Overview

Summary: The Home Depot is dedicated to providing safe working and shopping conditions in their stores and their commitment to safety is guided by the belief that no accident is acceptable. As a vendor of Home Depot, we are expected to comply with all applicable safety and health regulations. The following procedures and information are presented with the expectation that you and your designated representatives will review and understand each area of safety before conducting operations at The Home Depot.

- Read this information thoroughly before conducting the Front End Impulse and Pro Convenience Resets.
- Sign and fax the last page of this document.

VENDOR SAFETY GUIDELINES

Ladders

Vendors and their authorized representatives are permitted to use ladders belonging to Home Depot as long as they understand how to choose, inspect, and use ladders correctly and safely. In addition to adhering to all applicable rules, regulations, and laws, The Home Depot requires the following:

General ladder safety guidelines:
- Six, nine, 13-step rolling ladders, and tilt ‘n roll ladders are available for use. Fiberglass stepladders may only be used when working in the light/fan cloud or when working with electricity. Step stools and other unapproved ladders are prohibited.
- Fully inspect each ladder before use. If it is damaged or defective, notify a member of the store management team so that it can be immediately removed from service.
- When climbing ladders, always place the ladder on a level surface, face forward, and place both hands on handrails. Remain within the confines of the railings at all times and never stand or place merchandise on ladder railings. Keep ladder platforms and steps clear and free of debris.
- Engage lock step brake at all times on rolling ladders; may not be moved when occupied
- Never stand on or lean outside of ladder rails
- No throwing or dropping of merchandise from ladders
- Never place merchandise or trash on the steps, platforms or handrails
- Ensure no one is standing below ladder when stocking / retrieving merchandise

Electric ladder guidelines:
- Only Home Depot associates who are trained on this type of ladder may use electric ladders. Work with a HD associate to assist you.

Powered Lift Equipment

Powered lift equipment is defined as any piece of off-road material handling equipment that is mobile & motorized (can be ‘driven’ by the operator). Examples include, but are not limited to forklifts, order pickers, reach trucks, electric pallet jacks, slip sheet machines, and scissors lifts.

General Powered Lift Equipment Safety
- All vendors are prohibited from operating Home Depot powered lift equipment. Work with a Home Depot associate if you need the use of this type of equipment.
Power Tools
Vendors may use Home Depot power tools as long as the safety guidelines below are followed.

General Power Tool Safety
- All portable power equipment shall be in proper operating condition and used in accordance with the manufacturer’s specifications.
- All manufacturer provided safety guards and devices must be used when operating power equipment.
- Appropriate personal protective equipment must be worn in accordance with OSHA, OHSA (Canada), and other regulatory agency requirements.
- Portable power equipment must be unplugged when unattended.
- All appropriate safeguards shall be taken by vendors to protect customers and associates from potential hazards resulting from vendor use of power equipment.

Machine Maintenance
Home Depot steadfastly believes in properly inspecting and maintaining our store equipment in order to keep it in safe and proper working condition. If the equipment is not in proper working condition, it must be immediately removed from service until it can be repaired or replaced.

Equipment Inspections and Maintenance
- All equipment such as ladders, saws, and other power equipment must be visually inspected before each use.
- Vendors or their authorized representatives are NOT permitted to disassemble or engage in the repair of any machines or equipment.
- Only authorized service contractors may perform maintenance on Home Depot equipment.
- Lockout/Tag-out procedures will be initiated as required for maintenance operations by authorized maintenance contractors.
- All vendors and their representatives shall be aware of and avoid contact with any equipment that is locked or tagged out of service, or otherwise undergoing maintenance.

Out of service equipment
- Out of service equipment will be tagged with a “Unit Out of Service – Do Not Operate” sign. Out of service equipment must not be used under any circumstances.

Merchandising Safety Standards
The standards for storing merchandise in overheads (eight feet high and over) on the sales floor and in the receiving department must be followed at all times.

Merchandise in Overheads
- Do not hand-stack unrestrained merchandise from any department.
- Do not hand-stack merchandise higher than four feet in overheads. Merchandise must be stable with no open or crushed boxes or leaning stacks.
- Do not place open case-cut boxes of merchandise in the overheads.
- Do not place hand-stacked merchandise and palletized merchandise on the same shelf unless at floor level.
- Merchandise must never exceed 20 feet in total height (16 feet in new stores with 23-foot ceilings). Stored merchandise must remain at least 18 inches (in all directions) away from all fire protection sprinkler heads.
- Do not store any merchandise above walk-in display bays.

Palletized Merchandise
- Ensure that all palletized merchandise is securely stretch-wrapped (to all four corners of the pallet) and/or banded to the pallet.
- Do not build pallets of merchandise in the store higher than four feet, including the pallet.
- Do not cut or remove stretch wrap and/or banding from palletized merchandise when it is in the overhead.
- Individual quarter pallets or wing stacks are not permitted in the overhead.
Merchandising Safety Standards (continued)

Storing Merchandise at Floor Level
- Do not store merchandise or other items under the carpet, vinyl, or wire machines. “No Storage” or a similar message must be painted or displayed under the machines.
- Remove all loose or cut banding from dimensional lumber, sheet goods, brick, block, pavers, stone, etc. at selling levels.

Hand-stacking Merchandise at Floor or Shopping Level
- The front lip of the bottom boxes must remain intact. The front lip of the top box must be removed to improve customer access to the product.
- Five-gallon buckets may be stacked up to three high at floor level.
- Keep all products pulled to the edges of pallets to prevent trip hazards. As product or pallets sells to below 18 inches, build up pallets, remove, or refill product to prevent tripping.

Securing Merchandise at Floor or Shopping Level
- Immediately remove any pallets on the floor that are empty or leaning against racking.
- Immediately remove unstable merchandise left leaning temporarily against checkouts or service desk counters or other areas. Long item holders are available for installation on check stands.

Displays
- Use the following to prevent trip and fall hazards on gondola-style racking endcaps, free-standing fixtures, or when using pavers or similar flooring materials for merchandising displays.
  - Use materials that contrast in color to the floor, so changes in elevation are more noticeable.
  - Avoid protruding corners that extend into walkways.
  - On gondola shelving endcaps, install multiple shelf levels or side panels to protect display bases
  - Install bollards within 1 inch of corners to protect display bases of permanent low-level fixtures such as, Easy Bath, vertical bath, etc.
  - Position product as close to the corners as possible.
  - Install 16” high retainer wall (minimum) or transition strips (which can be ordered as a non-catalog item on eBuy) around the perimeter of the display.
  - Do not display patio/lawn chairs on paver displays.
- Protect sidecaps, shadow boxes, or other displays using peg-hooks by boxing them in with side panels, or installing uprights, etc. The peg-hooks must not extend beyond side panels or racking uprights.
- Displays must not be constructed with solid decking (side-by-side stickers, pegboard, etc.) that may inhibit sprinkler water flow. Use wire decking or wood stickers with spacers and perforated metal decking.
- All new display fixtures must be approved using the Display Authorization Form (DAF) process through Visual Merchandising. Unapproved store or vendor built fixtures are prohibited.
- Keep boxes, price/inventory tags, and other similar combustible materials at least 6 inches away from lit halogen bulbs.
- All lighting/electrical displays should be installed by a professional electrician (except ceiling fans or lights which may be connected to existing electrical boxes).

Securing Displays
- Secure sidecaps, shadow boxes, and similar weight-bearing merchandise displays to racking uprights (not cross braces) using washers with bolts and nuts, or washers (for example: 3/16” zinc fender washer, SKU 727-107) with self-tapping metal screws (for example: 10 x 1 ¾” hex head, SKU 262-226). The washer will prevent the bolt or screw head from pushing through the pegboard or other backing material.
- Do not hang displays, merchandise or signs from roof joists without Visual Merchandising approval.
- Secure displays of top heavy merchandise (such as storage units, shelving, pedestal sinks, vanities, cabinets, drill presses, floor lamps, lampposts, or water heaters).
- Secure toilets (using bolts, nuts, fender washers, etc.), toilet tank lids (with silicone) and similar merchandise that is displayed on sloped decking.
Securing Displays (continued)

- Secure temporary displays of 2 or 3 piece vanity combinations (for example, endcaps) with the vanity fixture.
- Ensure all beams that were previously secured in place with Grade 5 bolts are re-bolted.
- Secure all beams with Grade 5 bolts or box bolts.
- Install lower shelf level with 5” high beams or greater if the distance between two shelf level beams is more than 36”. This applies only in bays that are 42” deep or deeper and 75” long or longer that are to receive pallets.
- Remove and replace all pegboard, side-by-side stickers or other solid decking with wire decking or wood stickers with sticker spacers. In addition, use perforated metal decking where necessary to provide a stable surface.
- Use wire decking on shelves at the 8’ level and above.
- Bolt a rear beam at approximately 18” above floor level when the lowest shelf level is above 52” to the top of beam.
- Install wire decking rather than wood stickers on shelf levels directly above vertically stored product.

Waste Products

All wastes generated as result of resets, re-merchandising of The Home Depot product, or any other work performed on the premises must be properly identified, stored, managed, and verified by the store management team. These wastes must be properly disposed of in accordance with federal, state, local, and provincial regulations and are never to be thrown into the compactor or otherwise improperly managed.

Fire Protection

The majority of all Home Depot properties are equipped with automatic fire suppression equipment and all locations are equipped with fire extinguishers. The Home Depot fire protection program includes the following procedures for preventing, detecting, and extinguishing fires.

Fire Protection Standards

- Smoking is strictly prohibited except in designated smoking areas.
- Pallets or other merchandise must not extend into the flue space. All flue spaces must be clear and unobstructed. Flue spaces are the spaces behind the back beams and back uprights (area between back-to-back racking) and the space that separates a bay of racking from the bay beside it (essentially the width of the upright, between the front and back upright).
- All fire exits, including breakaway doors, must, at all times, be unlocked, clear, and unobstructed, inside and out. Pathways to exits must, at all times, remain clear and unobstructed and be at least as wide as the fire exit.
- Products must be stored a minimum of 18” away in all directions from sprinkler heads.
- The areas around sprinkler risers, fire hose cabinets, fire department connections, and electrical panels and rooms must remain clear and unobstructed by a minimum of 36 inches.
- Fire extinguishers must be clear and fully accessible at all times.

Electrical Standards

In order to promote safety in our facilities and in compliance with National Electric Code, the following electrical standards must be followed at all times:

- All displays and other items requiring permanent power should be plugged into electrical outlets installed by licensed electricians.
- Professional electricians must perform all permanent electrical installations.
- A Ground Fault Circuit Interrupter (GFCI) must protect all outlets used outside the store.
- Avoid the use of electrical cords that enter walkways or otherwise create a potential trip hazard. If they must be used in walkways, cords must be secured or taped down.
- When a display or other item cannot be plugged directly into a professionally installed outlet, rules regarding extension cords and power strips apply.
Extension cords

- Extension cords may not be used to provide permanent power (24 hours or longer) to displays or equipment.

- All displays (ponds, fountains, holiday displays etc.) and other items requiring permanent power should be plugged directly into professionally installed outlets. If an item cannot be plugged directly into an outlet, a power strip may be used under the following conditions:
  
  - It must have a built-in circuit breaker, with a cord no more than 6-feet long. Must be plugged directly into an outlet, not another extension cord (no stringing of multiple cords).
  
  - May be used for up to 90 days only - NO EXCEPTIONS.
  
  - Must be powered down at the close of business each day.
  
  - Power strips must be 14-gauge, 2-wire with a ground, and a grounded 3-prong plug.
  
  - Connecting more than one power strip to any given outlet is prohibited, even if it is a 4-receptacle outlet (no spidering).

Accident Reporting

Immediately report any incidents occurring at any Home Depot location to your employer and the store management team. Your organization is expected to have a formal procedure in place for reporting accidents with respect to workers’ compensation, general liability, and property damage claims. This policy must adhere to all applicable OSHA reporting guidelines, Workers’ Compensation Law, and applicable regulations and law.

I have read and agree to follow all of the safety rules contained in this document (Pages 1-5)

Note: Every Mosaic employee that works in Home Depot for this project must sign this document. Fax this page (only page 5) to the number below once the reset team member has signed.)

______________________________
Printed Name

______________________________  ______________________________
Signature  Date

Fax to: 214-260-9445
Attention: Mosaic Operations Department