

SEMTECH CORPORATION



INJURY AND ILLNESS PREVENTION PROGRAM

AND

SAFETY MANUAL

Camarillo Facility

Rev. October 2018

The Injury and Illness Prevention Program and Safety manual set forth in this document shall define the scope of the Occupational Health & Safety program (OHS) implemented at Semtech Corporation headquartered in Camarillo, CA (hereafter referred to as "the organization" or Semtech) and compliance to the standards of OHSAS 18001:2007 (hereafter referred to as "OHSAS 18001, OHS, IIPP, or Safety Manual").

SEMTECH CORPORATION

Injury and Illness Prevention Program and Safety Manual

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SEMTECH CORPORATION

OCCUPATIONAL SAFETY AND HEALTH POLICY

Management is committed to the safety, health and wellbeing of every employee at Semtech Corporation (the “Company”). It is the Company’s goals to provide a safe and healthful environment for all employees and visitors. In support of this goal, the Company is committed to complying with all legal and other requirements related to operational health and safety and every employee is required to follow guidelines established in our injury and illness Prevention Program and associated Safety Manual.

Prevention of injuries and occupational illness is consistent with sound management practices and optimum employee relations; hence an aggressive injury and illness prevention effort is a key accountability of every manager, supervisor, and employee. Safety, quality, and productivity go hand-and-hand. Injuries and occupational illnesses result in lost work days, physical disability, pain and suffering, loss of earnings, equipment damage, and poor quality, all of which can directly or indirectly affect productivity and profitability. A formal Injury and Illness Prevention Program, combined with safe working conditions and good housekeeping controls, is an essential tool in achieving maximum productivity, quality, and profit goals for the Company.

There is no place at the Company for an employee who does not work safely or who endangers the safety of fellow workers. It is essential that all managers and supervisors insist on maximum safety performance and awareness from the employees under their direction by enthusiastically and consistently administering all safety rules and regulations.

Each of us has a duty to recognize, report, and act on hazardous situations before they can lead to injury or illness. The cooperation of every employee in detecting and controlling hazards is vital to the effectiveness of the Injury and Illness Prevention Program. Only through working together and commitment to continual improvement can we achieve our goal of a safe and healthy work environment.

Mohan Maheswaran, CEO and President
Semtech Corporation

INJURY AND ILLNESS PREVENTION PROGRAM

PERSONNEL RESPONSIBILITIES, RIGHTS, AND OBJECTIVES

I. PURPOSE

The Injury and Illness Prevention Program as defined here applies to all employees of Semtech (the Company). The Injury and Illness Prevention Program has been written to provide the guidance necessary to ensure a safe and healthful work environment and to meet California occupational safety and health mandates. A copy of the program can be found in the Human Resources Department and all managers and supervisors have access to copies located throughout the facilities.

The scope of the Safety Manual includes services and activities associated with:

- Semtech Corporate, Semtech Camarillo;

The Design, Development of Protection Product, Management of Manufacturing and Engineering Processes, the Marketing and Sales of Commercial, Military and Industrial Semiconductor Components, Modules, Assemblies and Associated Products which occur at Semtech's corporate headquarters at 200 Flynn Road, Camarillo, California 93012.

II. RESPONSIBILITIES

A. Senior Management

Management is ultimately responsible for the occupational safety and health of all employees. This requires the allocation of both financial and personnel resources to ensure that an effective safety and health program is established. Accordingly, it is the Company's responsibility to:

1. Furnish a workplace free from recognized hazards.
2. Comply fully with laws regulating employee occupational safety and health.
3. Recognize the priority of safety and health considerations when there is competition with economic factors.
4. Provide a professional staff to support occupational safety and health programs.
5. Hold each supervisor accountable for the safety performance of his/her activities. Their achievements in controlling accidents and losses will be regularly measured.
6. Train employees in safe procedures and require compliance with safety regulations and procedures
7. Develop and implement more effective methods of reducing the human and economic cost of accidents.
8. Regularly monitor progress made towards achieving a safer and healthier work environment.

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B. Managers and Supervisors

Managers and supervisors have the responsibility to safeguard and provide job specific training to employees, contractors and vendors who have been placed under their supervision or cognizance. They should also monitor work areas on a daily basis to identify unsafe conditions or work practices capable of causing accidents and ensure that potential problems are corrected in a timely manner.

C. Employees

Each Company employee is responsible for their own conduct including compliance with all established safety and health policies and procedures.

1. Employees have the following rights under this program:
 - a. To be advised of occupational safety and health hazards and to receive training on safe work conditions, practices, and the use of personal protective equipment.
 - b. To provide information to the employer on safety hazards, requests for safety and health information, or make safety suggestions without fear of reprisal.
2. Employees have a duty to comply with the following requirements to make the workplace safe for themselves and fellow employees:
 - a. Know the safe work practices for the general area and job assignment.
 - b. Comply with safe work practices.
 - c. Ensure the safe operation of all company equipment, tools, machinery, vehicles, and other property in their charge.
 - d. Report any unsafe or hazardous workplace conditions to their supervisor. Supervisors shall investigate and take the necessary steps to correct the situation as soon as possible. Each case will be documented and reviewed by the safety officer.
 - e. Wear appropriate protective equipment when required. The personal protective equipment shall be provided and maintained by the Company and the employee. It is the responsibility of the employee to return the worn safety gear to the supervisor in order to have it replaced. **Failure to wear the required equipment is cause for disciplinary action, up to and including termination of employment.**
 - f. Report all accidents, injuries, exposures, and all "near misses," no matter how small, to their immediate supervisor, who in turn will report it to the Corporate safety officer.

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EMERGENCY TELEPHONE NUMBERS

After Hours Emergency Call List:

Mike Uribe	805-529-1724 (H) – 805-443-7152 (C)
Sharon Faltemier	805-320-2591 (C)
Tom Vegos	805-870-4169 (H) – 805-340-8720 (C)

Emergency Coordinator:

Mike Uribe	805-480-2090 (W)
	805-529-1724 (H)
	805-443-7152 (C)

Emergency Coordinator - Alternates:

Amy Ruden	805-480-2116 (W)
	805-377-5282 (C)

Chubb - Loss Control Risk Engineer

Matt Klemmensen	925-598-6127 (O)
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Fire: **911**

Police: **911**

Ambulance/Paramedics: **911**

Authorized Medical Clinic: Camarillo: US Healthworks Walk-In Clinic
4934 Verdugo Way, Camarillo, 93012
805-484-0095
Fax- 805-388-2174

Workers' Compensation Insurance Co.: Chubb Indemnity Insurance Company
POLICY NO. 7174-78-96
555 S. Flower Street
Los Angeles, CA 90017
800-699-9916
Eff: 4-1-2016

Cal/OSHA: 1000 Hill Road, Suite 110
Ventura, CA 93003
(805) 654-4581
Cal/OSHA Consultation: (800)-963-9424

Corporate Health and Safety Officer	Sharon Faltemier	805-480-2097 (W)
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Safety Chairman	Tom Vegos	805-480-2149 (W)
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INJURY AND ILLNESS PREVENTION PROGRAM

SAFETY AND HEALTH OFFICER DESIGNATION FORM

Mr. Tom Vegos is responsible for the Occupational Safety and Health Program at the Semtech (the Company) corporate facility located at 200 Flynn Road, Camarillo, CA. Mr. Vegos has overall responsibility for implementation of the Occupational Safety and Health Program and will ensure that the Company provides a workplace that is in compliance with all Cal/OSHA and other applicable health and safety standards and regulations.

APPROVED:

Sharon Faltemier
Semtech Corporation

Date

ACCEPTED:

Tom Vegos

Date

EMERGENCY PROCEDURES

I. GENERAL EVACUATION PROCEDURES

- A. Evacuations will be initiated in at least one of the following manners: 1) An audible alarm (fire bell) activated by pull stations or heat or smoke alarm; 2) An announcement over the public address system; and/or, 3) A warning by the area managers/supervisors/employees.

The following procedures must be used in any evacuation, including drills:

1. Shut down equipment, **if applicable**, following shut down procedures.
2. Proceed by predetermined evacuation routes to the safe assembly area as indicated on the posted diagrams located throughout the corporate facilities. In the event of rain or cold weather this procedure must still be followed. **Note: Practice drills will not be conducted during inclement weather.**
3. Escort, or be able to account for, any new employees, vendors, contractors, or other visitors in your area.
4. **Do not run or panic.** Exit the building in an orderly fashion and go directly to the designated assembly area. (See Section IV). Promptness is essential to determine as quickly as possible if anyone is missing and is in need of assistance.
5. To determine that all personnel are safely out of the facility, the Safety Coordinators and or HR Management will review the employee log with each group. Each Safety Coordinator or designated alternate will report the results of the roll call to the Emergency Coordinator.
6. If any information pertaining to the evacuation arises that may assist the Safety Coordinator, inform him/her in a concise manner after you have checked in.
7. Keep discussions to a minimum and **do not smoke**. Do not at any time return for personal belongings. Remain calm and encourage others to do the same. Do not under any circumstances leave the designated assembly area without first informing the Emergency Coordinator.
8. Employees must stay in the assembly area until the Emergency Coordinator gives an "All Clear".
9. During an emergency **Do Not** use elevators.

II. EARTHQUAKE PROCEDURES

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- A. Earthquakes require special emergency procedures due to potential damage to facilities and emergency systems. During an earthquake, remember to **REMAIN CALM**. This is the #1 safety rule.

1. During the Earthquake:

It is important to mentally develop appropriate earthquake responses before an actual quake occurs. Automatic reactions can occur within a split second if you are mentally conditioned. If you stay calm you will be able to assess your situation intelligently and make the appropriate decisions.

2. If you are inside a building, stay where you are.
 - a. Stand in a secure doorway or away from all unsecured structures.
 - b. Place yourself under a sturdy table, desk, or in a corner away from windows.
 - c. Move to an inner wall or hallway. Door frames and structural inner cores are the strongest points of a building and the least likely to collapse. These points will also intercept the impact of falling objects.
 - d. Choose shelter which will provide air space should it collapse. Remain under furniture or shelter even if it should move.
 - e. Watch for falling objects such as plaster, bricks, light fixtures, and other materials, such as broken glass.
 - f. Stay away from windows. The earthquake's rocking motion can shatter glass and topple masonry.
 - g. Stay away from tall book cases, high shelves, and other furnishings and equipment that might slide or topple.
 - h. Grab anything handy (a coat, blanket, newspaper, cardboard, etc.) that will shield your head and face from falling debris and splintering glass.
 - i. Do not attempt to use the elevator during an earthquake.
3. Do not rush outside. Stairways may be damaged and exits jammed with people or debris. The greatest danger from falling debris is just outside doorways and close to outer walls. If you must leave the building, choose your exit as carefully as possible to ensure no debris is falling and it is safe to exit. Do not use elevators.
4. If you are outside, remain well clear of all structures and move to the designated assembly area. Stay away from buildings, walls, power poles, and lampposts.
5. If you are in a moving vehicle, stop and park as quickly and safely as possible. Do not park your vehicle where falling debris from buildings or a collapsing bridge/overpass may involve the vehicle. Remain in your vehicle for protection. A car is an excellent shock absorber and can absorb most earthquake vibrations.
6. The possibility of encountering live electrical wires is great after an

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earthquake.

- a. If you are on foot, make a wide path around wires.
- b. If you are in a car and live wires have fallen across the automobile, remain where you are. Your car is usually insulated and unless you touch charged metal and then ground yourself, you are protected from electricity. The best advice for most situations is to stay in your vehicle until help arrives.

B. Following the Earthquake

1. Stop and take time to think. Wait until all motion has stopped. Do not run down stairs or outside. Be prepared for additional shocks.
2. Do not operate electrical switches, appliances, or open flame equipment if gas leaks are suspected. Sparks or flames can ignite gas from broken lines causing an explosion. Flashlights are one of the best light sources after damaging earthquakes. Do not light matches or cigarettes, and proceed with caution.
3. Protect hands and feet in all areas near broken glass or debris. Keep your head and face protected with something like a hard hat, blanket, coat, newspapers, cardboard, etc.
4. Conduct a quick assessment for injuries or trapped people. Provide first aid if needed. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury. Notify and obtain medical assistance when appropriate.
5. Check for fires, fire hazards, and any other hazards. Ensure sewage lines are intact before flushing toilets.
6. Turn off equipment and extinguish all flames.
7. Hang up all phones.
8. Prepare for possible evacuation.
9. Use the telephone only to report extreme emergency situations.
10. When an evacuation is called, proceed as outlined in the evacuation procedures.

III. BOMB THREAT

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- A. In this changing world the likelihood of receiving a bomb threat is increasing. Generally, the switchboard operator will be the most likely to receive a threatening call but with direct telephone access for the general employee population, anyone could be the recipient of a bomb threat.

If you receive a bomb threat, the following applies:

1. Take the bomb threat seriously, it could be real.
 2. Keep the caller talking
 3. Ask Questions:
 - Where is the bomb?
 - Why are you doing this?
 - Where are you calling from?
 - Who are you? Name?
 - Who do you represent?
 4. Listen for:
 - Slurred Speech
 - Accents (Nationalities)
 - Male or Female
 - Background Noise:
 - Glasses (Bar)
 - Music
 - Traffic Noise
 - Freeway Noise
 5. Recipient of a threatening call must immediately notify the Human Resources Department.
 6. The Human Resources Department will notify:
 - Facility Manager
 - President and all Vice Presidents
 - Local Authorities

Facility Manager shall:
Notify the Sweep Teams
Determine if the facility will be evacuated
- B. Follow the procedures prescribed in **Section I**.

IV. ASSEMBLY AND PERSONNEL ACCOUNTING PROCEDURES:

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- A. Emergency Coordinator or Designated Alternate is a senior member of management and has overall responsible for the evacuation process.
 - a. Emergency Coordinator:
 - Mike Uribe 805-480-2090
 - Tom Vegos 805-480-2149
 - b. Alternates:
 - Amy Ruden 805-480-2116
 - Sharon Faltemier 805-480-2097

Responsibilities include:

- 1. Ensure a cellular telephone is available before exiting building.
 - 2. The Emergency Coordinator will assemble in the designated parking area located on the west side (Front) of the corporate offices.
 - 3. The Emergency Coordinator will dispatch a “runner” to meet with each Safety Coordinator to conduct an attendance count.
 - 4. Ensure members of the Sweep Team have exited the building and are accounted for in the attendance count.
 - 5. Make determination on course of action:
 - a. Call 911
 - b. Other
 - 6. Before exiting building pick-up first aid kit.
 - 7. Investigate post-emergency employee relief needs.
- B. Sweep Team
- 1. Camarillo facility, Sweep Team members will include:
 - Mike Uribe
 - Tony Saputo
 - Mike Gross
 - Eddie Godinez
 - 2. Before exiting the building during an evacuation, the Sweep Team will search the various areas within the corporate offices to assist injured, stranded or otherwise not compliant employees.
 - 3. Check-in with the Emergency Coordinator immediately upon exiting the building.

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4. The Receptionist will take the visitor and temporary employee log to the Human Resources Manager. Human Resources is responsible for mustering all visitors and temporary employees.
- C. **Safety Coordinators will encompass members of Safety Committee**
- D. Check-In Responsibilities:
1. All employees will assemble by Business Unit in the designated **Parking Lot** area to the Southwest of the corporate offices during an evacuation.
 2. The Safety Coordinators will conduct an immediate roll call of all members in their unit. Prior to leaving the building a pre-printed unit personnel list will be provided by HR (Front Desk personnel will be responsible for maintaining this list and it will be updated quarterly). Visitors and temporary employees will be directed to the Human Resources assembly area for mustering.
 3. Report results of the roll call to the Emergency Coordinator's "Runner". (Missing team members must be reported to the "Runner"). Any missing person's name and probable location will be passed to the Emergency Coordinator.
 4. Ensure everyone remains in the assembly area until advised by the Emergency Coordinator.
 5. Rescue and Medical Duties:
 - a. Rescue activities will be conducted by the Ventura County Fire Department.
 - b. Medical services for injured personnel shall be provided by the Fire Department's Paramedics.
 - c. Minor First Aid may be conducted by Semtech personnel who have been trained in first aid.

V. TRAINING

- A. All employees will be trained on the safe evacuation procedures at the start of their employment and during our annual Safety Training classes.
- B. When procedures or employee's responsibilities are changed, employees will be notified and / or retrained as needed.
- C. This evacuation procedure is accessible by employees at all times for review. As part of the safety program, the procedures will be kept in the safety Binders located throughout the facility.
- D. When employees are retrained in the evacuation plan, the on-line training

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- database must be updated. Employee Training Records are maintained by Human Resources.
- E. An evacuation drill will be conducted annually.
 - F. All training will be documented using either “hard copy” attendance records or scanned computerized “soft” copies.
 - G. Vendor/ Contractors needing to work on-site will be briefed on safety issues, hazards and any required PPE.

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ENFORCEMENT AND DISCIPLINARY POLICIES AND PROCEDURES

I. SAFETY PERFORMANCE

Semtech (the Company) cannot and will not tolerate unsafe acts by its employees. Employees are expected to comply with all Company safety and health policies and rules. Employees failing to perform their jobs according to Company regulations will be subject to appropriate disciplinary action, up to and including immediate termination of employment.

A. Communication

The Company expects managers/supervisors to maintain a two-way process in addressing employee safety compliance concerns. The process is designed to: 1) Ensure the employee understands the occupational health and safety requirements for their specific work activities; 2) Integrates health and safety requirements into each work activity; and, 3) Maintains two-way communication between the employee and managers/supervisors to characterize job specific safety requirements and to continually reinforce the need to develop safe work habits.

B. Employee Responsibilities

It is important to stress that safety is everyone's responsibility and all employees will be held accountable for their own safety performance. If an employee is observed not complying with mandated occupational safety and health requirements, the manager/supervisor will immediately counsel the employee making sure to address the specific safety infraction(s) and the required corrective actions. If the employee's behavior is not corrected by this initial session, further disciplinary action may be taken, up to and including termination of employment.

C. A progressive disciplinary procedure involving health and safety compliance concerns will be addressed in accordance with the established disciplinary guidelines.

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HEALTH AND SAFETY COMMITTEE

I. PURPOSE

The Health and Safety Committee is an essential element to Semtech's (the Company's) Injury and Illness Prevention Program. The committee membership includes the Safety Committee Chairman, Human Resources Director and representatives from the various Business/ Functional Units. The committee will meet no less than **three times per year** (or as needed) to assess the Company's safety performance, review injury and illness prevention measures for effectiveness, and recommend measures to improve corporate health and safety and minimize potential hazards.

The Health and Safety Committee will also address the specific or unique hazards associated with the various work activities within the corporate facilities. In addition, these meetings will serve as a forum whereby employees can ask questions, get clarification, or voice safety concerns. Furthermore, they can make suggestions that may improve the safety of their work environment.

II. RESPONSIBILITIES

- A. The following procedures for the Health and Safety Committee (HSC) shall be implemented:
1. The Employee Safety Committee Meeting will be conducted no less than **three times per year** or when the working environment has been changed to the degree that additional hazards may have been introduced; or as a result of a serious or potentially serious accident, and at the request of the Health and Safety Committee members. Will also be responsible for walk-throughs of designated work areas and to report out on any and all issues identified during meetings or as issues are found. (Using Form D-1)
 2. The following personnel must be present in order to have a HSC meeting:
 - a. The Health and Safety Chairman or an alternate.
 - b. The Health and Safety Secretary or an alternate to record the minutes of the meeting.
 3. **Assist in the evacuation of employees in the event of an emergency – such as Fire or Earthquake**
 4. Meetings shall be scheduled no less than **three times per year**, have a formal agenda, and have the proceedings recorded as outlined in Appendix A. Meeting minutes will be available to employees on the safety tab in V Drive.

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B. Meeting Structure

1. The initial portion of the meeting shall be used as an open forum for those who wish to discuss health and safety concerns.
2. Accidents, injuries and occupational diseases that have occurred since the previous meeting will be reviewed and discussed.
3. A record of each meeting shall be documented and should include:
 - a. Date and time
 - b. Location designation
 - c. Person(s) conducting the meeting
 - d. Attendees
 - e. Topics discussed
 - f. Results of inspections and required actions shall be reviewed and discussed
 - g. Accidents (if any) reviewed
 - h. Any employee suggestions related to hazards or suggestions for corrective measures
 - i. Review of actions and progress on previous suggestions by employees regarding control measures and workplace safety concerns
 - j. Date of next scheduled meeting
4. The Health and Safety Committee will be chaired by the HSC, or alternate, and minutes recorded by the Health and Safety Secretary.
5. Action items emanating from the committee will be forwarded, when necessary, to upper management for review, implementation and/or comment.

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HEALTH AND SAFETY TRAINING PROGRAM

I. PURPOSE

Semtech's (the Company's) employees will receive health and safety training in general safe work practices and job specific instructions when unique hazards may be encountered due to the employee's job assignment. Specific training requirements are identified throughout the Cal/OSHA regulations. The regulations will be reviewed frequently by the Human Resources Department for changes in the Safety Training Program requirements.

II. RESPONSIBILITIES

A. Human Resources Department will:

1. Develop general occupational safety and health training programs for new hires and for the annual refresher updates.
2. Assist managers and supervisors to supplement training on specialized topics or when technical assistance is required.
3. Ensure new hires, rehires, and transfers are provided the required training prior to job assignment.

B. Safety Coordinators, Department Managers and Supervisors will:

1. Provide general industrial safety training to new employees.
2. Provide step-by-step job specific training as defined on a as needed basis and with the assistance of Safety professionals.
3. Schedule employees to attend various health and safety-training courses based on the needs of the employees, job safety analysis and workplace requirements.
4. Evaluate the effectiveness of the training.
5. All employees must be trained prior to commencing work activities.

C. Employees -- Employees are required to attend all training classes that have been scheduled and apply the lessons learned to their every day work activities. Employees who cannot demonstrate acceptable skill levels will be prohibited from performing the jobs/tasks for which the training was conducted. All training must be conducted before the employee begins work activities.

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III. DEFINITIONS

- A. Job Specific Safety Training -- Job specific training covers the areas, activities and special equipment which an employee encounters during his/her normal job duties. Such things as personal protective equipment, chemical usage, emergency action procedures, and safety requirements as defined in step-by-step job procedures.
- B. New Employee -- An individual hired from the general public or a current employee who is transferred to a new facility, department or project.
- C. General Safety Training -- General safety training covers such topics as housekeeping, slip/trip/fall hazards, emergency evacuation procedures, safe lifting skills, fire prevention, industrial safety rules, accident prevention, injury reporting and others.
- D. Refresher Training -- Refresher training includes instruction provided to an employee in order to maintain knowledge or skill levels either on a periodic basis or as determined by performance.

IV. PROCEDURAL REQUIREMENTS

- A. Documentation of training on the attendance roster is the responsibility of supervisory personnel. See Appendix F.
- B. New Employee training is to be completed prior to assigning the employee to his/her job duties. This applies to transfers and temporary employees as well as employees temporarily reassigned to a position while a fellow employee is on leave or otherwise absent.

**APPENDIX I
LISTING OF REQUIRED SAFETY TRAINING**

TYPE TRAINING	REGULATORY CITE	FREQUENCY
Hazardous Communication (Chemical Exposure)	29 CFR 1910.1200	New Hire, Change in Assignment, Process Change, Annual Update
Carcinogens (If Exposed To)	29 CFR 1910.1003-1006	New Hire, Annual Update
Electrical (Hazard & Safety)	29 CFR 1910.332	New Hire, Changes in Assignment, Annual Update
Employee Action Plans (Emergency, Disaster etc)	29 CFR 1910.38	New Hire, Changes, Annual Update
Fire Prevention Plans (Procedures, Drills)	29 CFR 1910.38	New Hire, Changes, Annual Update
Noise Exposure (Hazards, Precautions)	29 CFR 1910.110	As Applicable to Position
Hazardous Waste & Emergency Response	29 CFR 1910.120	New Hire, Assignment Annual Update
Respirator Training (Equipment, Hazards)	29 CFR 1910.134	As Applicable to Position
Accident Prevention (Signs & Tags)	29 CFR 1910.145	As Applicable to Position
Lockout/Tagout (Hazards, Procedures)	29 CFR 1910.147	As Applicable to Position
CPR (Procedures, Equipment)	29 CFR 1910	On a voluntary basis every 1-2 years
Alarm Systems (Types & Use of)	29 CFR 1910.165	Tested quarterly and in conjunction with fire dept officials
Fork Lift (Equipment, Safety)	29 CFR 1910.178	Assignment, Annual Certification
Electrical (Hazards, Safety)	29 CFR 1910.303-305	As Applicable to Position
Supervisor Safety Responsibilities (Procedures, Hazards)	29 CFR 1910	Assignment, Annual Update
Personal Protective Equipment (Gloves, Shoes, etc)	29 CFR 1910	On Assignment
New Hire Orientation (Safety, Work Comp, etc.)	29 CFR 1910	New Hire
Ergonomics Procedures, Equipment	29 CFR 1910	New Hire , On Assignment

**ACCIDENT REPORTING AND INVESTIGATION
(Also see Appendix B)**

I. PURPOSE

To ensure an efficient procedure for reporting all workplace accidents, injuries and illnesses so that timely medical treatment can be rendered and a prompt investigation initiated to identify the causative factors to prevent a recurrence.

II. RESPONSIBILITIES

A. Managers and Supervisors

1. Immediately report and investigate all work-related accidents, injuries and illnesses, or accidents that result in property damage. An accident report must be completed for all injuries.
2. Ensure all employees know their responsibilities and procedures when an industrially related accident occurs.
3. In case of a serious accident, obtain emergency medical assistance for the employee by calling the local emergency telephone number.
4. Ensure the injured employee reports to the Company designated clinic for treatment of the injury or illness. If the employee refuses medical care, Human Resources shall document this.
5. After hours, on weekends or during holidays, all injuries or accidents will be reported by calling a member on the after hours call list (Emergency Telephone Numbers). The injured worker will be transported by a licensed transportation service (i.e. taxi or clinic van), or supervisor or manager, to the designated treatment facility.
6. Notify the Health and Safety Administrator immediately in case of a major accident, serious injury, or fatality.

B. Employees

1. An employee who sustains a work-related injury or illness, no matter how minor, must immediately notify his/her manager or supervisor. This notification is required no matter how minor the injury or illness appears or the care rendered.

2. Following an injury, an employee will then be offered an opportunity to report to the designated medical clinic for evaluation and treatment. The manager or supervisor will document in the event an employee refuses medical care.
3. Employees must report all injuries and damage to equipment or property to their immediate supervisor.
4. Employees shall follow the doctor's prescribed treatment plan until released by the doctor and either returned to full, unrestricted work status or accommodated medical work restrictions.

III. DEFINITIONS

- A. Minor Injuries and Illnesses - Minor injuries and illnesses are those that do not disable, incapacitate, or otherwise hinder the employee's performance. Examples of such injuries and illnesses are minor cuts, bruises, abrasions, burns, splinters, headaches, cramps, low-grade fevers, and colds.
- B. Major Injuries and Illnesses - Major injuries and illnesses are those that either disable or totally incapacitate an employee. Examples of major injuries and illnesses are lacerations, amputations, diabetic shock, heart attacks, epileptic seizures, convulsions, etc.
- C. Industrial Injury - Any injury to an employee which occurs while or Arising-Out-Of Employment or in the Course-Of-Employment (AOE/COE).

IV. PROCEDURES

- A. All workplace accidents, injuries, property damage, or illnesses must be:
 1. Reported immediately to the employee's supervisory personnel and Human Resources.
 2. Investigated to identify the cause(s) within 24-hours of the incident and the appropriate corrective action initiated to prevent recurrences.
- B. While investigating an industrial injury or illness, an Accident Report must be completed.
- C. A copy of the completed Accident Report must be reviewed and signed by the manager or supervisor within 24-hours and forwarded to Human Resources.

- D. Human Resources, with the assistance of the manager or supervisor, will conduct an accident investigation.
- E. The investigating personnel, upon discovery that a violation of safety rules and/or policies has occurred, shall inform Human Resources of the discovery under separate cover.
- F. Human Resources will review the Accident Report prior to conducting its own investigation. Upon review of the Accident Report, Human Resources will assist the manager or supervisor in developing a corrective action plan. The manager or supervisor has the responsibility to implement the plan and provide the Human Resources department a written synopsis of the steps taken to correct/abate the hazard.
- G. Human Resources will report all work related injuries to Semtech's Workers Compensation insurance carrier.

HAZARD ABATEMENT

Workplace hazards are to be corrected as soon as possible after they are identified by Safety Committee members, management or individual employees. In the event that a hazard cannot be eliminated immediately, a target date for correction will be set. This target date will be based on such considerations as the probability and severity of an injury or illness resulting from the hazard and the availability of needed equipment, materials, personnel, deliveries, modifications, construction, and installations. Testing and training times will also be considered.

Until the hazard is eliminated, employees who are exposed will be provided with interim protection where appropriate. The facilities department will maintain a written log in order to track the progress of the hazard correction.

Semtech (the Company), recognizing that regular preventative maintenance is an important part of its Injury and Illness Prevention Program, will ensure preventative maintenance is performed on all appropriate machinery, tools, vehicles, and other equipment.

Outside Agencies and Consultants

The Ventura County Fire Department's Hazardous Materials Division conducts regular, periodic inspections of Semtech's Camarillo facility, which assists Semtech in achieving some of its inspectional responsibilities.

Semtech consults with relevant external interested parties periodically to assist with ergonomics assessment, testing of air and water quality and identifying environmental, health and safety hazards and risks

To ensure that the potential hazards associated with all chemicals and materials used at the Company facility are conveyed to the employees, the following procedures shall be implemented:

1. Ensure all containers of solvents, cleaners, and other chemicals are labeled. Labels on incoming containers must not be removed or defaced. Should a container not be labeled, do not use the contents and notify the supervisor. Never place tape or a tag over the manufacturer's label in such a way that it would obstruct any warnings.
- 1A Employees need to wear all required Personnel Protective Equipment (PPE) as required in their specified work areas. Questions on PPE need to be addressed to immediate supervisors, Human Resources or Safety Committee Member.
2. Should clothing become saturated with solvents, cleaners or other chemicals, the employee should change clothes immediately and rinse contaminated parts of the

body with water.

3. If chemicals or hazardous materials come in contact with the eye(s), flush with tap water for a minimum of fifteen minutes. Medical attention should be obtained only after flushing the eye for the full fifteen minutes.
4. Each chemical and potentially hazardous material used at the Company facility will have a Material Safety Data Sheet (MSDS) that provides health and safety information. These sheets and a MSDS interpretation outline are to be maintained by the Health and Safety Administrator.
5. Chemicals, solvents, paints, adhesives, etc., used during maintenance, design, and research activities must not be discharged to the sewer system, storm drains, or ground. Appropriate waste storage containers are required and will be provided by contacting the Health and Safety Administrator.
6. If a chemical spill occurs, the following general procedures should be tailored to cope with the unique properties of the chemical. *Note: The extent to which these procedures apply is to a large extent determined by the quantity of material spilled. If in doubt, contact your supervisor, manager, or the Health and Safety Administrator.*
 - a. Attend to injured or contaminated personnel. Remove contaminated clothing and wash skin with soap and water.
 - b. Identify the spilled chemical and its hazardous characteristics. If the spill can be contained without danger of personal injury, do so.
 - c. Notify your manager or supervisor of the spill and provide all information pertaining to the incident, i.e., approximate quantity of spilled chemical, product identity, and whether there were injuries.
 - d. Restrict access to area about the spill and notify other workers of the spill.
 - e. Evacuate non-essential personnel from spill area.
 - f. If spill is flammable, turn off ignition and heat sources.
 - g. Avoid breathing vapors of spilled chemicals. Move upwind as far away from the spill and out of the plume of contaminated air.
 - h. Wear appropriate protective clothing during spill cleanup. The Health and Safety Administrator should be called for specific guidance.

HORSEPLAY

Conduct that may be termed as "practical joking", "fooling around", "horseplay", or "scuffling" is forbidden, since serious injuries could arise from such action.

SMOKING

"No Smoking" rules will be enforced. Semtech (the Company) is a non-smoking company. Smoking is permitted only in designated areas outside of the building. Designated areas will be identified by Company management.

INTOXICANTS

It is well known that intoxicants (both alcohol and drugs) interfere with the individual's ability to work in a safe manner. Therefore, reporting to work or attempting to work while under the influence of alcohol, hallucinatory drugs, stimulants, depressants, marijuana, etc. is strictly prohibited. Only drugs prescribed by a physician are permitted, and then only if the drug does not interfere with safe job performance. This rule will be enforced.

EMPLOYER POSTING AND RECORD KEEPING

1. Display Cal/OSHA Poster "Safety and Health Protection on the Job" in a prominent location where it can be seen by all employees.
2. Post Emergency Telephone numbers where it can be readily seen in an emergency.
3. Post appropriate information concerning access to employees' medical and exposure records, and Material Safety Data Sheets or otherwise have them readily available to employees.
4. Exit signs posted where required.
5. Post the Industrial Welfare Commission orders regarding the regulation of wages, hours and working conditions.
6. Display properly, the California notification on the prohibition of discrimination in employment.
7. Display notice to employees on unemployment and disability insurance.
8. Post State of California Payday Notice.
9. Post OSHA Form 300A – Summary of Work-Related injuries and Illnesses from February 1 through April 30.
10. Maintain records of employee exposure to hazardous substances or harmful physical agents.
11. Maintain record of safety inspections for at least 1 year
12. Maintain no less than three times per year safety committee meeting records

APPENDICES

Appendix A

REPORT OF SAFETY COMMITTEE MEETING
Meeting Notices and minutes available on the Safety Section of
Semtech's: "V" Drive
(A similar format is acceptable)

Location: _____

Date: _____

Attendees:

Name (Print)

Signature

=====

Safety Topics:

Safety Hazards Discussed:

1. _____
2. _____
3. _____
4. _____

Committee Corrective Actions and or Recommendations: PLM CAPA# _____

Appendix B
ACCIDENT/INCIDENT REPORT AND INVESTIGATION FORM
(A similar format is acceptable)

1. Name of Injured Employee: _____
2. Date: _____ Time of Injury: _____ AM/PM
3. Date Injury was Reported: _____ Time: _____
4. Supervisors Name: _____
5. Location of Accident: _____

6. Description of Injury: _____

7. Cause of Injury (unsafe act or condition)

8. Preventive Measures Initiated: _____

- PLM CAPA# _____
9. Comments: _____

**Appendix C
EMPLOYEE REPORT OF
SAFETY HAZARDS**

Note: All workplace safety concerns communicated to management are strictly confidential. Under no circumstances will an employee be reprimanded or shall there be reprisals against employees who makes the Company aware of hazards.

Specify Hazard:

Location of Hazard:

How can this Hazard Be Corrected:

PLM CAPA# _____

Name (Optional): _____

Date: _____

Safety Inspection Checklist

Date: _____

Appendix D

Area/Room Number: _____

Inspected By: _____

GENERAL HOUSEKEEPING	YES	NO	N/A
Are all aisles clear			
Have obstructions such as empty boxes been removed			
Are floors clear of trip hazards			
Are floors clear of slip hazards			
Are floors clear of cords or hoses			
Are containers provided for all waste materials			
GENERAL SAFETY	YES	NO	N/A
Are area First Aid Kits accessible, stocked and up to date			
Are area fire extinguishers pressurized and inspection cards up to date			
PERSONAL PROTECTIVE EQUIPMENT (gloves, glasses hearing protection)	YES	NO	N/A
Is protective equipment available			
Is protective equipment in good working order			
Is protective equipment usage enforced			
Are all required employees using protective equipment			
ELECTRICAL EQUIPMENT	YES	NO	N/A
Is electrical equipment grounded			
Are electrical cords in good condition			
Are electrical boxes covered			
Are power strips within proper load ratings			
Are there any temporary extension cords used			
HAZARDOUS MATERIALS	YES	NO	N/A
Are all flammable materials stored in proper containers			
Are all chemicals labeled on the containers			
Are bulk flammables stored in a separate room/cabinet			
Are waste cans grounded properly or made of non-conductive materials			
FIRE SAFETY	YES	NO	N/A
Are all materials stored in racks or cabinets			
Are excessive boxes removed			
Are materials stored in safe areas			
More than 18" below sprinkler heads			
More than 18" below ceilings			
Not stored under benches or tables			
MACHINE GUARDING	YES	NO	N/A
Are all points of operation adequately guarded			
Are all drive mechanisms adequately guarded			
Are all interlocks operational			
CHEMICAL SAFETY	YES	NO	N/A
Are acids, oxidizers, caustics and flammables stored separately			
Is emergency eyewash functional and inspected on regular schedule			
Is emergency shower functional and inspected on a regular schedule			
Is special protective equipment being used for chemical operation			

Appendix E
POWER LIFT TRUCK DAILY INSPECTION
(Facilities or Warehouse Employees)

The following items will be inspected at the beginning of each shift to ensure proper operation/condition of the lift truck:

1. Horn
2. All Lights
3. Battery/Engine Fluids
4. Lift Controls
5. Brakes
6. Steering Mechanism
7. Lift System:
 - a. Forks
 - b. Chains
 - c. Cables
 - d. Hydraulic
 - e. Limit Switches
8. Tires

Appendix F

EMPLOYEE SAFETY TRAINING

(Similar format is acceptable or on-line training records can be used)

Location: _____

Date: _____

Conducted By: _____

Topic: _____

Attendees:

Name (Print)

Signature

