

## **Walmart Standards for Suppliers**

### **Section 7. Health and Safety**

#### **7. Health and Safety**

*Suppliers must provide workers with a safe and healthy work environment. Suppliers must take proactive measures to prevent or manage workplace hazards.*

The work environment must be safe, clean, and orderly to ensure there are no unreasonable or uncontrolled risks to the health and safety of all workers. Suppliers must implement procedures and safeguards to prevent accidents and injuries to workers; procedures and safeguards include, but are not limited to, inspection of buildings (this should include inspection of emergency lighting and alarm systems), machinery, and fire equipment. Standardized health and safety training shall be provided for all new or reassigned workers and management, and the provision of this training shall be documented. The responsibility for ensuring health and safety in the workplace should be assigned to a facility management representative. Adequate and appropriate personal protective equipment and clothing must be provided to all workers, particularly those handling hazardous materials, based on the risk assessment evaluation.

Suppliers shall comply with these provisions in accordance with their specific industry conditions and related hazards.

*Specifically:*

#### **A. Fire Safety**

Fire safety standards apply to all facilities, including but not limited to factories, dormitories, and canteens.

1. Permits and Building Design
  - a. Facilities maintain valid fire licenses or permits as mandated by law. If required by law, such license or permit must be displayed in a visible location.
  - b. Facilities obtain valid construction approvals as mandated by law. If the local law does not provide for such approvals, a certification by a third party civil or structural engineer that the facility is structurally sound must be obtained.
  - c. As mandated by law, facilities must obtain and maintain valid zoning permits as well as permits for intended use.
2. All facilities, regardless of the number of workers, are required to comply with local law and regulations and any applicable standards.
3. Facilities with fewer than 10 workers are encouraged to consider the controls outlined in the following standards that apply to the scope of your operation to help ensure a safe facility.

4. Facilities with 10 or more workers are required to comply with the following Standards. When there is a difference between these Standards and other applicable standards, laws and regulations, Walmart’s expectation is that the supplier adheres to the most stringent requirement.

a. Emergency Egress

- 1) Aisles, exits and stairwells are kept clear and unblocked at all times.
- 2) Facilities establish an adequate evacuation plan. This should include an evacuation route map that is maintained/updated, posted in local language, and includes a “you are here” mark. Sufficient evacuation maps are posted in the working stations and main aisles inside the facility so that the workers can easily and quickly determine a way out of the facility.
- 3) Facility emergency exits for rooms larger than 750 square feet or occupancy of more than 10 people are properly marked with illuminated signs (e.g., light yellow or glow in the dark lighting, as permitted by law) in the local language.
- 4) Facilities have marked and lighted emergency exit routes for all occupied floors and areas of the building, including stairwells. Emergency lights for such exit routes must be fire grade ‘commercial emergency lights’ for use in smoke and fire environments, and facilities must have a secondary power source connected to these in the event of electricity power failure.
- 5) Facilities, including dormitories and canteens, shall have the minimum number of emergency exits per occupied floor or any portion thereof as calculated based on the following occupancy rates. Only facilities with areas smaller than 750 square feet and occupancy of less than 10 persons are permitted to have one emergency exit. External fire escape routes are also preferred. For this requirement, only the exceptions allowed under the National Fire Protection Association 101 Safety Code (**NFPA 101**) will be considered.

<b>10 - 499 persons</b>	<b>500 – 1000 persons</b>	<b>&gt;1000 persons</b>
2 or more	3 or more	4 or more

- 6) Emergency exits with independent pathways must be remotely located at a reasonable distance from each other. The emergency exits shall not be located on the same wall. Preferably emergency exits are located on opposite ends of the building.

- 7) Travel distance to an exit from any point in the building shall comply with the following maximum distances, as measured along the path of travel. Where these limitations cannot be met, additional exits and/or rearrangement of egress configuration should be considered.

Factory (Industrial)*		Office		Distribution Center**	
Sprinklered	Non-Sprinklered	Sprinklered	Non-Sprinklered	Sprinklered	Non-Sprinklered
250 ft / 76 m	200 ft / 61 m	300 ft / 91 m	200 ft / 61 m	400 ft / 122 m	200 ft / 61 m

\* For Industrial / Factory occupancies rated General Industrial Occupancy. For special purpose or high hazard refer to NFPA 101, tables 40.2.5 and 40.2.6.

\*\* For storage occupancies rated Ordinary hazard. For high hazard refer to NFPA 101, tables 42.2.5 and 42.2.6.

- 8) Facilities have evacuation routes without any obstructions that lead to safe assembly points located outside the facility at a safe distance away. Assembly points must be designated and kept clear at all times.
- 9) Doors to emergency exit stairwells and fire escapes have an automatic closure system that can be released manually from the inside to prevent smoke from filling stairwells. Magnetically activated fire doors are permitted to remain open as long as they automatically close when the fire alarm system is activated.
- 10) Multi-story facilities are required to have sufficient vertical escape routes. These must be one-hour fire-rated enclosed staircases (e.g., fully enclosed without openings, made of material such as concrete or two layers of fire rated sheetrock, and with one-hour rated self-closing fire doors) if they service more than one floor, or external fire escape routes.

b. Fire Equipment

- 1) Facilities have functional, accessible, and properly maintained fire extinguishing equipment that is adequate for the hazard level of operation, and which at a minimum must include fire extinguishers. Fire extinguishing equipment is inspected at least on a monthly basis and these inspections must be documented.
- 2) All emergency exit doors (i.e., any door that has an exit sign placed above it) are maintained in an unlocked, unblocked, and usable condition. Emergency exit doors must open readily from the occupied side and swing in the direction of egress travel and must require push bar or single motion operation (i.e. lever knob), minimal effort or force (for interior doors no more than 5 lbf (22 N), for exterior doors no more than 50 lbf (222 N)), and not be equipped with hardware that requires special keys or knowledge to open.
- 3) Generally windows shall not be considered an emergency exit, and in jurisdictions where the law permits windows to be used as a means of egress, these will only be considered as a means of egress above and beyond what is

required under these standards. For facilities that are permitted by law and wish to have additional means of egress beyond the required number of emergency exits, barred windows should have an internal emergency release mechanism and be easily identifiable and marked on evacuation route maps to facilitate alternative and effective means for fire rescue of all workers on each floor.

- 4) Facilities provide access for fire department vehicles and other fire-fighting equipment in the facility premises. This includes, but is not limited to, ensuring that fire department vehicles are able to reach the facility by road or a cleared path and firefighters have easy access to water sources, the fire sprinkler system, and gas cutoffs.
  - 5) Facilities have effective fire alarm systems that provide audible and visual occupant notification to initiate evacuation in the event of an emergency and operate as one system throughout all areas and floors of the building. Notification methods include, but are not limited to, alarms and flashing lights. High noise areas (90 dB or higher) should also include an alarm that has a beacon/flashing light. Facilities must have a secondary power supply connected to the fire alarm system in case of electrical power failure.
  - 6) *Country Specific—Sprinklers and Fire Hydrants*
    - i. **Bangladesh and Pakistan:** Facilities are required to have a sprinkler or fire hydrant system.
    - ii. **All others countries:** Facilities follow legal requirements regarding sprinkler and fire hydrant systems.
  - 7) Sprinkler or fire hydrant systems are inspected quarterly by internal staff and annually by an independent fire inspection company. Records of inspections must be maintained for audit.
  - 8) Suppliers must ensure that adequate water supply is available for sprinkler and fire hydrant systems so that enough is readily accessible in the event of a fire emergency. If a water storage tank or cistern is on the property, it should be verified that it is of correct capacity (volume) as required by law and that it is full.
  - 9) Fire extinguishing equipment must be kept clear and unblocked at all times.
- c. Fire Safety Training
- 1) *Country and Equipment Specific—Evacuation Drills*
    - i. Facilities in Pakistan and Bangladesh must conduct evacuation drills a minimum of once every 3 months, and have these drills supervised by an independent third party such as the fire department.

Evacuation drills can be completed in conjunction with annual emergency response training.

- ii. Facilities in other countries, which have sprinkler or hydrant systems, must conduct evacuation drills a minimum of once every year. Evacuation drills can be completed in conjunction with annual emergency response training. No external oversight is required for these evacuation drills.
- iii. Facilities in other countries, which do not have sprinkler or hydrant systems, must conduct evacuation drills a minimum of once every 3 months. Evacuation drills can be completed in conjunction with annual emergency response training. No external oversight is required for these evacuation drills.

- 2) All facilities should maintain documentation of the evacuation drills which should include at minimum the date, number of participants (and their names if possible), and time it took to evacuate in order to confirm timely and effective personnel evacuation.
- 3) Buildings which have multiple facilities or enterprises must ensure the combination of proper training and joint emergency drills enable employees to know and understand the drill procedures so they consider it routine.
- 4) Facilities provide and document training in the facility's emergency action plan for all personnel every 6 months or more frequently if required by legal regulations. This training should include, but is not limited to, fire prevention, proper evacuation procedures and proper response in the event of a fire. Additionally, suppliers should ensure the personnel on-boarding process includes emergency action plan training upon hiring.
- 5) Facilities must have emergency response personnel (identified, trained, and present) for each floor, building and shift who will be in charge of evacuating the building in the event of a fire emergency. At a minimum, the emergency response personnel should be trained to notify workers of a fire or emergency, report fires and other emergencies to the fire department or designated emergency response organization, assist in the evacuation of workers, and verify that all workers have exited the building. Additionally, the emergency response personnel should be easily identifiable by all workers in the event of an emergency (e.g. specific arm band, flag or uniform) and there should be two per shift. This requirement may be fulfilled by fire brigades where they are required by law and meet these standards.

d. Fire Safety Procedures

- 1) Hazardous liquids, flammable chemicals and combustible materials are kept away from ignition or heat sources (e.g., spark producing equipment such as grinder, hot water heater, and equipment with gas pilots) and are not stored on the roof of the facility. All such hazardous, flammable, or combustible

materials should be stored in approved containers in a designated storage area and/or a flammable liquids storage cabinet. Anti-static containers and fire extinguishers should be readily available in areas where such materials are stored. All liquids or materials maintained outside the designated area should be limited in the amount necessary for one shift or eight hours maximum. Only staff that has been trained in proper handling and is authorized is permitted to handle these materials.

- 2) Facilities should have a documented electrical maintenance program. The maintenance program should include at a minimum the routine inspection of the electrical system of the building for damaged wiring, separated conduits, improper installations, and overloaded / damaged circuits. The facilities should ensure that extension cords are not being utilized for permanent application and that multiple outlet adapters or “surge protector strips” are not being connected to each other. It is also recommended that facilities implement an annual infrared scan program for all of their electrical equipment (including panel boards, wiring and equipment) to identify and mitigate any potential ignition sources.
- 3) Facilities must have a fire safety committee, or assign this responsibility to an existing committee. Such a committee must be made up of employees, management, and representatives from high hazard areas to discuss and address any concerns and improve practices on fire safety in the facility including dormitories and canteens, and all fire safety committee meetings must be documented.
- 4) Uncontrolled smoking is forbidden inside any facility. Smoking is only permitted in specially designated smoking areas equipped with proper fire protection and ventilation.
- 5) Crèche/childcare facilities are located on the ground floor or in a separate non-industrial facility.
- 6) Facilities and buildings are inspected on a routine basis but not less than once a month by trained personnel to ensure that all of the above fire safety standards are met at all times. If any of the above fire safety standards are not met, facilities and buildings are to be inspected on a daily basis until the facility meets all the outlined standards. Records of these inspections must be maintained for audit purposes.