons

The use of illegal drugs and alcoholic beverages and the misuse of prescription and over-the-counter medications on Jack Henry sites is prohibited. No unauthorized alcoholic beverages, illegal drugs, or other controlled substances are allowed on Jack Henry property. Vendors shall develop, implement, maintain, and enforce an alcohol, drug, and substance abuse screening policy consistent with this prohibition and applicable federal, state, and local laws. Vendors working on a Jack Henry site that are directly involved with construction activities must be enrolled in a random drug and alcohol testing program.

No unauthorized alcoholic beverages, illegal drugs, or other controlled substances are allowed on company property. Any use of alcoholic beverages, illegal drugs, or other controlled substances that cause or contribute to unacceptable job performance or unusual behavior is prohibited.

If a Vendor personnel is affected by alcohol or drugs, they are not permitted to remain on any Jack Henry site. Vendors shall ensure that such expectations are met, which may be accomplished through the use of appropriate policies and procedures.

All Vendors are required to have a drug and alcohol testing program.

Firearms and other weapons are not permitted at any Jack Henry sites. Pocket knives are acceptable in the workplace. Fixed blade knives are not acceptable under the weapons prohibition.

Security

All Vendor vehicles and equipment located on Jack Henry property are subject to unannounced searches and seizures for illegal drugs, alcoholic beverages, and/or firearms.

Security measures have been implemented at every work location. All Vendor personnel must follow the site-specific measures.

Hazard Identification

Vendors must be aware and communicate to their employees all of the occupational health hazards associated with services being provided at the site (e.g., chemicals, heat, etc.). Vendors should evaluate the risks and controls and perform monitoring if deemed appropriate or required by regulation. These hazards should be conveyed to affected personnel during the pre-job safety meeting with the Vendor if applicable.

Fitness for Work

Vendors must ensure that their workers are able to perform their job functions safely. Vendors must have appropriate policies and procedures in place to ensure such expectation is met, including fitness for duty and other employment policies consistent with applicable federal, state, and local laws (e.g., Americans with Disabilities Act (if applicable), etc.). Vendors must ensure that their employees do not pose a direct threat to the health and safety of themselves or others while on any Jack Henry site.

Regulatory Inspections

Vendors must immediately notify a Jack Henry representative if they or any of their personnel are approached or contacted by any regulatory inspector in connection to performing services for Jack Henry.

Emergency Procedures

All members of the workforce are responsible for understanding work site emergency procedures and following directions given during an emergency, including the following:

- Be familiar with emergency procedures at the work location for fires, explosions, injuries, or other emergencies.
- Notify the Jack Henry representative as soon as possible.
- Vendors shall make no contact with the news media. Media inquiries shall be directed to a Jack Henry representative.

Vendors shall ensure all Vendor-supplied emergency equipment (e.g., spill kits, fire extinguishers, first aid kits, etc.) on the site are proper for the work to be performed, readily accessible, and in good working condition. All individuals working on the site should know the location and be trained in proper use of this equipment.

Access/Egress

All routes of access and egress from site facilities should be kept clear of obstructions at all times. Obstructions include vehicles, equipment, trash, power and phone lines, and other materials or equipment. All vehicles must be parked properly and only in designated areas to allow unfettered access/egress to the facility.

Emergency Response Plans

As applicable to the services being provided, Vendors should develop, implement, and enforce their own emergency response plan appropriate for the type of services they perform. As applicable, Vendors shall make their plan available to Jack Henry upon request.

Extreme Weather Conditions

Whenever possible, work should not be performed during an electrical storm, high winds, heavy rains, or other weather extremes. Workers should be moved to a safe area until conditions allow for work to resume.

specialized safe work practices

The following requirements will only apply to Vendors based on their services. If there are any questions about whether these requirements apply, contact the Jack Henry liaison or point of contact. When in question, the Health & Safety Management department should be contacted for further information.

Personal Protective Equipment (PPE)

Vendors must assess the hazards present at each job site based on the task performed and ensure their employees wear the appropriate PPE to protect themselves.

PPE is an essential element in protecting the workforce from workplace hazards and on-the-job injuries. Vendor personnel shall comply with all posted signage and federal, state, and local regulations regarding PPE.

Vendors must ensure all PPE supplied and required for performance of the work is in good condition and is maintained in accordance with the manufacturer's specifications. It is the responsibility of the Vendor to ensure that their employees are adequately trained in

the proper uses, limitations, and maintenance of the PPE being used.

All members of the workforce must use the following PPE when working in required areas:

- Hard hats
- Safety footwear
- Safety glasses with side shields

Headwear

Where required/due to the nature of the work, hard hats are mandatory at all work locations and along



the right-of-way. Maintain hard hats in good condition. Hard hats must be nonmetallic (nonconductive or dielectric) and meet the current Z89.1 Class A and B requirements of the American National Standards Institute (ANSI).

Eyes and Face

All safety glasses and face shields used at Jack Henry locations must meet ANSI Z87 standards.

When debris or splash hazards are possible or present, wear face shields as an additional layer of protection with either safety glasses, side shields, or goggles.

- Wear safety glasses with side shields to protect against eye hazards caused by particulates.
- Wear splash-proof chemical goggles when handling potentially hazardous chemicals or liquids that may splash or spray or when your eyes may be exposed to potentially hazardous chemicals.

Certain electrical tasks may also require the use of a face shield or arc-rated hood.

Hearing

Vendors shall require their employees to wear approved hearing protection if there is a risk of exposure to noise greater than 90 dB (A).

Respiration Protection

Respiratory protection should be used only by personnel trained in its use, care, and limitations.

Vendors are responsible for ensuring that their workers have been trained, medically qualified, and fit tested as required by federal, state, and local regulations. Vendors must enforce a “no facial hair” policy for workers who are required to wear respiratory protection equipment. If Vendor personnel use respiratory protection, Vendors shall have a written respiratory protection plan.

Hand

Hand injuries are the most common injury at work sites. Vendors will provide protection for workers to use when appropriate hand protection is needed or when performing tasks that expose fingers and hands to objects, materials, or situations that could cause cuts, scrapes, bruises, or burns (including chemical burns).

Foot

Where applicable/due to the nature of the work, Vendors shall ensure that their personnel at Jack Henry sites wear appropriate footwear with the following features:

- Protective internal toe cap
- Impact-resistant toe cap
- Compression-resistant toe area
- Notched heel that prevents slippage when climbing ladders

JSA and Tailgate Safety Meetings

When applicable, Vendors will appoint a competent individual to be responsible for EHS coordination of the Vendor's anticipated tasks at each Jack Henry site. Vendors should appoint this individual based on the worker's experience and knowledge in both field operations and EHS matters. To ensure that all affected individuals are made aware of jobsite hazards and how to eliminate and/or control them, Jack Henry expects Vendors to perform a pre-job JSA/Tailgate Safety Meeting prior to performing tasks that meet the criteria listed below.

A JSA/Tailgate Safety Meeting form should be completed by the Vendor and reviewed with all affected personnel prior to starting work that may expose three or more individuals to potential hazards on a job site.

When applicable, JSA/Tailgate Safety Meetings should (at a minimum):

- Recognize any potential hazards related to performance of the work.
- Eliminate or implement controls to address each potential hazard.
- Identify proper PPE required for the task.

- Review the JSA/Tailgate Safety Meeting form with all affected employees onsite and have individuals sign the meeting form.

When applicable and when multiple Vendors will be conducting concurrent operations, Jack Henry expects vendors to be familiar with the work being performed by other Vendors on or around the job site. Additionally, Jack Henry expects the contractor directing and controlling the jobsite to ensure that no persons enter a hazardous area unless they are wearing the required PPE, have reviewed the JSA/Tailgate Safety Meeting form, and have signed off in acknowledgement. Vendors providing services that require multiple days to complete a job should complete a new JSA/Tailgate Safety Meeting form at the beginning of each shift change or day to cover the specific tasks and associated hazards with each phase of the job.



Jobs requiring Vendors to use special permits such as those needed for hot work and/or confined space entry, should supersede the use of a JSA/Tailgate Safety Meeting form. Each of the specialized permits mentioned contain their own precise criteria for addressing the specific hazards associated with those tasks.

If applicable and once the job has been concluded, the signed JSA/Tailgate Safety Meeting form should be submitted to the Jack Henry representative that requested the work order and filed with the job's associated paperwork.

Confined Space Entry (Non-permit and Permit Required)

Vendor personnel must be trained and competent per federal regulations prior to performing any type of confined space entry work at Jack Henry sites. Vendors are encouraged to consider optional methods to complete work to eliminate the need for permits required for confined space entry (e.g., declassification through elimination of potential hazards). Vendors shall email their completed confined space entry permit to healthandsafety@jackhenry.com prior to and upon completion of performing any permit required confined space entry work.

A permit remains in effect only for the duration of the work shift in which it is issued. Vendors shall use their company-specific hot work process.

Hot Work

Vendors shall ensure that only qualified personnel may work in hot work areas.

Vendors are required to use a hot work permit process prior to conducting cutting, welding, grinding, or other similar spark/flame producing processes within areas that contain or may produce a potentially hazardous (flammable/combustible) environment.

The following examples are areas where Jack Henry requires all Vendors to use a permit prior to performing hot work:

In hot work areas, the Vendor must designate a "Fire Watch." The Fire Watch is to monitor conditions that may cause a fire, such as sparks or levels of flammable/combustible gases during permit required

hot work operations (e.g., % LEL monitor), act as a stand-by with a fire extinguisher (Minimum 20lbs. ABC Type) during hot work operations, and conduct the final hot work sign-off inspection. The Fire Watch must thoroughly inspect all areas where sparks may have flown or traveled that need to be checked thoroughly to ensure no fire hazards have been created. The Fire Watch should thoroughly wash down (if practical) and observe the hot work area for a minimum of 30 minutes after hot work ceases to be certain no fire hazard is present.

Hot work in confined spaces will only be permitted when the space can be suitably purged and ventilated to eliminate the possibility of a hazardous atmosphere developing at any time it is occupied. Refer to the confined space entry section.

Evacuation

Any ground disturbance or excavation deeper than 15 inches must be conducted in accordance with all applicable federal, state, and local regulations and standards. Vendors must request professional location of underground lines through the applicable state program(s) (e.g., One Call, Miss Utility, etc.) prior to any ground disturbance or excavation. Work should not commence until all underground lines have been identified and staked by an authorized Jack Henry representative, local utilities, or other underground locating services.

Vendors shall ensure their personnel have the appropriate level of training in ground disturbance activities prior to performing excavation work on Jack Henry sites. At a minimum, one person who is a current competent person as defined under federal regulations for excavation should remain in attendance during excavation activities.

Trenching and Shoring

Vendors must follow safe work practices for trenching and excavating activities.

All excavations or trenches where persons may be working should be properly sloped or shored.

Hazardous Energy

Electrical Safety

Only workers who have received appropriate electrical training are permitted to work on electrical equipment or systems on Jack Henry sites.

All portable electrical equipment used at Jack Henry sites must conform to the National Electrical Code and all applicable federal, state, and local laws and other related regulations. Installation of electrical systems or modifications to electrical systems (e.g., wiring) should be done under the supervision of a licensed electrician.

Vendors shall:

- Determine if the work area will require equipment rated for hazardous atmospheres.
- Ensure that workers near overhead lines know the voltage of the line and the safe approach distance.
- Abide by the current electrical code regulations for the jurisdiction in which work is being performed. Vendors must be aware of and take necessary precautions to prevent buildup of static electricity, which can cause sparks (e.g., bonding and grounding).

Lighting

Use explosive-proof portable lights and flashlights that are approved for the specific work location.

Extension Cords

Extension cords are for temporary use only. If practical, arrange electrical devices to avoid the use of extension cords. Before using an extension cord, cover it with approved guards or tape to prevent tripping hazards.

Use only extension cords that are:

- Approved and rated for the application.
- Three-wire, grounded type cords.
- Equipped with three-wires, grounded receptacles, and plugs. Plugs must be explosion proof when working in hazardous locations.

Do not use extension cords that are damaged or spliced. Remove damaged cords from service. Do not fasten an extension cord with staples or hang extension cords in a way that may damage the outer jacket or insulation.

Power Tools

Use only portable electrical tools and equipment that are UL-listed, double-insulated tools, or grounded through a third wire in their cords.

Do not use electrical tools or equipment with damaged or inadequate insulation, defective cords, etc. Use pneumatic (air-operated) power tools where explosions or fires are possible.

If one or more electrical tools are to be used, ensure that the power sources have ground fault circuit interrupter (GFCI) protections in place.

Bonding/Grounding

Exposed, noncurrent-carrying metal parts of fixed electrical equipment, including motors, generators, frames, and tracks of electrically operated cranes, electrically driven machinery, etc. will be grounded.

Portable equipment will be grounded by means of a ground rod (less than 5 OHMS resistance) or by bonding to the nearest grounded structure.

Conductors used for bonding and grounding stationary and movable equipment will be of ample size to carry the anticipated current. When attaching bonding and grounding clamps or clips, a secure and positive metal-to-metal contact will be made. Such attachments will be made before closures are

opened and material movements are started and will not be broken until after material movements are stopped and closures are made.

Lock-out/Tag-out

Whenever machinery or equipment is shut down for servicing or repairs, the equipment will be locked out and tagged by trained and authorized employees in accordance with federal, state, and local regulations and control of hazardous energy standards. A site-specific lock-out/tag-out procedure will be determined by the Vendor during an initial hazard assessment and conveyed to affected personnel during the pre-job safety meeting. Contract workers should only work under their own lock/tag and should always verify that the machinery or equipment is in fact de-energized prior to commencing work. Once the work is completed, the Vendor performing the lock-out/tag-out is responsible for notifying affected personnel before removing their isolation devices and re-energizing the machinery or equipment.

Working/Walking Surfaces

Elevated Working Surfaces

All work areas, walkways, and platforms elevated more than six feet (whether permanent or temporary) must be safe, sturdy, and enclosed by an approved guardrail (proper height, upper, and intermediate rail).



Where there is a hazard to the personnel working below the elevated work area, toe boards must be in place. All floor openings must have a securely installed covering or proper guard rail.

Scaffolds or elevated platforms must be constructed, maintained, and used in accordance with federal regulations. When working overhead, the Vendor should have a competent spotter, a roped off area, and/or other equivalent measures taken to protect workers on the site. Signs reading “Danger - Overhead Work” or “Hard Hat Area” should be conspicuously posted.

Fall Protection

All workers working at heights of six feet or greater must use a fall protection system.

Full safety harnesses, lifelines, and other acceptable fall arrest systems shall be supplied by the Vendor and worn by all workers when working at heights where falling hazards are present and workers are not protected by guard rails as required. All workers should be properly trained in the use and maintenance of fall protection devices. Where man baskets are required, the Vendor should ensure that a professional engineer has certified this equipment. Workers in man baskets should be secured as required by federal, state, and local regulations.

Hazardous Materials

Hazard Communication

All workers who work with chemicals or other hazardous materials must be trained in HazCom procedures and protections. Vendors will develop, implement, and follow a program that minimizes the risk of spills, illnesses, or injuries regarding their employee's usage of hazardous chemicals on Jack Henry worksites. Vendors should ensure their workers are aware of the program, location, interpretation of the SDS, and use of the required PPE.

Labeling and SDS Requirements

Any container holding chemicals must be properly labeled with the name of the substance and any hazards associated with it or its use. Labels must meet all regulatory requirements. Jack Henry maintains an inventory of all chemicals used at each facility. The SDS is also maintained on-site for all chemicals present at the worksite.

Forklifts

Only authorized and trained personnel will operate fork trucks. Vendors are responsible for the safe operation of the equipment. All fork truck operators must be trained and have a performance evaluation every three years. All operators are required to carry certification cards.

When unattended, fork trucks should be turned off with the forks lowered to the ground, parking brake applied, and the key removed.

Rigging

For the purposes of this section, "rigging" means any combination of rope, wire rope, chain, sling, sheave, hook, and associated fittings used in a hoisting operation. Standard wire rope, alloy steel chain, metal mesh, synthetic fiber rope, and synthetic fiber web

slings should meet the requirements of ASME B30.9-1990. Slings shall be of sufficient strength to withstand the imposed loads, with minimum safety factors as required by regulation. Slings shall be tagged with inspection dates and loads should be clearly marked.

Equipment and Power Tools

All equipment and tools necessary to complete the work should be in good condition and operated as per manufacturer's operating guidelines. Vendors will supply equipment and tools necessary to complete the work unless other specific arrangements are made with a Jack Henry representative. Guards must be properly installed and maintained on all power tools and equipment.

Fire Prevention

Vendors are to supply fire suppression and protection equipment appropriate to the work being performed. ABC type extinguishers are recommended for all Jack Henry sites. Fire extinguishers should be properly inspected, tagged, and sealed, and Vendor personnel shall be trained in their use.

Jack Henry expects Vendors to provide appropriately sized fire extinguishers. Such extinguishers should be based on vehicle size and potential fire hazards associated with the work.

Waste Management

Proper disposal of waste(s) generated by the Vendor (e.g., waste oil from equipment) is the responsibility of the Vendor.

Storage and handling of wastes should be safe, environmentally responsible, and comply with all applicable regulations with records detailing waste(s) generated, stored, and disposed.

Compressed Gas Cylinders

All compressed gas cylinders must be labeled, handled, stored, transported, and inspected in compliance with applicable regulations and industry standards.

All compressed gas cylinders shall be returned promptly to the storage area after use. Protective caps should be placed over the cylinder valves when not in use or when the cylinders are being transported by any means. Compressed gas cylinders should be stored in the upright position and secured to a stationary object or structure.

Compressed gas cylinders shall be kept away from heat, including direct sunlight, fire, or electrical lines. Cranes may not transport compressed gas cylinders unless a special carrier is used.

Acetylene or liquid gas cylinders shall never be operated in a horizontal position, as the liquid may be forced out through the hose causing a fire hazard or explosion.

Wildlife Awareness

If Vendors are working in wildlife areas outside of office facilities and data centers, Vendors will provide their employees with basic information and training on the specific operating procedures and risks associated with the work being performed in a wildlife area.

Worksite Inspections

Onsite supervisors must perform regular worksite inspections of operations and participate in joint inspections with a Jack Henry representative when requested.

