

Press Energy Services, LLC



Pecos, Texas

OFFICIAL

PRESS ENERGY SERVICES, LLC

SAFETY POLICY



Press Energy Services, LLC

Emergency Action Plan

Pecos, Texas Location
Emergency Numbers

Brian Ralston	(479) 462-9144
Wade Pressley	(479) 651-3984
David McAvaney	(432) 448-7072
Eric Hurst	(501) 253-2766
April Ralston	(501) 206-7803
Jeff Pressley	(479) 883-9106
Ralph Luman	(501) 253-0766
Bill Kamp	(479) 739-5267

Priority of Emergency Contacts:

- 1st Priority Contact - Brian Ralston
- 2nd Priority Contact - Wade Pressley
- 3rd Priority Contact - David McAvaney
- 4th Priority Contact - Eric Hurst

First Aid Trained Contacts:

Wade Pressley

Brian Ralston

Ralph Luman

Local Emergency Agencies

Pecos Volunteer Fire Department

Freddy Contreras/Fire Chief
P.O. Box 929
Pecos, Texas 79772
432-445-3519
432-445-6670 (Fax)

Pecos Police Department

172 Raul Florez Blvd.
P.O. Box 1761
Pecos, TX 79772
Ph: (432) 445-4911
Fax: (432) 445-9780

Reeves County Sheriff Office

5th & Oak St
P.O. Box 910
Pecos, TX 79772
Telephone: 432 445-4901

Reeves County Hospital

2323 Texas St
Pecos, Texas 79772
Telephone: 432 447-3551

EVACUATION ROUTES

- Evacuation route maps will be established when the shop is complete and this document will be revised. The new shop evacuation plan will include:
 - Emergency exits
 - Primary and secondary evacuation routes
 - Locations of fire extinguishers
 - Fire alarm pull stations' location
 - Assembly points
- Site personnel should know at least two evacuation routes.

SEVERE WEATHER AND NATURAL DISASTERS

Tornado:

- When a warning is issued by sirens or other means, seek inside shelter. Consider the following:
 - Small interior rooms on the lowest floor and without windows,
 - Hallways on the lowest floor away from doors and windows, and
 - Rooms constructed with reinforced concrete, brick, or block with no windows.
- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.

Earthquake:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.

Flood:

If indoors:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.

If outdoors:

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.



Press Energy Services, LLC

EMERGENCY NUMBERS

Jeff Pressley	(479) 883-9106
Wade Pressley	(479) 651-3984
Brian Ralston	(479) 462-9144
Ralph Luman	(501) 253-0677
Bill Kamp	(479) 739-5267



INDEX

Page Number

1.0 PRESS ENERGY WORKPLACE PRINCIPLES & POLICIES

1.1	Injury, and Illness Prevention Program	9
1.1.1	Return to Work Policy	17
1.1.2	Fire Safety and Fire Extinguisher Use	18
1.2	Professional Conduct	20
1.3	Drug, Alcohol, and Contraband Abuse Policy	20
1.3.1	Drug, Alcohol, & Contraband Signature Page	22
1.4	Housekeeping	23
1.5	Smoking	23
1.6	Root Cause Analysis/Incident Investigation	23
1.7	Cell Phone Usage While Operating A Motor Vehicle	24
1.8	Vacuum Pump Operation	24
1.8.1	Loading and Unloading Procedures	24
1.9	Load Securement	26
	Return to Work Form	

2.0 EMERGENCY PROCEDURES

2.1	Emergencies	31
2.2	Emergency Response Plan	31
2.3	Incident Reporting & Procedures	32
2.4	First Aid Kits	32

3.0 HSE MEETINGS

3.1	Safety Training	33
-----	-----------------	----

4.0 PERSONAL PROTECTIVE EQUIPMENT (PPE)

4.1	Protective Equipment	35
4.2	Ladders, Scaffolds, and Fall Protection	38
4.3	Respiratory Protection	41

5.0 JOURNEY MANAGEMENT/TRANSPORTATION

5.1	Journey Management	48
5.2	Traffic and Transportation	49
5.3	Hours of Service	50
5.4	D.O.T. HAZMAT Employee HM-126F	51
5.5	Tire Management Program	55
	Tire Management Form	
	Journey Management Form	
	Journey Management Routing Form	



INDEX

Page Number

6.0 OCCUPATIONAL HEALTH & INDUSTRIAL HYGIENE

6.1	Chemical Safety/HAZCOM Plan	63
6.1.1	NORM	65
6.1.2	Asbestos	65
6.1.3	Benzene	66
6.1.4	Lead	66
6.2	Heat Stress and Fatigue	67
6.2.1	Heat Stroke	67
6.2.2	Heat Exhaustion	67
6.2.3	Heat Cramps	68
6.2.4	Heat Rash	68
6.2.5	Fatigue	68
6.3	Cold Weather	68
6.3.1	Frostbite	68
6.3.2	Hypothermia	69
6.3.3	Stress and Strain Injuries	69
6.3.4	Slippery Work Surfaces	69
6.4	Carcinogens	69
6.5	Blood Borne Pathogens Exposure Control	75
6.5.1	Sanitation	77

7.0 WORK PROCESS

7.1	Job Safety Analysis (JSA)	78
7.1.1	Job Safety Analysis Form (Attachment 1)	78

8.0 GENERAL OPERATIONS

8.1	Manual Lifting Policy	79
8.2	Lock Out/Tag Out (LO/TO)	79
8.3	Confined Space Entry	79
8.4	Hot Work	80
8.5	Fire Safety	80
8.6	Operating Equipment	82
8.7	Mechanical Guarding	82
8.8	Materials Handling	83
	New Equipment Training Form	



INDEX

Page Number

9.0 HAZARD WARNINGS

9.1	Cheater Bars/Pipes	86
9.2	Tools	86
9.3	Working Overhead	87
9.4	Slips, Trips, and Falls	87
9.5	Load Binders	88

10.0 SPECIALIZED OPERATIONS

10.1	Sandblasting	89
10.2	Compressed Air used for Cleaning	89
10.3	Welding	89

11.0 HAZARDOUS ATMOSPHERES

11.1	Hydrogen Sulfide (H ₂ S)	93
10.2	Carbon Dioxide (CO ₂) & Carbon Monoxide (CO)	93

12.0 FUELS AND GASES

12.1	Gases	94
12.2	Compressed Gases	95

13.0 TRUCK/TRAILER BACKING PROCEDURES 97

14.0 SPILLS

14.1	Spill Prevention	98
14.2	Spill Response Plan	98

15.0 SHORT SERVICE EMPLOYEES (SSE) 99

16.0 SHOP/YARD/DEPOT GUIDELINES 104

EMERGENCY RESPONSE PLAN 105



1.0 PRESS ENERGY WORKPLACE PRINCIPLES & POLICIES

1.1 Injury and Illness Prevention Program

Agreement to Participate

Every employer is required to provide a safe and healthful workplace. Press Energy Services, LLC is committed to fulfilling this requirement. A safe and healthful workplace is one of the highest priorities of Press Energy Services, LLC. The information in this manual constitutes a written injury and illness prevention program. While Press Energy Services, LLC cannot anticipate every workplace hazard, the following general principals should guide your conduct.

1. To be safe, you must never stop being safety conscious.
2. Study the guidelines contained in this manual.
3. Discuss the workplace situation with the Management/Supervisor.
4. Attend all company sponsored training and safety meetings.
5. Read all posters and warnings.
6. Listen to instructions carefully.
7. Participate in accident investigations as requested.
8. Accept responsibility for the safety of others.
9. Maintain all required documentation.

By signing the acknowledgement at the front of this handbook, each employee promises to read and implement this injury and illness prevention program. If certain aspects and/or individual pieces of this program are difficult to understand, please speak with the Management Team.

Written Plan

Every employer should have a written Injury and Illness Prevention plan. This is our plan. Please read it carefully. While no plan can guarantee an accident free work place, following the safety procedures set forth in this manual will significantly reduce the risk of danger to you and your co-workers. Thank you for all our safety.

Introduction to Our Program

State and federal law, as well as company policy, makes the safety and health of our employees the first consideration in operating our business. Safety and health in our business must be a part of every operation, and every employee's responsibility at all levels. It is the intent of Press Energy Services, LLC to comply with all laws concerning the operation of the business and the health and safety of our employees and the public. To do this, we must constantly be aware of conditions in all work areas that can produce or lead to injuries. No employee is required to work at a job known to be unsafe or dangerous to their health. Your cooperation in detecting hazards, reporting dangerous conditions and controlling workplace hazards is a condition of employment. Inform the Management Team immediately of any situation beyond your ability or authority to correct. Employees will not be disciplined or suffer any retaliation for reporting a safety violation in good faith.



Safety First Priority

The personal safety and health of each employee is of primary importance. Prevention of occupationally-induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity. To the greatest degree possible, management will provide all mechanical and physical protection required for personal safety and health, but **our employees must bear primary responsibility for working safely.** A little common sense and caution can prevent most accidents from occurring. Press Energy will provide retraining to employees when the workplace changes making the earlier training obsolete, or when the employee demonstrates lack of use, improper use, or insufficient skill or understanding.

Individual Cooperation Necessary

Press Energy Services, LLC maintains a safety and healthful program conforming to the best practices of our field. To be successful, such a program must embody proper attitudes towards injury and illness prevention on the part of management and employees. It requires the cooperation in all safety and health matters, not only of the employer and employee, but between the employee and all co-workers. Only through such a cooperative effort can a safety program in the best interest of all be established and preserved. ***Safety is no accident; think safety and the job will be safer.***

Health and Safety Responsibilities

The goal of Press Energy Services, LLC is to protect employees from injury while working for the company. This will receive top priority from everyone. Duties and responsibilities of personnel under our health and safety program are as follows:

President/Owner & Responsible Safety Officer: The following duties may be delegated to other staff or assigned to a third party contractually.

1. Administers the occupational health and safety program.
2. Develops programs and technical guidance to identify and remove physical, chemical, and biological hazards from facilities, operations, and sites.
3. Assists management in the health and safety training of employees.
4. Conducts inspections to identify unhealthy or unsafe conditions or work practices, plus completes written reports of inspections.
5. Recommends processes and activities that will develop and maintain incentives for and motivation of employees in health and safety.
6. Recommends disciplinary action for violators of health and safety rules.
7. Maintains the state health and safety poster, emergency telephone numbers, OSHA Form 200/300, and other required notices. Ensures this information is posted in places where employees can see them on each job.
8. Develops and maintains accident and incident investigation and reporting procedures and systems. Investigates serious or reportable injuries and takes action to eliminate injury causes. Reportable incidents consist of fatalities, lost workday cases, and without lost workdays requiring medical treatment. Keeps management informed of findings.
9. Report injuries that result in an occupational fatality or three or more hospitalized workers to appropriate OSHA personnel within eight (8) hours of occurrence.



Press Energy Services, LLC

Safety Officer/Manager/Team Leader:

1. Familiarizes him/her-self with health and safety regulations related to his/her area of responsibility.
2. Understand, explain, directs coordinate and enforce health and safety regulations that apply to company operations within his/her area of responsibility.
3. Instructs and trains all persons within area of responsibility in job health and safety requirements, and ensures compliance by workers with the safety rules.
4. Conducts daily pre-job safety briefings with all workers.
5. Ensures that injuries are treated promptly and reported properly.
6. If needed, transports victims to the hospital.
7. Investigates all injuries/incidents, obtains all pertinent data, and initiates/takes corrective action.
8. Acts on reports of hazards or hazardous conditions reported to him/her by employees.
9. Ensures that all employees in area use personal protective equipment and safety devices.
10. Ensures that safety equipment is available, maintained, used, and stored correctly.
11. Conducts monthly health and safety inspections of work area.
12. Reviews monthly safety briefings/safety meetings with all workers.
13. Requires all subcontractors and subcontractor personnel working within the company's facilities to comply with health and safety regulations.
14. Maintains copies of applicable programs and Workers' Safety forms in the work area, in accordance with company practice and policy. For example, the hazard communication program, material data safety sheets, OSHA 300 Injury Log if the work area is not located near/with the central office.
15. Maintains all records and reports of accidents that have taken place during company operations. These forms and reports may include the OSHA Form 300 Injury/Illness Log, and/or the OSHA Form 101 Supplementary Record of Occupational Injury and Illnesses.
16. Ensures that employee's Report of Occupational Injury or Disease report is filed with the Workers' Compensation office within ten days of employee's notification of an occupational injury or disease.
17. Processes all paperwork associated with accidents, on-site inspections and in-house audits while maintaining permanent record for company files.
18. Maintains all medical records, evaluations and exposure monitoring records for a period of 30 years.
19. Maintains all training records for a minimum of three (3) years.

All Employees:

1. Will be familiar with and comply with proper health and safety practices.
2. Will use the required safety devices and proper personal protective safety equipment.
3. Will notify supervisor immediately of unsafe conditions/acts, incidents, and injuries after assuring that no one will be injured while notifying the supervisor.
4. Will inform his/her supervisor if they are uncertain how to conduct a task in a safe manner.
5. Will assist management in all efforts to provide and maintain a safe workplace.



Safety Program Goals

The objective of Press Energy Services, LLC is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing the best experience of similar operations by others. Our goal is zero accidents and injuries.

Safety Policy Statement

It is the policy of Press Energy Services, LLC that accident prevention shall be considered of primary importance in all phases of operation and administration. It is the intention of Press Energy Services, LLC's management to provide safe and healthy working conditions and to establish and insist upon safe practices at all times by all employees. The prevention of accidents is an objective affecting all levels of our company and its operations. It is, therefore, a basic requirement that management/team leads make the safety of all employees an integral part of his or her regular management function. It is equally the duty of each employee to accept and follow established safety regulations and procedures. Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt about how to do a job or task safely, it is his or her duty to ask a qualified person for assistance. Employees are expected to assist management in accident prevention activities. Unsafe conditions must be reported immediately. Fellow employees that need help should be assisted. Everyone is responsible for the housekeeping duties that pertain to their jobs. Every injury that occurs on the job, even a slight cut or strain, must be reported to management and/or the Responsible Safety Officer as soon as possible. Under no circumstances, except emergency trips to the hospital, should an employee leave the work site without reporting an injury. When you have an accident, everyone is hurt. Please work safely. Safety is everyone's business.

Safety Rules for All Employees

It is the policy of Press Energy Services, LLC that everything possible will be done to protect you from accidents, injuries and/or occupational disease while on the job. Safety is a cooperative undertaking requiring an ever-present safety consciousness on the part of every employee. If an employee is injured, positive action must be taken promptly to see that the employee receives adequate treatment. No one likes to see a fellow employee injured by an accident. Therefore, all operations must be planned to prevent accidents. To carry out this policy, the following rules will apply:

1. Employees must follow the safe practices and rules contained in this manual and such other rules and practices communicated on the job. All employees must report all unsafe conditions or practices to the proper authority, including the supervision on the project, and, if corrective action is not taken immediately, a governmental authority with proper jurisdiction over such practices.
2. Management is responsible for implementing these policies by insisting that employees observe and obey all rules and regulations necessary to maintain a safe work place and safe work habits and practices.
3. Good housekeeping must be practiced at all times in the work area. Clean up all waste and eliminate any dangers in the work area.
4. Suitable clothing and footwear must be worn at all times. Personal protection equipment (hardhats, respirators, eye protection, etc.) will be worn whenever needed.
5. All employees will participate in a safety meeting conducted by management once every (30) thirty days.
6. Anyone under the influence of intoxicating liquor or drugs, including prescription drugs which might impair motor skills and judgment, will not be allowed on the job.
7. Horseplay, scuffling, and other acts which tend to have an adverse influence on safety or well-being of other employees are prohibited.
8. Work must be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.
9. No one will be permitted to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might expose the employee or others to injury.
10. There will be no consumption of alcohol and/or beer on the job.
11. Employees should be alert to see that all guards and other protective devices are in proper places and adjusted, and will report deficiencies promptly to Management.
12. Employees must not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received specific instructions.



Press Energy Services, LLC

13. All injuries must be reported to management so that arrangements can be made for medical or first aid treatment.
14. When lifting heavy objects, use the large muscles of the leg instead of the smaller muscles of the back.
15. Do not throw things, especially material and equipment. Dispose of all waste properly and carefully. Bend all exposed nails so they do not hurt anyone removing the waste.
16. Do not wear shoes with thin or torn soles.

Training

Employee safety training is another requirement of an effective injury and illness prevention program. While Press Energy Services, LLC believes in skills training, we also want to emphasize safety training. All employees should start the safety training by reading this manual and discussing any problems or safety concerns with management. You may wish to make notes in the margins of this manual where it applies to your work.

Safety and Health Training

Training is one of the most important elements of any injury and illness prevention program. Such training is designed to enable employees to learn their jobs properly, bring new ideas to the workplace, reinforce existing safety policies and put the injury and illness prevention program into action. Training is required for both supervision and employees alike. The content of each training session will vary, but each session will attempt to teach the following:

1. The success of Press Energy Services, LLC's injury and illness prevention program depends on the actions of individual employees as well as a commitment by the Company.
2. Management will review the safe work procedures unique to that employee's job, and how these safe work procedures protect against risk and danger.
3. Each employee will learn when personal protective equipment is required or necessary, and how to use and maintain the equipment in good condition.
4. Each employee will learn what to do in case of emergencies occurring in the workplace.

Management is also vested with special duties concerning the safety of employees. The management are key figures in the establishment and success of Press Energy Services, LLC's injury and illness prevention program. They have primary responsibility for actually implementing the injury and illness prevention program, especially as it relates directly to the workplace. Management is responsible for being familiar with safety and health hazards to which employees are exposed, how to recognize them, the potential effects of these hazards, and rules and procedures for maintaining a safe workplace. Management shall convey this information to the employees at the workplace, and shall investigate accidents according to the accident investigation policies contained in this manual.

Periodic Safety Training Meetings

Press Energy Services, LLC has safety meetings every month. The purpose of the meeting is to convey safety information and answer employee questions. The format of most meetings will be to review, in language understandable to every employee, the content of the injury prevention program, special work site hazards, serious concealed dangers, and material safety data sheets. Each month, management will review a portion of the company's safe work practices contained in this booklet, or other safety related information. Whenever a new practice or procedure is introduced into the workplace, it will be thoroughly reviewed for safety. A sign-up sheet will be passed around each meeting, and each employee must sign his/her name. Notes of the meeting are available, upon request. Employee attendance is mandatory.



Press Energy Services, LLC

Employee Responsibility for Training

Teaching safety is a two-way street. Press Energy Services, LLC can preach safety, but only employees can practice safety. Safety education requires employee participation. Every month, a meeting of all employees will be conducted for the purpose of safety instruction. The employees will discuss the application of the Company's injury and illness prevention program to actual job assignments. Reading and discussing a section of the manual and then reviewing application of general safety rules to specific situations, can also be included. Remember, the following general rules apply in all situations:

1. An employee should never undertake a job that appears to be unsafe.
2. An employee isn't expected to undertake a job until he/she has received adequate safety instructions, and is authorized to perform the task.
3. An employee will not use chemicals without fully understanding their toxic properties and without the knowledge required to work with these chemicals safely.
4. Mechanical safeguards must be kept in place.
5. Employees must report any unsafe conditions to the job site supervisor and the Responsible Safety Officer.
6. Any work-related injury or illness must be reported to management at once.
7. Personal Protective Equipment must be used when and where required. All such equipment must be properly maintained.
8. Employees will familiarize themselves with the general principles of fire extinguisher use and the hazards involved in incipient stage firefighting.

Communication

Employers should communicate to employees their commitment to safety and to make sure that employees are familiar with the elements of the safety program. Press Energy Services, LLC communicates with its employees orally, in the form of directions and statements from the Management Team, written, in the form of directives and this manual, and by example. If you see a supervisor or management do something unsafe, please tell that person. We sometimes forget actions speak louder than words.

Accident Prevention Policy Posting

Each employee has a personal responsibility to prevent accidents. You have a responsibility to your family, to your fellow workers, and to the Company. You will be expected to observe safe practice rules and instructions relating to the efficient handling of your work. Your responsibilities include the following:

1. Incorporate safety into every job procedure. No job is done efficiently unless it has been done safely.
2. Know and obey safe practice rules.
3. Know that disciplinary action may result from a violation of the safety rules.
4. Report all injuries immediately, no matter how slight the injury may be.
5. Caution fellow workers when they perform unsafe acts.
6. Don't take chances.
7. Ask questions when there is any doubt concerning safety.
8. Don't tamper with anything you do not understand.
9. Report all unsafe conditions or equipment to the Management Team immediately.



Press Energy Services, LLC

A copy of this manual will be posted in the work area. It is the policy of Press Energy Services, LLC to provide a safe and clean workplace and to maintain sound operating practices. Concentrated efforts shall produce safe working conditions and result in efficient, productive operations. Safeguarding the health and welfare of our employees cannot be stressed strongly enough.

Accident prevention is the responsibility of all of us. Management at all levels shall be responsible for continuous efforts directed toward the prevention of accidents. Employees are responsible for performing their jobs in a safe manner. The observance of safe and clean work practices, coupled with ongoing compliance of all established safety standards and codes, will reduce accidents and make our Company a better place to work.

Hazard Identification & Abatement

This written safety and health plan sets out a system for identifying workplace hazards and correcting them in a timely fashion. Please review it carefully with the Management Team. Remember, safety is everyone's responsibility.

Safety Audits

The best method to establish a safer workplace is to study past accidents and worker compensation complaints. By focusing on past injuries, Press Energy Services, LLC hopes to avoid similar problems in the future. Therefore, whenever there is an accident, and in many cases upon review of past accidents, you may be requested to participate in a safety audit interview. During the interview, there will be questions about the nature of the investigation and the workplace safety related to the incident. Please, answer these questions honestly and completely. Also, please volunteer any personal observations and/or suggestions for improved workplace safety.

Based upon the study of past accidents and industry recommendations, a safety training program has been implemented. In addition to other preventative practices, there will be a group discussion of the cause of the accident and methods to avoid the type of accidents and injury situations experienced in the past. Work rules will be reviewed and modified based upon the study of these accidents.

In addition to historical information, workplace safety depends on workplace observation. The Management Team is responsible for inspecting your working area daily before and while you are working. But, this does not mean that you are no longer responsible for inspecting the workplace as well. Each day, before you begin work, inspect the area for any dangerous conditions. Inform the Management Team of anything significant, so other employees and guests are advised.

You may also be given written communications regarding unsafe conditions or serious concealed dangers. Review this communication carefully and adjust your workplace behavior to avoid any danger or hazards. If you are unclear or unsure of the significance of this written communication, contact the Management Team and review your planned actions before starting to work. It is better to wait and check, then to go ahead and possibly cause an injury to yourself and others.

Managers must provide written notice to employees of any serious concealed dangers of which they have actual knowledge. In addition to providing written notice of all serious concealed dangers to employees managers are required to report serious concealed dangers to either OSHA or an appropriate administrative agency within fifteen days, or immediately if such danger would cause imminent harm, unless the danger is abated. Merely identifying the problem is not sufficient. The danger must be reported to the appropriate supervisor and Responsible Safety Officer, who then will correct the problem. If the danger cannot be corrected, then all employees will be warned to take protective action so that the danger will not result in any injuries.



Workplace Inspections

In addition to the examination of records, work place safety inspections will occur periodically every 3 months, when conditions change, or when a new process or procedure is implemented. During these inspections, there will be a review of the injury and illness prevention policy and Press Energy Services, LLC code of safe work practices.

Accident Investigation

A primary tool used by Press Energy Services, LLC to identify the areas responsible for accidents consist of a thorough and properly completed accident investigation. The results of each investigation will be reduced to writing and submitted for review by management and Press Energy Services, LLC.

1. A written report should be prepared from notes and diagrams made at the scene.
2. All statements should include the time, date, town, or county where the statement was made.
3. If the statement is intended to be used in court proceedings, a simple statement that the description is sworn to be true under penalty of perjury with the date, place, and time should be included.
4. All pictures should be similarly identified.
5. Also, make sure that the names and addresses and day and evening phone numbers of all eye witnesses are noted or recorded.

If a formal police report or other official investigation is conducted by any government agency, get the name and badge number of the official, or a business card, and find out when a copy of the official report will be available to the public. If you are requested to make a statement, you have the right to have the Company lawyer attend your statement at no cost to you. A satisfactory accident report will answer the following questions:

1. What happened? The investigation report should begin by describing the accident, the injury sustained, the eyewitnesses, the date, time, and location of the incident, and the date and time of the report. **Remember:** who, what, when, where and how are the questions that the report must answer.
2. Why did the accident occur? The ultimate cause of the accident may not be known for several days after all the data are analyzed. However, if an obvious cause suggests itself, include your conclusions as a hypothesis at the time you give your information to the person in charge of the investigation.
3. What should be done? Once a report determines the cause of the accident, it should suggest a method for avoiding future accidents of a similar character. This is a decision by the Responsible Safety Officer and the supervisor on the project, as well as top management. Once a solution has been adopted, it is everyone's responsibility to implement it.
4. What has been done? A follow up report will be issued after a reasonable amount of time to determine if the suggested solution was implemented, and if so, whether the likelihood of accident has been reduced.

Safety Violation Notice Procedures

1. Upon notice that a safety violation has occurred:
2. Notify the employee of the violation.
3. Instruct/cover the employee of the correct safety policy and action.
4. Advise employee of what consequences will result should the violation occur again (first infraction),
5. Advise employee discipline could escalate with a written warning,
6. Additional violation(s) could result in further discipline up to and including dismissal.



Records

Press Energy Services, LLC maintains records of employee training, hazard identification and abatement, and accident investigation.

OSHA Records Required

Copies of required accident investigations and certification of employee safety training shall be maintained by the Responsible Safety Officer. A written report will be maintained on each accident, injury or on-the-job illness requiring medical treatment. A record of each such injury or illness is recorded on OSHA Log of Work-Related Injuries & Illnesses, Form 300 according to its instructions. Supplemental records of each injury are maintained on OSHA Form 301, Injury & Illness Incident Report. Every year, a summary of all reported injuries or illnesses is posted no later than February 1, for three months, until April 30th, on OSHA Form 300A. These records are maintained for five years from the date of preparation.

1.1.1 Return to Work Policy

Return-To-Work:

To preserve the ability to meet company needs under changing conditions, Press Energy Services, LLC reserves the right to revoke, change, or supplement guidelines at any time with written notice. The policies and procedures in this return-to-work program are not intended to be contractual commitments and they shall not be construed as such by our employees. This policy is not intended as a guarantee of continuity of benefits or rights. No permanent employment for any term is intended or can be implied by this policy.

Objectives

Press Energy Services, LLC has developed a return-to-work policy. Its purpose is to return workers to employment at the earliest date following any injury or illness. We desire to speed recovery from injury or illness and reduce insurance costs. This policy applies to all workers and will be followed whenever appropriate.

Press Energy Services, LLC defines "transitional" work as temporary modified work assignments within the worker's physical abilities, knowledge, and skills. Where feasible, transitional positions will be made available to injured employees in order to minimize or eliminate time loss. For any business reason, at any time, we may elect to change the working shift of any employee based on the business needs of this company.

The physical requirements of transitional/temporary work will be provided to the attending physician. Transitional/temporary positions are then developed with consideration of the worker's physical abilities, the business needs of Press Energy Services, LLC, and the availability of transitional work.

In case of an on-the-job accident

If you have a work-related injury and are missing time from work, contact our Safety Coordinator or Management for details regarding time loss.

Transitional temporary work assignment

Press Energy Services, LLC will determine appropriate work hours, shifts, duration, and locations of all work assignments. Press Energy Services, LLC reserves the right to determine the availability, appropriateness, and continuation of all transitional assignments and job offers.



Communication

It is the responsibility of the worker and/or supervisor to immediately notify the Safety Coordinator/Management of any changes concerning a transitional/temporary work assignment. Safety Coordinator/Management will then communicate with the insurance carrier and attending physician as applicable.

General Statement on Safety

Press Energy Services, LLC strives to maintain a safe place to work and to employ safe workers. It is your responsibility to conduct your work in a safe, responsible manner. Immediately report all accidents occurring on Company premises to the Management Team.

Each employee has an individual responsibility to prevent accidents. It is to the benefit of all employees and Press Energy Services, LLC that you report any situation or condition you believe may present a safety hazard, including any known or concealed dangers in your work area. Press Energy Services, LLC encourages you to report your concern either to your immediate supervisor or to the Responsible Safety Officer. The Responsible Safety Officer will take immediate action to investigate the matter.

Safety Equipment

Proper safety equipment is necessary for your protection. The Company provides the best protective equipment it is possible to obtain. Use all safeguards, safety appliances, or devices furnished for your protection and comply with all regulations that may concern or affect your safety. Wear your gear properly -- all snaps and straps fastened, cuffs not cut or rolled. The Management Team will advise you as to what protective equipment is required for your job. Certain jobs require standard safety apparel and appliances for the protection of the employee. The Management Team is aware of the requirements and will furnish you with the necessary approved protective appliances. These items shall be worn and effectively maintained as a condition of your continued employment and part of our mutual obligation to comply with the Occupational Safety and Health Act.

1. Safety goggles, glasses and face shields shall correspond to the degree of hazard, i.e., chemical splashes, welding flashes, impact hazard, dust, etc.
2. Do not alter or replace an approved appliance without permission from the Management Team.
3. Rubber gloves and rubber aprons shall be worn when working with acids, caustics or other corrosive materials.
4. Specified footwear must be worn, i.e.; steel toed boots.
5. No jewelry shall be worn around power equipment.
6. Hearing protection appliances (approved muffs or plugs) shall be worn by all employees working within any area identified as having excess noise levels.
7. The Management Team will instruct you in the proper use of the appliance.

1.1.2 Fire Safety and Fire Extinguishers

Fire is one of the worst enemies of any facility. Learn the location of the fire extinguishers. Learn how to use them. You can help prevent fires by observing all fire safety rules. Portable fire extinguishers are subjected to monthly visual inspections and an annual maintenance check. Fire training will be conducted during initial training and annually following.

How to use Fire Extinguishers-



Press Energy Services, LLC

The following steps should be followed when responding to an incipient stage fire:

- Everyone is leaving or has left the building.
- Pull the fire alarm and call 911.
- Identify a safe evacuation path before approaching the fire. Do not allow the fire, heat, or smoke to come between you and your evacuation path.
- Discharge the extinguisher within its effective range using the P.A.S.S. technique (Pull, Aim, Squeeze, and Sweep.)
- 1. **Pull the pin.** This will allow you to discharge the extinguisher.
 2. **Aim at the base of the fire.** If you aim at the flames (which is frequently the temptation), the extinguishing agent will fly right through and do no good. You want to hit the fuel.
 3. **Squeeze the top handle or lever.** This depresses a button that releases the pressurized extinguishing agent in the extinguisher.
 4. **Sweep from side to side** until the fire is completely out. Start using the extinguisher from a safe distance away, and then move forward. Once the fire is out, keep an eye on the area in case it re-ignites.
- Make sure you have a safe way out and can fight the fire with your back to the exit.
- Evacuate immediately if the extinguisher is empty and the fire is not out.
- Evacuate immediately and close the door if the fire progresses beyond the incipient stage.

Reporting

All serious accidents must be reported to OSHA. In cases of hospitalization or death, a full investigation with copies to governmental authorities will be required. In less serious cases, the investigation report must be presented to the company for disclosure to its insurance carrier and for remedial action at the work site.

Workers' Compensation Claims Management

The following actions will be taken/followed on all accidents/injuries being submitted as a Workers' Compensation claim.

1. Injured employees must report their injury to their supervisor immediately or as soon as possible and within 72 hours, who in turn will notify other appropriate company officials, such as the Responsible Safety Officer or supervisor to determine the facts and take corrective action/s to prevent future recurrences.
2. Employees, within ten (10) days after notification to the employer, will complete the Worker Information section only of the Workers' Safety and Compensation Report of Occupational Injury or Disease forms package.
3. The supervisor or Management will complete the Employer's Information section of the same report within ten days of the notification.
4. The Management will ensure that the Workers' Safety and Compensation Division is notified as appropriate by filing the above report within ten days of the notification.
5. The accident investigation must confirm that the injury was job related for the resultant claim to be valid.
6. Injured employees will be entered into a modified job program, i.e., light duty, restricted duty, part time duty, when such is recommended by the attending physician.



1.2 Professional Conduct

Press Energy has respect for every individual who works for our company and we expect our employees to conduct themselves in a professional manner. Horseplay, practical jokes, foul language and gestures, and harassment are not allowed. This means, no form of harassment will be tolerated when employed by Press Energy.

1.3 Drug, Alcohol, and Contraband

Abuse Policy - Statement of Policy

It is the policy of Press Energy Services, LLC to provide a safe workplace for all its employees. Consistent with this policy is the Company's commitment to maintain a workplace that is free from the effects of alcohol, drugs, and contraband.

The Company prohibits the following acts, which are violations of this Policy.

1. Selling, possessing, using, transferring, or purchasing drugs or alcohol on Company time or property or while in a Company vehicle.
2. Selling, possessing, using, transferring, or purchasing contraband, including firearms, ammunition, explosives, and weapons.
3. Working while under the influence of drugs/alcohol or not being free from the presence of drugs.
4. The sale of drug paraphernalia on Company property.

For the purposes of this Policy, the term "drugs" includes the controlled substances listed below, synthetic drugs, and prescription drugs, excepting only prescription drugs approved by and used in accordance with the directions of an employee's attending physician:

Marijuana (Cannabinoids), Barbiturates, Cocaine, Benzodiazepines, Opiates, Propoxyphene, Phencyclidine, Methadone, & Amphetamines. Any employee using a prescription drug should consult with their physician regarding the effects of the medication in relation to the performance of the employee's job responsibilities. Employees taking prescription medications that may cause drowsiness or mood alteration must notify their supervisor who may restrict work activities.

Testing

The Company reserves the right to test employees or prospective employees for the presence of drugs or alcohol, in accordance with the provisions of this policy, or as a condition of employment or continued employment. This policy includes the testing of management on a periodic basis.

The Company requires, as a condition of continued employment, that employees submit to a drug and/or alcohol test under any of the following circumstances:

1. When the Company has a reasonable suspicion that an employee is under the influence or is impaired by drugs or alcohol while on Company property or in a Company vehicle. A reasonable suspicion must be based upon specific, personal observations that a supervisory employee can articulate concerning the appearance, behavior, speech or body odors of the employee.
2. When an employee may have contributed to an accident involving a fatality, bodily injury, or damage to property.
3. When testing is required to comply with applicable law.
4. Pre-employment testing.
5. Random



Press Energy Services, LLC

Any positive drug or alcohol test or any refusal to submit to such test is a violation of this Policy. Furthermore, any switching or adulterating of any urine, blood or other samples collected for the purpose of a drug test is strictly forbidden. Any employee testing positive shall have the right to have the secured portion of the urine or blood sample that tested positive, independently analyzed by a Department of Health and Human Services certified laboratory of his or her choice and at his or her expense for up to one year. If the independent test is negative, the employee shall be reimbursed for the cost of such independent test.

Exception for Medical Treatment

In the case of a positive test result, the employee shall be so advised by a representative of the Company on a confidential basis, and the employee shall have the right to discuss and explain the results, including the right to advise the medical review officer of any medication prescribed by the employee's physician, which may have affected the results of the test.

If it is determined that there is a legitimated medical explanation for a positive test result, the company shall regard the results as consistent with legal drug use and take no further action.

Laboratory Records

All relevant records shall be available for inspection by any employee who has been tested, upon the employee's request. Such records will be treated as confidential and released only to the employee or the employee's designee or to Company personnel designated as having a bona fide need to know.

Laboratory Selection

The Company will identify and contract with a laboratory certified by the Department of Health and Human Services to perform drug tests.

Company Action

Upon receipt of a verified or confirmed positive drug or alcohol test result which indicates a violation of this policy, or upon the refusal of an employee or prospective employee to provide a sample as requested, the company may use that test result or refusal as a basis for disciplinary or rehabilitative action which may include the following:

1. Suspension of the employee with or without pay for a period of time;
2. A requirement that the employee enroll in a company approved rehabilitation treatment or counseling program which may include additional drug and alcohol testing as a condition of continued employment;
3. Termination of employment;
4. Refusal to hire a prospective employee; or
5. Other disciplinary measures as determined by the Company in accordance with established laws and/or guidelines.

Confidentiality

All information, interviews, reports, statements, memoranda or test results received by the Company through this drug and alcohol-testing program are confidential communications. As such, they will be used only in a proceeding related to an action taken by the Company or in defense of any action brought against the Company.

1. The information described in the above paragraph shall be the property of the Company.
2. The Company is entitled to use a drug or alcohol test result as a basis for action.



Press Energy Services, LLC

EMPLOYEE ACKNOWLEDGEMENT

Of Press Energy Services, LLC Official Drug & Alcohol Policy

By signing below, I acknowledge that I have carefully read, understand and agree to abide by the drug and alcohol policy as established by Press Energy Services, LLC

EMPLOYEE SIGNATURE

DATE

___/___/___

MANAGEMENT SIGNATURE

TITLE

DATE

___/___/___

1.4 Housekeeping

Press Energy requires that all work areas, walking surfaces, handrails, equipment, tools, life-saving and fire-fighting equipment be kept in clean condition and free of all obstructions. Employees should appropriately store tools or tie them off so that they do not cause a hazard to other people in the surrounding area.

- Press Energy requires that employees use approved solvents for cleaning purposes. Gasoline is not allowed for cleaning.
- Discard oily rags separately from regular trash.
- Use plastic buckets appropriately. Don't use plastic buckets to transport any hydrocarbons or flammable liquids.
- Properly label all containers (i.e., spray bottles, jugs, etc.) and all transferable metal containers containing any materials.

1.5 Smoking

All Press Energy facilities are designated as "non-smoking" areas except for the areas specifically designated for smoking. Smoking is permitted only in designated smoking areas. Smoking is not allowed in any common use area such as offices or restrooms. If an employee is in doubt about where they can smoke, they should ask Management.

1.6 Root Cause Analysis/Incident Investigation (RCA) Purpose

To investigate and identify root causes of incidents to reduce or eliminate systemic causes to prevent future incidents; it is Press Energy's desire to have a process in place to report, record, and investigate incidents and near misses and correct any deficiencies found.

The Process Will Include:

- A. Root cause analysis for significant events and near misses.
- B. Regular evaluation of incident cause trends to determine where improvements in systems, processes, practices or procedures are warranted.
- C. Sharing of relevant lessons learned.

A RCA is Required For:

- A. Any accident resulting in an OSHA recordable injury.
- B. Any spill of 1 barrel or greater.
- C. All fires.
- D. All preventable motor vehicle crashes (MVC's) that take place on Press Energy property or involve a Press Energy company vehicle.
- E. Any "near miss" or minor incident, which has the potential to result in a serious injury, oil spill, property loss, fire, or MVC.
- F. Incidents that occur frequently.

Root Cause Analysis Investigation Includes These Steps:

- A. All employees will be required to describe what happened, when, and where.
- B. A determination as to the actual and potential loss or losses will be performed.



Press Energy Services, LLC

- C. A determination of the root causes of the incident will be made.
- D. A determination will be made as to the risk of recurrence.
- E. The development of controls to reduce the risk of recurrence.
- F. To communicate the lessons learned from the incident.

Reporting Procedures:

- A. RCA's will originate with the appropriate Management. Management will notify the Chief Safety Officer as soon as possible. He will also consider this a hands on procedure and will give all information and paperwork to the Chief Safety Officer upon completion of the analysis.
- B. All RCA's completed for incidents on Press Energy property must be shared with Press Energy's representative as soon as possible.

1.7 Cell Phone Usage While Operating a Motor Vehicle

Cellular telephone use, in either hand-held or hands-free mode, by the driver of a motor vehicle is **strictly prohibited while the vehicle is in motion**. This includes receiving incoming calls. Cell phones may be left on while driving in order to alert drivers of an incoming call; however, calls should not be answered. Drivers should stop their vehicle in a safe location off the road and away from traffic to retrieve messages and return calls.

1.8 Vacuum Pump Operation

The proper way to engage the vacuum pumps.

1. Push in clutch and put transmission in gear.
2. Put air shifter for the PTO in to the engage position.
3. Take the transmission out of gear.
4. Gently ease the clutch out to start the pump.

The proper way to disengage the pump

1. Get in the truck and push in the clutch.
2. Put air shifter in the disengage position.
3. Gently ease out on the clutch.

1.8.1 Loading and Unloading Procedures:

Frac Jobs, Pit to Pit, & Pit to Frac Tank

This is after you have taken all correct steps and your truck and trailer is parked.

1. Step out of your truck safely where you grab your chocks and place them underneath your drive tires to properly secure your truck and trailer.
2. After your chocks are properly placed you will then grab your cones and place them directly in front of your truck.



Press Energy Services, LLC




3. When the cones are placed in front of the truck you will then walk down the passenger side of the truck and trailer inspecting your truck and trailer for any leaks, damaged tires, etc.
4. After the driver walks down the passenger side of the truck and trailer he or she will then walk behind the truck checking if the object is able to be unloaded into or loaded out of. If the driver is unloading into a frac tank, the driver will walk up the stairs of the tank, checking to see if the tank has enough room to unload in it. If the driver is unloading into a pit the driver will need to see if the pit level is below 3 feet freeboard. If the driver is loading they will need to make sure that proper spill protection is underneath their trailer.
5. After the driver checks to see if they can load/unload properly the driver will then walk down the driver's side of the truck and trailer checking for leaks, damaged tires, etc.
6. The driver is now back at the cab of the truck and has done a complete walk around of their truck and trailer, so now it is time to hook up the hot hose and put the pump into the right position for loading or unloading depending on what you are doing. Then you engage the PTO to turn the pump on. (NOTE: If your driver is free flowing into a pit they will not need to turn pump on to unload.)
7. The pump is now on and you are walking down the driver's side of the vehicle to the back of the trailer to hook your hoses up properly.
8. After the driver has checked the hoses for proper gaskets, the driver will then hook the hose up to the trailer, making sure that the cam-lock ears are secured correctly with the carter pen. If you are unloading/loading into a frac tank you will also need to check if the hose is properly secured.
9. After the hose is secure the driver will then open the valve on the truck and frac tank before he or she closes the pressure valve. The reason you open the valves before you close the pressure valve is to check for leaks in the hose or valves. If the hose or valve has a leak you can suck the hose out and properly address the leaky hose or valve. The reason you don't pressure your hose before both valves are open is because you are way more likely to blow the hose up, and you can send a lot of pressure into a frac tank at one time causing the frac tank to blow water out of the top hatch of the tank.
10. You now are loading or unloading your load where the driver is to be behind the truck the entire time he or she is loading/unloading, watching the process while being prepared to act quickly if something does go wrong.
11. After you properly unload or load your load you now have to make sure your hoses are completely empty and properly place hoses in a stand with a plug on a spill guard.
12. After you are loaded or unloaded and you have properly placed the empty hose on the spill guard and relieved the pressure from your trailer you are now ready to turn the pump off.
13. You then need to pick up your cones and chocks walking down the driver's side inspecting your truck and trailer. After you have picked up your cones and chocks your driver needs to do one more walk around of the passenger side of the truck and trailer.
14. The driver is now ready to leave location. (After he or she properly assesses the location making sure it is safe to leave).



1.9 LOAD SECUREMENT

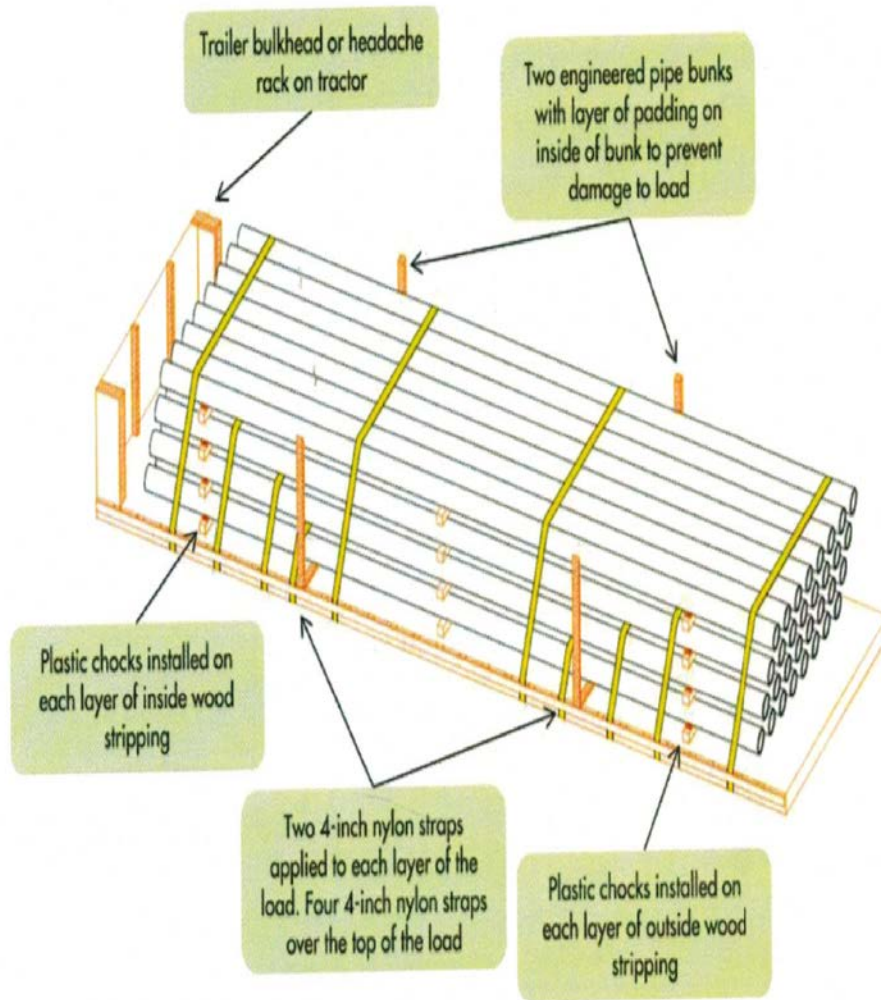
Load Securement Guidelines

- Know the **Working Load Limit (WLL)** of your securement devices and do not exceed them.
- The aggregate **WLL** of your securement devices should meet or exceed the weight of the load.
- Trailer decking must be free of holes or rotting timber.
- Truck drivers must ensure that small items, loose material, or pipe placed inside open top transport containers do not become projectiles in the event of sudden deceleration.
- Chocks, wedges, or equivalent must be used to prevent cargo from rolling.
- Always ensure proper PPE is worn while securing the load.
- Examine load securement integrity at every opportunity during the journey.
- Truck drivers and personnel should remain at least 20 feet from a vehicle when it is being loaded or off-loaded.
- **All truck drivers have stop work authority** and are ultimately responsible for the load they're transporting

SECUREMENT DEVICE REQUIREMENTS	
	<ul style="list-style-type: none"> ■ Minimum Grade 70 5/16" Transport Chain ■ Minimum Grade 70 5/16" Hook ■ Ensure chain and hook grades and sizes match ■ Grade 43 and 30 hooks and chain are <u>not permitted</u> ■ Ensure chains are free of cuts, stretched links or twisted links
	<ul style="list-style-type: none"> ■ Straps shall be 2-Inch or greater Nylon ■ 2-Inch straps shall be used on smaller items (i.e. pallets) ■ 4-Inch straps shall be used on larger cargo (i.e. drill pipe, drill collars, baskets) ■ Ensure straps are free of splices, cuts, fraying and knots ■ Ensure protective device is applied where straps could be damaged due to vibration and sharp edges on load
	<ul style="list-style-type: none"> ■ Ratchet binders should be minimum Grade 70 strength ■ Break-over chain binders are not permitted ■ Ensure ratchet binders match the graded strength of chain being applied to the load

Securing Pipe

- Chains are NOT a permissible securement devices for ANY pipe
- 4" Nylon Strap shall be used to secure ALL pipe
- Each layer of pipe shall be separated with a minimum three pieces of stripping:
 - Use 4X4 hardwood timbers
 - For less than 5" diameter pipe, use of 2X4 hardwood timbers is permitted
- The height of the loaded pipe cannot exceed the height of the pipe bunks
- Pipe shall be fully supported by the deck of the trailer
- Pipe bunks (or stanchions) are required to prevent lateral shifting of the load and to protect personnel during loading and unloading
- A headache rack or a trailer bulkhead shall be in place to protect the driver/passenger in the event of load shifting forward
- Do not place any objects (such as pallets or equipment) on top of loaded pipe





Press Energy Services, LLC



Lynne Tarasuik
Worker's Compensation Claim Manager
Energi Insurance Services
978-531-1822 ext 314
fax (978) 531-4847
ltarasuik@energi.com

Return to Work Referral Form

Complete this form in its entirety

Email the form to: ltarasuik@energi.com

Employer Name: _____
Address Line 1: _____
Address Line 2: _____
City: _____ State: _____ Zip Code: _____
Unit Name: _____ Unit Number: _____
Employer Contact: _____
Contact Phone Number: _____
Contact Email Address: _____

Name of Employee: _____
Address Line 1: _____
Address Line 2: _____
City: _____ State: _____ Zip Code: _____
Date of Birth: _____
Has the employee ever been convicted of a felony? _____
If YES, please specify: _____
Has a background check? _____
If YES, what were the results? _____
Date of Injury: _____
Type of Injury: _____
Physical Restrictions: _____
Date Released to Modified Duty: _____ Date Referred to program: _____
Primary Language: _____
Secondary Language: _____

If English is the secondary language, please note if employee is able to read and/or write in English.



Press Energy Services, LLC

Number of hours worked per week Prior to Injury: _____

Shift worked prior to injury: _____

List shifts/hours Employee is available to work: _____

Pre-injury hourly wage: \$ _____

Occupation: _____

If pre-injury occupation was not clerical, list any clerical skills the employee has, i.e. can answer phone, can type: _____

Date of next doctor visit: _____

Is a full duty release expected at next doctor visit? _____

NOTE: If restrictions or work status changes after referral is made, please contact us at 978-531-1822 ext 314 or ltarasuik@energy.com.

Is the claim litigated? No _____



(Please complete this section if you would like us to contact your carrier/third party administrator directly)

Claim number: _____

Adjuster's Name: _____

Address Line 1: _____

Address Line 2: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

Fax Number: _____

Email Address: _____



Date of Referral: _____

Work Start Date: _____

Job Position: _____

Organization: _____

Organization Contact: _____

Contact's Phone Number: _____

End Date: _____

Reason: _____



2.0 EMERGENCY PROCEDURES

2.1 Emergencies

Organization

Press Energy Services, LLC requires that during every emergency an organized effort be made to protect personnel from further injury and to minimize property damage. All of Press Energy Services, LLC's resources can be made available to respond to an emergency. Each supervisor must know what to do during an emergency in his/her area and must be certain that his/her employees understand their roles.

Management Responsibilities

During an emergency, management must:

1. Render assistance to the person in charge during an emergency, as required.
2. Maintain familiarity with the shutdown procedures for all equipment used by those under his or her supervision.
3. Know the location and use of all safety equipment.
4. Keep employees from the emergency area until safe.

Employee Responsibilities

Employees, other than emergency-response groups, involved in any emergency greater than a minor incident are expected to act as follows:

1. If there is threat of further injury or further exposure to hazardous material, remove all injured persons, if possible, and leave the immediate vicinity.
2. If there is no threat of further injury or exposure, leave seriously injured personnel where they are.
3. Report the emergency immediately by phone. State what happened, the specific location, whether anyone was injured, and your name and phone number.
4. Proceed with first aid or attempt to control the incident only if you can do so safely and have been trained in first aid or the emergency response necessary to control the incident.

2.2 Emergency Response Plan

Purpose

This plan is for the safety and well-being of the employees of Press Energy Services, LLC. It identifies necessary management and employee actions during fires and other emergencies. Education and training are provided so that all employees know and understand the Emergency Action Plan.

Location of Plan

Each employee should receive a copy of the Emergency Action Plan for their location from the Management. A copy will be posted on or near the bulletin board, plus one will be on file at each shop location. Any questions concerning this plan should be directed to the Management.

Emergency Policy

It is the policy of this company that all employees should evacuate the premises in case of fire or other emergency. The only exception is that an employee who has received fire extinguisher training may attempt to put out a small fire, after assessing the situation and deeming that it is safe to do so.



Press Energy Services, LLC

Notification of Emergencies

In an emergency, employees will be notified by direct verbal communication. This system should provide warning for necessary emergency action and sufficient time for safe escape of employees from the workplace.

Reporting Emergencies

Any employee, upon discovering an emergency situation, shall immediately notify other employees in the area of the situation. As soon as safely possible, the situation shall be reported to management. The emergency phone numbers will be prominently posted.

A list of employees who are trained and certified in both CPR and general first aid will also be found in the Emergency Plan.

2.3 Incident Reporting Procedures

All incidents, near misses, property damage and fires must be reported as soon as possible to the Responsible Safety Officer. Proper incident/accident reports must be completed and any statements needed for the report must be taken at that time. Failure to report an incident may be cause for disciplinary action.

2.4 First Aid Kits

First Aid kits will be available at the shop, in all company trucks, and in the supervisor vehicles. The contents of each first aid kit will contains adequate contents to treat emergency conditions on a "first aid basis" and will be inspected monthly for adequate contents and documented on a card inside the kit.

One or more employees will be trained and certified by the U.S. Bureau of Mines, the American Red Cross, or any agency certified to offer this type of training.

In the absence of medical assistance that is reasonably accessible in terms of time and distance to the worksite, a person who has a valid certificate in first aid shall be available to render first aid.



3.0 HSE MEETINGS

3.1 Safety Training

Explanation

Press Energy Services, LLC believes that our written safety program will not be effective unless it is implemented properly. Furthermore, the habits and attitudes of our employees can differ from each other. These habits and attitudes can be influenced positively or negatively by management and co-workers and can start forming the day an employee starts work. For these and other reasons, Press Energy Services, LLC will require that all employees be trained in our company's safe working procedures and become familiar with our safety philosophy and requirements before the employee is required to begin work.

In the event an employee is assigned to a non-routine task, all necessary procedures including specific potential safety issues, including exposure to potential hazardous chemicals, if applicable, will be explained in detail in a face-to-face meeting and documented prior to assignment.

New Hire Orientation

Drivers Requirements:

- 3 years Minimum CDL Driving Experience
- Take & Pass DOT Drug and Alcohol Test
- Current Medical Card
- No more than 2 moving traffic violations within the past 24 Month (non-serious)
- No DUI or DWI record
- Must be 21 Years of Age
- Must take road Test around our shop before eligible for driving our vehicle for work
- Each new employee will be required to read through and become familiar with this safety program

Initial Trial/Training Period

- Driver has to be drive knowledge and vac knowledge trained
- This means the driver has completed all the above mentioned requirements.
- Driver has to be WorkSmart and StreetSmart trained before assigned to a job.
- Driver has to ride along with Press Energy Lead Driver and receive on-the-job training (OJT) for four (4) shifts.
- Driver will receive OJT on how to drive a loaded water truck/trailer with a Lead Driver.
- Driver will be trained on how to use pumps.
- Driver will be trained on loading and unloading of fluids without spills.
- Driver will, after four (4) days of successful demonstration of OJT, will enter an evaluation of their training. If we are confident driver can perform successfully and safely the skills they will be hired as full-time driver.

Full Time Drivers Training

- Driver will be trained on all Press Energy and Customer programs and tests



Regular Safety Meetings

Daily Safety Meetings

Driver will have daily “tailgate” safety meetings conducted by manager.

This will include:

- Discussing work to be completed and how to safely do the work.
- Analyzing lessons learned.
- Sharing incidents and near misses.
- Recognition.
- Conducting a learning exercise.
- Observing trends and discussing the corrective actions tied to those trends.
- Review of Emergency Response Plans in place and posted for this site.
- Cover daily agenda/tasks including routes, road weight restrictions, detours, & lease roads.
- Daily housekeeping items including Proper Protective Equipment (PPE), cones, wheel chocks, spill containment, pay attention to trailer tires, & pre- and post-trip inspections.
- Important changes/ad hoc information from Vendor regarding our work on water hauling/frac jobs, etc.
- Reminder to take care and time, DO NOT SPEED!

Monthly Safety Meetings

Every employee is required to attend Monthly Safety Meetings covering:

- Driver recognition/rewards for exemplary work
- New instructions/expectations from client
- Current Issues/Meeting Notes

Quarterly Safety Meetings

- Client Representative Present
- Question & Answer (Q&A) session with drivers



4.0 PERSONAL PROTECTIVE EQUIPMENT (PPE)

4.1 Protective Equipment

Introduction

All Press Energy employees shall wear appropriate personal protective equipment (PPE). It is the responsibility of each individual to have and to wear PPE as required by the specific task being performed, the potential hazards that person will be exposed to, and the specifics of the job site. Employees must adhere to the PPE requirements recommended on the Material Safety Data Sheets (MSDS) for material they are handling. Training on the proper use of PPE will be provided and documented by Press Energy.

Press Energy Services, LLC will provide suitable equipment to protect employees from hazards in the workplace. The Responsible Safety Officer will advise on what protective equipment is required for the task, but the supervisor of the operation must obtain this equipment and see that it is used. Protective clothing is not a substitute for adequate engineering controls. Defective or damaged personal protective equipment shall not be used.

Press Energy Services, LLC shall verify that the required workplace hazard assessment has been performed through a written certification that identifies the workplace evaluated; the person certifying that the evaluation has been performed; the date(s) of the hazard assessment; and, which identifies the document as a certification of hazard assessment.

Employee-owned PPE must be adequate for the standards of the related work, properly maintained and sanitary, and subject to adherence inspections by management.

It is the responsibility of the employee and at the employee's expense, to provide his/her own steel-toed work boots & hard-hat; and, that employee provided equipment be subject to the standards required by Press Energy to maintain its safety requirements as well as inspections to ensure compliance.

Protection Issued

Protective clothing will be issued to employees who work with hazardous material for the purpose of protecting their health and safety. The Responsible Safety Officer is available for consultation as needed.

Protective Shoes

Press Energy Services, LLC encourages the wearing of safety shoes. For certain types of work the wearing of safety shoes is required by Company policy or by federal regulations. Examples are when employees are exposed to foot injuries from hot, corrosive, or poisonous substances; in shops, in equipment handling, or in construction jobs where there is a danger of falling objects; or in abnormally wet locations. Safety shoes must meet or exceed ANSI Z41.1 (Compression and Impact Ratings).

Head Protection

Press Energy Services, LLC encourages the wearing of appropriate head protection devices by employees to protect them from head or other injuries that could result from their working environment. The supervisor must also maintain a sufficient supply of head protection devices for visitors in the area. Hard hats shall meet the minimum requirements set forth by ANSI Z89.1.1997 (Type 1 or 2 – Class E).

Hearing Protection

Press Energy Services, LLC encourages the wearing of protective hearing devices. Each shop is supplied with appropriate hearing protection. If you are unsure of whether this protection is needed in your work area, contact your supervisor for clarification. Hearing protection must be worn in designated high noise areas (85 dBA or higher). If the high noise area is determined to be 115 dBA or higher, dual protection (inserts and muffs) shall be worn.



Flame Resistant Clothing

Press Energy Services, LLC will provide flame resistant clothing. Flame resistant clothing shall meet Federal Test Standard CS-191A (<2.0 second after flame and no more than 6.0 inches char length). Only manufacturer's approved modifications shall be made to garments.

Eye Protection

Press Energy Services, LLC provides appropriate eye protection devices for employees assigned to tasks in which an eye-injury hazard exists. Eye protection is required on any site by Press Energy. The supervisor is responsible for ensuring that the employees use them. Approved safety eyewear with side shields will be worn in field operations and other designated areas. ANSI approved eyewear is to be worn over non-ANSI approved eyewear or any not having side shields. Safety glasses must be equipped with rigid side shields and meet or exceed ANSI Z87.1. Filter lenses are required for arc welding or cutting. The Responsible Safety Officer will assist the supervisor in defining eye-hazard operations and in selecting appropriate eye protection. The standard sign: **CAUTION, EYE HAZARD AREA, DO NOT ENTER WITHOUT EYE PROTECTION**, must be posted in every area where eye protection is mandatory other than on-location in which eye protection is mandatory at all times. All employees who work in such an area must wear the eye protection issued to them. Every visitor to the area must also be provided with suitable eye protection. Eye protection equipment must meet ANSI standard Z87.1 (or any successor regulation). The following table may be used as a guideline for selecting eye protection.

TYPE OF WORK	POSSIBLE DANGER TO EYES	EYE PROTECTION NEEDED
Acetylene-burning	Sparks, harmful rays	Welding goggles
Cutting, or welding	Molten metal, flying particles	Eyecup type-tinted lenses, or Coverspec type – tinted lenses or tinted-plate lenses
Bleeding down a pressure line or vessel	Flying particles	Goggles that are flexible fitting – regular ventilation
Changing a choke	Flying particles	Goggles that are flexible fitting – regular ventilation
Chemical handling	Splash, acid burns, fumes	Splash-proof goggles that are flexible fitting – hooded ventilation and add a face shield. Follow MSDS guidance.
Chipping	Flying particles	Goggles that are flexible fitting – regular ventilation
Cutting wire	Flying particles	Goggles that are flexible fitting – regular ventilation
Electric (Arc) Welding	Sparks, intense rays, molten metal	Welding helmet and spectacles with eyecup-type side shields – tinted lenses
Fire Watch (welding)	Flying particles	Goggles that are flexible fitting – regular ventilation
Grinding	Flying particles	Goggles that are flexible fitting – regular ventilation and Face shield
Hammering	Flying particles	Goggles that are flexible fitting – regular ventilation
Sandblasting	Flying particles	Blasting hood and spectacles – eyecup-type side shields
Wire brushing	Flying particles	Goggles that are flexible fitting – regular ventilation



Hand Protection

Press Energy Services, LLC personnel must wear hand protection appropriate for the task when performing work that may cause injury to the hands. Any glove found defective or damaged shall be destroyed and replaced immediately.

EMERGENCY EYEWASH & SHOWER PROCEDURES

If chemicals or other contaminants get into the eyes, it is imperative that the eyes be rinsed immediately. Eye problems that involve hazardous chemicals are especially severe.

1. If the person who gets chemicals in his eyes is wearing contacts, have him or help him remove the lenses immediately.
2. Get them to a sink or rinsing station. Keep in mind that people react to any foreign body, including chemicals, in the eyes by trying to keep the eyes closed tightly. However, this is counter-intuitive to washing eyes out and prevents water or rinsing solution from getting in.
3. Be sure to hold the eyelids open, using an index finger and thumb, to be sure rinsing solution gets in the entire eye area. Although uncomfortable, the eyelids must remain open during an emergency eye wash procedure.
4. To avoid washing chemicals into the eyes, always wash from the outside edges of the eyes toward the inside of the eyes. Do not aim the water directly onto the eye; aim with an angle toward the base of the nose.
5. The minimum length of time to rinse the eyes is 15 minutes.
6. Thoroughly flush the entire eye and eyelid with water or rinsing solution for at least 15 minutes. Have the person roll her eyes, looking up, down and to the sides while rinsing. Keep a moderate stream of water--not too hard or too light, with enough pressure to thoroughly rinse their eyes, but not too much force in the stream, to avoid damage. Test the stream on the palm of your hand or finger if you are unsure of the pressure.
7. Have another person call for medical attention, either 911 or on-site medical personnel if they exist. Do not wait to begin rinsing the eyes; rinse as soon as exposure happens and have someone else call for help. If no one else is available, call for help while rinsing. The quicker the eyes are rinsed, the better the chances for avoiding permanent damage or blindness.

Managers/Supervisors are responsible for:

1. Ensuring that personnel who may need to use emergency drenching and flushing equipment are trained on its location and use.
2. Ensuring that the necessary emergency drenching and flushing equipment called for in this Standard Practice is provided or, if such equipment is not available, that any work requiring the availability of the equipment is not performed until the equipment is available.
3. Requesting immediate repair for malfunctioning emergency drenching and flushing equipment.
4. Ensuring that flushing/inspection of equipment occur periodically.

Respiratory Protection

Any operation that generates harmful airborne levels of dusts, fumes, sprays, mists, fogs, smokes, vapors, or gases or that may involve oxygen-deficient atmospheres requires the use of effective safety controls. This must be accomplished, as much as feasible, by accepted engineering control measures (for example, enclosure or confinement of the operation, general and local ventilation, and substitution of less toxic materials). When effective engineering controls are not feasible, or while they are being instituted, appropriate respiratory protection must be used in accordance with Press Energy Services, LLC requirements as prescribed by OSHA in ANSI Z89.2-1980, Standard Practices for Respiratory Protection.

Responsibilities

To ensure that the respiratory protection program is conducted in accordance with ANSI Z89.2-1980, certain responsibilities are required of each employee, supervisor, and the Responsible Safety Officer.



Employees are responsible for:

1. Wearing the proper respirator in accordance with the instructions and training received.
2. Maintaining and storing the respirator in good condition.
3. Returning the respirator at the end of the required use period for overhaul, cleaning, and disinfecting.

Management is responsible for:

1. Identifying those employees who may need to use respiratory protection (Responsible Safety Officer will provide assistance upon request in this determination).
2. Ensuring that their employees have been properly trained and fitted.
3. Ensuring that their employees use the respirators as required.

The Supervisor/Management is responsible for:

1. Providing respiratory equipment.
2. Maintaining the equipment in good condition.
3. Fitting employees with proper respirators and providing training for their use.
4. Evaluating employee exposures and work conditions, including inspection of respirator use.

4.2 Ladders, Scaffolds, and Fall Protection

Ladders

Rules:

1. Ladders must be in good condition, made of suitable material, of proper length, and of the correct type for the use intended.
2. Damaged ladders must never be used; they should be repaired or destroyed.
3. Ladders used near electrical equipment must be made of a non-conducting material.
4. Stored ladders must be easily accessible for inspection and service, kept out of the weather and away from excessive heat, and well supported when stored horizontally.
5. A portable ladder must not be used in a horizontal position as a platform or runway or by more than one person at a time.
6. A portable ladder must not be placed in front of doors that open toward the ladder or on boxes, barrels, or other unstable bases.
7. Ladders must not be used as guys, braces, or skids.
8. The height of a stepladder should be sufficient to reach the work station without using the top or next to the top steps.
9. Bracing on the back legs of stepladders must not be used for climbing.
10. The proper angle (7-1/2 degrees) for a portable straight ladder can be obtained by placing the base of the ladder a distance from the vertical wall equal to one quarter of the vertical distance from base to top of ladder's resting point.
11. Ladders must be ascended or descended facing the ladder with both hands free to grasp the ladder.
12. Tools must be carried in a tool belt or raised with a hand line attached to the top of the ladder.
13. Extension ladders should be tied in place to prevent side slip.



Scaffolds

Rules:

1. All scaffolds, whether fabricated on site, purchased, or rented must conform to the specifications found in ANSI A10.8, Safety Requirements for Scaffolding.
2. Rolling scaffolds must maintain a 3:1 height to base ratio (use smaller dimension of base).
3. The footing or anchorage for a scaffold must be sound, rigid, and capable of carrying the maximum intended load without settling or displacement.
4. Unstable objects such as barrels, boxes, loose brick, or concrete blocks must not be used to support scaffolds or planks.
5. No scaffold may be erected, moved, dismantled, or altered unless supervised by competent persons.
6. Scaffolds and their components must be capable of supporting at least four times the maximum intended load without failure.
7. Guard rails and toe boards must be installed on all open sides and ends of scaffolds and platforms more than 10 feet above the ground or floor.
8. Scaffolds 4 feet to 10 feet in height having a minimum horizontal dimension in either direction of less than 45 inches must have standard installed on all open sides and ends of the platform.
9. Wire, synthetic, or fiber rope used for suspended scaffolds must be capable of supporting at least 6 times the rated load.
10. No riveting, welding, burning, or open flame work may be performed on any staging suspended by means of fiber or synthetic rope.
11. Treated fiber or approved synthetic ropes must not be used for or near any work involving the use of corrosive substances.
12. All scaffolds, boson's chairs, and other work access platforms must conform with the requirements set forth in the Federal Occupational Safety and Health Regulations for Construction, 29 CFR 1926.451, except where the specifications in ANSI A10.8 are more rigorous.

Floors

Rules:

1. Workroom floors must be in a clean and, as much as possible, dry condition.
2. Drainage mats, platforms, or false floors should be used where wet processes are performed.
3. Floors must be free from protruding nails, splinters, holes, and loose boards or tiles.
4. Permanent aisles or passageways must be marked.
5. Floor holes must be protected by covers that leave no openings more than one inch wide.
6. Floor openings into which persons can accidentally walk must be guarded by standard railings and toe boards.
7. Open-sided floors, platforms, and runways higher than four feet must be guarded by standard railings.
8. Toe boards must be used wherever people can pass below or hazardous equipment or materials are below.

Fall Protection Policy

Press Energy Services, LLC is dedicated to the protection of its employees from on-the-job injuries. The purpose of this plan is to cover fall protection and to ensure that each employee is trained and made aware of the safety provisions that are to be implemented by this plan prior to using fall protection. This program informs interested persons, including employees, that Press Energy Services, LLC is complying with OSHA's Fall Protection requirements, (29 CFR 1926.500 to .503). This program applies to all employees who might be exposed to fall hazards, except when designated employees are inspecting, investigating, or assessing workplace conditions before the actual start of work or after all work has been completed.



Fall Arrester Systems Required

When workers are required to work from surfaces that are in excess of 6 feet above an adjacent safe work place and are unprotected by railings, the following procedures and guidelines must be applied:

1. Before selecting personnel for work at elevated work stations, management must consider the workers' physical condition, such as medical problems, fear of heights, and coordination.
2. Approved fall-arrester systems are required for all work at heights of 10 or more feet. A recommended fall-arrester system consists of a full body-harness, a lanyard consisting of 1/2inch nylon rope or equivalent with a breaking strength of 5400 pounds and a maximum length to provide for a fall no greater than 6 feet, Sala-type fall-arrester block (optional), and an anchored hook-up location.
***Alternate equipment must be approved by the Responsible Safety Officer.**
3. Fall-arrester systems are recommended for light work at heights between 7-1/2 and 10 feet. Fall-arrester systems are not required when work is being done while standing on a ladder.
4. Ladders should be tied off.
5. Use of a controlled descent device is not necessary unless it is impossible to reach a stranded person by another means.

The Responsible Safety Officer will advise, on request, regarding usage and procedures. It is the responsibility of the supervisor to plan the intended work sufficiently to ensure that job planning and proper precautions have been taken.

Training Program

Under no circumstances shall employees work in areas where they might be exposed to fall hazards, do work requiring fall protection devices, or use fall protection devices until they have successfully completed Press Energy Services, LLC fall protection training program. The training program includes classroom instruction and operational training.

The training program will cover the following areas: regulatory requirements, donning, application limits, proper anchoring and tie-off techniques, estimation of free fall distance, including determination of deceleration distance, and total fall distance to prevent striking a lower level, methods of use, inspection and storage of the system, manufacturer's recommendations, nature of fall hazards in the work area, correct procedures for erecting, maintaining, disassembling, and inspecting the fall protection systems to be used, use and operation of guardrail systems, safety net systems, warning line systems, safety monitoring systems, controlled access zones, and other protection to be used, and the role of each employee in the safety monitoring system when this is used.

When an employee who has already been trained, demonstrates that he/she does not have the understanding and skill required by the training program, retraining shall be provided. Additionally, retraining will be provided should the type of PPE change.

A written certificate of training is required for each employee trained which must include:

1. The name or other identity of the employee trained.
2. The date(s) of training.
3. The signature of the competent person who conducted the training or the signature of the Management.

Enforcement

Constant awareness of and respect for fall hazards and compliance with all safety rules are considered conditions of employment. Press Energy may issue disciplinary warnings to employees, up to and including termination, for failure to follow the guidelines of this program.

Rules to Follow

1. Snap hooks shall not be engaged: directly to webbing, rope or wire rope; to each other; to a Dee-ring to which another snap hook or other connector is attached; to a horizontal lifeline; or to any object which is incompatibly shaped or dimensioned in relation to the snap hook such that unintentional disengagement could occur by the connected object being able to depress the snap hook keeper and release itself.



Press Energy Services, LLC

2. When using vertical lifelines, each employee is required to be attached to a separate lifeline.
3. Anchorages shall be capable of supporting at least 5,000 pounds (22.2 kN) per employee attached, or that anchorages be designed, installed, and used as follows: as part of a complete personal fall arrest system which maintains a safety factor of at least two; and under the supervision of a qualified person.
4. Fall arrest systems and components subjected to impact loading shall be immediately removed from service and not used again until inspected and determined by a competent person to be undamaged and suitable for reuse.
5. The company will provide for prompt rescue of employees in the event of a fall or shall assure that employees are able to rescue themselves. Rescue plans will be developed for each site.
6. Personal fall arrest systems shall be inspected prior to each use for wear, damage and other deterioration.
7. The company does conduct a periodic maintenance inspection program for personal fall protection, based upon the use of the equipment.
8. Defective components will be removed from service, or repaired.

4.3 Respiratory Protection

Press Energy Services, LLC does not routinely conduct activities that require the use of respirators. In the event that our company should be involved in activity that requires utilization of respirators, such as cleaning frac tanks, the company would comply with the following policies.

PURPOSE:

Press Energy has determined that some employees are exposed to respiratory hazards during routine operations. These hazards include dust, particulates, and vapors, and in some cases represent Immediately Dangerous to Life or Health (IDLH) conditions. The purpose of this program is to ensure that all Press Energy employees are protected from exposure to these respiratory hazards.

Engineering controls, such as ventilation and substitution of less toxic materials, are the first lines of defense at Press Energy; however, engineering controls have not always been feasible for some of our operations, or have not always completely controlled the identified hazards. In these situations, respirators and other protective equipment must be used. Respirators are also needed to protect employees' health during emergencies. The work processes requiring respirator use at Press Energy are sour gas/ (H₂S).

SCOPE AND APPLICATION:

This program applies to all employees who are required to wear respirators during normal work operations, and during some non-routine or emergency operations such as a spill of a hazardous substance. All employees working in these areas must be enrolled in the company's respiratory protection program.

In addition, any employee who voluntarily wears a respirator when a respirator is not required is subject to the medical evaluation, cleaning, maintenance, and storage elements of this program, and must be provided with certain information specified in this section of the program.

Employees who voluntarily wear filtering face-pieces (dust masks) are not subject to the medical evaluation, cleaning, storage, and maintenance provisions of this program.

Employees participating in the respiratory protection program do so at no cost to them. The expense associated with training, medical evaluations and respiratory protection equipment will be borne by the company.



RESPONSIBILITIES:

Program Administrator

The Responsible Safety Officer is responsible for administering the respiratory protection program.

Duties of the Responsible Safety Officer include:

- Identifying work areas, processes or tasks that require workers to wear respirators, and evaluating hazards.
- Selection of respiratory protection options.
- Monitoring respirator use to ensure that respirators are used in accordance with their certifications.
- Arranging for and/or conducting training.
- Ensuring proper storage and maintenance of respiratory protection equipment.
- Conducting qualitative fit testing with irritant smoke or other approved protocol.
- Administering the medical surveillance program.
- Maintaining records required by the program.
- Evaluating the program.
- Updating the written program, as needed.

The Responsible Safety Officer for Press Energy is Wade Pressley, Chief Safety Officer.

Management is responsible for ensuring that the respiratory protection program is implemented in their particular areas. In addition to being knowledgeable about the program requirements for their own protection, management must also ensure that the program is understood and followed by the employees under their charge. Duties of the supervisor include:

- Ensuring that employees under their supervision (including new hires) have received appropriate training, fit-testing, and annual medical evaluation.
- Ensuring the availability of appropriate respirators and accessories.
- Being aware of tasks requiring the use of respiratory protection.
- Enforcing the proper use of respiratory protection when necessary.
- Ensuring that respirators are properly cleaned, maintained, and stored according to the respiratory protection plan.
- Ensuring that respirators fit well and do not cause discomfort.
- Continually monitoring work areas and operations to identify respiratory hazards.
- Coordinating with the Program Administrator on how to address respiratory hazards or other concerns regarding the program.

Employees have the responsibility to wear his or her respirator when and where required and in the manner in which they were trained. Employees must also:

- Care for and maintain their respirators as instructed, and store them in a clean sanitary location.
- Inform their supervisor if the respirator no longer fits well, and request a new one that fits properly.
- Inform their supervisor or the Program Administrator of any respiratory hazards that they feel are not adequately addressed in the workplace and of any other concerns that they have regarding the program.

PROGRAM ELEMENTS:

Selection Procedures -The Program Administrator will select respirators to be used on site, based on the hazards to which workers are exposed and in accordance with all OSHA standards. The Program Administrator will conduct a hazard evaluation for each operation, process, or work area where airborne contaminants may be present in routine operations or during an emergency. The hazard evaluation will include:

- Identification and development of a list of hazardous substances used in the workplace and/or work process.



Press Energy Services, LLC

- Review of work processes to determine where potential exposures to these hazardous substances may occur. This review shall be conducted by surveying the workplace, reviewing process records, and talking with employees and management.
- Exposure monitoring to quantify potential hazardous exposures. Monitoring will be conducted by qualified employees when needed.

Updating the Hazard Assessment

The Responsible Safety Officer must revise and update the hazard assessment as needed (i.e., any time work process changes may potentially affect exposure). If an employee feels that respiratory protection is needed during a particular activity, he/she is to contact his or her supervisor or the Responsible Safety Officer. The Responsible Safety Officer will evaluate the potential hazard, arranging for outside assistance as necessary. The Responsible Safety Officer will then communicate the results of that assessment back to the employees. If it is determined that respiratory protection is necessary, all other elements of this program will be in effect for those tasks and this program will be updated accordingly.

NIOSH Certification

All respirators must be certified by the National Institute for Occupational Safety and Health (NIOSH) and shall be used in accordance with the terms of that certification. Also, all filters, cartridges, and canisters must be labeled with the appropriate NIOSH approved label. The label must not be removed or defaced while it is in use.

Medical Evaluation

Employees who are either required to wear respirators, or who choose to wear an APR voluntarily, must pass a medical exam before being permitted to wear a respirator on the job. Employees are not permitted to wear respirators until it has determined that they are medically able to do so. Any employee refusing the medical evaluation will not be allowed to work in an area requiring respirator use.

A licensed healthcare professional will provide the medical evaluations. Medical evaluation procedures are as follows:

- A. The medical evaluation will be conducted using the questionnaire provided in Appendix C of the respiratory protection standard. The Responsible Safety Officer will provide a copy of this questionnaire to all employees requiring medical evaluations. **The questionnaire is attached to this program.**
- B. To the extent feasible, the company will assist employees who are unable to read the questionnaire (by providing help in reading the questionnaire). When this is not possible, the employee will be sent directly to the PLHCP (Professionally Licensed Healthcare Provider) for medical evaluation.
- C. All affected employees will be given a copy of the medical questionnaire to fill out, along with a stamped and addressed envelope for mailing the questionnaire to the company PLHCP. Employees will be permitted to fill out the questionnaire on company time.
- D. Follow-up medical exams will be granted to employees as required by the standard, and/or as deemed necessary by the Licensed Healthcare Professional.
- E. All employees will be granted the opportunity to speak with the PLHCP about their medical evaluation, if they so request.
- F. The Responsible Safety Officer has provided the PLHCP with a copy of this program, a copy of the Respiratory Protection standard, the list of hazardous substances by work area, and for each employee requiring evaluation: his or her work area or job title, proposed respirator type and weight, length of time required to wear respirator, expected physical work load (light, moderate, or heavy), potential temperature and humidity extremes, and any additional protective clothing required.
- G. Any employee required for medical reasons to wear a positive pressure air-purifying respirator will be provided with a powered air-purifying respirator.
- H. After an employee has received clearance and begun to wear his or her respirator, additional medical evaluations will be provided under the following circumstances:
 - a. Employee reports signs and/or symptoms related to their ability to use a respirator; such as shortness of breath, dizziness, chest pains, or wheezing;
 - b. The medical clinic PLHCP or supervisor informs the Responsible Safety Officer that the



Press Energy Services, LLC

- employee needs to be reevaluated;
- c. Information from this program, including observations made during fit testing and program evaluation, indicates a need for reevaluation;
- d. A change occurs in workplace conditions that may result in an increased physiological burden on the employee.

All examinations and questionnaires are to remain confidential between the employee and the PLHCP. Questionnaires are available by request from the Responsible Safety Officer.

Fit Testing

Fit testing is required for all employees required to wear any respirator.

1. Prior to being allowed to wear any respirator with a tight fitting face-piece.
2. Annually.
3. When there are changes in the employee's physical condition that could affect respiratory fit (e.g., obvious change in body weight, facial scarring, etc.).

Employees will be fit tested with the make, model, and size of respirator that they will actually wear. Employees will be provided with several models and sizes of respirators so that they may find an optimal fit. Fit testing of positive pressure respirators is to be conducted in the negative pressure mode.

The Responsible Safety Officer or other qualified individual will conduct fit tests following the OSHA approved Aerosol QLFT Protocol in Appendix B of the Respiratory Protection standard. The Responsible Safety Officer has determined that QNFT is not required for the current respirators used under current conditions at Press Energy. If conditions affecting respirator use change, the Responsible Safety Officer will evaluate on a case-by-case basis whether QNFT is required.

Respirator Use

General Use Procedures:

1. Employees will use their respirators under conditions specified by this program, and in accordance with the training they receive on the use of each particular model. In addition, the respirator shall not be used in a manner for which it is not certified by NIOSH or by its manufacturer.
2. All employees shall conduct user seal checks each time that they wear their respirator. Employees shall use either the positive or negative pressure check (depending on which test works best for them) specified in Appendix B-1 of the Respiratory Protection Standard.
3. All employees shall be permitted to leave the work area to go to the locker room to maintain their respirator for the following reasons: to clean their respirator if the respirator is impeding their ability to work, change filters or cartridges, replace parts, or to inspect respirator if it stops functioning as intended. Employees should notify their supervisor before leaving the area.
4. Employees are not permitted to wear tight-fitting respirators if they have any condition, such as facial scars, facial hair, or missing dentures, that prevents them from achieving a good seal. Employees are not permitted to wear headphones, jewelry, or other articles that may interfere with the face-piece-to-face seal.

Respirator Malfunction

APR Respirator Malfunction:

1. For any malfunction of an APR (e.g., such as breakthrough, face-piece leakage, or improperly working valve), the respirator wearer should inform his or her supervisor that the respirator no longer functions as intended, and go to the designated safe area to maintain the respirator. The supervisor must ensure that the qualified employee receives the needed parts to repair the respirator, or is provided with a new respirator.

Cleaning, Maintenance, Change Schedules and Storage



Cleaning

Respirators are to be regularly cleaned and disinfected at the designated respirator cleaning station located at each shop location.

The following procedure is to be used when cleaning and disinfecting respirators:

- a. Disassemble respirator, removing any filters, canisters, or cartridges.
- b. Wash the face-piece and associated parts in a mild detergent with warm water or approved cleaner/sanitizer. Do not use organic solvents.
- c. Rinse completely in clean warm water.
- d. Wipe the respirator with disinfectant wipes (Isopropyl Alcohol) to kill germs.
- e. Air dry in a clean area.
- f. Reassemble the respirator and replace any defective parts.
- g. Place in a clean, dry plastic bag or other airtight container.
- h. DO NOT store items on top of the respirator.

Note: The Responsible Safety Officer will ensure an adequate supply of appropriate cleaning and disinfectant material at the cleaning station. If supplies are low, employees should contact their supervisor, who will inform the Program Administrator.

Maintenance

Respirators are to be properly maintained at all times in order to ensure that they function properly, and adequately protect the employee. Maintenance involves a thorough visual inspection for cleanliness and defects. Worn or deteriorated parts will be replaced prior to use. No components will be replaced or repairs made beyond those recommended by the manufacturer. Repairs to regulators or alarms of atmosphere-supplying respirators will be conducted by the manufacturer or authorized personnel.

The following checklist will be used when inspecting respirators:

1. Face-piece: cracks, tears, or holes facemask distortion cracked or loose lenses/face-shield
2. Head-straps: breaks or tears broken buckles
3. Valves: residue or dirt cracks or tears in valve material
4. Filters/Cartridges: approval designation, gaskets, cracks or dents in housing, and proper cartridge for hazard

Employees are permitted to leave their work area to perform limited maintenance on their respirator in a designated area that is free of respiratory hazards. Situations when this is permitted include to wash their face and respirator face-piece to prevent any eye or skin irritation, to replace the filter, cartridge or canister, and if they detect vapor or gas breakthrough or leakage in the face-piece or if they detect any other damage to the respirator or its components.

Change Schedules

Employees wearing APRs or PAPRs with P100 filters for protection against dust and other particulates shall change the cartridges on their respirators when they first begin to experience difficulty breathing (i.e., resistance) while wearing their masks. Based on discussions with our respirator distributor about Press Energy's workplace exposure conditions, employees voluntarily wearing APRs with organic vapor cartridges shall change the cartridges on their respirators at the end of each work week to ensure the continued effectiveness of the respirators.



Press Energy Services, LLC

Storage

Respirators must be stored in a clean, dry area, and in accordance with the manufacturer's recommendations. Each employee will clean and inspect their own air-purifying respirator in accordance with the provisions of this program and will store their respirator in a plastic bag in their own locker. Each employee will have his/her name on the bag and that bag will only be used to store that employee's respirator.

The Responsible Safety Officer will store a supply of respirators and respirator components in their original manufacturer's packaging at each shop location.

Defective Respirators

Respirators that are defective or have defective parts shall be taken out of service immediately. If, during an inspection, an employee discovers a defect in a respirator, he/she is to bring the defect to the attention of his or her supervisor. Management will give all defective respirators to the Management. The Responsible Safety Officer will decide whether to:

1. Temporarily take the respirator out of service until it can be repaired. Perform a simple fix on the spot such as replacing a head-strap.
2. Dispose of the respirator due to an irreparable problem or defect.

When a respirator is taken out of service for an extended period of time, the respirator will be tagged out of service, and the employee will be given a replacement of similar make, model, and size. All tagged out respirators will be kept in a storage cabinet at each shop location.

Training

The Responsible Safety Officer will provide training to respirator users and their management on the contents of the Press Energy Respiratory Protection Program and their responsibilities under it, and on the OSHA Respiratory Protection standard. Workers will be trained prior to using a respirator in the workplace. Management will also be trained prior to using a respirator in the workplace or prior to supervising employees that must wear respirators.

The training course will cover the following topics:

1. The Press Energy Respiratory Protection Program
2. The OSHA Respiratory Protection standard
3. Respiratory hazards encountered at Press Energy and their health effects, also proper selection and use of respirators
4. Limitations of respirators
5. Respirator donning and user seal (fit) checks
6. Fit testing
7. Emergency use procedures
8. Maintenance and storage
9. Medical signs and symptoms limiting the effective use of respirators

Employees will be retrained annually or as needed. Employees must demonstrate their understanding of the topics covered in the training through hands-on exercises and a written test. The Responsible Safety Officer will document respirator training and the documentation will include the type, model, and size of respirator for which each employee has been trained and fit tested.



Press Energy Services, LLC

PROGRAM EVALUATION

The Responsible Safety Officer will conduct periodic evaluations of the workplace to ensure that the provisions of this program are being implemented. The evaluations will include regular consultations with employees who use respirators and their management, site inspections, air monitoring and a review of records.

Problems identified will be noted in an inspection log and addressed by the Responsible Safety Officer. These findings will be reported to Press Energy management, and the report will list plans to correct deficiencies in the respirator program and target dates for the implementation of those corrections.

DOCUMENTATION AND RECORDKEEPING

A written copy of this program and the OSHA standard is kept in the Responsible Safety Officer's office and is available to all employees who wish to review it.

Also, maintained in the Responsible Safety Officer's office are copies of training and fit test records. These records will be updated as new employees are trained, as existing employees receive refresher training, and as new fit tests are conducted.

The Responsible Safety Officer will also maintain copies of the medical records for all employees covered under the respirator program. The completed medical questionnaire and the PLHCP's documented findings are confidential and will remain at the Registered Healthcare Providers facility. The company will only retain the physician's written recommendation regarding each employee's ability to wear a respirator.

5.0 JOURNEY MANAGEMENT/TRANSPORTATION

5.1 Journey Management

Journey management is the heart of the driving safety program for Press Energy Services, LLC. The result of this program is to have our staff better prepared to safely deal with unplanned events/circumstances during routine trips that may occur. This includes:

- Identifying and managing hazards and unnecessary exposure through active journey management
- Preventing and mitigating the risk through the proper selection and preparation of people, vehicles, equipment and routes including
 - Pre-trip planning
 - Vehicle pre-trip inspections
 - Identifying and detailing trip risks, traffic regulations, emergency numbers and best practices
 - Outline dangerous intersections on planned route
 - Identify and address current and/or potential of impact of adverse weather conditions

Journey Management allows Press Energy to identify the intended route of vehicles, reducing the occurrence of drivers lost and thereby increasing safety.

Driving Fatigue

Though a relatively low percentage of vehicle accidents are fatal, the likelihood of a fatality increases significantly if a driver falls asleep, even for a few seconds. For instance, if a driver drops off for just a few seconds of microsleep after a hearty noon meal and then awakens as a result of the vehicle straying off the road, the driver is likely to overcorrect the situation by turning the steering wheel sharply. This can result in a rollover accident.

Driving fatigue contributes to the frequency and severity of accidents. Fatigued driving is essentially impaired driving. It slows reaction time, decreases awareness and impairs judgment. Be sure to assess your fatigue level prior to departing on a trip. **DO NOT DRIVE IF YOU ARE TIRED.**

Rest Areas/Overnight Stops

When planning JMPs, consideration should be given and locations identified that would allow the driver to safely pull over and park in rest stops/truck stops/other authorized locations to rest, obtain refreshments, refuel and have access to toilet facilities. When stopping at these locations, security measures should be exercised including but not limited to:

- Parking in appropriate space for truck and trailer
- Secure vehicle with cones and chocks
- Vehicle inspection for possible load movement, securement compromises, and mechanical problems
- Lock doors to prevent tampering
- Be considerate of other vehicles in area
- Rest areas should be approved stopping locations and open

Approved areas can be truck stops, staging area on designated locations, rest area (county, state and federal) and other pre-trip identified and approved stopping locations.

For Overnight stops, the same procedures should be followed and, prior to resuming trip, a pre-trip inspection should be performed.



5.2 Traffic and Transportation

Official Vehicle Use

Rules:

Press Energy Services, LLC requires that an operator hold a valid driver's license for the class of vehicle that he/she is authorized to operate. Additionally, NO other passengers may be in a Press Energy owned or leased vehicle other than an employee of Press Energy Services at ANY TIME.

ALWAYS ENSURE YOUR DAY RUNNING OR HEADLIGHTS ARE **ON** DURING DAYTIME DRIVING.

Safety Belts

Employees operating or riding in company-furnished vehicles, or personal vehicles on official company business, are required to wear safety belts at all times. The driver should instruct the passengers to fasten their safety belts before operating the vehicle.

Accidents

Rules:

1. Any accident involving Company vehicles (included private, rented, or leased vehicles used on official Company business) must be reported to the driver's Supervisor and the Responsible Safety Officer.
2. If the driver is unable to make a report, another employee who knows the details of the accident must make the report.
3. It is Press Energy Services, LLC's policy that employees should not admit to responsibility for vehicle accidents occurring while on official business. It is important that such admissions, when appropriate, be reserved for the company and its insurance carrier.
4. The law requires that each driver involved in a vehicle accident must show his/her license on request by the other party.
5. Be sure to obtain adequate information on the drivers involved as well as on the owner of the vehicles.
6. Names, addresses, driver's license numbers, vehicle descriptions, and registration information are essential.
7. A description of damages is needed for completion of accident reports.
8. If the accident is investigated by off-site police agencies, request that a copy of the police report be sent to Press Energy Services, LLC attention the Responsible Safety Officer, or obtain the name and department of the investigating officer.
9. A safety kit has been issued to each company vehicle. Inside each kit is an envelope with accident forms, witness forms and accident report checklist.
10. In case of collision with an unattended vehicle (or other property), the driver of the moving vehicle is required by law to notify the other party and to exchange information pertaining to the collision. If unable to locate the other party, leave a note in, or attached to, the vehicle (or other property) giving the driver's name, address, and vehicle license number.
11. The driver of any Press Energy Services, LLC vehicle involved in an accident must also complete a Company Motor Vehicle Accident Report and submit it to his/her supervisor within one work day of the accident.
12. The supervisor should interview the driver and complete the supervisor's portion of the report.
13. Within two work days of the accident, the completed form must be sent to the Administration Office, attention Responsible Safety Officer.
14. Employee's Supervisor will advise the employee as to where the damaged vehicle should be taken.
15. Extra forms for the safety kit can be obtained from Administration.
16. The Responsible Safety Officer will receive copies of all accident reports and will prepare any required OSHA reports.



5.3 Hours of Service

Federal Motor Carrier Safety Administration (FMSCA) sets limits for when and how long commercial motor vehicle (CMV) drivers may drive. Press Energy Services, LLC is committed to adhering to these limits and they are as follows:

Property Carrying CMV Drivers

- 11 Hour Driving Limit – May drive a MAXIMUM of 11 hours after 10 consecutive hours OFF duty.
- 14 Hour Limit – May NOT drive beyond the 14th consecutive hour after coming on duty, following 10 consecutive hours off duty. Off-duty time does not extend the 14-hour period.
- Rest Breaks – May drive only if 8 hours or less have passed since end of driver's last off-duty or sleeper berth period of at least 30 minutes.
- 60/70 Hour On-Duty Limit – May not drive after 60/70 hours on duty in 7/8 consecutive days. A driver may restart a 7/8 consecutive day period after taking 34 or more consecutive hours off duty. Must include two periods from 1 a.m. to 5 a.m. home terminal time, and may be only used once per week, or 168 hours, measured from the beginning of the previous restart.
- Sleeper Berth (does not apply as we do not have sleeper berths).
- DO NOT drive more than 4.5 hours without taking a rest break.



5.4 D.O.T. HAZMAT Employee HM-126F

Company Policy

Our company policy is to comply with all federal Hazardous Materials Regulations (HMR) as found in 49 CFR regarding the handling and transportation of hazardous materials. Press Energy Services, LLC is committed to providing all employees involved with any aspect of the transportation of hazardous materials with proper and complete hazardous materials training.

Press Energy Services, LLC does not routinely conduct activities that fall under the Hazmat regulations. In the event that our company should be involved in the transportation of hazardous materials, the company would comply with the following policies.

Hazardous Materials Procedures

Our company's hazardous materials procedures have been developed to ensure the safety of our employees and the public; to reduce the risks associated with hazardous materials handling; prevent fines and penalties and increase productivity. All employees who work with the transportation of hazardous materials will receive training in safe and proper handling and transporting of hazardous materials.

Receiving Hazardous Materials

Employees who pick up hazardous materials are expected to check the hazardous materials shipment for proper shipping papers, labels, markings, packaging, and placards. Only a trained employee will be responsible for checking, accepting, and signing for all hazardous materials shipments.

Employees should not accept or sign for any hazardous materials shipment unless it is in compliance with the HMR who governs such shipments.

Shipping Papers

Shipping papers should accompany hazardous materials shipments. The shipper or this company acting as the shipper is responsible for providing the shipping papers. Our employees are responsible for making certain that shipping papers are complete, accurate, and appropriate for the shipment, before accepting or shipping hazardous materials. Shipping papers should contain the following information;

1. The proper shipping description of the material(s) in question, including proper shipping name, hazard class, identification (ID) number, packing group (if required), and total quantity of the shipment.
2. Emergency Response Telephone Number.
3. All pages of the shipping paper must be numbered as 1 of 2, 2 of 2, etc., when multiple pages are involved.
4. All shipping papers for hazardous materials shipments handled by our employees must have a signed Shipper's Certification, with the signature of an authorized shipper's employee.
5. All hazardous materials included on the same shipping paper with non-hazardous items;
 - a. will be listed first
 - b. be in a color (usually red) which is not the color of the non-hazardous entries
 - c. or have an X or RQ (Regulated Quantity) in a column designated HM (Hazardous Material).

Press Energy Services, LLC employees will not accept or sign for any hazardous materials shipment if inaccuracies or incomplete entries are found on the shipping papers. Employees are to contact the Responsible Safety Officer for instructions if problems or questions concerning hazardous materials shipping papers arise.

All shipping papers will be maintained on file for 12 months from the date of shipment.



Labels

The shipper should determine the need for and application of all required primary and subsidiary labels to packaging containing hazardous materials. These labels provide information about package content, and warn of potential hazards associated with the materials. Labels are to be placed on the same surface as the proper shipping name marking, and must be placed on a surface contrasting in color to the label. An alternative is for the label to have a dotted or solid line outer-border.

Company employees will make certain that all hazardous material labels match the hazard classes or divisions entered on the shipping papers, and will only accept those packages that are properly labeled. Company employees will not accept packages if labels are missing, applied improperly, obscure, torn, unreadable, or otherwise defective. Employees should ask for replacement labels or contact the Responsible Safety Officer if this happens.

Marking

The shipper is responsible for properly marking all non-bulk and bulk packages. Company employees are required to check all package markings for compliance. Most non-bulk packages must be marked with the proper shipping name, ID number, and consignors or destination's name and address. The HMR define non-bulk packaging as packaging which has:

1. A maximum capacity of 450 L (119 gallons) or less, as a receptacle for a liquid.
2. A maximum net mass of 400 kg (882 pounds) or less, and a maximum of 450 L (119 gallons) or less as a receptacle for a solid.
3. A water capacity of 454 kg (1000 pounds) or less, as a receptacle for a gas.

Bulk packages must be marked with the proper ID number displayed on a placard, an orange panel, or a plain white squadron-point configuration. The HMR defines bulk packaging as packaging, other than a vessel or barge, that has no intermediate form of containment and which has:

1. A maximum capacity greater than 450 L (119 gallons), as a receptacle for a liquid.
2. A maximum net mass greater than 400 kg (882 pounds), and a maximum capacity greater than 450 L (119 gallons) as a receptacle for a solid.
3. A water capacity greater than 454 kg (1000 pounds), as a receptacle for a gas.

Additional markings may be required for non-bulk and bulk shipments, depending on the type of hazard and type of packaging. Employees shall refuse any shipment if it is improperly marked. Employees shall contact the Responsible Safety Officer if they are in doubt or have questions concerning proper marking.

Packaging

Company employees shall inspect all packages prior to loading to ensure they are in proper condition for transportation. Employees will accept for transportation only those hazardous materials packages which are in proper condition for transportation and that comply with the HMR. Employees will refuse to accept or sign for damaged or leaking packages. Employees who are not satisfied with the packaging, marking, labeling, or compliance of any hazardous material package should refuse the shipment and contact the Responsible Safety Officer.

Placards

The shipper must provide the driver with any required placards for the hazardous material(s) indicated on the shipping papers, unless the vehicle is already placarded correctly. Our employees will refuse any shipment or load in which the correct number and type of placards is not provided by the shipper when required. Once received, our employees are to place placards on the vehicle: one on each side, one on the back, and one in front. The employee will maintain the integrity of the placards during all phases of transportation. At no time will an employee transport a hazardous material requiring placards without proper placards being affixed to the motor vehicle. If there are problems at the shipper, lost or damaged placards occur in transit, or questions in general concerning placards, employees should contact the Responsible Safety Officer.



Press Energy Services, LLC

Loading/Unloading Instructions

Before performing any loading or unloading, Press Energy Services, LLC employees will secure the transporting vehicle from moving by using appropriate chocks and supports. Only after the vehicle operator is satisfied that the vehicle is safe from moving should loading or unloading be allowed to begin.

Press Energy Services, LLC employees will verify that the shipment has been secured so as to prevent shifting and cargo movement during transit, and that load is within legal weight limits.

Employees are not allowed to smoke on or near a vehicle while loading/unloading actions are in progress. All fire sources, such as lit matches, smoking, or carrying any flame, are not allowed in the vicinity.

Employees will not unload or allow the unloading process to begin until the consignee or destination representative has accepted and signed for the shipment.

Accidents and Incidents

Press Energy Services, LLC has developed procedures for accidents and incidents involving hazardous materials. Our goal is to minimize risk to our employee's personal safety, the safety of the general public, and protect the environment. All our employees and management are expected to know and follow these procedures.

If an accident or incident involving hazardous materials occurs, the following procedures are to be implemented by the employee(s) at the scene:

1. Secure the scene while keeping people away from the accident and/or spill.
2. Do not touch or walk into or through any spilled material.
3. Avoid inhalation of all gases, fumes, and smoke. Some gases are odorless and colorless. Do not assume fumes are not present because no odor or visible cloud is present.
4. Consult the Emergency Response Information provided with the shipment and follow the guidelines.
5. Notify the local law enforcement and/or fire department, and Emergency Response Authorities immediately.
6. Call the Emergency Response Telephone Number provided on the shipping papers for additional guidance, if needed.
7. Report the accident/incident to the Responsible Safety Officer.
8. Stay with the vehicle and supervise the cleanup procedures.
9. Complete a company accident report.
10. After initial notification by the driver, the Responsible Safety Officer is responsible for the coordination of all aspects of the accident/incident response.
11. The Responsible Safety Officer establishes contact with the driver and any officials at the scene. If possible, the Responsible Safety Officer will send a representative to the scene.
12. The Responsible Safety Officer will be responsible for any follow up actions required by law enforcement officials.
13. After verification that all the above items have been completed, the Responsible Safety Officer will do all required notifications and required reports.

Emergency Response Overview

The shipper is responsible for providing emergency response information with all hazardous materials shipments. Press Energy Services, LLC employees shall verify that the shipper provides the following hazardous materials information:

1. Basic description and technical name of the hazardous material on the shipping paper(s).
2. Immediate hazards to health.
3. Risks of fire or explosion.
4. Immediate precautions to be taken in the event of an accident or incident.
5. Immediate methods of handling fires.
6. Initial methods for handling spills or leaks in the absence of fire.
7. Preliminary first aid measures.



Press Energy Services, LLC

Press Energy Services, LLC employees shall not transport any hazardous material without proper emergency response information. The Emergency Response Telephone Number must be properly documented on the shipping paper(s).

The Responsible Safety Officer is in charge of D.O.T. compliance activities.

(The job titles of employees that the company considers to be D.O.T. Hazmat Employees, are: Not applicable at this time.)

Press Energy Services, LLC does provide each Hazmat Employee with General Awareness/Familiarization Training designed to provide familiarity with D.O.T. requirements and to enable the employee to recognize and identify hazardous materials.

Press Energy Services, LLC provides each Hazmat Employee with Function-Specific Training concerning D.O.T. requirements, which are specifically applicable to the functions the employee performs. Press Energy Services, LLC provides each Hazmat Employee with Safety Training that includes:

1. Emergency response information.
2. Measures to protect the employee from the hazards associated with hazardous materials to which they may be exposed in the work place.
3. Specific measures the hazmat employer has implemented to protect employees from exposure.
4. Methods and procedures for avoiding accidents.

Press Energy Services, LLC provides initial training within 90 days after employment or within 90 days after a change in hazardous materials job functions.

Press Energy Services, LLC provides refresher training for Hazmat Employees at least once every two years.

Press Energy Services, LLC maintains a record of current training, inclusive of the preceding two years, for each Hazmat Employee for as long as that employee is employed as a Hazmat Employee and for 90 days thereafter.

The Hazmat Employee Training record maintained by the company includes;

1. The Hazmat Employee's name.
2. The most recent training completion date.
3. Description, copy, or the location of the training materials used.
4. Name, address, and copy of certification of the person providing the training.
5. Certification that the Hazmat Employee has been trained and tested.

2 and 3 Wheeled Motorbikes

The use of 2 and/or 3 wheeled motorbikes is forbidden on Press Energy Services, LLC properties and on sites in which Press Energy Services, LLC employees and equipment is working.



5.5 TIRE MANAGEMENT

Tire Management Plan

At Press Energy Services LLC, Tire Management is a critical component to our safety and success. We begin the process of identifying current and past trends in tire wear. Some of the most common tire problems are uneven wear, damage to the sidewall, separations in the tire, and damage to the beads or lining — each of which is a sign in the tire management plan. Inflation pressure is often the culprit. Separations in the tire are generally a sign that it has been overloaded or underinflated.

Each driver at the start of his or her shift will do a pre-trip of the truck and will check the tire pressure along with the tread depth. DOT regulations are a trailer/drive tire minimum depth is 2/32" and Steer tire minimum depth is 4/32". The proper air pressure for the steer tires is 110 pounds of pressure, and the proper air pressure of the trailer and drive tires is 100 pounds of pressure. At Press Energy Services LLC we need to report to our Mechanic when the trailer/drive tires are at 3/32" and when the steer tires are at 5/32" depth so we can start planning on the changing of the tires. We need to make sure that we are reporting this at an early stage so we can save the tire casing.

If you find a tire that has separated or the cap is falling off then it needs to be removed ASAP and replaced with a tire that is the same height. Also never put a new tire with a tire that is half worn out because it will cause the tire that has less tread to wear faster than it should, because it will cause the new tire to build more heat, which causes wear and tear. Also never put recaps on the steer axle or a tire that has been patched. Tire management is so important to save money and to potentially save a life!



Press Energy Services, LLC

Press Energy Services LLC

Tire Management Plan

Truck#:

Trailer#:

Date:

Mileage:

Trailer Tires tire depth and pressure:

Left front inside:	Right front inside:
Left front outside:	Right front outside:
Left rear inside:	Right rear inside:
Left rear outside:	Right rear outside:

Drive Tires tire depth and pressure:

Left front inside:	Right front inside:
Left front outside:	Right front outside:
Left rear inside:	Right rear inside:
Left rear outside:	Right rear outside:

Steer Tires tire depth and pressure:

Left front steer:	Right front steer:
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NOTES: _____



Press Energy Services, LLC

Journey Management Plan		Trip High Level Description :		Names of Passengers <i>(for Light Vehicles / Pickups only)</i>		Alternate Driver? <i>(Tick if Yes)</i>	
Is the trip necessary? Why?				1.			
Can it be combined with				2.			
Is there a need for night				3.			
Name of person acting as				Phone:		4.	
Departure Date	Departure Time	Vehicle ID	Is the Vehicle fit for the Trip?	Name of Main Driver (and Company if not Shell)		Is/are the driving licence/s valid for the vehicle and country?	Is defensive Driving Training for the Driver valid? <i>Yes/No/Not Applicable</i>
Route Destination / Rest Area(s)			Arrival Time	Departure Time	Rest Break ?	Is Contact Required?	Known hazards to destination / rest area(s) and mitigation measures, specific instructions (e.g. contact notification details, place to stay overnight), etc.



Driving Life Saving Rules		Did the Trip go as expected and if not, why?	Driver Signature (unless driver is also the journey manager)
 No alcohol or drugs while driving	 Wear your seat belt		
 While driving, do not use your mobile phone	 Follow prescribed journey		

Use this page to detail any overall trip risks and associated mitigation measures:

Emergency Response	(e.g. contact details, remote areas with no GSM coverage etc)
Security	(e.g. hijack, robbery, cases of theft - load, vehicle, etc)
Location and Timing	(e.g. driving times, impact of driving at night with not properly lit roads, driving during Ramadan etc)
Local Environment and Circumstances	(e.g. weather, route condition, vehicle roll over risk etc)
Loading / Unloading	(e.g. special risks as a result of the base or customer location lay-out etc)



Tractor & Trailer Maintenance Checklist - Specific for Trailer Type

This is in addition to the Driver's Vehicle Inspection Report (DVIR) as required by the D.O.T. Federal Motor Carrier Safety Regulations

Sand:

- Check the rear "T" for damage
- Check the top edge of the connection pipe for damage or wear
- Turn the rear hose ¼ turn every 4 loads to eliminate holes from sand wear
- Check all whip checks
- Check all hoses to ensure they are onboard and not damaged
- Check all fittings to ensure they are onboard and not damaged

Water:

- Check all hoses to ensure they are onboard and not damaged
- Check all fittings to ensure they are onboard, proper size for job, and not damaged
- Ensure measurement tool(s) are onboard
- Check for pump manifold containment (plastic or bucket)
- Ensure top hatches are tight
- Check all valves and ensure they are closed
- Check caps and seals
- Check sight tube to make sure it's not loose or cracked
- Check drain pan
- Ensure AOGC permit is on tank
- Check for ground cable and clamp
- Check "hot hose" from pump
- Ensure railing is secure, no cracks in welding
- Ensure straps are in 10' increments to secure hoses
- Check pump manifold
- Check pump belts or gears (depending on drive)

Flatbed/Drop Deck Trailers:

- Check for debris on the bed and clean if needed



Press Energy Services, LLC

Cuttings Box Specific:

- Ensure box closes tightly and all chains are tight
- Ensure rear door is closed and chained shut
- Ensure no excess materials are on the rails of the truck before loading box
- Ensure that hydraulics are operating properly with no leaks
- Check cable for splinters or frays
- Ensure trailer scales are 28-30 pounds
- Test hydraulic pump to ensure it is operational
- Ensure tools are onboard (wrench, hammer, etc)



Press Energy Services, LLC

Journey Management

Customer Location Data

Customer Ship To Name: _____ Customer Ship To Number: _____

Address: _____ City: _____ State: _____

Phone: _____

LOCATION HAZARDS

(Check Box or Write-In)

BACKING DURING DELIVERY	<input type="checkbox"/>
ROOF OVERHANG/AWNINGS	<input type="checkbox"/>
LOW WIRES	<input type="checkbox"/>
NARROW DRIVEWAY	<input type="checkbox"/>
INGRESS/EGRESS ISSUES	<input type="checkbox"/>
	<input type="checkbox"/>

HEAVY TRAFFIC IN STREET	<input type="checkbox"/>
HEAVY TRAFFIC IN LOT	<input type="checkbox"/>
HEAVY PEDESTRIAN TRAFFIC	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

ROUTE DIRECTIONS



SPECIAL INSTRUCTIONS

Customer Ship To Name: _____ Customer Ship To Number: _____

Address: _____ City: _____ State: _____

Phone: _____

Primary Route Map Here

Site Layout Here

(Show loading/unloading areas, egresses and hazards, e.g., overhangs, bollards, tight corners, lamp poles, low wires, etc.)



6.0 OCCUPATIONAL HEALTH & INDUSTRIAL HYGIENE

6.1 Chemical Safety/HAZCOM Plan

Introduction

Press Energy Services, LLC does not routinely conduct activities that fall under Chemical Safety/HAZCOM regulations. In the event that our company should be involved in these products, the company would comply with the following policies.

The objective of this section is to provide guidance to all Press Energy Services, LLC employees and participating guests who use hazardous materials so that they may perform their work safely. Many of these materials are specifically explosive, corrosive, flammable, or toxic; they may have properties that combine these hazards. Many chemicals are relatively non-hazardous by themselves but become dangerous when they interact with other substances, either in planned experiments or by accidental contact. To avoid injury and/or property damage, persons who handle chemicals in any area of the Company must understand the hazardous properties of the chemicals with which they will be working. Before using a specific chemical, safe handling methods must always be reviewed. Management is responsible for ensuring that the equipment needed to work safely with chemicals is provided. The cost of this equipment is borne by the Company. Press Energy will maintain a current list in the shop of all hazardous materials to which employees may be exposed.

HAZCOM Plan

On May 25, 1986 the Occupational Safety and Health Administration (OSHA) placed in effect the requirements of a new standard called Hazard Communication (29 CFR 1910.1200). This standard establishes requirements to ensure that chemical hazards in the workplace are identified and that this information, along with information on protective measures, is transmitted to all affected employees. This section describes how Press Energy Services, LLC employees are informed of the potential chemical hazards in their work area so they can avoid harmful exposures and safeguard their health. Components of this program include labeling, preparing a material safety data sheet (MSDS), and training. With regard to MSDS, Press Energy Services, LLC has limited coverage under the OSHA Hazard Communication Standard. The Company is required to maintain only those sheets that are received with incoming shipments for the following reasons:

1. Because the company commonly uses small quantities of many different hazardous materials for short periods of time.
2. Because the hazards change, often unpredictably.
3. Because many materials are of unknown composition and most workers are highly trained.

Responsibilities of Management:

1. Identify hazards for respective work areas.
2. Ensure hazards are properly labeled.
3. Obtain/maintain copies of material safety data sheets, as required, of each hazardous material used in the work area and make them accessible to employees during each work shift.
4. Have the written Hazard Communication Program available to all employees.
5. Provide hazard-specific training for employees.

Employees must:

1. Attend safety training meetings.
2. Perform operations in safe manner.
3. Notify management immediately of any safety hazards or injuries.

The Responsible Safety Officer must:

1. Develop a written Hazard Communication Program.
2. Maintain a central file of material safety data sheets.
3. Review and update Press Energy Services, LLC stock safety labels.
4. Provide generic training programs.
5. Assist management in developing hazard-specific training programs.
6. Oversee the Hazard Communication Standard written policy and implementation plans.
7. Alert on-site contractors to hazardous materials in work areas.
8. Alert on-site contractors that they must provide to their employees information on hazardous materials they bring to the work site.

The number of hazardous chemicals and the number of reactions between them is so large that prior knowledge of all potential hazards cannot be assumed. Therefore, when the chemical properties of a material are not fully known, it should be assumed hazardous and used in as small quantities as possible to minimize exposure and thus reduce the magnitude of unexpected events.

The following general safety precautions should be observed when working with chemicals:

1. Keep the work area clean and orderly.
2. Use the necessary safety equipment.
3. Carefully label every container with the identity of its contents and appropriate hazard warnings.
4. Store incompatible chemicals in separate areas.
5. Substitute less toxic materials whenever possible.
6. Limit the volume of volatile or flammable material to the minimum needed for short operation periods.
7. Provide means of containing the material if equipment or containers should break or spill their contents.
8. Follow the requirements of this manual, if systems that can generate pressure or are operated under pressure are involved.
9. Provide a back-up method of shutting off power to a heat source if any hazard is involved.
10. Obtain and read the Material Safety Data Sheets.

Supervisor Responsibility

1. Management is responsible for establishing safe procedures and for ensuring that the protective equipment needed to work with the chemicals is available.
2. Management must instruct their workers about possible hazards, safety precautions that must be observed, possible consequences of an accident, and procedures to follow if an accident does occur.
3. The supervisor is required to enforce the proper use of protective equipment and the established safety practices.
4. Management must instruct their personnel about the potential hazards involved in the work, proper safety precautions to follow, and emergency procedures to use if an accident should occur.

It is the responsibility of employees and all who use Press Energy Services, LLC facilities to understand the properties of the chemicals with which they will work and to follow all precautions that apply to each specific task. When faced with an unexpected threat of malfunction, injury, or damage, employees are expected to choose a course of action that provides the most protection to themselves and to others in the area. Every employee is expected to report to the supervisor any unsafe condition seen in the area that would not permit him/her to work safely. The Responsible Safety Officer assists employees and management to work safely by providing information on the hazardous properties of materials, recommending methods for controlling the hazards of specific operations, and by monitoring the work environment. To supplement the supervisor's training, the Responsible Safety Officer will conduct training courses and materials on selected topics. In addition, material safety data sheets and safety information, including hazards, health effects, potential routes of exposure, proper handling precautions, and emergency procedures on specific chemicals, are available through the Responsible Safety Officer's office.

Effects on Reproduction

Both men and women may be exposed to hazardous agents that can cause infertility or result in genetic damage that is passed on to offspring. These agents include ionizing radiation, alcohol, cigarette smoke, pharmaceuticals, and some of the thousands of different chemicals that are used in the home or workplace. Although many of these have been tested to determine whether they cause acute (immediate) effects on the body, few have been studied to see if they cause cancer (carcinogens), birth defects (teratogens), or genetic defects (mutagens). Even fewer have been studied to see if they can cause infertility, menstrual disorders, or other disorders relating to reproduction. The primary path for hazardous substances to reach an unborn child is through the placenta. Scientists now believe that most chemical substances or drugs can cross this barrier with varying degrees of ease and enter the system of the developing fetus. Thus, many chemicals and drugs that enter a pregnant woman's body (through breathing, swallowing, absorption through the skin, etc.) will eventually enter the mother's blood circulation and find their way into the unborn child. In general, the important questions of exactly how much of the toxic substance that enters the mother's body will reach the fetus or what concentration the fetus can tolerate without harmful effects are not yet answered. The fetus may be most vulnerable in the early weeks of pregnancy, but it is also at risk later in pregnancy. In light of the potential harm of workplace exposures to both a pregnant woman and her developing fetus, **it is very important and required by Press Energy Services, LLC policy for the woman to inform the Responsible Safety Officer of her pregnancy immediately.**

6.1.1 NORM

Naturally

Occurring Radioactive Material (NORM) is a low-level radiation source that may be present in scale that results from extracting oil and gas from the earth. NORM can be found in piping, tubing, sludge pits, brine, and sand filters, saltwater disposal or injection wells, and equipment. When scale or a thin film is present, or in NORM contamination is suspected, the employee should contact a supervisor to confirm whether NORM exists in the area and to receive site-specific NORM procedures. Employees may be exposed to possible external or internal NORM. Limiting exposure time can control external exposure. The internal hazards occur when airborne radioactive materials are inhaled, ingested, or enter the skin through open wounds. The hazards can be minimized by properly wearing an approved respirator, by practicing good personal hygiene, and by protecting wounds and cuts. Wetting the loose material on clothing with water can also prevent inhalation. Contact the on-site representative to coordinate disposal with the HES representative on location before shipping NORM for disposal.

Only trained personnel may handle piping, equipment, junk iron or solids containing NORM.

6.1.2 ASBESTOS

Asbestos is generally used as pipe and vessel insulation, in brake pads, and on structural materials such as transit panels, floor tiles, and roofing felts. It is often difficult to differentiate between asbestos and non-asbestos without laboratory tests. Asbestos may remain in some older facilities. Asbestos can be dangerous if not handled properly. Breathing asbestos dust is hazardous. Asbestos insulation that is not damaged or friable (hand pressure can crumble, pulverize, or reduce it to powder when it is dry) generally does not produce asbestos fibers at a dangerous level, especially on non-enclosed structures. To minimize health risks, it is important not to drill, cut, remove, tear, step on, brush against, hammer on, or in any way disturb suspected asbestos. If, it is necessary to disturb any suspected asbestos, or if you notice any deterioration in the condition of the suspected asbestos, contact a supervisor and/or the Responsible Safety Officer.

Only trained personnel with proper equipment shall disturb or remove asbestos.

6.1.3 BENZENE

Benzene, a liquid found in most crude oil and condensate, can also be found in produced gas in a gaseous form, Benzene is known to cause cancer in humans, so it is important that employees limit their exposure to it. To know what benzene concentrations exist and the PPE requirements that apply, employees should refer to the MSDS for the products and product streams you handle. Most locations that are known to have dangerous levels will be posted. Employees can reduce exposure and risk by keeping your work area and your clothing as clean as possible. Leather gloves or clothing saturated with liquid containing benzene should be removed and cleaned or discarded to prevent prolonged skin exposure.

6.1.4 LEAD

In the event that Press Energy Services, LLC would perform services or operations that might result in employee exposure to materials containing lead the following policies apply.

1. Press Energy Services, LLC would prepare, establish, and implement a written lead standard compliance program prior to the commencement of any job involving lead materials.
2. The services or operations Press Energy Services, LLC performs that might result in employee exposure to lead include: None at this time.
3. Press Energy Services, LLC would perform industrial hygiene monitoring to determine the airborne concentrations of lead associated with services or operations.
4. Press Energy Services, LLC would notify each employee in writing of the results, which represent an employee's exposure and a description of the necessary corrective action.
5. Press Energy Services, LLC would revise and update its written lead standard compliance programs at least every six months.
6. Press Energy Services, LLC would have a medical surveillance program for lead exposure.
7. Press Energy Services, LLC would determine which employees participate in the program based upon exposure.
8. Press Energy would provide lead safety training and annual refresher training to employees.

Press Energy Services, LLC written lead standard compliance programs include:

1. A description of each activity in which lead is emitted; e.g. equipment used, material involved, controls in place, crew size, employee job responsibilities, operating procedures and maintenance practices.
2. A description of the specific means that will be employed to achieve compliance and, where engineering controls are required, engineering plans and studies used to determine methods selected for controlling exposure to lead.
3. A report of the technology considered in meeting the PEL.
4. Air monitoring data which documents the source of lead emissions.
5. A detailed schedule for implementation of the program, including documentation such as copies of purchase orders for equipment, construction contracts, etc.
6. A work practice program which includes items required under paragraphs (g), (h) and (i) of this section and incorporates other relevant work practices.
7. An administrative control schedule.
8. A description of arrangements made among contractors on multi-contractor sites with respect to informing affected employees of potential exposure to lead and with respect to responsibility for compliance.
9. Frequent and regular inspections of job sites, materials, and equipment will be accomplished by a competent person.

6.2 HEAT STRESS & FATIGUE

OSHA offers the following steps for recognizing, evaluating, and controlling heat stress:

1. Drink cool water. Anyone working in a hot environment should drink cool water in small amounts frequently – one cup every 20 minutes. Avoid alcohol, coffee, tea, and caffeinated soft drinks, which cause dehydration.
2. Dress appropriately. Wear lightweight, light-colored, loose-fitting clothing and change clothing if it is completely saturated. Use sunscreen and wear a hat when working outdoors. Avoid getting sunburned.
3. Work in ventilated areas. All workplaces should have good general ventilation, as well as, spot cooling in work areas of high-heat production. Good airflow increases evaporation of sweat, which cools the skin.
4. Management should monitor workplace temperature and humidity and check workers' responses to heat at least hourly. Allow a large margin of safety for workers. Supervisor should be alert to early signs of heat-related illness and allow employees to stop their work for a rest break if they become extremely uncomfortable.
5. Know the signs of heat stroke and take prompt action. Employees should learn to spot the signs of heat stroke, which can be fatal. Get emergency medical attention immediately if someone has one or more of the following symptoms: mental confusion or loss of consciousness, flushed face, hot, dry skin, or has stopped sweating.
6. Those with first aid and CPR training should be able to recognize and treat the signs of heat stress. They should also be able to recognize the signs and symptoms of heat exhaustion, heat cramps and other heat-related illness. Employees should know and be familiar with who is trained in first aid and CPR.
7. Management and Managements should use common sense when determining fitness for work in hot environments. Lack of acclimatization, age, obesity, poor conditioning, pregnancy, inadequate rest, previous heat injuries, certain medical conditions and medications are some factors that increase susceptibility to heat stress.
8. Employees should check with their doctors. Certain medical conditions such as heart conditions and diabetes, and some medications can increase the risk of injury from heat exposure. Employees with medical conditions or those who take medications should ask their doctors before working in hot environments.
9. Employees should watch out for other hazards. Use common sense and monitor other environmental hazards that often accompany hot weather, such as smog and ozone.

6.2.1 HEAT STROKE

Heat stroke is a serious medical condition that urgently requires medical attention. During a heat stroke, a person's sweating is diminished or absent, which makes the skin hot and dry. Body temperature is very high (106 degrees and rising), and if uncontrolled, heat stroke may lead to delirium, convulsions, coma, and even death.

FIRST AID:

1. This is a Medical Emergency!
2. Brain damage and death are possible. Douse the body continuously with a cool liquid and summon medical aid immediately.

6.2.2 HEAT EXHAUSTION

Heat exhaustion may result from physical exertion in hot environments. Symptoms may include profuse sweating, weakness, paleness of the skin, rapid pulse, dizziness, nausea, headache, vomiting, and unconsciousness. The skin is cool and clammy with sweat. Body temperature may be normal or subnormal.



FIRST AID:

1. Rest in the shade or in a cool place.
2. Drink plenty of water (preferred) or electrolyte fluids.

6.2.3 HEAT CRAMPS

Heat cramps may occur after prolonged exposure to heat. They are the painful intermittent spasms of the abdomen and other voluntary muscles. Heat Cramps usually occur after heavy sweating and may begin towards the end of the workday.

FIRST AID:

1. Rest and drink plenty of water.
2. Water is recommended but electrolyte fluids may be used.

6.2.4 HEAT RASH

Also known as prickly heat, heat rash occurs when people are constantly exposed to hot and humid air, causing a rash that can substantially reduce the ability to sweat. Heat rash is not just a nuisance because of discomfort, but it reduces the ability to sweat, and reduces the ability to tolerate heat.

FIRST AID:

1. Cleanse the affected area thoroughly and dry completely.
2. Calamine or other soothing lotion may help relieve the discomfort.

6.2.5 FATIGUE

Employees' fatigue can be a factor in incidents and/or a risk to other employees. Employees should be aware that when they feel fatigued, they should rest. Management should monitor employee activities and behavior to determine if an employee should be removed from the work site in order to obtain rest.

6.3 COLD WEATHER

6.3.1 FROSTBITE

As temperatures drop below freezing, the risk of frostbite increases. Windy conditions magnify this risk. Nose, ears, cheeks, finger and toes are particularly vulnerable. Because of the numbing effects of cold weather, frostbite victims are often unaware of their condition until they return from the cold. Therefore, it is advisable to watch others for signs of frostbite when working in freezing conditions.

At first, frostbite will cause the skin to turn red, then white or gray. As the condition worsens, the skin turns black.

To prevent frostbite, jobs need to be planned so that workers have the right clothing, and frequent breaks to warm up. Those not acclimated to the cold may need additional consideration. Alcohol and nicotine both increase the risk of frostbite and hypothermia.

FIRST AID:

1. This is a medical emergency!
2. Acquire medical attention immediately.

3. Keep the patient warm.
4. Do not rub the effected skin, and do not apply heat.

6.3.2 HYPOTHERMIA

Hypothermia is caused by a reduction of the body's core temperature, even at temperatures above freezing. Symptoms begin with uncontrolled shivering. If conditions persist without treatment, a victim will then experience delirium, dementia unconsciousness and finally death.

Jobs should be planned so that workers are prepared for the weather conditions that they could encounter. Unless workplace hazards prevent it, clothing should be loose fitting and layered to adjust for changing weather conditions and prevent sweating.

FIRST AID:

1. Take affected workers to a warm location.
2. Give warm liquids if victim is alert.
3. Acquire medical attention.

6.3.3 STRESS AND STRAIN INJURIES

Joints and muscles need a little extra care in cold weather to prevent stress and strain injuries. Stretching and light exercise prior to work is recommended. Work in cold weather often requires multiple layers of clothing to keep warm. This increases the work load and can put extra stress on muscles and joints when workers are active.

6.3.4 SLIPPERY WORK SURFACES

Snow and ice can present a constant challenge in cold climates. As much as possible employees should clear walking and working surfaces of snow and ice before working. Ice melt may also help to keep ice from forming on smooth surfaces. Proper selection of footwear will also reduce the risk of slipping in icy conditions.

6.4 CARCINOGENS

Press Energy Services, LLC does not routinely conduct activities that fall under the Carcinogens regulations. In the event that our company should be involved with carcinogens, the company would comply with the following policies.

Introduction

This section of the Safety Manual describes the recommendations and requirements established to govern the use of substances that pose a carcinogenic risk. All personnel using chemical carcinogens are expected to be familiar with these guidelines and conduct their operations accordingly.

Responsibilities

The responsibilities of various groups involved with chemical safety at Press Energy Services, LLC are described below.

Responsible Safety Officer:

1. Determines if the use of a carcinogen creates a significant potential for occupational exposure.
2. Evaluates operations for compliance with OSHA mandated standards.
3. Provides technical guidance to personnel regarding the selection of engineering controls.

4. Investigates all reported incidents that result in exposure of personnel or the environment to chemical carcinogens and recommends corrective actions to reduce the potential for recurrence.
5. Supervises cleanup operations where incidents have resulted in significant contamination of property or personnel.

Supervisor:

1. Employs and ensures the use of appropriate practices, engineering controls, and personal protective equipment that reduce the potential for exposure as low as reasonably achievable.
2. Informs employees under his/her supervision of the potential hazards associated with the use of carcinogens and provides proper training and instruction in the use of engineering controls, and emergency procedures.
3. Reviews operating procedures with the Responsible Safety Officer before the initiation of an operation or when significant changes occur in an ongoing operation.
4. Reports to Responsible Safety Officer and Management any incident that involves the exposure of personnel to carcinogens.
5. Reports to the Responsible Safety Officer any incident that results in possible danger of environmental contamination from carcinogens, and provides any necessary assistance during accident investigations.

Other Company Personnel:

1. Know and comply with safety practices required for the assigned task.
2. Wear appropriate protective clothing.
3. Report all unsafe conditions to the supervisor.
4. Attend appropriate training in safety procedures for handling and using carcinogenic materials.
5. Report to the Responsible Safety Officer when pregnant to review working conditions.
6. Report to the immediate supervisor and the Responsible Safety Officer all facts pertaining to incidents resulting in exposure to carcinogens or environmental contamination.

Practices and Controls

The practices and engineering controls included in this section provide general safeguards that are recommended for the use of chemical carcinogens. To select the appropriate safeguards, knowledge is required of the physical and chemical properties, the proposed use, the quantity needed, the carcinogenic and other toxic hazards, and the applicable health and safety standards. Careful judgment is therefore essential in planning any activity that involves chemical carcinogens.

The Responsible Safety Officer is available to assist the supervisor in selecting the appropriate safeguards. Carcinogen Safety Data Sheets provide details of chemical and physical properties, hazards, and safe operational procedures for specific carcinogens.

1. Wear gloves appropriate to the task. Discard after each use and immediately after any obvious contact.
2. Wear appropriate eye protection. The type of eyewear used will depend upon the hazard presented by the operation and chemical in use.
3. Contact lenses should be removed.
4. Do not eat, drink, smoke, chew gum or tobacco, and apply cosmetics where carcinogens are used or stored.
5. Wash hands immediately after the completion of any procedure.
6. Wash immediately after an exposure, or if appropriate, shower the affected area.
7. Provide respirators for emergency use.

(Personnel who will use respirators must have medical approval and be properly trained before use.)

Operational Practices:

1. Label all primary and secondary containers and place warning signs on entrances to work or storage areas. To obtain appropriate labels and signs, call the Responsible Safety Officer.
2. Limit entry to only personnel authorized by the supervisor for entry to work in storage areas.
3. Women who are pregnant must consult with the Responsible Safety Officer before the start of any activity involving chemical carcinogens.

Maintenance and Emergency Storage Areas:

1. Cover work surfaces with stainless steel or plastic trays, absorbent paper with a moisture-proof lining, or other impervious material.
2. Decontaminate or discard the protective covering materials after the procedure has been completed.
3. Conduct aerosol-generating procedures or procedures involving volatile carcinogens in a chemical fume hood, a glove box, or other suitable containment equipment. Examples of aerosol-producing operations - opening of closed vessels; transfer operations; preparation of mixtures; blending; sonification; open vessel centrifugation.
4. Capture vapors or aerosols produced by analytical instruments with local exhaust ventilation or ventilation into a chemical fume hood. Decontaminate obviously contaminated equipment.
5. Transfer carcinogens in tightly closed containers placed within a durable outer container.
6. Maintain an inventory of all carcinogens including the quantities acquired, dates of acquisition, and disposition.
7. Keep working quantities to a minimum; do not exceed the amounts required for use in one week. This does not include amounts stored in a designated area or a central cabinet.
8. Dissolve finely divided powdered carcinogens, if possible, into a liquid. This reduces the possibility of generating an aerosol.
9. Use mixtures that are as dilute as possible.
10. Place contaminated materials in a closed plastic bag and sealed primary container.
11. Place the primary container in a durable box before transporting.
12. Label each primary container with content, amount, physical state, and percentage breakdown when dealing with a mixture.
13. Each box must have a complete list on contents or description written on an official Hazardous Material packing list. To obtain blank packing lists, contact the Responsible Safety Officer.

Chlorinated Hydrocarbons

Chlorinated hydrocarbons as a whole have many industrial as well as laboratory uses. At Press Energy Services, LLC they are commonly used as cleaners, degreasers, paint removers, solvents, and extractants.

Hazards

Most of these compounds have an anesthetic (narcotic) effect, causing workers to feel "drunk," become unconscious, or even die if the amount of inhaled vapor is excessive. Individuals working around moving machinery can be subject to accidents when their judgment and coordination are impaired by the anesthetic effects of inhaled solvents. Usually it is the anesthetic effect that is responsible for sudden unconsciousness of persons exposed to solvents in tanks, pits, and other confined spaces. Trichloroethylene, ethylene dichloride, and chloroform are examples of compounds that are powerful anesthetics.

Some, but not all, of the chlorinated hydrocarbons are strong poisons that damage the liver, kidneys, nervous system, and/or other parts of the body. This damage may be permanent or even cause death, although recovery from lesser exposures does occur. Single exposures to higher concentrations of vapors, as well as repeated exposure to small concentrations can produce symptoms of poisoning. These symptoms most often come on gradually, with nausea, loss of appetite, vomiting, headaches, weakness, and mental confusion most often noted. Carbon tetrachloride, tetrachloroethane, and 1,1,2-trichloroethane are examples of compounds that are strong poisons.

Press Energy Services, LLC

All chlorinated hydrocarbons on repeated contact with the skin can cause rashes (dermatitis) because of their ability to remove the protective fats and oils from the skin. A few of these solvents are known to be capable of entering the body through contact with the skin. In addition, many of these compounds are highly irritating to the membranes around the eyes and in the nose, throat, and lungs.

Examples of chlorinated hydrocarbons that have irritant properties are ethylene dichloride and chloroform. Some compounds are human suspect carcinogens, such as carbon tetrachloride and chloroform. In studies on laboratory animals, several chlorinated hydrocarbons have been linked to the production of cancer. These compounds are ethylene dichloride, perchloroethylene, and trichloroethylene. At present, there is no direct evidence associating these compounds with an increased risk of cancer in humans. When heated, these compounds can decompose, forming highly toxic fumes of phosgene, hydrochloric acid, and chlorine. Most of the chlorinated hydrocarbons are nonflammable; however, there are exceptions.

Precautions

TLV, the volatility, and the flammability of the compounds are three of the characteristics that always must be taken into careful consideration in selecting a compound in order to minimize the health hazards connected with its use.

1,1,1-trichloroethane (ethyl chloroform) is recommended for degreasing operations. If there is a possibility of skin or eye contact, wear the appropriate protection equipment. Gloves made of impervious material should be worn for hand protection. Barrier creams are in no instance as protective as impervious gloves. However, if finger dexterity is an absolute requirement, a solvent resistant ointment may be used in some instances.

1. For high vapor concentrations, institute control by local exhaust ventilation or chemical fume hoods if necessary.
2. Chlorinated hydrocarbons should be stored in cool, dry, and well-ventilated areas.
3. Containers should be checked for leaks because metal corrosion can occur from hydrochloric acid produced by the decomposition of the solvent. Decomposition may occur under conditions of high temperature, exposure to moisture, and exposure to ultraviolet light.
4. Compounds, both in the original containers and in containers used by employees, should be labeled so that the potentially injurious substances are plainly identified.
5. Labels for perchloroethylene, trichloroethylene, 1, 1,1-trichloroethane, and carbon tetrachloride can be obtained from the Responsible Safety Officer.
6. Chlorinated hydrocarbons must be placed in an organic liquid waste can for disposal.

Fiberglass

Fiberglass is found in many materials (such as flexible duct, Nema G-10, and electrical wire insulation) used at the Company.

Hazards

Irritation of the exposed skin, a common complaint among persons working with this material, is the result of the mechanical irritation from small glass fibers. The sensation varies from an itch to a prickling or burning sensation. Common locations involved are the arms, face, or neck. Another cause of dermatitis is contact with fiberglass binders or coating materials. Except for skin irritation, there is no other known health hazard associated with exposure to fiberglass particles. Results of medical research, including examinations of hundreds of persons who have worked in fiberglass plants for as long as 25 to 30 years, give evidence that fiberglass is inert and non-injurious to the person's overall health. It will not cause silicosis.

Precautions

Persons with skin problems should consult the Supervisor before working with fiberglass.

1. Wear loose-fitting clothing and change daily.
2. Adherent fibers on the skin should be washed off with an ample amount of lukewarm or cool water.

3. Air hoses and brooms should not be used to clean off fibers from the body because these methods may drive the fibers deeper into the skin.
4. Showering at the end of a work shift is advisable. Plastic binders should be fully cured before working on fiberglass laminates.
5. Use vacuum pickup units when machining fiberglass parts.
6. Practice good housekeeping.
7. Some skin protective creams may be of benefit.
8. At home, clothing should be washed separately in a tub or basin. Washing machines should not be used.
9. The tub or basin should then be fully rinsed.
10. Ideally, rubber gloves should be worn.

Flammable Liquids

Class B combustibles are flammable and combustible liquids. This includes oils, greases, tars, oil base paints, and lacquers, plus flammable gases. Flammable aerosols (spray cans) are also treated here.

1. Water should not be applied to a Class B combustible fire. The use of water may float burning liquids, causing the fire to spread more rapidly.
2. Class B fires are usually extinguished by excluding the air around the burning liquid. This is accomplished by one of several approved types of fire extinguishing agents, e.g., carbon dioxide, ABC multipurpose dry chemical, and Halon 1301 (a vaporizing liquid that breaks the flame front).
3. Technically, flammable and combustible liquids do not burn. However, under appropriate conditions, they generate sufficient quantities of vapors to form ignitable vapor-air mixtures. As a general rule, the lower the flash point of a liquid, the greater the fire and explosion hazard. (The flash point of a liquid is the minimum temperature at which it gives off sufficient vapor to form an ignitable mixture with the air near its surface or within its containment vessel.)
4. Many flammable and combustible liquids also pose health hazards.
5. It is the responsibility of the user to ensure that all Class B combustibles are properly identified, labeled, handled, and stored. If assistance is required, contact the Management.

Classifications

Flammable and combustible liquids are defined and divided into classes as shown below.

Flammable Liquids (Class I). Liquids having flash points below 100F (37.8C) and having vapor pressures not exceeding 40 pounds per square inch (absolute) at 100F (37.8C). Flammable Class I liquids are subdivided as follows: Class IA: Liquids having flash points below 73F (22.8C) and boiling points below 100F (37.8C). Flammable aerosols (spray cans) are included in Class IA. Class IB: Liquids having flash points below 73F (22.8C) and having boiling points at or above 100F (37.8C). Class IC: Liquids having flash points at or above 73F (37.8C) and below 100F (37.8C).

Combustible Liquids (Classes II and III). Liquids having flash points at or above 100F (37.8C). Combustible liquids in Class II and Class III are subdivided as follows: Class II: Liquids having flash points at or above 100F (37.8C) and below 140F (60.0C). Class IIIA: Liquids having flash points at or above 140F (60.0C) and below 200F (93.4C). Class IIIB: Liquids having flash points at or above 200F (93.4C).

Unstable (Reactive) Liquids. These are liquids that in the pure state, or as commercially produced or transported, will vigorously polymerize, decompose, combine, or become self-reactive under conditions of shock, pressure, or temperature. Use of such materials must have prior approval from the Responsible Safety Officer on a case-by-case basis.

Fire Hazards

Fires involving Class B combustibles are especially dangerous because they release heat quickly, causing the fire to spread rapidly. The handling and use of these combustibles presents the most significant single source of fire hazard. Misuse or improper storage threatens not only the employee and the entire building, but all fellow employees.



Press Energy Services, LLC

Liquids with flash points below room temperature (Class IA and IB liquids) continually emit sufficient quantities of vapors to be ignitable, except when chilled to temperatures below their flash points. Even when chilled, if spilled on a floor or work surface, they will heat rapidly and pose severe fire and explosion hazards. Liquids with flash points above room temperature (Class IC, II, IIIA, and IIIB liquids) can easily be heated to the point at which they will create flammable vapor-air mixtures. Flammable liquid vapors are heavier than air. They can travel for appreciable distances and accumulate in low places. Since it is the vapor of flammable liquids that burns, the fire hazard may not be confined to the immediate vicinity of actual use. Vapors can be ignited several hundred feet from the point of vapor generation. Flammable liquid vapors generally have low ignition-energy requirements and can often be ignited by small sparks from electrical motors, switches, relay contacts, etc.

Precautions

Recommended precautions are based on the properties of the liquid to be used and the intended application. The user cannot make a correct decision on necessary precautions unless the properties of the liquid are known and the intended use is reviewed from a safety standpoint. There must be sufficient ventilation to preclude the accumulation of flammable vapors. Flammable liquids should be used in a fume hood or with local exhaust ventilation. Normal room ventilation may be sufficient to permit small-scale use of flammable liquids (milliliter quantities). However, if larger quantities of liquid must be used in such facilities, it will be necessary to provide additional ventilation by opening doors and windows or providing some form of temporary exhaust ventilation. Extreme care must be exercised when using flammable liquids in closed spaces with minimal ventilation (such as glove boxes and tanks). Even milliliter quantities of flammable liquids can cause the build-up of explosive mixtures in the confined space.

Containers

The maximum allowable sizes of containers and portable tanks are identified in the table below:

Flammable liquids; Combustible liquids Class IA IB IC II III (Glass or approved plastic)

1 pt* 1 qt* 1 gal. 1gal. 1gal.

1 gal. 5 gal. 5 gal. 5 gal. 5 gal. Metal (other than Department of Transportation (DOT) drums

2 gal. 5 gal. 5 gal. 5 gal. 5 gal. Safety cans**

60 gal. 60 gal. 60 gal. 60 gal. 60 gal.

660 gal, 660 gal. 660 gal. 660 gal. 660 gal.

* Glass or approved plastic containers of no more than 1 gallon capacity may be used for Class IA or IB flammable liquids if;

1. Such liquid either would be rendered unfit for its intended use by contact with metal or would excessively corrode a metal container so as to create a leakage hazard, or;
2. The user's process either would require more than 1 pint of a Class IA liquid or more than 1 quart of a Class IB liquid, of a single assay lot, to be used at one time.

** Approved safety cans of various materials and capacities are available through the Supervisor.

Cabinets

Storage cabinets must be designed and approved for the anticipated usage. Approved metal storage cabinets are available through requests to Management. Not more than 120 gallons of Class I, Class II, and Class IIIA liquids, combined, may be stored in a storage cabinet. Of this total, not more than 60 gallons may be of Class I and Class II liquids combined, and not more than three such cabinets may be located in a single fire-separation area.



Refrigerators

Ordinary domestic refrigerators must not be used for the storage of flammable liquids because they contain certain built-in ignition sources (such as electrical contacts). These sources of ignition may initiate a fire or an explosion if flammable vapors are present. In special cases, ordinary refrigerators have been modified to specifications approved for storage of flammable liquids. Refrigerators are now available commercially that are specifically designed and approved for storage of flammable materials. Refrigerators must bear an appropriate label as supplied by the Responsible Safety Officer.

Allowable Quantities

To adequately manage the exposure hazards in each building, or fire-separation area in each building, it is necessary to consider the needs of all users, and/or of user groups in aggregate, for each building or fire-separation area. The restrictions set forth below provide guidance for lower usage levels. In general, quantities in excess of three months usage should not be stored. If the need for larger quantities is anticipated, contact the Responsible Safety Officer for assistance.

The maximum allowable quantities of Class B combustibles outside designated and approved storage rooms or facilities are listed below:

1. Less than one gallon of Class I and Class II liquids combined, in glass or plastic containers, is the maximum allowed outside of approved storage cabinets when not actually in use.
2. One gallon is the maximum allowable container size for general dispensing of Class I and Class II liquids unless in an approved safety can.
3. Ten gallons of Class I and Class II liquids, combined, in approved safety cans, is the maximum allowable outside of approved storage cabinets.
4. Five gallons of Class IIIA liquids is the maximum allowable outside of approved storage cabinets or safety cans.
5. For single fire-separation areas, 10 gallons of Class I and Class II liquids, combined, is the maximum quantity allowable outside of approved storage cabinets or approved safety cans.
6. For single fire-separation areas, 25 gallons of Class I and Class II liquids, combined, is the maximum allowable quantity outside of approved storage cabinets.
7. For single fire-separation areas, 60 gallons of Class IIIA liquids is the maximum allowable outside of approved storage cabin.

6.5 BLOODBORNE PATHOGENS EXPOSURE CONTROL

Purpose

The Bloodborne Pathogens Exposure Program is to prevent occupational exposure to bloodborne pathogens. Designated employees that may come into contact with human blood or other potentially infectious materials (OPIM) include all employees who have received first aid and CPR training and may be required to administer first aid to other staff prior to receiving medical treatment. All employees will have access to a copy of the Bloodborne Pathogens Exposure Control Plan.

Methods of Compliance

Press Energy Services, LLC utilizes Universal Precautions in the handling of all human blood and OPIM's.

Engineering Controls

1. Handwashing facilities are located in optimum locations at the shop and are readily accessible to all employees who have the potential for exposure. Additionally, antiseptic solutions/ towelettes will be available for use.
2. Employees will wash their hands and any other exposed skin with soap and hot water immediately or as soon as possible after contact with blood or OPIM, for 15 seconds, in a manner causing friction on both



Press Energy Services, LLC

- inner and outer surfaces of the hands.
3. Employees will be provided with antiseptic hand cleaner and paper towels when hand washing is not feasible. However, hand washing must still take place as soon as possible after exposure.
 4. Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses is prohibited in work areas where there is the potential for exposure to blood borne pathogens.
 5. If professional medical attention is required, a local ambulance will be used. If this option is not in the best interest of the victim a personal car/vehicle will be used. If a personal car/vehicle is taken, impervious material should be used to prevent contamination of the vehicle.
 6. New employees/employee that is being transferred to other sections/departments will receive training about any potential exposure from the supervisor/Management.

Personal Protective Equipment

All personal protective equipment used at this facility will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or OPIM. The protective equipment will be considered appropriate only if it does not permit blood or OPIM to pass through or reach the employees' clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use.

Disposal of Contaminated Items and Communication of Hazard

1. Employees must:
 - a. Use bleach to disinfect any blood or OPIM.
 - b. Apply the bleach with single-use gloves and allow to sit for 15 minutes.
 - c. Place any single-use gloves that have been contaminated in a biohazard garbage bag and cover.
 - d. Dispose of the biohazard garbage bag in compliance with local ordinances.
2. Regulated waste will be placed in appropriate containers, labeled and disposed of in accordance with applicable state, federal and local laws.
3. Employees will be warned of biohazard bags by labels attached to the disposal bags. Labels will be orange-red and marked with the word **BIOHAZARD** or the biohazard symbol.

Housekeeping

Maintaining our work areas in a clean and sanitary condition is an important part of Press Energy Services, LLC Blood borne Pathogens Compliance Program. Employees must decontaminate working surfaces and equipment with an appropriate disinfectant after completing procedures involving blood or OPIM. All equipment, environmental surfaces and work surfaces shall be decontaminated immediately or as soon as feasible after contamination.

1. Employees must clean and disinfect when surfaces become contaminated and after any spill of blood or OPIM.
2. Employees will use a solution of one part bleach to ten parts water for cleaning and disinfecting.
3. Working surfaces and equipment will be routinely cleaned, disinfected and maintained.
4. Potentially contaminated broken glass will be picked up using mechanical means, such as dust pan and brush, tongs, etc.
5. Press Energy Services, LLC uses universal precautions for handling of all soiled laundry.
6. Laundry contaminated with blood or OPIM will be handled as little as possible. Employees who handle contaminated laundry will utilize personal protective equipment to prevent contact with blood or OPIM from coming into contact with skin or street clothes.
7. Contaminated clothing will remain on the premises, or will be sent directly to a laundry facility for cleaning. Proper notification must be made to the laundry facility as to the contaminated stated of the clothing before delivery or pickup. Employees will be given the option of reimbursement for the cost of contaminated clothing. If this option is accepted, the clothing will then be disposed of.



Press Energy Services, LLC

Vaccination and Post-Exposure Evaluation and Follow-up

Press Energy Services, LLC shall make available within 10 days of possible exposure the Hepatitis B vaccine and vaccination series to all employees who have an occupational exposure at no cost to the employee.

An exposure incident is any contact of blood or OPIM's with non-intact skin or mucous membranes. Any employee having an exposure incident shall contact the supervisor/Management. All employees who have an exposure incident will be offered a confidential post-exposure evaluation and follow-up in accordance with the OSHA standard. This includes a visit to a physician selected by the employer. The health care professional written opinion will be provided to the employee with 15 days of the evaluation.

Training

Training is provided at the time of initial assignment to an employee's job where exposure may occur, and that it shall be repeated within twelve months of the previous training. Training will be tailored to the education and language level of the employee, and offered during the normal work shift. The training will be interactive. Employees will have access to a copy of the exposure control plan. Training records will be kept for a duration not less than 3 years.

Record keeping

Medical records will be maintained in accordance with OSHA Standards. These records will be kept confidential, and will be maintained for the duration of employment plus 30 years.

6.5.1 SANITATION

Drinking Water

The Responsible Safety Officer periodically takes samples from the potable water system throughout the Company and has them checked for biological contaminants. This is a check to ensure a high-quality water supply for drinking purposes. The drinking water supply must not contain impurities in concentrations that may be hazardous to the health of the employees or that would be offensive to the senses of sight, taste, or smell. The drinking water supply system must be installed according to the National Plumbing Code and must be maintained in good condition. The drinking water system must be protected against backflow with approved connections and plumbing devices.

7.0 WORK PROCESS

7.1 JOB SAFETY ANALYSIS (JSA)

Press Energy employees are required to perform JSAs before each job. JSAs must assess each aspect of the task and identify items that could pose a threat to the environment, result in injury to personnel, or damage to equipment. The JSA, when reviewed, should be posted at the jobsite.

The basic steps for conducting the JSA are:

1. Written outline of the sequence of events. Certain non-complex jobs may not require a written JSA. If the employee is uncertain when this applies, check with the appropriate supervisor and/or Management.
2. Identify hazards associated with those events.
3. Document steps to be taken to mitigate the identified hazards.
4. Remember to always consider environmental concerns.
5. Include any other Press Energy employees or contractors that may be affected by the employees work when preparing the JSA.

If events or conditions change from the original plan, the job will stop and all parties involved will review/revise the plan. Additionally, if new personnel arrive at the site after the job or activities have begun, those personnel will review the JSA before beginning work.

8.0 GENERAL OPERATIONS

8.1 MANUAL LIFTING POLICY

An individual must not lift loads over 75 pounds. The employee must determine whether assistance is needed to lift lighter weights. Before lifting, determine the following:

1. Can the object be moved by a mechanical device?
2. Is the object bulky? Will it obscure vision? If so, get another person to help carry it.
3. Is the object within the employee's capability to lift?
4. Is the walking surface solid and free of obstructions?
5. Use proper lifting procedure.
6. Bend legs at the knees. Keep the back nearly vertical. Position the body as close to the object as possible. Place feet apart, but no more than shoulder width.
7. Firmly grasp the object and straighten the legs. Keep the back straight and upright.
8. Avoid twisting the body when lifting or carrying loads.
9. When handling material with others, teamwork is important. Agree on who will be the leader and give signals to indicate instructions. Release the materials only when everyone is ready.

8.2 LOCKOUT/TAGOUT (LO/TO)

Lockout/Tagout (LO/TO)

It's the responsibility of Management and/or Supervisor to train Press Energy's employees in using the LO/TO process per applicable regulations, laws, or policies. When Supervisors and/or employees are working on machines or equipment, the Press Energy person-in-charge must inform any other contractors employees about the LO/TO process that is in effect.

The Press Energy policy provides compliance with OSHA regulation (29 CFR 1910.147). In summary, each authorized employee is required to use a personal Lockout/Tagout device or procedure that, when implemented, provides a level of protection equal to use of a personal lockout/tagout device while performing maintenance or repairs on machinery or equipment.

The standard requires locks where locks may be applied. Further, one member of a group locking out for the entire group without further procedures to provide a level of protection equivalent to each member applying a personal device is not acceptable.

Press Energy believes that the best way to comply with the OSHA Standard and our policy is for each authorized employee in a group to apply a personal lock to a group lockout device. The Press Energy person-in-charge must ensure that Press Energy employees understand and comply with the restrictions and prohibitions of the program.

For a large job, a lockbox may be used in lieu of a lockout bar clip. Use the lockbox procedure when energy sources and/or a group of people are involved in maintenance or repair operations.

8.3 CONFINED SPACE ENTRY

Confined space is defined as a space that:

1. Is large enough and configured so that an employee can enter the space and perform the assigned work.
2. Has limited or restricted means for entry or exit (for example, tanks, cellars, vessels, silos, storage bins,



Press Energy Services, LLC

- hoppers, vaults, and pits are spaces that may have limited means of entry).
3. Is not designed for continuous employee occupancy.
 4. Must have permit to enter and perform work in confined space.
 5. At least two qualified people present on job in confined spaces.

Press Energy Services, LLC does not conduct activities that would fall under Confined Space Entry. It is the policy of the company that on the occasion when Confined Space Entry has been determined to be needed, that appropriate qualified personnel will be acquired to accomplish the job. Press Energy does not authorize any employee to accomplish or be involved with a Confined Space Entry job.

8.4 HOT WORK

Definition: A safe hot work area is an area that has been assessed and it has been determined that it does not contain uncontrolled flammable material nor is there a possibility that flammable material could be present during the hot work.

Press Energy Services, LLC does not conduct activities that would be classified as Hot Work. It is the policy of the company that on the occasion when Hot Work has been determined to be needed, that appropriate qualified personnel will be acquired to accomplish the job. Press Energy does not authorize any employee to accomplish or be involved with a Hot Work job.

8.5 FIRE SAFETY

Introduction

Policy and planning for fire safety at Press Energy Services, LLC takes into account the special fire hazards for specific operating areas, the protection of high-value property, and the safety of employees. These ends are met by:

1. Non-combustible or fire-rated materials and construction practices suitable to the assigned uses of buildings and facilities.
2. Alarm systems and automatic extinguishing systems, if any.
3. Availability of suitable hand extinguishers and local hose lines for use before firefighters arrive.
4. Access to professional fire department, always staffed and trained in the control of emergencies that could occur at the Company.

(The Fire Department makes the initial response to all requests for emergency aid received on the emergency telephone number, 911.)

This chapter covers the fire safety responsibilities of employees and management and sets forth the fire safety rules and procedures.

Fire Department

The Community Fire Department is responsible for protecting people and property from fires, explosions, and other hazards through prevention and expeditious control of such events. In addition, the Fire Department provides first-response rescue and transportation services in medical emergencies. The Fire Department's inspection staff is responsible for ensuring company-wide compliance with fire safety and protection requirements and for reviewing all plans and procedures for compliance with these requirements; for inspecting and testing automatic fire protection and alarm systems and ensuring their maintenance and repair; for conducting fire safety and protection inspections; and for providing fire prevention recommendations.

Other responsibilities include training employees in fire safety equipment, practices, and procedures. All these fire protection and response functions are performed in conformance with OSHA regulations, State law, Press Energy Services, LLC policies, and nationally recognized standards and guidelines for fire and life safety. The Fire Chief and the Fire Marshall have the authority to enforce applicable requirements of the Uniform Building Code; the Uniform Fire



Press Energy Services, LLC

Code; National Fire Protection Association Codes (including the Life Safety Code), Standards, and Recommended Practices; and the fire protection provisions of OSHA Orders.

All employees must immediately report fires, smoke, or potential fire hazards to the Fire Department (dial 911). All employees must conduct their operations in such a way as to minimize the possibility of fire. This means applying rules such as keeping combustibles separated from ignition sources, being careful about smoking, and avoiding needless accumulations of combustible materials.

Management are responsible for keeping their operating areas safe from fire. The Responsible Safety Officer and the Fire Department will provide guidance and construction criteria with respect to fire and life safety as well as inspections. The provision and maintenance of fire detection systems and both automatic and manual fire extinguishing equipment is the responsibility of the Responsible Safety Officer. But the supervisor, who best knows the day-to-day nature of his/her operations, is responsible for notifying the Responsible Safety Officer of operations that change the degree of fire risk and will therefore require a change in the planned fire protection provisions.

Fire Exits

Rules:

1. Exit corridors must not be used for storage. The Life Safety Code, NFPA 101, requires that buildings designed for human occupancy must have continuous and unobstructed exits to permit prompt evacuation of the occupants and allow necessary access for responding emergency personnel. The intent of the Code is to keep exits free from obstructions and clear of combustible materials. Attention to housekeeping, therefore, is very important.
2. "Temporary" storage of furniture, equipment, supplies, or anything else is not permitted in exit ways.
3. Combustibles, including recyclable waste paper, are not permitted in exit ways.
4. Metal lockers with ends and tops ferried to the walls and that do not interfere with minimum exit width requirements may be installed in exit corridors when approved by the Fire Department and the Responsible Safety Officer.

The following requirements must be met for storage locker/cabinets:

- a. Cabinets will be permitted on one side of the corridor only. Cabinets must end at least 6 feet from the corridor exit door. Cabinet ends must be at least 12 inches from the edge of the doorway on the latch side and from the edge of the door leaf when fully opened into the corridor.
- b. The cabinets must not be more than 20 inches deep by 37 inches wide by 72-3/4 inches high. The cabinets must be all metal construction with positive latches to prevent spillage of contents in the event of an earthquake.
- c. All doors must return automatically to the closed position when not held open manually.
- d. A 45 degree-angle fairing must be provided from the wall to the corridor corner of the cabinet. Fairing must be provided at both ends of cabinet or bank of cabinets. * A 45 degree-angle fairing must be provided at the top of the cabinets from the outside corridor edge of cabinet to the wall.
- e. All cabinets must be anchored to the wall firmly enough to withstand 0.5g of lateral acceleration (or a lateral load equal to 1/2 the total dead weight of the cabinet and its contents) in the event of an earthquake.
- f. Liquids and chemicals are not to be stored in corridor lockers.
- g. All cabinets must be kept locked, with one key being retained by the Management.
- h. All cabinets must be labeled with the contents and the name, address, and telephone number of the assigned user.

Any deviation from the above requirements must be approved by Responsible Safety Officer.

8.6 OPERATING EQUIPMENT

Operating equipment typically refers to rotating or reciprocating equipment such as compressors, pumps, pumping units, etc.

Rules:

1. Only trained operators shall start and stop operating equipment.
2. Do not wear jewelry, such as rings, watches, wrist chains, key chains, or loose clothing when working around operating equipment.
3. Confine long hair.
4. Do not make repairs to, do service on, or alter equipment that is in operation. All equipment must be shut down and a lockout/tagout device used in such a manner that the equipment cannot be accidentally started while the work is conducted. Guards and other safety devices shall be reinstalled before the equipment is operated.

8.7 MECHANICAL GUARDING

Introduction and Standards

Mechanical guarding must encompass both the power transmission parts of all mechanical equipment and the points of operation on production machines. Guards must be provided where rotational motion, nip points, and cutting, shearing, punching, and forming mechanisms can cause injury to personnel or damage to tools and equipment. Mechanical guards must be designed or otherwise procured to meet the following specifications:

1. The guard must provide positive protection equal to that specified in ANSI B15.1.
2. The guard must be considered a permanent part of the machine or equipment, capable of being easily or quickly removed or replaced.
3. The guard must not interfere with efficient operation or maintenance of the machine or give discomfort to the operator.
4. The guard must not weaken the machine structure.
5. The guard must be designed for a specific job and a specific machine.
6. The guard must be durable, resistant to fire, corrosion, and easily repaired.
7. The guard must not present hazards, such as rough edges, splinters, pinch points, shear points, or sharp corners.

Methods of guarding that must be considered include the following:

1. Enclosing the operation (preferred);
2. Interlocking devices;
3. Moving barriers;
4. Removal devices;
5. Remote control Two-handed tripping devices;
6. Electronic safety devices.

Machines designed for fixed locations must be securely anchored to the floor or bench to prevent walking or tipping. Employees may operate machinery only when properly trained and authorized to do so. Proper clothing and protective devices must be worn when specified by the supervisor or shop foreman.

ELECTRICAL TAG OUT PROCEDURE: When you have to do maintenance work on a machine, take these four steps to protect yourself and your co-workers from injury:

1. De-energize the machine if possible. Positively disconnect the machine from the power source. If there is more than one source of power, then disconnect them all.
2. If possible, lock-out all disconnect switches. You must be given a lock and a key for each disconnect before you begin working on the machine.
3. Tag all disconnect switches. Use the yellow or Red safety tags which state in large letters – “Danger” “Do No

Operate," or "Danger" "Do Not Energize" and gives the name of the individual who locked out the equipment, date and time. The tag must also state "DO NOT REMOVE THIS TAG" (except the person who placed the tag may remove it only after the machinery maintenance has been completed).

4. Test the equipment to insure it is de-energized before working on it.
 - i. First, attempt to operate the equipment by turning on normally.
 - ii. Next, check all electrical lines and exposed areas with test equipment or a "lamp".
 - iii. Finally, short to ground any exposed connections using insulated grounding sticks. This test must be done even if the electrical connection is physically broken, such as pulling out a plug, because of the chance of discharging components.

A TAG OUT ONLY PROCEDURE MAY BE USED IF THE MACHINE CAN NOT BE LOCKED OUT. IF THE MACHINE IS SUPPLIED ELECTRICAL POWER FROM A SINGLE SOURCE, WHICH IS UNDER THE EXCLUSIVE CONTROL OF A TRAINED AND QUALIFIED REPAIR PERSON AT ALL TIMES AND THERE ARE NOT ANY OTHER PERSONS IN THE REPAIR AREA WHO COULD BE HARMED BY THE ACCIDENTAL ENERGIZING OF THE MACHINERY, THEN TAG OUT MAY BE USED INSTEAD OF LOCK OUT/TAG OUT.

RE-ENERGIZING: Many accidents occur at the moment of re-energizing. If the machinery is to be re-energized, all persons must be kept at a safe distance away from the machinery. The re-energization can be performed only by a person who either performed the lock-out/tag out, a person acting under the immediate and direct commands of the original lock-out/tag out person, or, in the event of a shift change, or other unavailability of the original person, then the original shall, before leaving, appoint a surrogate original person and show him or her all steps taken to lock-out/tag out the equipment.

8.8 MATERIALS HANDLING

Introduction

Press Energy Services, LLC requires that safety planning and practices for commonplace tasks be as thorough as for operations with unusual hazards. Commonplace tasks make up the greater part of the daily activities of most employees and, not unexpectedly, offer more potential sources of accidents with injuries and property damage. Every operation or work assignment begins and ends with handling of materials. Whether the material is a sheet of paper (paper cuts are painful) or a cylinder of toxic gas, accident risks can be reduced with thorough planning. Identifying obvious and hidden hazards should be the first step in planning work methods and job practices. Thorough planning should include all the steps associated with good management from job conception through crew and equipment decommissioning. Most of the material presented in this chapter is related to the commonplace and obvious. Nevertheless, a majority of the incidents leading to injury, occupational illness, and property damage stem from failure to observe the principles associated with safe materials handling and storage. A less obvious hazard is potential failure of used or excessive motorized handling or lifting equipment. The Responsible Safety Officer must be notified whenever it is desired to acquire a crane, forklift truck, or other motorized handling or lifting equipment from outside sources.

Lifting and Moving

Lifting and moving of objects must be done by mechanical devices rather than by manual effort whenever this is practical. The equipment used must be appropriate for the lifting or moving task. Lifting and moving devices must be operated only by personnel trained and authorized to operate them. Employees must not be required to lift heavy or bulky objects that overtax their physical condition or capability.

Rigging

Planning for safe rigging and lifting must begin at the design stage, and lifting procedures must be developed for assembly and installation.

1. The lifting procedure should be developed and discussed with the rigging crew fore person.
2. Responsibility for all rigging jobs is shared between the rigging crew and the customer. The customer is responsible for defining and requesting the move, for providing technical information on relevant characteristics of the apparatus, including special lifting fixtures when required, for providing suggestions on

rigging and moving, and for assigning someone to represent them both in planning and while the job is being carried out.

3. The riggers are responsible for final rigging and for carrying out whatever moves have been designated.
4. Before any movement takes place however, each representative must approve the rigging and other procedures associated with the intended move. Each must respect the responsibility and authority of the other to prevent or terminate any action he or she judges to be unsafe or otherwise improper.
5. The supervisor must make certain that personnel know how to move objects safely by hand or with mechanical devices in the operations normal to the area and must permit only those employees who are formally qualified by training and certification to operate a fork truck, crane, or hoist.
6. The supervisor must enforce the use of safe lifting techniques and maintain lifting equipment in good mechanical condition.
7. Employees are required to observe all established safety regulations relating to safe lifting techniques.
8. The Responsible Safety Officer provides training programs followed by certification for employees who have demonstrated the ability to operate fork trucks of up to 4-ton capacity and for incidental crane operations that require no special rigging.

Cable/Hoist Sling Safety

Press Energy Services, LLC has established a Cable Safety Program to ensure the integrity of cables, hooks, slings, hoists and various devices used in conjunction with these components for lifting. Documented training is required of all users and inspectors.

Inspection Process

1. All metal cables, non-metal slings (nylon, polypropylene, etc.), hooks and various components must be visually inspected and documented monthly and visually inspected before each use. Frayed or damaged nylon slings shall be cut and discarded.
2. All lifting cables and their components will be included on the company's annual hoist inspection report.
3. Qualified personnel or competent, trained personnel shall make inspections. Test results and supporting documentation shall be maintained on file.

NOTE: Cables, hooks, and other devices that do not meet the inspection criteria shall immediately be removed from service.

Mechanical Lifting

Mechanical devices must be used for lifting and moving objects that are too heavy or bulky for safe manual handling by employees. Employees who have not been trained must not operate power-driven mechanical devices to lift or move objects of any weight. Heavy objects that require special handling or rigging must be moved only by riggers or under the guidance of employees specifically trained and certified to move heavy objects.

Load Path Safety

Loads moved with any material handling equipment must not pass over any personnel. The load path must be selected and controlled to eliminate the possibility of injury to employees should the material handling equipment fail.

Equipment worked on while supported by material handling equipment must have a redundant supporting system capable of supporting all loads that could be imposed by failure of the mechanical handling equipment. A suspended load must never be left unattended but must be lowered to the working surface and the material handling equipment secured before leaving the load unattended.



Press Energy Services, LLC

Hose Replacement Policy

Vacuum Trailer Hoses will be replaced annually on or around September 1 of each year. Old hoses will be disposed of appropriately.

HOSE RATINGS AS FOLLOWS:

Black hoses are rated at 150 PSI.

2' Green hoses are rated at 40 PSI.

3" Green hoses are rated at 40 PSI.

4" Green hoses are rated at 30 PSI.

Hoses will be replaced earlier than annually due to:

- Breakage/Leaks
- Punctures
- Camlock ear failure
- Collapse

All hoses inspected and pressure tested from Vendor (Central Arkansas Tool) and stamped approved prior to purchase and implementation into use.

9.0 HAZARD WARNINGS

Introduction

Every reasonable method to warn employees of hazards and dangers and to inform them of the actions required must be utilized.

1. Signs, characteristic lights, and audible alarms as additional safeguards for built-in mechanical and physical protection must be used.
2. To ensure uniform response by personnel, the warning signs and devices must be of the same type for similar hazards.
3. Obtaining and installing the warning systems is the responsibility of the group that needs them.

Contents and Configuration

1. Signs must conform to the colors, symbols, lettering size, and proportions as specified by Press Energy Services, LLC except that radiation signs must conform to the requirements stated in 10 CFR 20.
2. Every warning sign must include the following components.
3. An approved heading that indicates the relative hazard.
4. A statement of the type of hazard.
5. A statement of what to do or not to do in the area.

9.1 CHEATER BARS/PIPES

Use cheater pipes only when absolutely necessary. The pipes must be less than twice the length of the wrench handle and must closely fit the entire length of the wrench handle. Do not jump or jerk on cheater pipes to break connections. Do not use cheater pipes on crescent-type adjustable wrenches.

9.2 TOOLS

Company Provided Tools

Press Energy Services, LLC provides hand and powered portable tools that meet accepted safety standards.

1. A damaged or malfunctioning tool must not be used; it must be turned in for servicing and a tool in good condition obtained to complete the job.
2. Employees must use the correct tool for the work to be performed; if they are unfamiliar with the operation of the tool, they must request instruction from their supervisor before starting the job.
3. Management are responsible for ensuring that their subordinates are properly trained in the operation of any tool that they are expected to operate.
4. An employee is not permitted to use a powder-actuated tool unless instructed and licensed by the manufacturer.

Grounding

Rules:

1. Tools that are not double-insulated must be effectively grounded and tested.
2. Testing must be accomplished before initial issue, after repairs, and after any incident that could cause damage, such as dropping or exposure to a wet environment.
3. Grounded tools must always be used with an effectively grounded circuit.
4. Any extension cord used with a grounded tool must be a three-wire, grounded type.
5. Electric-powered hand tools used on construction sites, on temporary wired circuits, or in wet environments will be used in conjunction with an approved ground fault circuit interrupter (GFCI).

6. The responsibility for implementing and maintaining this program rests with the individual management involved.
7. Tool testing equipment will be maintained by the Management.
8. Documentation of tool testing will be maintained by the Management for all powered hand tools. **Repairs of defective tools will only be made by qualified electrical personnel.**

Shop Rules

Any Press Energy Services, LLC facility housing shop tools is defined by OSHA as a shop. It is the responsibility of the person in charge of each shop to ensure compliance with the following practices:

1. Shop machines and tools are to be used only by qualified personnel.
2. It is the responsibility of the person in charge of the shop to render a judgment as to who is qualified.
3. The person in charge will take whatever action is deemed necessary to prevent a personal injury or damage to equipment.
4. Equipment guards and protective devices must be used and must not be compromised.
5. Approved eye protection (visitor's glasses) must be worn by anyone entering and/or passing through shop areas.
6. Approved industrial safety eye protection must be worn by anyone working in a posted shop area.
7. Shop employees must wear steel toe shoes or boots covering the whole foot in shop areas.
8. Persons using machine tools must not wear clothing, jewelry, or long hair in such a way as to represent a safety hazard.

9.3 WORKING OVERHEAD

Before working overhead, notify anyone who will be below you. Then, follow these procedures:

- Never throw hand tools and materials to anyone; hand them up or down. When an employee must hoist tools with a rope, ensure that the tools are securely attached to the rope and that there is no danger of dropping them. A strong sack is recommended for raising or lowering tools. Employees will take all precautions to guard against falling objects.
- Wear appropriate fall-protection equipment secured by a lanyard to a lifeline, drop line, or fixed anchorage when working on an unprotected area (such as a tank, production vessel, or unguarded working platform) 6 feet or more above grade or floor level.

9.4 SLIPS, TRIPS, AND FALLS

1. Keep the working area clean and orderly.
2. Do not leave tools lying on the ground, floor or decking where they present a work hazard.
3. Good housekeeping is a requirement.
4. Keep walkways and grating in good condition.
5. Report any damaged walkways or grating to the Management Team.
6. Immediately report all floor openings to the Management Team and/or Management, and properly secure and identify.
7. Clean oil spills and slippery areas immediately.
8. Take extra precautions when walking on wet surfaces.
9. Do not walk or climb on piping, valves, fittings, or any other equipment not designed as a walking surface.
10. Have one hand on the handrail when walking up or down stairs.
11. Do not run or skip steps when ascending or descending stairs.
12. Consider trailing a hand behind you on the handrail to better catch yourself if you do slip.



9.5 LOAD BINDERS

Employees should not use lever style load binders. Furthermore, they may not be used at all on Press Energy property. Employees should review their specific needs for securing loads, and select equipment such as strapping, or ratchet or cam type boomers, or other equipment which may be safely used in the specific circumstances.

This rule is made to enhance the safety of those working with chain binders. The significant difference is in the rate at which energy is released from the two styles of binders. The ratchet-type binder can be released in a safe, controlled manner allowing the stored energy to dissipate gradually. When the lever is lifted on the lever-style binder, stored energy is instantly released, causing the lever to move forcefully forward with the potential of injuring anyone in its path of travel.

Whenever chain binders of any type are used, it is important that the persons using this equipment be familiar with the inherent hazards and operate the binders according to the manufacturer's instructions and within the load limits of the binders and chain in use. Note that the ratchet-type binder provides twice the mechanical advantage available from the lever-type. For example, a person applying 100 pounds to a lever-type device will generate 2,500 pounds of force while the same effort applied to a ratchet-type binder will generate 5,000 pounds of force. For this reason, it is critical to avoid over-tightening of loads using the ratchet-type binder.

Any questions regarding this policy should be directed toward the Management and/or the Management Team.

10.0 SPECIALIZED OPERATIONS

10.1 SANDBLASTING

The potential hazards during sandblasting operations include, but are not limited to inhalation of dusts (including lead from the paint or silica from the blasting medium), high noise levels, high operating pressure of equipment, etc. Employees are responsible for appropriate disposal of accumulations of waste. The following requirements minimize the possibility of an HES incident during sandblasting operations:

1. Wear approved respiratory and hearing protection.
2. Wear appropriate eye protection.
3. Consider the paint coatings removed by sandblasting operations as lead until proven otherwise.
4. Check all hoses every day for leaks and signs of wear.
5. Maintain adequate ventilation (either mechanical or natural) to keep the work atmosphere less than 10% Lower Explosive Limit (LEL) and the oxygen (O₂) content greater than 19.5% when working in a confined space.
6. Bleed or de-pressure all lines before disconnecting.
7. Use a blasting nozzles with a cut-off device (dead man's switch) in all situations except underwater grit blasting.
8. Secure and hobble all high-pressure air hose connections.
9. Pin or wire all air hose connectors (Crow's Feet) to keep them from coming apart.
10. Post warning signs identifying potential hazards.
11. Gather waste over solid decking.

10.2 COMPRESSED AIR USED FOR CLEANING

Compressed air used for drying or cleaning must be limited to 30 psig (gage) by a pressure regulator or pressure-reducing nozzle as specified in OSHA 29 CFR 1910.242 or any successor regulation. Do not, for any reason, direct compressed air toward a person. When using compressed air for cleaning in a dry and dusty situation, the contractor must wear, at a minimum, protective eye goggles, gloves, and a dust filter for respiratory protection.

10.3 WELDING

General Safety Precautions

Press Energy Services, LLC requires that all safety precautions be followed.

1. Welding and cutting must only be performed by trained workers (OSHA 29 CFR 1910.252)
 - a. Know the hazards of the materials involved in the welding or cutting operation.
 - b. Know exactly what kind of metal you are welding on.
 - c. Read MSDS's.
 - d. Before welding, precautions must be taken to prevent ignition of combustible materials.
 - e. Move combustible materials further than 35' away.
 - f. Cover combustible materials.
 - g. Dampen the floor if necessary.
 - h. Clean containers and confined spaces to remove combustible materials.
2. Confined Spaces.
 - a. Do not bring cylinders into confined spaces.

- b. Remove electrodes from confined spaces if operations are suspended for a substantial period of time.
- c. Remove torches and hoses from confined spaces if operations must be suspended for a substantial period of time.
3. Welding in wet areas.
 - a. Arc welding should not be done in wet areas if possible.
 - b. If arc welding absolutely must be performed in wet areas, special safety precautions are necessary.
 - c. Ask the Management Team what precautions are necessary.

Firewatchers

1. Trained firewatchers are required when combustible materials are near the work area. Near means,
 - a. Combustible materials within 35'.
 - b. Easily ignited combustible materials further than 35'.
 - c. Openings in walls and floors within 35' radius can expose combustible materials in adjacent areas.
 - d. Combustible materials are adjacent to the opposite side of metal partitions, walls, ceilings, or roofs and are likely to be ignited due to conduction or radiation.
2. The fire watch must have a fire extinguisher readily available and be trained to use it.
3. The fire watch must be familiar with how to activate the alarm system.
4. The fire watch must wear the PPE necessary to protect them from hazards, such as UV flash burns to the eyes.
5. The fire watch must stay for 30 minutes after welding is completed.

Personal Safety

1. Walkways must be kept clear of hoses and leads.
2. In elevated areas, proper work platforms must be provided and fall protection used.
 - a. **Eye protection**
 - b. Welders, Firewatchers and helpers must use specialized protective eyewear designed according to ANSI Z-87.
 - c. Helmets or hand shields must be used when arc welding.
 - d. Goggles must be worn when gas welding or cutting.
 - e. Eye protection shall be inspected for defects before each use.
 - f. Defective eyewear must not be used.
 - g. The shade must be appropriate to the type of welding being performed.
3. **Protective clothing**
 - a. The appropriate protective clothing for welding varies.
 - b. As a minimum, welders should wear a heavy cotton shirt with long sleeves, heavy cotton pants, leather gloves, and a cotton welder's cap.
 - c. All protective clothing must be free of holes.
 - d. Protective clothing must be kept free of flammable liquids.
4. **First Aid**
 - a. Welders frequently experience minor eye injuries and burns.
 - b. Injured workers must have first aid readily available.
 - c. Someone in the workplace will be CPR/First Aid trained.
 - d. A First Aid Kit must be provided.
 - e. An eyewash station must be provided.
5. **Hygiene**
 - a. Do not eat or drink in the immediate area of the welding operation.
 - b. Shower as soon as possible after you are finished welding.
 - c. Do not keep butane lighters in pocket, etc.

- d. Frequently rinse your eyes with sterile eyewash at least at the end of each shift.
- e. Breathing welding fumes from any metal or coatings is potentially harmful.

6. Ventilation

- a. Natural ventilation is usually adequate to protect workers welding outdoors.
- b. In interior areas, a competent person must determine if mechanical ventilation is necessary before work begins.

7. Respiratory Protection.

- a. Where adequate ventilation cannot be established, respirators must be used.
- b. Depending upon the situation and the materials involved, different types of respirators may be necessary.

Gas welding

1. Gas cylinders contain high pressure and should be handled as follows:
 - a. Cylinders should be stored, transported, and used in a vertical position - this is especially necessary with acetylene cylinders.
 - b. Keep cylinders secured so that they cannot fall over and damage valves.
 - c. Keep valve protectors in place when cylinders are not in use.
 - d. Store oxygen and fuel separately, at least 25 feet apart, when not in use.
2. Do not interchange equipment designed for fuel and oxygen use.
3. Inspect equipment before use.
 - a. Make certain fuel and oxygen equipment is proper for the gas they will discharge.
 - b. Look for signs of oil or other hydrocarbons on oxygen equipment - remove any oil or hydrocarbons that are present.
 - c. Check regulators and hoses for leaks. Hoses must have flashback arresters to prevent flashback.
 - d. Keep valves closed, except when cylinder is in use.
 - e. Set regulators to the proper pressure - acetylene cylinders must never be set above 15 psi.
4. Gas cylinders must not be brought into a confined space.
 - a. Hoses must not be left unattended in confined spaces.
 - b. Never use oxygen to blow dust from clothing or equipment.

Arc welding

1. The arc welding equipment must be maintained to factory specifications.
2. Covers and guards should be in place.
3. The system should not be modified without the manufacturer's approval.
4. The arc welding machine must be properly grounded.
5. Cables must be inspected prior to use.
 - a. Cables cannot have splices within ten feet of the holder.
 - b. Cables with damaged insulation must be repaired or replaced.
 - c. Joining cables must be done with connections specifically designed for that purpose.
 - d. Do not wrap cables around any part of your body.



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Grinding

1. Welding and burning operations often require that grinding be done as part of the welding and burning operation.
 - a. Inspect the grinder before use.
 - b. The guard must be in place and properly adjusted.
 - c. Make sure you have the proper wheel or brush.
 - d. Make sure the wheel is in good condition.
 - e. Power cord and insulation must be intact.
2. Do not wear loose clothing - tuck in your shirt.
3. Wear proper PPE.
 - a. You must wear hearing protection, goggles and a face shield.
 - b. A dust respirator may also be necessary.
4. Watch where you are throwing sparks and grindings - don't throw them towards other workers.
5. Grinding may require a hot-work permit.

11.0 HAZARDOUS ATMOSPHERES

11.1 HYDROGEN SULFIDE (H₂S)

Press Energy Services, LLC realizes that employees may come into contact with hydrogen sulfide (H₂S). H₂S can cause loss of consciousness or death at low concentrations. This gas is highly toxic and is colorless. It is heavier than air. It is flammable with an explosive range from 4.3% to 46% by volume. It is corrosive to metals and can also lead to hydrogen embrittlement and sulfide stress cracks. In low concentrations, it may smell like rotten eggs. Do not rely on the odor to detect H₂S since it quickly deadens the sense of smell. When H₂S is present, iron sulfide may also be present. H₂S burns with a blue flame and produces sulfur dioxide that is another toxic gas. Signs should be posted in areas where H₂S is present. Personnel working in an H₂S environment will have H₂S training. Personnel working in an H₂S environment shall carry a current H₂S training certification card on their person at all times.

Use detection equipment when working in an area where there is a possibility of hydrogen sulfide gas, especially in enclosed or below grade areas. Do not enter a hydrogen sulfide area without proper training (including CPR) and authorization. In atmospheres immediately dangerous to life or health (IDLH level of 100 ppm or greater), a standby person(s), with suitable self-contained breathing apparatus must be available for purposes of rescue. Never attempt to rescue a hydrogen sulfide victim without proper respiratory protection in the form of a Self-Contained-Breathing-Apparatus (SCBA) or an approved air line unit equipped with an escape pack. Iron sulfide deposits are generally found in hydrogen sulfide areas i.e. tanks, vessels and piping. Iron sulfide may spontaneously combust when exposed to air and should always be kept wet to prevent ignition.

11.2 CARBON DIOXIDE (CO₂) & CARBON MONOXIDE (CO)

Carbon Dioxide and Carbon Monoxide are generally non-toxic, non-flammable, colorless, tasteless, and odorless gases. CO₂, in high concentrations, has an acidic taste and a slightly pungent odor. It is heavier than air and tends to accumulate in low-lying areas. Extended overexposure to CO₂ and CO blocks the intake of oxygen, stimulates breathing and increases the heart rate. This reaction can result in discomfort, nausea, and ultimately unconsciousness and death.

NOTE: Liquid CO₂ can be hazardous if trapped in a line or container and allowed to heat up. The properties of CO₂ are such that as the temperature increases in a closed system, the pressure in the system increases dramatically.

12.0 FUELS AND GASES

12.1 GASES

Operational Safety Procedures

Equipment containing highly toxic gases requires an Operational Safety Procedure (OSP) and must comply with the requirements described in the chapters on chemical safety. If you are in doubt as to the hazards, toxicity, or safe operating practices for any gases, consult with the Responsible Safety Officer.

Fire Risk

Fire requires three elements: fuel, oxygen, and ignition. Any experiment or routine operation that places a flammable gas in the presence of an oxidant (air, oxygen) and an ignition source (spark, flame, high temperature) is extremely dangerous. To reduce the risk of fire, eliminate two of these three elements. Thus, when using flammable gases, (1) eliminate ignition sources and (2) prevent mixing of fuel with air or oxygen. Contain or vent fuel. Pyrophoric substances, which are materials that ignite spontaneously when exposed to air, require even more care. Minimize the use of oxygen in high concentration. Materials not normally considered combustible burn violently in high-oxygen atmospheres. Therefore, special precautions must be taken when working with high-oxygen concentrations.

Guidelines

All personnel authorized to work with flammable gases must be familiar with the hazards and emergency measures that might be required in the event of an accident. For safe operation the following safety guidelines must be observed:

1. Good housekeeping practices must be observed at all times.
2. Unnecessary combustible material must be kept out of flammable gas operating areas.
3. Only the flammable gas cylinders actually required for the job are allowed in the work area.
4. Extra cylinders must be stored in an approved area outside the building or work area.
5. When two or more cylinders containing flammable gas are used inside a room or other confined area, and are connected to a common manifold, the regulators must be modified. The existing relief valves on the regulator must be replaced with two special relief valves connected to a metal vent line that terminates outside and above the building.
6. Likewise, when the building occupancy is rated H7, as defined in the Uniform Building Code, all flammable gas regulators must have their relief valves vented to a vent line that terminates outside and above the building.
7. All ignition sources, e.g., welding torches, lit cigarettes, electric arcs, electrostatic charges, and pilot lights, must be kept away from flammable gases at all times.
8. Ventilation must be provided to prevent entrapment of flammable gases in closed areas. If the gas is lighter than air, overhead ventilation is required. Gases denser than air must be prevented from entering trenches and manholes where they can collect and form explosive mixtures with air.
9. Cracking a hydrogen gas cylinder valve before attaching the regulator is not recommended since the gas may be ignited by static charge or friction heating. Closing the valve stops the flame immediately.
10. Never use a flame to detect flammable gas leaks. Use soapy water or use other approved methods.
11. If a flammable gas cylinder is discovered with a small leak and the gas has not ignited, the cylinder must be moved carefully to a safe outside area. If the leak is serious or the gas has ignited, evacuate the area and call the local Fire Department immediately.

12.2 COMPRESSED GAS

Moving Cylinders

1. Transport compressed gas cylinders in DOT approved, corrosion-resistant racks.
2. Make sure the valve protector cap is secure before moving cylinders.
3. Keep the protector caps in place when cylinders are not in use.
4. Do not use slings, ropes, or chains to lift a cylinder.
5. Do not lift cylinders by protector caps.
6. Use a hand truck to move cylinders to prevent sliding or dragging.
7. Securely fasten the cylinders to the hand truck.

Storage

1. Store cylinders in shaded areas.
2. Keep caps in place when cylinders are not in use.
3. Keep compressed gas cylinders at least 20 feet from highly combustible or flammable materials such as oil or chemicals. Alternatively, separate the cylinders with a metal wall 5 feet high and 1-4 inch thick.
4. Do not place compressed gas cylinders where they might become a part of an electrical circuit.
5. Do not expose cylinders to an open flame, a temperature above 125 degree F, or an area where heavy equipment is being moved.
6. Do not use compressed gas cylinders as rollers or supports, or for any purpose other than to contain the content as received.
7. Secure cylinders upright to prevent them from being knocked over or damaged. Rope is not allowed to be used for securing cylinders.

Use

1. Remember, when handling cylinders that the contents are under high pressure.
2. Keep the cylinder valve closed at all times, except when the cylinder is in active use.
3. Open the valve slowly with valve pointing away from the other employees.
4. Do not use compressed gas for cleaning because it may injure the eyes or body or create a fire hazard.
5. Do not use cylinders that have been defaced or that are missing identifying markings, labels, decals, tags, or stencil marks.
6. Use regulators, gauges, and hoses only for the particular gas or group of gases for which they are provided. Do not use them on cylinders containing gases with different properties.
7. Use properly fitted and recommended wrenches with cylinder valve accessories.
8. Install flashback arrestors at the discharge of the regulators, and at the torch.

Oxygen Cylinders

1. Oxygen cylinders are pressured to 2,400 pounds-per-square-inch-gauge (psig) at 70 degrees F when full.
2. Oxygen alone will not burn; however, it supports combustion.
3. Do not lubricate or allow oil or grease to contaminate oxygen connections to prevent spontaneous explosions and fires that may occur when oxygen contacts oil or grease.
4. Do not use oxygen in place of compressed air or as a source of pressure.
5. Separate oxygen cylinders and fuel-gas cylinders (such as acetylene, propane, and propylene) by at least 20 feet or by a metal wall 5 feet high, ¼" thick, and as wide as the storage rack.

Acetylene Cylinders

1. Use and store acetylene cylinders upright to prevent the acetone (a stabilizing agent) from draining into the valves or fittings.
2. Do not use acetylene at a hose pressure exceeding 15 psig to reduce the possibility of an explosion.
3. Acetylene is extremely unstable at pressures above 15 psig.



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Natural Gas

1. Do not use natural gas to power pneumatic tools.
2. Do not use natural gas in areas that have an ignition source.
3. Vent pump and starter exhaust to a safe area. Do not vent or exhaust to confined areas, enclosures, or areas where the gas can be trapped.
4. Do not use rubber hoses as supply or exhaust lines for natural gas powered equipment.
5. Isolate natural gas and air supply systems from each other. Never commingle natural gas and air supply systems.
6. Install an odorization unit in the gas line before it enters the building so that a leak can be detected when natural gas is used for domestic purposes inside building (for example, in stoves and heaters).



13.0 TRUCK/TRAILER BACKING PROCEDURES

TRUCK DRIVERS:

When a Press Energy driver is backing up on a location they will go by these procedures:

On an unmanned site the driver will get out of his or her truck and assess the situation at hand. They then will put a cone out to where they want to put their driver side back trailer tire. If the site is a manned site the driver will locate the spotter and follow his or her commands on where to put the trailer. Press Energy has universal signals that are used by every spotter and driver. If the driver loses sight of the spotter they are to immediately stop under any circumstance. Before the truck puts his or her truck in motion in reverse they will tap their horn twice in order to notify everyone on the site that they are going to back up.

SPOTTERS:

A Press Energy spotter is required to properly position drivers on a manned site. They are to know how much room each truck will require to get into a tight space. Our spotters are required to wear a reflective vest along with all other PPE. The spotter is to never get behind the truck and trailer while the truck is in motion they are to stay on the driver's side at all times. Our spotters are required to have flash lights and to use the universal company signals when backing up a truck.

14.0 SPILLS

14.1 Spill Prevention

- Driver should make sure spill containment berm is properly in place prior to loading or unloading.
- Driver should properly secure hoses and valves.
- Also make sure that proper gaskets are in place.
- Upon release of pressure release valve (PRV), unloading into tanks, spill bucket should be placed beneath the valve.

14.2 Spill Response Plan

In the event a spill does occur:

- Driver should contain the spill.
- Driver should immediately notify management.
- Management will immediately forward notification to client.
- Management will make determination whether additional assistance is required to clean up the spill.

15.0 Short Service Employee Policy **(SSE)**

Purpose

The Purpose of this SSE Policy is to ensure that employees with less than six months experience are identified, adequately supervised, trained, and managed so as to prevent injury to themselves or others, property damage, or environmental harm.

SSE Policy

1. Any employee with less than six months service in the same job/position will be considered a Short Service Employee (SSE).
2. Non-SSE employees who are new to a location should be considered by the supervisor for inclusion in the SSE program based on the different factors of their new assignment, such as;
 - a. Job responsibilities/duties from previous assignments.
 - b. Work processes/practices from previous assignments.
 - c. Equipment/tools from previous assignments.
 - d. Skill level, familiarity with co-workers.
3. A "SSE Form" (available from the Responsible Safety Officer) must be completed by the supervisor for each individual SSE. The form must be submitted and approved by the Responsible Safety Officer.
4. Crews with 4 persons or less:
 - a. Single person "crew" cannot be a SSE.
 - b. 2-4 person crews can have only 1 SSE per crew.
5. Exceptions to these "small crew" requirements require the Responsible Safety Officer approval.
6. Crew with 5 persons or more:
 - a. Crew complements should not exceed 20% SSE.
 - b. Crew complements that exceed 20% shall only be permitted by the Responsible Safety Officer or Manager in Charge.
7. (For purposes of this policy, a crew is defined as those employees working at a single location.)
8. All SSE personnel must attend a location-specific HSE orientation prior to beginning work on location. Applicable Company and host policies shall be discussed during the orientation.
9. All SSE personnel must be assigned an experienced mentor to assist the employee during his/her "SSE" period. It is the mentor's responsibility to closely supervise the assigned SSE and prevent him/her from performing tasks for which they are not properly trained.
10. SSE personnel will be identified in one of two ways:
 - a. A visible sticker placed on his/her hard hat that must include the letters "SSE".
 - b. A crew may elect to identify its SSE employees by assigning them a different color hard hat that will distinguish them from experienced employees.

11. To be removed from SSE status, an employee must exhibit safe behavior for six months (e.g., incident free performance, proactive participation in HSE programs such as incident reporting including near misses, BBS, JSA development, safety meeting, etc.) and have a general awareness and working knowledge of the Company's and host HSE policies. The Supervisor may recommend a reduction of the six month requirement based on the employee's performance and relevant industry experience. This reduction must be approved by the Responsible Safety Officer. Documentation should be maintained for a period of one year after a contractor employee has been removed from SSE status.
12. Employees who do not qualify for release from SSE status after six months may continue work only with the approval of the Responsible Safety Officer.

Mentor Program

Mentorship is a personal developmental relationship in which a more experienced employee helps to guide a less experienced employee. However, true mentoring is more than just answering occasional questions or providing guidance. Mentors are made aware of a short service employee (SSE) and recognize they may need instructions or help performing a routine task. Mentoring helps assist the SSE during the training period. The mentor should be aware of the SSEs experience levels and be able to provide close supervision and instruction. The mentor will not allow the SSE to perform any task in which they have not been properly trained.

Qualifications to become a Mentor:

- Uphold Press Energy's policies and standards and the host company policies
- Punctual, Reliable, & Dependable
- Works in a safe manor
- Show exemplary leadership
- They have gained the respect of the Pushers
- No write ups
- No spills
- No damaged equipment
- Have not negatively affected the company
- Have a positive attitude
- They know who to report to
- Understands how to perform at a high level
- Has had defensive driving
- Understands all federal, state, and local laws
- No positive drug or alcohol tests
- Understands all the routes in the area
- Understands hazard recognition



Contractor Short-Service Employee Form & Variance

Supervisor must complete and submit this form to work owner supervision for approval prior to arrival on location. The work owner supervision must approve the individual SSE before he/she arrives on location.

SSE Information			
Contractor Company name:			
Request Date:			
SSE Name:			
Date of Employment:		Current Job Title:	
Years Related Experience:	Experience in Current Position:	Yrs	Months
Is this employee in compliance with your Substance Abuse Policy?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have site owner, contractor and HES policies (including Stop Work Authority) been reviewed with SSE?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Who has been assigned as the SSE's mentor?			
Mentor's Experience:		Yrs	Months
List all training provided to the SSE:		List any previous special training:	
SSE(s) identified by: <input type="checkbox"/> Hard Hat -High Visibility <input type="checkbox"/> Vest -High Visibility			
<input type="checkbox"/> Other: _____		Color: _____	

II. SSE Crew Composition Requirements	
Choose one of the crew types below. If any of the stated limitations are exceeded, proceed to the variance form on next page.	
<input type="checkbox"/> Single person crew-cannot be an SSE (Variance Required)	
<input type="checkbox"/> 2-4 person crew-no more than one SSE	
<input type="checkbox"/> 5 or more person crew-no more than 20% SSE(s) per crew	
<input type="checkbox"/> Exceeding 20% SSE per crew (Variance Required)	
III. SSE Review and Approval	
<input type="checkbox"/> Contractor Supervising Manager:	Date:
<input type="checkbox"/> CPL Work Location Supervisor:	Date:
<input type="checkbox"/> Work Owner:	Date:
IV. Contractor SSE Form Repository	
<input type="checkbox"/> CSM Data Base:	Date:
<input type="checkbox"/> CPL Work location	Date:
<input type="checkbox"/> Work Owner file:	Date:

This form is to be filled out whenever the conditions on this form or any other element of the Short Service Employee Policy cannot be met.

IV. Variance Information	
Variance Justification (What are the current circumstances and what will be done to ensure an acceptable level of risk?)	
Alternatives to Variance (If the variance is denied, what are the alternatives to completing the scope of the work? Briefly detail the cost and operational impact of the alternatives.)	

List the steps to be taken to manage/mitigate the SSE risk to an acceptable level:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

V. Variance Review and Approvals

Variance Expiration Date: _____

Contractor Manager/Supervisor

Approves Denies

Signed: _____ Date: _____

Work Owner's on-site representative

Approves Denies

Signed _____ Date: _____

Note: For large jobs, please use a separate sheet to list all SSEs on the crew by name and job title.



16.0 SHOP/YARD/DEPOT GUIDELINES

ENTERING THE SHOP/YARD/DEPOT

When entering the yard/depot for Press Energy Services, please observe the following guidelines:

- Speed Limit 5 Mile Per Hour (MPH)
- Must have seat belts on
- Must have headlights on
- Maintain adequate distance between vehicles when parking
- Observe carefully at intersections, blind spots, or anytime vision is obscured
- Turn in truck keys at the end of each shift
- Do not block fuel island and/or shop doors
- Do not block other vehicles
- Wear FRC and Safety Vest at all times
- No unauthorized passengers
- Only use designated restrooms
- No Smoking in Office
- Notify management if anything out of ordinary is observed
- Use common sense



Press Energy Services, LLC

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Pecos, Texas

Emergency Response Plan

Press Energy Services, LLC

75 FM 1934 Pecos, TX 79772

Contact: Brian Ralston

Phone: 479-462-9144

Last Revision Date: 08-18-2015



Press Energy Services, LLC

Policy and Organizational Statements

Identify the goals and objectives for the emergency response plan.

Define what your emergency response team is expected to do during an emergency (e.g., evacuate employees and visitors, provide first aid, etc.)

Identify any regulations covered by your plan (e.g., OSHA, fire code, etc.)

Emergency Response Defined:

An emergency is a hazardous condition that poses an immediate threat to worker safety or property.

All emergencies require an immediate response.

Possible workplace emergencies include:

Fires and explosions, toxic gas release, hazardous chemical spills, structural failures, and natural disasters.

You should always be aware of special hazards at your workplace like flammable materials, toxic chemicals, radioactive sources, or water-reactive substances. Only respond to your level of training! Because emergency procedures are different for each facility, training on what to do during an emergency will be based on our company's written policies. Because you will be visiting many different jobsites, it is important to familiarize yourself with your surroundings once you arrive. When you first get to a jobsite, locate the following: fire extinguishers and alarms, emergency evacuation maps, quickest escape routes to exits and assembly areas, where escape respirators and other emergency PPE are kept, safety showers, eyewash stations, first aid kits, and windsocks. When reporting an emergency you need to have a copy of our emergency contact list. You can find this at the front of every Press Energy Safety Manual. We will conduct emergency drills so you know what your role is if there is an emergency. Keep in mind that your main responsibility during an emergency is self-rescue. We will go over our company's emergency reaction plan at least once a year.



Evacuation Plan

Evacuation may be required if there is a fire in the building or other hazard. The evacuation team will direct the evacuation of the building and account for all employees outside at a safe location.

Employees will be warned to evacuate the building using the following system:	The evacuation map and muster point.
Employees should assemble at the following location for accounting by the evacuation team:	Twenty feet from the Northwest corner of the shop.

(Post a map showing the location(s) in a conspicuous location for all employees to see.)

Person who will bring the employee roster and visitor log to the evacuation assembly area to account for all evacuees. The evacuation team leader will be informed if anyone is missing or injured.	<ol style="list-style-type: none"> 1. Brian Ralston 2. Chris Ralston 3. Gary Ralston 4. April Ralston 5. David McAvaney 6. Eric Hurst
---	---

Evacuation Team	Name/Location
Evacuation Team Leader	Brian Ralston -or- Gary Ralston (if absent)
Floor Wardens (one per each floor)	Brian Ralston -or- Gary Ralston (if absent)
Searchers (one per floor)	Gary Ralston
Stairwell and Elevator Monitors	n/a
Aides for Persons with Disabilities	n/a
Assembly Area Monitors (account for evacuees at the assembly area and inform incident commander if anyone is missing or injured)	Brian Ralston -or- Gary Ralston (if absent)



Severe Weather/Tornado Sheltering Plan

If a tornado warning is issued, broadcast a warning throughout all buildings instructing everyone to move to shelter.

Shelter-In-Place Team Assignments	Name/Location
Team Leader	Brian Ralston
Person to monitor weather sources for updated emergency instructions and broadcast warning if issued by weather services	Brian Ralston -or- Gary Ralston (if absent)
Persons to direct personnel outside to enter the building	Brian Ralston, Gary Ralston, or Chris Ralston
Persons to direct employees to designated tornado shelter(s)	Brian Ralston, Gary Ralston, or Chris Ralston

Tornado Warning System & Tornado Shelter Locations

Location of tornado warning system controls	n/a – phones
Location of tornado shelters	In the hallway of the office

Shelter-In-Place Plan

If warned to “shelter-in-place” from an outside airborne hazard, a warning should be broadcast and all employees should move to shelter.

Shelter-In-Place Team Assignments	Name/ Location
Team Leader	Brian Ralston
Direct personnel outside to enter the building; then close exterior doors	Brian Ralston
Shutdown ventilation system and close air intakes	Brian Ralston
Move employees to interior spaces above the first floor (if possible)	Brian Ralston
Person to monitor news sources for updated emergency instructions	Brian Ralston
Assembly Area Monitors (to account for evacuees at the assembly area)	Brian Ralston



Shelter-In-Place Shutdown of Ventilation System

Location of controls to shutdown ventilation system:	Gary Ralston or Chris Ralston
Location of air handling units, fan rooms, or air intakes:	Gary Ralston or Chris Ralston

Lockdown Plan

Persons trained to use the warning system to warn persons to “lockdown”

Name	Location
Brian Ralston	Office
Gary Ralston	Shop
Chris Ralston	Shop

Instructions for Broadcasting Warnings

Where to Access the Warning System:

A mass text message will be sent to every employee, they will be called, or by word of mouth.

Instructions for using the system:

1. Text
2. Call
3. Word of mouth



Medical Emergency Plan

If a medical emergency is reported, dial 9-1-1 and request an ambulance.

Provide the following information:

- Number and location of victim(s)
- Nature of injury or illness
- Hazards involved
- Nearest entrance (emergency access point)

Alert trained employees (members of the medical response team) to respond to the victim's location and bring a first aid kit or AED.

Personnel Trained to Administer First Aid, or CPR

Name	Location/Telephone
Wade Pressley	Office 479-651-3984
Brian Ralston	Office 479-462-9144
Gary Ralston	Shop 501-294-9275

Locations of First Aid Kits

Locations of First Aid Kits and "Universal Precautions" kit (used to prevent exposure to body fluids)	First aid kits are located in every truck, office, and in the shop on the west wall.
---	--

Procedures

- Only trained responders should provide first aid assistance.
- Do not move the victim unless the victim's location is unsafe.
- Control access to the scene.
- Take "universal precautions" to prevent contact with body fluids and exposure to blood borne pathogens.
- Meet the ambulance at the nearest entrance or emergency access point; direct them to victim(s).



Fire Emergency Plan

If a fire is reported, warn occupants to evacuate and use a fire extinguisher. Then Dial 911 to alert Fire Department. Provide the following information:

- Business name and street address – Press Energy Services, LLC 75 FM 1934 Pecos, TX 79772
- Nature of fire
- Fire location (building and floor or)
- Name of person reporting fire
- Telephone number for return call

Evacuation team to direct evacuation of employees and visitors.

Procedures

- Evacuate building occupants along evacuation routes to primary assembly areas outside.
- Redirect building occupants to stairs and exits away from the fire.
- Evacuation team to account for all employees and visitors at the assembly area.
- Meet Fire Department Incident Commander (IC). Inform the IC if everyone has been accounted for and if there are any injuries. Provide an update on the nature of the emergency and actions taken. Provide building floor plans, keys and other assistance as requested.
- Assign personnel to verify that fire protection systems are operating normally and to operate building utility and protection systems as directed by the fire department.

Property Conservation

Identify preparations before a forecast event such as severe weather.

Identify how you will assess damage; salvage undamaged goods; and cleanup the building following an incident.

Identify the contractors, equipment, and materials that would be needed. Update the resource table at the end of this plan.

Annexes

Hazard or Threat-Specific

Instructions: Review the following list of hazards and identify those hazards that are foreseeable. Review the links to information provided within the Ready Business website to develop specific emergency procedures.

Natural hazards (geological, meteorological, and biological)

Geological hazards

- Earthquake
- Tsunami
- Volcano
- Landslide, mudslide, subsidence

Meteorological Hazards

- Flood, flash flood, tidal surge
- Water control structure/dam/levee failure
- Drought
- Snow, ice, hail, sleet
- Windstorm, tropical cyclone, hurricane, tornado, dust storm
- Extreme temperatures (heat, cold)
- Lightning strikes

Biological hazards

- Foodborne illnesses
- Pandemic/Infectious/communicable disease (Avian flu, H1N1, etc.)

Technology caused event

- Utility interruption or failure (telecommunications, electrical power, water, gas, steam, HVAC, pollution control system, sewerage system, other critical infrastructure)



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Human-caused events (accidental and intentional)

Accidental

- Hazardous material spill or release
- Nuclear Power Plant Incident (if located in proximity to a Nuclear power plant)
- Explosion/Fire
- Transportation accident
- Building/structure collapse
- Entrapment and or rescue (machinery, confined space, high angle, water)
- Transportation Incidents (Motor Vehicle, Railroad, Watercraft, Aircraft, Pipeline)

Intentional

- Robbery
- Lost Person, Child Abduction, Kidnap, Extortion, Hostage Incident, Workplace violence
- Demonstrations, Civil disturbance
- Bomb threat, suspicious package
- Terrorism

Appendices

Emergency Response Teams

Identify the members of emergency response teams not identified elsewhere.

- Facilities or building management staff familiar with building utility and protection systems and those who may assist with property conservation activities.
- Security
- Others trained to use fire extinguishers, clean up small spills of hazardous materials.

TEAM	Member Name	Location	Work Telephone
Security	Brian Ralston	Office	479-462-9144
Natural Disaster	Brian Ralston	Office	479-462-9144
Natural Disaster	Gary Ralston	Shop	501-294-9275
Natural Disaster	Chris Ralston	Shop	501-238-0042
Natural Disaster	April Ralston	Office	432-755-9533
Fire Extinguisher	David McAvaney	Field/Shop	432-448-7072
Fire Extinguisher	Eric Hurst	Field/Shop	501-253-2766
Fire Extinguisher	Gary Ralston	Shop	501-294-9275
Fire Extinguisher	Chris Ralston	Shop	501-238-0042
Fire Extinguisher	Brian Ralston	Office	479-462-9144
Small Spills	David McAvaney	Field	432-448-7072
Small Spills	Eric Hurst	Field	501-253-2766
Small Spills	Gary Ralston	Field/Shop	501-294-9275



Public Emergency Services & Contractors

Emergency Service	Name	Emergency Telephone	Business Telephone
Fire Department	Pecos Fire Dept	911	432-445-3519
Emergency Medical Services	Reeves Co Hospital	911	432-447-3551
Police Department	Pecos Police Dept	911	432-445-4911
Hospital	Reeves Co Hospital	911	432-447-3551
Public Health Department	Reeves Co Hospital	911	432-447-3551
State Environmental Authority	TCEQ	512-239-1000	
National Response Center (EPA)	EPA Texas	1-800-293-753	
Electrician	Greg with GMN	505-504-0049	
Plumber	Davis Plumbing	432-425-7139	
Fire Protection Contractor	Safety Solutions	432-563-0400	
Hazardous Materials Cleanup	Safety Kleen	432-563-0873	
Cleanup/ Disaster Restoration	Safety Kleen	432-563-0873	

Warning, Notification & Communication Systems

The following systems are used to warn employees to take protective action (e.g., evacuate, move to tornado shelter, shelter-in-place, or lockdown) and provide them with information. The Communications capabilities enable members of our emergency team to communicate with each other and others.

Warning System	Fire Alarm	
	Public Address	Word of mouth
	Other	Text, Call
Notification System	Electronic	Text, Call, Email
	Telephone call tree	Text, Call
Communication Capabilities	Telephone	Text & Call
	Two- way radio	

Fire Protection Systems

Document the fire protection systems including the types of systems, location, area, or hazard protected, and instructions.

Special Extinguishing System	Location	Access Point/ Instructions
	Computer Room	Fire Extinguisher in conference closet

Plan Distribution & Access

The Plan will be distributed to members of the emergency response team and department heads. A master copy of the document should be maintained by the emergency response team leader. The plan will be available for review by all employees.

Provide print copies of this plan within the room designated as the emergency operations center (EOC). Multiple copies should be stored within the facility EOC to ensure that team members can quickly review roles, responsibilities, tasks, and reference information when the team is activated.

An electronic copy of this Plan should be stored on a secure and accessible website that would allow team member access if company servers are down.

Electronic copies should also be stored on a secured USB flash drive for printing on demand.



Emergency Response Plan for Remote Areas

****Always immediately notify dispatch or pusher for any emergencies and call 911.**

Natural Disasters:

Flood – Immediately call dispatch and if there is no signal send a message via IVMS.

Fire:

Small fire- Use your fire extinguisher in your truck and remember the P.A.S.S. Method.

Large fire- Call 911, evacuate to a safe location away from the fire.

Tornado – If on a man location get to the emergency tornado shelter and if on un-manned location stay in truck.

Earthquake – Stay in your truck.

Explosion of Location- Evacuate as quickly as possible and heading upwind.

H2S leak- Always be aware of the windsock on location, head upwind, and always make sure your H2S monitor is working properly.