



**Review and Acknowledgement of
IDT Environmental, Health, and Safety (EH&S) Requirements**

EH&S Requirements

Vendors, Contractors, and/or Temporary Employees are responsible for reviewing, understanding, and complying with IDT's EH&S requirements given by representatives of IDT. Any questions related to EH&S shall be directed to EH&S site representative or site designee.

Vendor, Contractor, and/or Temporary Information (Print Legible)

Name: _____

Company: Northeastern University - Silicon Valley

Company Address: 6024 Silver Creek Valley Rd.
San Jose, CA 95138

Company Phone Number: 408.229.2292

Acknowledgement

I acknowledge that I have reviewed, understand, and will comply with:

- IDT's EH&S Awareness for Visitors, Vendors, & Contractors pamphlet and/or
- IDT's Environmental Health and Safety Procedure for Contractors, Vendors, and Temporary Employees, Specification SAA-0103.

Signature: 张晓穗

Date: _____

Confidentiality of Information

Vendors, Contractors, and/or Temporary Employees shall not disclose to any third party, any Confidential Information, directly or indirectly, either during the term of vendor's cooperative work with IDT or at any time thereafter.



6024 Silver Creek Valley Road

**Environmental, Health, & Safety (EH&S)
Awareness
Northeastern University**

IMPORTANT TELEPHONE NUMBERS:

**Emergencies: 911
Security: 408-284-8200**

**OCCUPATIONAL HEALTH & SAFETY MANAGEMENT
SYSTEM (OHSAS-18001)**

IDT's written OH&S policy, is outlined in specification SAA-1000. OH&S policy states:

"Employees, contractors, and vendors are expected to follow company policies, procedures, and specifications, assist in continual improvement efforts for injury/illness prevention, safe work practices, control of hazards, regulatory compliance, emergency procedures, and report any occupational, health, and safety concerns to IDT management or sponsor".

EMERGENCY PROCEDURES

When an emergency occurs, life safety is top priority.

- Contact IDT Security at **408-284-8200** and please provide the following information:
 - Name of injured visitor, vendor, or contractor
 - Company Name
 - Information regarding the emergency, incident, and/or accident
- Contact your site sponsor to report any emergency, incident and/or accident.
- All emergencies, incidents and accidents must be reported to IDT immediately.

EVACUATION PROCEDURES

To prevent injuries from earthquakes, fires, or other emergencies, evacuation of a building may be necessary. **You must evacuate through the nearest exit from the building and proceed to an identified area in the parking lot.**

When ordered to evacuate:

- Evacuate and go to **"Relocation Area 21"** (front parking lot to the left of the cafeteria)
- **DO NOT** run, stop at the restroom or use the phone
- **DO NOT** return to your area for personal belongings
- **DO NOT** evacuate through the area of emergency or use the elevator

FIRE / EARTHQUAKE PROCEDURES

In Case Of Fire:

Portable fire extinguishers are located throughout the facility. However, they should not be used unless you are trained. In case of fire, evacuate the immediate area and Contact IDT Security at **408-284-8200**

In Case Of Earthquake:

DO:

- Move away from power lines and from the building, if outside
- Move away from windows and hazardous materials
- Take cover under a heavy table, if available
- Stand against an interior wall and cover your head with your arms
- A building evacuation may be necessary. If so, report to **"Relocation Area 21"**

DON'T: PANIC or run out of the building

GENERAL SAFETY RULES

All visitors, vendors and/or contractors are responsible for adhering to IDT safety requirements.

- All posted safety signs must be followed.
- Aisles and emergency exits must **NEVER** be blocked.
- No smoking is allowed in IDT buildings, and only outside in designated areas.

In The Event Of an Injury:

Immediately report all injuries to your site advisor or receptionist. In case of an emergency, **dial 911** and contact IDT Security at **408-284-8200** immediately.

PROP 65 DISCLOSURE

WARNING - Some of the chemicals used at this site have been identified by the State of California to cause cancer, birth defects or other reproductive harm.

ENVIRONMENTAL MANAGEMENT SYSTEM (ISO-14001)

IDT's written environmental policy, is outlined in specification ENA-1000.

The environmental policy commitments are the following:

- **(C) CONTINUAL IMPROVEMENT**
- **(P) PREVENTION OF POLLUTION**
- **(R) REGULATORY COMPLIANCE**

Hazardous Chemical Management:

Safety data sheets (SDS) are available for any hazardous materials used by IDT.