



# Global EHSS - Distracted Walking and Stairwell Safety Standard

## CONTROL INFORMATION

Control Items	Details
Document Number	2W4373RQWREN-1568922467-26
Revision	2
Revision Date	04 Oct 2024
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Translated Documents	<a href="#">English</a> , <a href="#">Simplified Chinese</a> , <a href="#">Traditional Chinese</a> , <a href="#">Hindi</a> , <a href="#">Italian</a> , <a href="#">Japanese</a> , <a href="#">Malay</a> , <a href="#">Nepali</a> , <a href="#">Spanish</a>

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## 1 Purpose

This document specifies the expectations for walking in common spaces including all corridors/passageways, staircases and parking areas.

## 2 Scope

Items	Details
Site(s) Impacted	This document applies to the following sites: (For NMS site classifications, please refer to <a href="#">this document</a> )
	<input checked="" type="checkbox"/> FE <input checked="" type="checkbox"/> AT <input checked="" type="checkbox"/> TD <input checked="" type="checkbox"/> Construction
	<input checked="" type="checkbox"/> NMS Level 1 <input checked="" type="checkbox"/> NMS Level 2 <input checked="" type="checkbox"/> NMS Level 3 <input checked="" type="checkbox"/> NMS Level 4
Target Audience	All Micron team members, contractors, vendors, and visitors.
Applicability	<p>Sites shall fully meet the requirements outlined in this standard by the Conformance Date stated in the <a href="#">Revision History</a>. Failure to ensure conformance will result in a possible NC in the absence of a recorded and approved Management of Change entry in <a href="#">ehsmoc/</a>.</p> <p>Sites shall, at a minimum, comply with this standard. Wherever local statutory, regulatory or customer specific requirements or a risk assessment establish the need for more stringent requirements to be followed, the site must meet those.</p>

## 3 Roles and Responsibilities

Roles	Responsibilities
Global EHS	<ul style="list-style-type: none"> <li>Maintain and ensure that this standard is accessible to all Micron sites</li> <li>Provide direction, consultation, guidance, and minimum requirements in the delivery of this standard</li> <li>Monitor and evaluate site conformance to this standard</li> </ul>
Site EHS	<ul style="list-style-type: none"> <li>Implement this global standard and ensure its effectiveness</li> <li>Ensure conformance by Micron Team members, contractors, vendors, and visitors</li> <li>Implement corrective actions when nonconformances are identified</li> <li>Review the requirements and subsequent changes of this standard and identify actions to ensure the requirements are effectively implemented</li> </ul>
Team members, contractors, vendors, and visitors	<ul style="list-style-type: none"> <li>Follow the expectations outlined in this standard</li> <li>Coach others to comply with the expectations</li> <li>Use the Good Catch program if you see nonconformance of this standard to drive improvement</li> </ul>
Management	<ul style="list-style-type: none"> <li>Role model the expectations outlined in this standard</li> <li>Hold team members accountable to these expectations</li> </ul>

## 4 Terms and Definitions

Terms	Definitions
JHA	<b>Job Hazard Analysis</b> A technique that focuses on job tasks as a way to identify hazards before they cause an accident. A JHA focuses on the relationship between the worker, the task, the tools, and the work environment. Once identified, the hazards can be eliminated or controlled.
RA	<b>Risk Assessment</b> A procedure through which knowledge and experience of design, use, incidents and accidents and harm are brought together to measure risks for specified scenarios of the equipment being assessed. Risk assessment includes determining the limits of machinery, hazard identification, and risk estimation.

## 5 References

Internal References	Link
Micron EHS Management System Manual	<a href="#">2W4373RQWREN-1568922467-158</a>

  

External References	Link
N/A	N/A

## 6 Document Control

Items	Details
ECN Facility	CORP EHS
ECN Area	EHS GENERAL
Approval	This document is approved by: GLOBAL_EHS_SEAL_LT
Notification	Notification of changes to this document is managed through Micron's Engineering Change Notification (ECN) process to the following: <ul style="list-style-type: none"><li>• GLOBAL_EHS</li><li>• GLOBAL_EHS_MANAGERS</li><li>• GLOBAL_EHS_SEAL_LT</li><li>• GLOBAL_EHS_TEAM_MEMBERS</li></ul>
Review	This document will be reviewed at least biennially (once per two years) by Global EHS / PSM through the Periodic Document Review (PDR) process.

## 7 Revision History

Rev	Revision Date	Description	Requestor	Conformance Date
0	7 Apr 2015	<b>ECN Number:</b> 300837838 First published version	CDOTT	
0	12 Nov 2015	<b>ECN Number:</b> Not workflowed Added link in Section References. Changed Chinese Translation to Traditional Chinese Translation.	CDOTT	
0	11 Nov 2017	<b>ECN Number:</b> Not workflowed Periodic Document Review. No changes required.	JEREMIAHMO HR	
1	17 Oct 2019	<b>ECN Number:</b> 101035917 Added Distracted Walking and rewrite on Stairwell Safety <b>Was:</b> <ul style="list-style-type: none"> <li>Document Title: Global EHS - Stairwell Safety Standard</li> <li>Roles and Responsibilities: <ul style="list-style-type: none"> <li>Management: Nil</li> </ul> </li> <li>Terms and Definitions: <ul style="list-style-type: none"> <li>Distracted Walking: Nil</li> <li>JHA: Nil</li> <li>RA: Nil</li> </ul> </li> <li>Standard: <ul style="list-style-type: none"> <li>Distracted Walking: Nil</li> <li>Distracted Walking Expectations: Nil</li> <li>Hands-Free Devices: Nil</li> <li>Stairwell Walking and Handrail Requirements: Existing</li> </ul> </li> </ul> <b>Is:</b> <ul style="list-style-type: none"> <li>Document Title: Global EHS - Distracted Walking and Stairwell Safety Standard</li> <li>Roles and Responsibilities: <ul style="list-style-type: none"> <li>Management: Added</li> </ul> </li> <li>Terms and Definitions: <ul style="list-style-type: none"> <li>Distracted Walking: Added</li> <li>JHA: Added</li> <li>RA: Added</li> </ul> </li> <li>Standard: <ul style="list-style-type: none"> <li>Distracted Walking: Added</li> <li>Distracted Walking Expectations: Added</li> <li>Hands-Free Devices: Added</li> <li>Stairwell Walking and Handrail Requirements: Rewrite</li> </ul> </li> </ul>	JEREMIAHMO HR	
1	20 Sep 2021	<b>ECN Number:</b> Not workflowed Periodic Document Review. Minor changes to language only, no material changes.	HEATHERC	
1	18 Nov 2022	<b>ECN Number:</b> Not workflowed Clarification on prohibition and limited use of mobile devices in different locations. <b>Was:</b> <ul style="list-style-type: none"> <li>6.2 Distracted Walking Expectations <ul style="list-style-type: none"> <li>Micron has designated all corridors/passageways, staircases and parking areas mobile device-free zones.</li> <li>Keep your head up and avoid distractions such as laptops, pagers, phones, etc.</li> <li>If you need to use an electronic device or item that distracts you, you must stop and move to a safe location out of the way of traffic (i.e. bench, chair, lean against a wall, etc.).</li> </ul> </li> <li>6.4 Stairwell Walking and Handrail Requirements</li> </ul>	HEATHERC	

		<ul style="list-style-type: none"><li>○ The use of mobile devices is not permitted while walking up or down stairs.</li></ul> <p><b>Is:</b></p> <ul style="list-style-type: none"><li>● 6.2 Distracted Walking Expectations<ul style="list-style-type: none"><li>○ Using your mobile devices in stairwells is prohibited. Mobile device use in corridors/passageways and parking areas should be limited, and should only take place when you are not in motion.</li><li>- Keep your head up and avoid distractions such as using laptops, pagers, phones, etc.</li><li>- If you need to use an electronic device or item that distracts you, to text or to take a call, you must stop walking and step aside. Move to a safe location out of the way of traffic (i.e. bench, chair, lean against a wall, etc.).</li></ul></li><li>● 6.4 Stairwell Walking and Handrail Requirements</li></ul> <p>The use of mobile devices is prohibited while walking up or down stairs.</p>		
2	04 Oct 2024	<p><b>ECN Number:</b> 101173547</p> <p>Updated format and streamlined requirements across distracted walking and stairwell walking.</p>	HEATHERC	

## 8 Standard

### 8.1 Distracted Walking

Distracted Walking or Inattentive Blindness is the inability to perceive a risk or hazard that is within one's direct perceptual field because one is attending to something else. Mobile device users walk with their heads down and are unaware of their surroundings.

Focusing on a mobile device shrinks one's peripheral vision to 1/10th of the normal range - we lose focus of our surroundings and put ourselves and others at risk. Those who text while walking:

- Are 60% more likely to veer off course than non-texters
- Take up to 20% longer to cross the street
- Look both ways 20% fewer times
- Are 43% more likely to be hit by a car

**Normalizing distracted walking can lead to tragic consequences. In 2022, a Micron team member fell down a flight of stairs while distracted by their mobile device and died after spending 11 months in a coma.**

#### 8.1.1 Expectations while walking

Always stay alert and attentive while walking. You must not be viewing your mobile device. Keep your head up and avoid distractions.

Mobile device use while on any staircase, in parking areas or along any road within Micron is strictly prohibited.

Walking around construction areas generally poses a higher risk to team members due to the potential exposure to heavy machinery, falling or flying objects, and large vehicles. When walking near a construction area, extra attention should be given to identify vehicle entry and exit lanes, barricades, restricted access zones, and traffic control signage.

Mobile device use that requires your attention to be on the screen should only take place when you are not in motion. If you need to text, you must stop walking and step aside. Move to a safe location out of others way.

#### 8.1.2 Hands-Free Devices

Hands free devices, which allow for one's attention to be on the path ahead of them, may be used in the following areas ONLY if their use does not interfere with the user's ability to hear audible warnings and alarms:

- Staircases
- Parking Areas
- Along roads
- Corridors and Passageways
- Production Areas
- Facilities Areas
- Construction Areas

To ensure that the use of the hands-free devices does not interfere with the users ability to hear audible warnings, use bone conducting headphones, keep one ear uncovered or minimize noise cancellation.



## 8.2 Stairwell Walking and Handrail Requirements

Stairwells have additional hazards and risks associated with their use.

- The use of mobile devices are strictly prohibited on staircases.
- Everyone must hold the handrail when ascending or descending the stairs. The handrail will help you maintain balance in case of a mis-step
- Material may be carried in the stairwell as long as one hand remains free to hold the handrail and the weight of the material being carried is not more than 6.8kg or 15 lbs.
  - Use an elevator to move any material that is awkward, heavy, or does not allow you to have the use of at least one hand free to hold the handrail.
  - If elevators are not available, complete an RA/JHA to safely assess how to move the material to another floor.
- Do not run or double step up or down the stairs.
- Do not use stairs while distracted.
  - Focus on the stairs. Do not focus on conversations, pages, text messages, or other distractions that may be present.
  - Do not hold conversations on the stairs, as it blocks access for others.

## 9 Appendices

Nil

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*End of Document*

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