



## **SAFETY AND HEALTH REQUIREMENTS**

### **1 Goal and Objectives**

- 1.1 At Company, safety is first in all we do. No business objective is so important that it will be pursued at the sacrifice of safety. Contractors shall place the same emphasis on safety and health while performing work for Company. Failure to comply with Company's safety requirements is cause for immediate termination of this contract, subject to the discretion of Company Management.
- 1.2 Company's ultimate goal is to assist Contractors in achieving an injury and incident free workplace. Company requires Contractors to place the highest importance and value on health, safety, and protection of the environment during performance of the Work. The focus on Contractor health and safety shall not be compromised to achieve any other business objective.
- 1.3 The EH&S Management Guidelines have been developed to reinforce Williams' commitment to our core safety principles including:
  - 1.3.1 It is everyone's responsibility to STOP WORK when they see an unsafe situation.
  - 1.3.2 HAZARD RECOGNITION AND REPORTING is an essential foundation to a successful safety culture.
  - 1.3.3 LIFE CRITICAL Safe Work Practices must be followed at all times.
  - 1.3.4 Be sure you and your colleagues identify and wear the necessary PERSONAL PROTECTIVE EQUIPMENT (PPE) for all tasks undertaken.
  - 1.3.5 Commit to performing JOB SAFETY ANALYSES (JSA) on all work undertaken no matter the perceived risk level. It is often the mundane activities that harm the worker.
- 1.4 Company has a dedicated Project Environmental, Health, and Safety Management Plan for the Work which will be provided to Contractors as a reference document.

### **2 General Safety Specifications**

#### **2.1 Contractor Responsibility**

- 2.1.1 The Contractor is required to abide by all the safety requirements found in the Williams Integrated Management System (WIMS) or in future WIMS policies and procedures, and other documents, as

discussed in work scope and safety meetings, applicable to Contractor's operations, as well as all federal, state, and local regulations. Company will furnish the Contractor a copy of the applicable WIMS documents and any other applicable Company documents based on the work scope. Additionally, Contractor may request a copy of any applicable documentation, if it has not already been provided. Adequate time will be provided by Company to complete each job in a safe and timely manner. The Contractor is expected to communicate this expectation to its employees and subcontractors. The Contractor is subject to a safety audit with no advance notice, but no such audit(s) shall serve to shift responsibility for or control of safety to Company.

- 2.1.2 Contractor shall not permit a hazardous, unsafe, unhealthful, or environmentally unsound condition or activity over which it has control to be conducted at any Worksite. If Contractor does not have the authority to correct or cannot by itself correct an unsound condition or unsafe activity, it shall immediately inform Company. Any part of the Work affected by an unsound condition or unsafe activity shall be discontinued until the condition or activity is corrected by Contractor.
- 2.1.3 Contractor shall be responsible for health and safety during the performance of Company Work and shall take reasonable measures to ensure that subcontractors provide and maintain a safe working environment and properly protect (i) all persons in proximity of the Worksite, employed or otherwise, from risk of injury and danger to health and (ii) property from damage or loss.
- 2.1.4 Company's role in safety management in no way relieves Contractor or subcontractors of their safety management responsibilities, nor creates an obligation on Company.
- 2.1.5 Contractor shall maintain a subscription to ISNetworld®, comply with ISNetworld® requirements, and be qualified to perform the Work. Contractor shall ensure subcontractor is qualified to perform the Work based upon the minimum ISNetworld® and Company requirements.
- 2.1.6 At all times while Work or Extra Work is being performed in connection with this Agreement, Contractor shall have, and shall require each member of Contractor Group engaged in such work to have, and maintain a subscription to ISNetworld®. Contractor shall submit all documents and reports ISNetworld® requires to assess Contractor's, and each applicable Contractor Group member's, record of safety compliance. No member of the Contractor shall not

be permitted to perform any Work, Extra Work or warranty work unless such Person is in good standing with ISNetwork®.

- 2.1.7 Contractor shall be responsible for informing and notifying One Call System before commencing any excavation Work at any Company Worksite to protect underground facilities from damage due to excavation and demolition, including but not limited to, receiving notices of intent to perform excavation and demolition and transmitting the notices to one or more member operators of underground facilities in the specified area.

## 2.2 Safety Equipment

- 2.2.1 Contractor employees must not report to any work location without proper safety equipment as prescribed in WIMS for that location and the Company Operating organization. Company is not financially responsible for providing Contractor employees with the proper safety equipment. PPE provided must meet all applicable industry standards.
- 2.2.2 In Brownfield locations, during pre-commissioning, and commissioning work, Contractor's workforce shall utilize long sleeve Flame Resistant Clothing (FRC) appropriately designed for summer and winter weather. Contractor shall ensure use of FRC at all times by all personnel where Company Work is being performed at Company's worksite. Contractor shall provide, at no cost to Company, all FRC and all other required task specific PPE to its workforce prior to commencement of Company's Work. FRC and all other PPE shall be replaced at Contractor's expense during such intervals PPE is worn or deemed no longer effective. FRCs must be HRC2 and NFPA 2112 rated.
- 2.2.3 Additional equipment may be dictated by the pre-job plan (e.g. hearing protection, personal monitors, specific gloves, goggles, etc.).
- 2.2.4 Minimum PPE requirements are prescribed in WIMS for each location and the Company Operating organization.
- 2.2.5 Contractors, including subcontractors, shall have a pair of the appropriate safety gloves in their possession and on their person at all times while on a Company facility or ROW; this glove requirement applies to all construction projects and Worksites. Contractor shall continuously enforce their use on the Worksite unless Contractor approved work practices or procedures identify a more appropriate type of hand protection glove.

2.2.6 Prior to commencement of work, Contractor will inspect the worksite and ascertain whether any health or safety hazards exist. Contractor is responsible for ensuring employees have necessary protective equipment. Whenever Contractor cannot obtain the necessary protective equipment, Contractor will request Company's assistance in providing the equipment. Should Company provide such equipment, it shall be the sole responsibility of the Contractor to inspect and approve it prior to providing it to its employees. If Company is unable to provide assistance, then Contractor, at Company's discretion, may be required to stop, at no cost to Company, the work for which such protective equipment is needed until such time as it obtains the necessary protective equipment. Contractor will not use equipment of any kind, whether or not furnished by Company, which is not safe for the premises of the worksite or the work to be done.

### 2.3 **Vehicle Safety**

2.3.1 Vehicle seat belts must be worn at all times when driving on Company roads or while under contract to Company. Personal vehicles of Contractor's employees are not allowed inside the facilities, other than to drive to designated parking areas. All Company or leased road designated speed limits must be observed. All vehicles and equipment will be turned off while fueling and fuel storage areas and containers will be properly marked. Vehicles being refueled must not be left unattended.

### 2.4 **Safety Policy/Meeting Requirement**

2.4.1 Contractor must have an active and visible employee safety and health program that is equal to or exceeds regulatory and Company's safety requirements. Contractor must review its company's safety policy and Company's safety policy and expectations with all of its employees before they report for work at a Company location. Contractor will fill out necessary orientation forms for all employees prior to reporting for work. All Contractor employees must be given a site specific safety orientation before beginning work on Company property.

2.4.2 Contractor's personnel must attend all Company-sponsored safety meetings as directed that are specifically set up for their area. A Contractor management representative is expected to attend Company field safety meetings and workshops as prescribed by the Company operating organization. In addition, the Contractor will hold safety meetings and/or pre-job safety planning sessions each day before commencing work. Contractor must designate one of its

supervisory personnel to be a Safety Contact who will coordinate the Contractor's safety program with Company's representative. The Contractor will have written pre-job safety plans such as Job Safety Analysis available for inspection by Company's representative. All persons involved in the work to be done will participate in the pre-job safety plan preparation.

## **2.5 Incident Reporting**

- 2.5.1 All safety hazards, spills, releases to the environment, near misses, accidents and injuries must be reported immediately to Company. Contractor agrees to immediately inform Company of any hazardous, unsafe, unhealthy or environmentally unsound condition or work practice of which it becomes aware, even if it has no authority to correct. Contractor is expected to intervene and suspend work activity, if warranted, to ensure safety and operations integrity. Contractor employees must report all incidents to their supervisor and the Contractor supervisor must report to the Company representative at the time of occurrence and follow-up with documentation as prescribed by the Company operating organization.
- 2.5.2 Contractor shall verify that injured parties receive immediate and adequate medical care and that the appropriate level of case management (i.e., initial first aid, medical treatment and follow-up surveillance) has been performed by subcontractors.
- 2.5.3 Contractor must furnish Company's representative a preliminary written incident report within twenty four (24) hours which includes the basic facts, preliminary classification, and immediate corrective actions. Contractor must also provide a final incident report to Company within seven (7) business days which includes the final incident classification, in accordance with 29 CFR 1904 (see Appendix 1), root causes, and corrective actions to be implemented to prevent recurrence. Company may grant extensions for the final incident report in circumstances where it is impractical to complete the investigation within seven (7) business days due to the magnitude of the investigation and / or availability of investigation team members. Contractor will participate in and cooperate with any independent analysis of Contractor's incidents that may be conducted by Company.
- 2.5.4 Contractor shall share incident learnings with Company and other subcontractors.

- 2.5.5 Contractor shall immediately report to Company all incidents arising from the Work. Contractor shall fully investigate significant near misses and all incidents resulting in injury / illness to a person and / or damage to property utilizing a structured root cause analysis process (i.e., 5-Whys, TapRoot, etc.). Contractor shall direct their staff to participate in incident investigations when requested by Company, if they have been involved in the incident, or have knowledge that may assist in the investigation outcome.
- 2.5.6 Contractor shall provide qualified senior management, line management, and safety representatives to participate in incident investigations including those with subcontractor. Company reserves the right to participate in incident investigations at its sole discretion.
- 2.5.7 Contractor shall respond to Company inquiries throughout the investigation process and, upon finalizing each investigation, issue a final written report to Company (after review by Company if Company so requests) listing the cause of the incident and the action steps to be implemented to help prevent similar incidents in the future.
- 2.5.8 At a minimum, an investigation and resulting report shall:
- 2.5.8.1 Describe what happened, when, and where
  - 2.5.8.2 Determine the actual and potential loss or losses
  - 2.5.8.3 Determine the root cause of the incident
  - 2.5.8.4 Determine the risk of recurrence
  - 2.5.8.5 Develop controls to reduce the risk of recurrence
  - 2.5.8.6 Communicate the lessons learned
- 2.5.9 With Contractor's monthly reports, Contractor shall submit to ISNetwork® by the ninth day of each month, a summary of all incidents experienced during the preceding month in connection with the performance of Work. Such summary by area in ISNetwork shall also include a summary of all information while working for Company, including Contractor Group hours worked, the total number of Contractor Group personnel engaged in the performance of Work, total number of fatalities, total number of lost time injuries, total number of restricted work injuries, total number of medical treatment injuries, total number of first aid injuries, total number of near misses, total number of hazard identifications, total number of reportable spills, total number of non-reportable spills, total number of notice of violations (NOVs), and behavior based safety metrics: total number of safe behaviors, total number of at-risk behaviors, and total observations conducted.

2.5.10 Contractor's obligation to provide monthly reports directly to ISNetworld® shall not satisfy Contractor's other obligations or regulatory obligations to report accidents to regulatory agencies or immediately to Company when same occur, nor replace any other Contractor obligation or regulatory obligation in this Contract to issue daily or monthly reports to Company.

## 2.6 Pre-employment Screening

2.6.1 Contractor must verify that pre-employment screening has been conducted, with emphasis on the following:

2.6.1.1 Medical History: Contractor assures that Contractor's and subcontractor's employees are able to perform the essential functions of their position, with or without a reasonable accommodation, in accordance with the Americans with Disabilities Act and applicable state law.

2.6.1.2 Training History: Contractor assures that Contractor's and subcontractor's employees have been trained and qualified in the safe performance of all aspects of the work and/or situations normally encountered in and around inland and offshore facilities, including but not limited to safe ingress and egress on offshore platforms. Contractor agrees to provide documentation of completed training and qualifications upon request by Company.

2.6.1.3 Background Checks: Contractor assures that Contractor's and subcontractor's employees have had a background check in accordance with Appendix 4.

## 2.7 Supervisor Approval Requirement

2.7.1 The Company representative can, upon review, reject any Contractor or subcontractor employees deemed not qualified for the job at hand.

2.7.2 Contractor must obtain prior approval from Company representative before changing or substituting personnel working on Company jobs. Substitute personnel can come to worksites, but cannot begin work until approved by Company representative.

## 2.8 Work Permitting Requirement

2.8.1 It shall be the responsibility of the Contractor to become familiar with Company's hot work, confined space entry, and energy isolation permitting processes. Contractor shall cooperate fully in the use of

permits and abide by all rules stated on them. Contractors may use their own permitting process upon Company approval, provided it meets or exceeds Company's procedures.

## **2.9 Operations Stoppage**

- 2.9.1 Contractor shall not permit or tolerate by its operations a condition that renders any work area unsafe for its employees or any other person. All tools, equipment, facilities, and other items used by Contractor and practices employed by Contractor in accomplishing the work are considered to be part of the working environment.
- 2.9.2 Contractor shall ensure that construction tools, construction equipment, temporary facilities, and other items used in performance of the Work, whether purchased, rented, or otherwise provided by Contractor, its subcontractors, or Company, are in a safe condition, mechanically sound, and capable of safely performing the functions for which they are intended.
- 2.9.3 The Company representative will have the right, but not the obligation, to periodically inspect Contractor's operations for the purpose of monitoring compliance by Contractor with Company's health and safety requirements. The Company representative may stop work at no cost to Company until any hazards or unsafe conditions noted are abated.
- 2.9.4 All personnel present at Contractor's Worksite shall have the obligation to intervene and authority to Stop Work of any member of Company group and any member of Contractor group any time a worker's health, safety, or the working environment is considered at risk. Contractor shall immediately report to Company each exercise of Stop Work Authority in accordance with Company's established stop work authority and incident reporting procedures.

## **2.10 Safety Plan**

- 2.10.1 Company may require the Contractor to submit a safety and health plan consistent with the scope of work. This plan will conform to all local, state and federal regulations, including the Occupational Safety and Health (OSH) Act of 1970 (e.g. 29CFR 1910.119, 1910.1200, 1926, etc.). Contractor's practices and procedures, either written or adopted, will comply with all applicable federal, state, and local safety and health laws and regulations. Contractor certifies that Contractor's and subcontractor's safety practices meet the requirements of this Article.



- 2.10.2 It will be Contractor's responsibility to alert and train Contractor's and subcontractor's employees concerning all health and safety hazards to which Contractor's and subcontractor's employees may be exposed, and the safety rules or practices that are necessary to avoid those hazards. Contractor shall keep the Company Operations Supervisor informed of any hazardous chemicals that Contractor brings on site. This will enable the Company Supervisor to adequately inform other Company personnel of any hazards and appropriate precautions. Contractor will provide copies of Safety Data Sheets (SDS) for any chemicals or hazardous materials brought onto the site to the Company Representative and will ensure that the Contractor's employees working at the site understand the associated hazards and appropriate risk mitigation is in place prior to use of the chemical.
- 2.10.3 Contractor shall provide Company with its existing Safety Management System documentation (safety-related policies, processes, procedures, and work practices) and that of its subcontractors so that Company may review such information to verify alignment with established Company and industry recognized safety standards. When upgrades or additional policies, processes, procedures, and work practices are required, Contractor and subcontractors shall provide, at no cost to Company, an adequate amount of qualified staff resources to work with Company toward assuring alignment. Contractor shall complete the verification process no later than sixty (60) calendar days prior to commencement of the work. Company reserves the right to participate in the development and / or upgrade process at its discretion.
- 2.10.4 When development or upgrades are required, Contractor shall work closely with subcontractors to develop and implement training, qualification, and familiarization programs in alignment and verify that all project personnel have the knowledge and skills required to effectively utilize the newly developed / upgraded safety policies, processes, procedures, and work practices.
- 2.10.5 Contractor shall ensure a structured process is in place to periodically verify safety training and qualification effectiveness.
- 2.10.6 Contractor warrants that its Health and Safety (H&S) policies, procedures, and programs are consistent with industry practices and applicable federal, state, and local laws. Contractor shall ensure that each member of Contractor group complies with Contractor's and Company's H&S policies, procedures, and programs. In the event conflict arises between Contractor's and Company's policy and / or procedure, the more stringent provision

shall apply. Contractor's H&S policies procedures shall be submitted to Company upon request, along with an organizational chart identifying Contractor's personnel responsible for implementation, monitoring and compliance with Contractor's H&S policies and programs. Contractor shall develop a site specific Environmental, Health, and Safety Plan (EHS Plan) that describes the structured processes to be utilized during the planning and execution phases of the Work in order to effectively identify, assess, eliminate, and control potential Worksite hazards. At a minimum, Contractor and subcontractor shall address the following potential hazards associated with processes, procedures and work practices applicable to their Worksite as exhibited in Table 1. Contractor shall fully describe or reference such information and shall provide Company with access to any referenced documentation upon request.

#### 2.10.7 Table 1

- |                                        |                                          |
|----------------------------------------|------------------------------------------|
| 1) Alcohol & Drug Program              | 30) Observation and Intervention Program |
| 2) Confined Space Entry                | 31) Offshore Water Survival Training     |
| 3) Crane Operations and Rigging        | 32) Overboard Work                       |
| 4) Disciplinary Program                | 33) Permit to Work                       |
| 5) Diving                              | 34) Personal Protective Equipment        |
| 6) Electrical Work                     | 35) Planning for Parallel Construction   |
| 7) Emergency Preparedness and Response | 36) Pre-Shift Safety Meetings            |
| 8) Energy Control (Lockout / Tagout)   | 37) Pressure Testing                     |
| 9) Equipment Maintenance Program       | 38) Radiography                          |
| 10) Ergonomics                         | 39) Respiratory Protection Program       |
| 11) Excavation / Trenching             | 40) Rigging and Lifting Program          |

- |                                                 |                                          |
|-------------------------------------------------|------------------------------------------|
| 12) Fire Protection / Prevention                | 41) Safety Assessments and Auditing      |
| 13) Fitness for Duty Program                    | 42) Safety Inspection Program            |
| 14) Functional Checkout /Testing                | 43) Safety Orientation / Inductions      |
| 15) Hazard ID / Materials Management            | 44) Safety Performance Measurement       |
| 16) Health and Safety Training                  | 45) Security Management                  |
| 17) Hearing Conservation Program                | 46) Short Service Employee Program       |
| 18) Helicopter Transportation                   | 47) Simultaneous Operations              |
| 19) Hot Work                                    | 48) Stop Work Authority                  |
| 20) Housekeeping                                | 49) Subcontractor Management             |
| 21) Incident Management                         | 50) Systems Completion / Turnover        |
| 22) Industrial Hygiene / Sanitation             | 51) Tool and Equipment Use               |
| 23) Job Safety Analysis                         | 52) Working at Heights / Fall Protection |
| 24) Journey Management / Driver Safety          | 53) Working with Mechanized Equipment    |
| 25) Management of Change                        | 54) Work Management Planning             |
| 26) Marine Transportation / Personnel Transfers | 55) Work Platforms / Scaffolding         |
| 27) Manual Lifting                              | 56) Worksite Medical Support             |
| 28) Material Handling                           | 57) Worksite Visitor Management          |
| 29) Marine Transportation / Personnel Transfers | 58) Fatigue Management                   |

## 2.11 Subcontractors

2.11.1 The requirements of this Exhibit are applicable to all subcontractors hired by Contractor that enter Company's premises, and Contractor's contract with such subcontractor will provide that subcontractor will be subject to the requirements of this Exhibit. Contractor may not subcontract all or any part of the Work, without Company's prior written consent. No subcontract shall relieve Contractor of its obligations under this Agreement or any RFS. Contractor shall be fully responsible for all Work, actions, omissions and defaults of each member of Contractor Group as though they were Work, actions, omissions or defaults of Contractor.

## 3 Specifications for Short Service Contract Employees (applicable to all contractors):

### 3.1 Definition

3.1.1 Company must approve Contractor employees with less than six (6) months continuous service with Contractor prior to working on Company jobs. It is the responsibility of the Contractor to notify the

Company supervisor or designated contact of his intent to use any short service employee (SSE).

3.1.2 Note: Contractor must also notify the Company Supervisor or designated contact before using an employee who has not worked in that field area even if the employee has longer than six (6) months service with the Contractor.

### 3.2 Notification

3.2.1 Contractor's supervisor is directly responsible for SSEs and for making sure everyone on the worksite is aware that SSEs are present. SSEs must be easily identifiable as prescribed by the Company operating organization (e.g., orange sticker tape stating "New on Job" to be placed on their hard hat). All personnel should be encouraged to help the SSE and to explain potential hazards before each job.

### 3.3 Mentor

3.3.1 A Contractor Supervisor/Mentor must provide close supervision and not allow the SSE to perform any task in which they have not been properly trained. The Contractor Supervisor or Mentor will review with the SSE any hazards associated with the task and review all emergency equipment and procedures.

### 3.4 Completion

3.4.1 To remove an employee from SSE status, the Contractor Supervisor must be convinced that the SSE has a working knowledge of both the Contractor's and Company's Safety Policies, and has demonstrated safe work practices and behavior. At that time, if the Contractor Supervisor is convinced of the SSE's capabilities, the Contractor Supervisor may remove the employee from the SSE process upon receiving acknowledgment from the Company Supervisor that Company does not object to this action.

## 4 Specific Company Operating Organization Requirements:

4.1 Contractor agrees to communicate with Company Operations Supervisor or designated Company representatives to ensure compliance with prescribed operating organization safety requirements, including but not limited to the following:

- Safety Meeting Participation
- PPE - Site Specific
- Incident Reporting
- Orientation Process
- Well Servicing
- Construction

- H<sub>2</sub>S Safety
- SSE Process
- Control of Hazardous Energy Lockout Tagout
- Hot Work
- Job Safety Analysis (JSA)
- Hazardous Line Breaking and Opening
- Work Permitting
- Excavation and Trenching
- Training
- Confined Space Entry
- Disabling or Bypassing a Safety Device or Control Devices
- Electrical Safety
- Work Planning

## **5 Training**

- 5.1 Contractor shall provide trained, qualified, and experienced personnel and ensure that all of the Contractor's employees and subcontractors' employees are trained to do the required job tasks. Contractor shall ensure proper staffing of crews for the safe completion of the work.
- 5.2 Written documentation which includes a copy of the training and qualifications that has been provided and a list of Contractor employees and subcontractor employees that attended the training shall be provided to the Authorized Company Representative upon request. Contractor shall properly train all personnel in the use of safety, personal protection, and hazard identification, prevention, and abatement of equipment associated with their particular jobs.
- 5.3 Contractor shall conduct emergency response drills and practice exercises as necessary to reasonably ensure such equipment, its location, and its proper use.
- 5.4 Contractors working offshore shall must maintain compliant status in Williams' ISNetwork® Training Qualifications (TQ) System.

## **6 Drug & Alcohol and Contraband Requirements**

- 6.1 Company supports and enforces standards, policies, and procedures for maintaining a drug-free and alcohol-free workplace. Contractors must comply with the Company Workplace Violence Risk Reduction and Response Policy. A copy of this policy may be obtained from an Authorized Company Representative.
- 6.2 Contractors must have an approved Drug and Alcohol (D&A) program as required by 49 CFR Part 40 and applicable federal, state, and local law before performing any work deemed by Company to be safety sensitive. The Drug and Alcohol program must include legally-permitted random testing and must include a minimum annual testing rate determined by the

U.S. Department of Transportation (DOT) of the total population of the Contractor's personnel.

- 6.3 DOT Contractors must subscribe to Veriforce for D&A and operational qualification requirements. Non-DOT Contractors that are not in Veriforce must subscribe to DISA.
- 6.4 Contractors registered with Veriforce for DOT D&A compliance will be given credit for D&A compliance within ISNetwork. No action is required if Contractor is registered with Veriforce and connected to the Williams contractor listing with an approved DOT D&A status. Contact [ContractorManagement@williams.com](mailto:ContractorManagement@williams.com) for information on subscribing to third party administrator. Contractors and their employees, agents, and subcontractors must comply with all Veriforce and/or DISA policies, procedures, and guidelines.
- 6.5 Consumption of and/or possession of alcoholic beverages on Company premises is prohibited. The possession, transfer, purchase, sale, use, or distribution of controlled substances while on Company's premises or while engaged in Company's work is prohibited.
- 6.6 All Contractor employees, agents, and subcontractors shall report to work in an unimpaired condition to perform their jobs in a safe, competent manner. Any person under the influence of alcohol or controlled substances is prohibited from entering the premises, engaging in business, or operating equipment.
- 6.7 At any time on Company premises, Company may conduct or require Contractor to conduct, an unannounced inspection of Contractor employees, agents, and subcontractors and their property for items that may include, but are not limited to: Prohibited Substances or Contraband. Inspections may include, but are not limited to: clothing, wallets, purses, baggage, lockers, work areas, desks, tool boxes, and vehicles. This is a condition of entry onto any Company premises.
- 6.8 Company may request Contractor to conduct a reasonable cause/suspicion test of Contractor's employee when there is reasonable and articulable cause to believe that an employee is using, or impaired by, a prohibited drug on the basis of specific and contemporaneous physical, behavioral, or performance indicators of prohibited drug use.
- 6.9 Any Contractor employee, agent, or subcontractor found to be in violation of any applicable D&A requirement, including, but not limited to, testing positive on any D&A test, may be permanently prohibited from working on any Company project.
- 6.10 Use of prescription or over-the-counter medication is permitted only if such use complies with the applicable prescription and does not have side

effects that could adversely affect work performance. All Contractor employees, agents, and subcontractors must consult with their physician before taking any medications that might adversely affect their safety and work performance.

- 6.11 Contractor employees, agents, and subcontractors who work in safety-sensitive functions and are using over-the-counter or prescription drugs that include warnings about driving, operation of machinery, or any other potentially dangerous operation, should notify Contractor management of the prescription warnings. If a Contractor employee, agent, or subcontractor possesses prescription drugs on Company premises, the medication must be in the bottle or container in which it was originally dispensed and must be prescribed to the individual.
- 6.12 Internet prescriptions are not to be used while working on a Company project and such prescriptions are unacceptable for use according to the Department of Transportation's drug testing regulations as stated in the Interpretive guidance to 49 CFR 40.141.
- 6.13 If the actions of a Contractor employee agent, or subcontractor contributed to an incident, or cannot be completely discounted as a contributing factor to the incident, Contractor shall immediately stand down the Contractor employee, agent, or subcontractor.
- 6.14 Alcohol and drug testing specimen collection must be completed as soon as possible after the decision to test. Results of the test must be documented on Appendix 3, Alcohol and Drug Test Result Disclosure Consent and Contractor Certification. If specimen collection is not completed within 2 hours, the reason for delay must be documented on the form or attachment. Company may request to review reasons for delay and decide if they are acceptable.
- 6.15 For purposes of this part, "incident" includes, but is not limited to, an actual event that caused, or had potential to cause, significant safety, environmental, or property damage incidents such as:
  - 6.15.1 Medical treatment beyond first aid, or
  - 6.15.2 Reportable environmental release, or
  - 6.15.3 Disabling damage to a vehicle, or
  - 6.15.4 Significant property damage.
- 6.16 In addition to any other audit rights under the agreement, Company shall have the right, at its discretion, to audit Contractor compliance, including

Veriforce or DISA Consortium/TPA. An audit may be conducted by Company or its authorized agents, assigns, and representatives.

- 6.17 Upon request, Contractor shall provide documentation supporting compliance with this contract by subcontractors performing Covered Services.

## **7 General Safety Requirements**

- 7.1 Contractor shall designate at least one person to be Contractor's safety and environmental representative for each Company project/work scope. The person can have other roles or duties as determined by the Contractor.
- 7.2 The Contractor's safety and environmental representative(s) will be located at or near the project worksite(s). Contractor's safety representative shall have sufficient applicable safety related experience and knowledge for the work, education and skills necessary to anticipate, identify, evaluate and control worksite hazardous conditions and practices.
- 7.3 Contractor shall ensure its employees and employees of their subcontractors, before they begin and throughout their employment, are made aware of environmental, health and safety regulations. Contractor shall remove from the Worksite any of its employees or subcontractor employees that refuse to abide by environmental, health, and safety unless prohibited by union agreement, applicable law or regulation.
- 7.4 Agency inspections may occur while working at the project site, by federal, state or local agencies. At no time shall a Contractor or representative of a Contractor act as a representative for Company or be authorized to speak or act on Company behalf. If any agency inspector visits a worksite, they shall be directed to speak to the Authorized Company Representative. All agency inspections shall be immediately documented by completing the Company's Agency Inspection Record form or other Company approved form.
- 7.5 Contractors are responsible for conducting Daily Safety Tailgate (Toolbox) meetings with their workers and subcontractors that will address the specific tasks, assignments, and environmental, health, and safety processes to be followed and completed safely, including a review of the crew's JSA (or equivalent).
- 7.6 A translator must be present to convey elements of JSA to non-English speaking personnel, if needed.



- 7.7 All work requires a Contractor specific JSA, which must be reviewed during each shift's Safety Tailgate
- 7.8 A JSA is required for all routine, non-routine, and high risk work. The JSA must include applicable emergency response mitigations.
- 7.9 The JSA must contain the steps involved in performing the specific job, the existing or potential EHS hazards associated with each step, and the recommended actions and/or procedures that will eliminate or reduce those hazards and risks of a workplace injury or illness. Contractor shall document JSAs utilizing the JSA in Appendix 5 or one in similarity.
- 7.10 Company reserves the right to review and provide feedback on potential improvement areas in the JSA process.
- 7.11 JSAs must be written in the working language of the work group when the literacy level of the work group allows or otherwise verbally reviewed, at a minimum.
- 7.12 Each member of the work group must sign the JSA immediately after review.
- 7.13 The Contractor's employees are required to observe all posted warning signs.
- 7.14 Contractors shall develop and implement a hazard communication program (HAZCOM) that meets or exceeds the requirements outlined in 29 CFR 1910.1200. This program shall include provisions for container labeling, collection, storage, and availability of Safety Data Sheets (SDS), and appropriate training programs.
- 7.15 Up-to-date SDS information shall be made available for every hazardous material brought onto the worksite(s) prior to the chemical coming on site.
- 7.16 Company's facilities may contain asbestos, lead, benzene, and other harmful substances. Contractors shall consult with the Authorized Company Representative to determine if these substances are present, and develop a mitigation plan for worker exposure. Contractors must immediately notify the Authorized Company Representative if previously unknown harmful substances are identified.
- 7.17 Contractor employees must be able to read and understand all labels and posted warning signs.
- 7.18 Hazardous Materials which may be encountered may include: asbestos, lead, arsine gas, and benzene.

- 7.19 Contractors are expected to have heat and cold weather plans. Contractor employees are to be made aware of heat stress and fatigue management plans, which will address workers' heat stress and fatigue, as well as cold weather work.
- 7.20 Cell phone use on Company property is prohibited unless granted by the Company Authorized Representative. Refer to Appendix 2 for Cell Phone Use Requirements.
- 7.21 Contractor shall ensure Company work areas are kept clean and properly maintained at all times during the course of the Work.
- 7.22 Plans for inclement weather, including lightening and be responsible to:
- 7.23 Check the forecast and monitor weather conditions through local media outlets.
- 7.24 Be able to check the radar and use lightning detection to determine if a storm is near (WeatherBug is an example of a free application that allows the tracking of this information).
- 7.25 Pay attention to early weather signs of potential lightning strikes such as high winds, dark clouds or distant thunder or lightning. When these occur, do not start any activity that cannot be quickly stopped.
- 7.26 If a lightning strike occurs within 10 miles of the work location, cease all outdoor activities immediately and direct all employees to a safe location.
- 7.27 Do not resume work for a minimum of 30 minutes. If another strike occurs within 10 miles within the 30 minute wait period, then the 30 minute clock re-starts.

## **8 Mechanized Lifting and Rigging Apparatus**

- 8.1 As required, Contractors must develop a Mechanized Lifting and Rigging procedure meeting the minimum requirements below. Mechanized lifting operations include the utilization of various types of mechanized lifting equipment (e.g., stationary cranes, mobile cranes, cherry pickers, overhead cranes) by trained and competent equipment operators and rigging personnel. Rigging apparatus includes the hardware (e.g., spreader bars, slings, straps, hooks) that are utilized to connect the mechanized lifting equipment to the object being lifted. This section describes the most fundamental requirements for mechanized lifting operations and rigging apparatus which are applicable to most types of

lifts. This section does not attempt to describe requirements for specific types of mechanized lifting equipment and rigging apparatus.

## 8.2 Minimum Requirements:

- 8.2.1 Identifies training and competency requirements for operators of mechanized lifting equipment and for rigging personnel
- 8.2.2 Requires qualified lifting equipment operators to meet minimum physical requirements, in accordance with applicable federal, state, and local law, per the requirements stated in Company's Project specific EH&S Management Plan
- 8.2.3 Defines roles and responsibilities for all personnel involved in planning and executing mechanized lifting operations
- 8.2.4 Identifies which types of mechanized lifting equipment and rigging apparatus require certification by third parties
- 8.2.5 Identifies the safety devices (e.g., load indicators, limit switches, anti-two block devices, anti-freefall devices, reverse audio signals, horns, seat belts, guards) for each type of mechanized lifting equipment
- 8.2.6 Requires the established lifting capabilities of the mechanized lifting equipment and rigging apparatus (for various lifting configurations) as identified by the manufacturer to be clearly marked on the equipment / apparatus
- 8.2.7 Requires compliance with manufacturer's established specifications, ratings, and limitations
- 8.2.8 Requires visual inspections of mechanized lifting equipment and rigging apparatus prior to use
- 8.2.9 Identifies inspection and testing procedures in alignment with manufacturer's requirements and recommendations, including:

- 8.2.9.1.1 Qualifications for inspection and testing personnel
- 8.2.9.1.2 Frequency of inspection and testing for various types of mechanized lifting equipment and rigging apparatus
- 8.2.9.1.3 Definition of acceptance / rejection criteria
- 8.2.9.1.4 Requirements for calibration
- 8.2.9.1.5 Tagging system to provide visual status of equipment / apparatus
- 8.2.9.1.6 Documentation

8.2.10 Requires mechanized lifting equipment and rigging apparatus which does not pass visual, periodic, or annual inspections to be taken out of service, repaired, or destroyed

8.2.11 Identifies the process utilized to identify the weight and center of gravity for objects being lifted

8.2.12 Identifies the following types of lifts (at minimum) as Critical Lifts :

- 8.2.12.1 Loads lifted over or near an occupied building, operating equipment (i.e., pipelines, generators, transformers, compressors, electrical power lines, etc.)
- 8.2.12.2 Lifts over or near process or production equipment, accommodation or other sensitive areas that could result in significant damage to the facility (including considerations for the shape and weight of the load, rigging configuration, potential to drop all or part of the load, or environmental conditions).
- 8.2.12.3 Lifts that are over or in proximity to energized electrical power lines.
- 8.2.12.4 Lifts through hatches, congested areas, piping and between decks that have a potential to damage the lifting equipment or structure.
- 8.2.12.5 Two or more pieces of lifting equipment are required to work in unison
- 8.2.12.6 Special lifting equipment (i.e., non-standard crane configurations) is used
- 8.2.12.7 Load weight exceeds metric tonnage established by Contractor or by Company
- 8.2.12.8 Prohibits lifts where the load represents more than 95% of the manufacturer's rated capacity at the working radius. Crane configuration must be changed or a larger crane must be used.
- 8.2.12.9 Load exceeds 75% of the equipment manufacturer's rated capacity using the static and dynamic load charts at the intended/working radius, or the crane's design operating limits (for example wind speed) or a non-routine lift. Wind

speed should be taken into consideration on critical lift planning.

8.2.12.10 Personnel Lift/Transfer – Cranes used for personnel lifts must meet the following requirements:

8.2.12.11 Only the fast line shall be used to transfer personnel by crane;

8.2.12.12 Personnel must not be lifted/transferred on cranes with free-fall ability;

8.2.12.13 Personnel lift/transfer loads must not exceed 50% of the rated capacity at the working radius.

8.2.12.14 Activities using a work basket, boson's chair, or any specially designed suspension harness that is being operated by a crane.

8.2.13 Requires Critical Lifts to use a greater level of planning, control, and execution oversight than Non-Standard and Standard Lifts, including the use of written lift plans, pre-lift meetings, work permits, and task based (JSA) and / or Hazard Identification Risk Analysis (HIRA)

8.2.14 Identifies lifts that do not meet the criteria for a Critical Lift but require the crane to operate at more than 75% of its rated capacity for the applicable configuration as Non-Standard Lifts

8.2.15 Requires Non-Standard Lifts to have a greater level of planning, control, and execution oversight than Standard Lifts, including the use of work permits and task based hazard analysis (i.e., JSA, HIRA)

8.2.16 Identifies methods of communications utilized to support mechanized lifting operations (e.g., radios, Banksman hand signals)

8.2.17 Establishes decision making authority and specific acceptance criteria for performing mechanized lifts in adverse weather conditions (e.g., thunderstorms, snow, ice, high winds, rough seas, low visibility)

8.2.18 Establishes safe / prohibited work practices for each of the various types of mechanized lifting operations and the associated rigging apparatus

8.2.19 Identifies hazardous areas and methods for preventing non-essential personnel from inadvertently accessing those areas during mechanized lifting operations

8.2.20 Requires use of tag lines of the appropriate size and length at all times to control objects being lifted / lowered

8.2.21 Defines specific safety controls which must be followed for mechanized lifting equipment utilized for personnel lifting (de-rating, trial lifts, etc.)

### 8.3 **Overhead Structure and Utility Markings**

8.3.1 This section includes overhead structures and utility/power lines in Greenfield and Brownfield work locations, including Williams ROW and facilities.

8.3.2 Minimum Requirements:

8.3.3 Every overhead structure, power line, telephone line, cable, guide wire, etc., that crosses or encroaches within 25 feet of the ROW, or that crosses a temporary ROW access road, must be clearly marked. Markers must be installed under these structures at both sides of both ends of the affected ROW, and the markers must be located within two feet of the point directly below the outside edges of the overhead structure unless the structure is an energized power line.

8.3.4 Goal post markers will be installed before and after overhead power lines at both sides of both ends of the affected ROW at a minimum of 20 feet from directly below the power line. The goal post markers should be located at a distance from the power line that prevents equipment from approaching distances.

8.3.5 Utility lines that parallel the ROW must be marked every 50 feet until they separate from the pipeline ROW by at least 25 feet. The overhead-structure and utility-line markers must be brightly colored, no less than five feet tall and must have a warning sign affixed to the marker.

8.3.6 All cranes, aerial lifts, extended boom equipment, and excavation equipment operating within 100 feet of any overhead structure or utility line must have a dedicated spotter. The spotter must maintain clear line of sight with the equipment operator, the overhead structures and lines, and the warning markers at all times. Work must cease when the spotter's view is obstructed.

8.3.7 If markers and signs are damaged or removed, work shall cease in the area until the markers and/or signs are replaced.

8.3.8 Anytime pipeline construction activities including excavations are conducted in a right-of-way shared by high-voltage alternating

current (HVAC) power lines, Contractor must contact the owner/operator of the overhead power lines prior to any work beginning. Depending on the type of work and potential exposure to energized power lines, the line may have to be de-energized and visibly grounded or insulating barriers may have to be used to prevent physical contact with the line.

- 8.3.9 Contractor shall designate a spotter to observe clearance of the equipment and give timely warning for all operations where it is difficult for the operator to maintain the desired clearance by visual means. The spotter must be positioned so as to be able to visually monitor the clearance between the equipment and the power lines. The designated spotter cannot be assigned other duties that interfere with the ability to give a timely danger warning to the crane operator.
- 8.3.10 In the event the operator of the piece of equipment cannot observe signals from the spotter then the operator will cease movement of the equipment.

#### 8.4 **Security**

- 8.4.1 Company prohibits the use, possession, transportation, or sale of unauthorized explosives, unauthorized flammable materials, firearms, or other weapons while on company premises, engaged in company business, or operating company equipment, except as permitted by applicable law.
- 8.4.2 Contractor shall effectively manage Security of the Work and protect Company owned materials and assets at all times. Contractor shall maintain heightened security status to ensure that persons not essential to the performance of the Work are not permitted at the Worksite and that objects and items not essential to the performance of the Work are not allowed at the Worksite. Contractor shall be responsible for implementing and performing security background checks for personnel performing Company Work in accordance with Appendix 4.
- 8.4.3 Contractor agrees that it will obtain background checks on its employees and agents who perform Security-sensitive services on Company's premises and it will also require any parties to whom it subcontracts such work to do the same. See Appendix 4 for additional requirements regarding Background Checks.

## 8.5 COMPLIANCE WITH SEMS AND TSA REQUIREMENTS

8.5.1 For purposes of this Agreement and any RFS, the following definitions apply:

8.5.1.1 "Applicable Codes and Standards" means (i) the American Petroleum Institute's Recommended Practice for Development of a Safety and Environmental Management Program for Offshore Operations and Facilities, API RP 75 (if API RP 75 uses the word "should," it means "must" for purposes of this RFS); and (ii) those codes and standards, in their latest issue as of the effective date of the applicable RFS, specified herein as being applicable to the Work and, for any part of the Work where no such codes and standards are expressly specified, those industry codes and standards, in their latest issue as of the effective date of the applicable RFS, generally accepted and followed by reputable and prudent contractors experienced in the types of Work to be carried out under the applicable RFS. Applicable Codes and Standards shall not include codes adopted or issued by any Governmental Authority, which are deemed to have the effect of Law

8.5.1.2 "SEMS Program" means the Safety and Environmental Management Systems program (and policies and procedures identified in such program) adopted by Company in accordance with the SEMS Regulation and communicated to Contractor.

8.5.1.3 "SEMS Regulation" means 30 CFR 250, Oil and Gas and Sulphur Operations in the Outer Continental Shelf, Subpart S—Safety and Environmental Management Systems (SEMS), as amended.

8.5.1.4 "TSA" means Transportation Security Administration

8.5.2 Where the Work and/or facilities connected with the Work require compliance with the SEMS Regulation, Contractor shall:

8.5.2.1 take action, as reasonably required, to comply with and assist Company in complying with the SEMS Regulation and SEMS Program

8.5.2.2 in accordance with the SEMS Regulation and the incident reporting procedures of the SEMS Program, notify Company of any incidents that occur in connection with the carrying out of the Work and of any proposed, potential, impending or actual Work stoppages, industrial disputes and



other delays affecting Contractor and/or progress of the Work or Contractor's other work;

8.5.2.3 not allow any individual to perform any part of the Work until Contractor has verified and certified, in writing to Company, that such individual:

8.5.2.3.1 is legally employable in the United States;

8.5.2.3.2 has all credentials, training (including EH&S related training), knowledge, skills, experience, licenses, certificates and/or degrees required for performance of the Work in such individual's capacity in accordance with prudent industry practice and in a safe and environmentally sound manner, including the credentials, certifications and training required by Law (including the SEMS Regulation), Applicable Codes and Standards, the SEMS Program and/or specified in any RFS; and

8.5.2.3.3 understands and can perform the duties assigned to such individual;

8.5.3 Where Work and/or facilities connected with the Work require compliance with the SEMS Regulation, prior to commencement of the Work, Contractor shall provide a separate written certification as to each individual used by Contractor in the performance of any part of the Work which shall:

8.5.3.1 confirm the date that all training required under any RFS was completed, which shall be no earlier than thirty-six (36) months prior to the estimated end date (as specified by Company) of the Work;

8.5.3.2 describe the training and the means used to ascertain whether individuals being trained understood the training;

8.5.3.3 state the instructor's name; and

8.5.3.4 confirm that the instructor is formally qualified to provide the subject training and that the instructor (or the instructor's employer) is generally recognized in the oil and gas industry as proficient in the delivery of such training. Such written certification shall be accompanied by a legible photocopy of documents evidencing that the individual has such qualifications, work permits, certifications, credentials and training. Contractor shall require that each Subcontractor comply with the requirements of Sections 8.5.2, 8.5.3 and 8.5.6.

- 8.5.4 With respect to performance of Contractor's obligations under any RFS, Contractor shall comply with, and shall require that each member of Contractor Group comply with, all Laws, Applicable Codes and Standards and, with respect to any facility that is subject to the SEMS Regulation, flag state requirements. Contractor shall notify Company of any changes in Applicable Codes and Standards issued after the effective date of any RFS and Company may require Contractor to comply with such changes.
- 8.5.5 Contractor acknowledges that the Work may involve high risk and danger to persons, property and the environment. Contractor shall perform the Work in a safe and environmentally conscientious manner and shall identify, address, and manage safety and environmental hazards and impacts and shall take into account human factors. Further, Contractor shall perform the Work in compliance with (a) all Laws and Applicable Codes and Standards relating to the environment, health and safety "EH&S"; (b) Company's EH&S policies and programs (including the SEMS Program as applicable) communicated at any time to Contractor by any member of Company Group.
- 8.5.6 To the extent 33 CFR part 105 applies to any Worksite facility, Contractor shall not allow any individual to perform any part of the Work until Contractor has verified and certified, in writing to Company that such individual has a valid, non-revoked transportation worker identification credential, as defined and explained in 49 CFR part 1572, as applicable ("TWIC Card") if required by Law for such individual to have unescorted access to any facility or location to perform any part of the Work. Contractor shall submit legible photocopies of TWIC Cards of members of Contractor Group who are required by Law to have them.
- 8.5.7 Contractor shall have full responsibility for the adequacy, stability and safety of all operations of and methods used by each member of Contractor Group in the performance of the Work. If required by SEMS Regulation, Contractor shall enter into a SEMS Bridging Agreement (in the form required by Company) with Company before any member of Contractor Group begins Work at any facility to which the SEMS Regulation applies.
- 8.5.8 To the extent required by Law, Contractor shall establish and maintain a fully comprehensive safety and environmental program in accordance with APR RP 75 for Work related to Critical Equipment, as defined by API. Contractor shall take all necessary safety and environmental and other precautions in accordance with API RP 75. **CONTRACTOR RELEASES AND SHALL DEFEND, INDEMNIFY AND HOLD HARMLESS MEMBERS OF COMPANY**

**GROUP FROM AND AGAINST ALL LOSSES ARISING IN ANY MANNER OUT OF CONTRACTOR'S FAILURE TO COMPLY WITH ALL THE PROVISIONS OF THIS SECTION 8.5 IN ITS ENTIRETY AND FURTHER, WILL CAUSE CONTRACTOR AND CONTRACTOR GROUP'S INSURERS TO WAIVE SUBROGATION AGAINST COMPANY GROUP WITH RESPECT TO SUCH FAILURE.**



## APPENDIX 1 – Company Incident Classification Guidelines

- Contractor and subcontractors shall classify incidents per the following Company guidelines exhibited in Table A-1, which reflect the United States Department of Labor OSHA Recordkeeping Guidelines. These guidelines are applicable to all Company designated Worksites. Given the different incident classification definitions and criteria, as well as different social system drivers encountered in the international work environment, Contractors, subcontractors, and Company shall work together to classify incidents in the most appropriate manner. In no way shall Contractor, Subcontractors, and Company classify incidents differently.

**Table A-1: Incident Definitions**

Term	Definition
<b>Injury or Illness</b>	An injury or illness is an abnormal condition or disorder of an individual. Injuries include cases such as, but not limited to, a cut, fracture, sprain, or amputation. Illnesses include both acute and chronic illnesses, such as, but not limited to, a skin disease, respiratory disorder, poisoning, and medically diagnosed and confirmed work related food borne illness.
<b>Work-Related</b>	An injury or illness is considered work-related if an event or exposure in the work environment either caused or contributed to the resulting condition or significantly aggravated a pre-existing injury or illness. Injuries or illnesses that are not work-related are not recordable.
<b>Recordability Criteria</b>	Work-related injuries or illnesses are recordable if they involve one or more of the following: <ol style="list-style-type: none"> <li>Death</li> <li>Day(s) away from work (LTI)</li> <li>Restricted work or transfer to another job</li> <li>Medical treatment beyond First Aid</li> <li>Loss of consciousness</li> <li>A significant diagnosed injury or illness</li> </ol>
<b>Near Miss Incident</b>	A Near Miss Incident is an unintended or unwanted event that, under slightly different conditions, would have had a negative effect on safety, health of people, property, or the environment.
<b>First Aid</b>	First Aid Cases are generally defined as any one-time treatment, and any follow-up visit for the purpose of observation, of minor scratches, cuts, burns, splinters, and so forth, which do not ordinarily require medical care. Such treatment and follow-up is considered first aid even though provided by physician or registered professional personnel. First Aid Cases are not recordable. The First Aid Case classification is appropriate when any of the following treatments are provided: <ol style="list-style-type: none"> <li>Using a non-prescription medication at nonprescription strength (for medications available in both prescription and non-prescription form, a recommendation by a physician to use a non-prescription medication at prescription strength warrants classification as a Medical Treatment Incident).</li> </ol>

Term	Definition
	<ul style="list-style-type: none"> <li>b) Administering tetanus immunizations. (Other immunizations, such as Hepatitis B vaccine or rabies vaccine, warrant classification as a Medical Treatment Incident.)</li> <li>c) Cleaning, flushing, or soaking wounds on the surface of the skin.</li> <li>d) Using wound coverings such as bandages, Band-Aids™, gauze pads, etc.; or using butterfly bandages or Steri-Strips™ (other wound closing devices such as sutures, staples, tapes/glues, etc. warrant classification as a Medical Treatment Incident).</li> <li>e) Using hot or cold therapy (e.g., compresses, soaking, whirlpools).</li> <li>f) Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc. (devices with rigid stays or other systems designed to immobilize parts of the body warrant classification as a Medical Treatment Incident).</li> <li>g) Using temporary immobilization devices while transporting a victim (e.g., splints, slings, neck collars, backboards, etc.).</li> <li>h) Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister.</li> <li>i) Using eye patches.</li> <li>j) Removing foreign bodies from the eye using only irrigation or a cotton swab.</li> <li>k) Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means (procedures involving the excision of the outer layer of skin warrant classification as a Medical Treatment Incident).</li> <li>l) Using finger guards.</li> <li>m) Using massages (physical therapy or chiropractic treatment warrants classification as a Medical Treatment Incident).</li> <li>n) Drinking fluids for relief of heat stress.</li> </ul> <p>Note that the preventive use of Oxygen in absence of symptoms is not considered medical treatment.</p>
<b>Medical Treatment Incident</b>	A work-related injury or illness that requires the management and care of a patient to combat disease or disorder. Medical Treatment Incidents are recordable. Medical treatment does not include the following: 1.) visits to a physician solely for observation or counseling, 2.) the conducting of diagnostic procedures, such as x-rays and blood tests, including the administration of prescription medications used solely for diagnostic purposes (e.g., eye drops to dilate pupils.), or 3.) Application of First Aid.
<b>Restricted Work Incident</b>	A work-related injury or illness that results in a person being unable to perform one or more of the routine functions of the person's job, or from working the full workday that the person would otherwise have been scheduled to work on any calendar day after the day of the illness or injury. Restricted Work Incidents are recordable.
<b>Days Away from Work (Lost Time Incident)</b>	Any work-related injury or illness (including fatalities) that results in at least one (1) lost workday after the day of the incident. If a condition resulting from an injury or illness causes a person to be unable to return to work on the calendar day following the day on which the incident occurred, the case is recordable and should be classified as a Lost Time Incident.
<b>Fatality</b>	A recordable incident which results in the death from a work-related injury or illness, regardless of the time intervening between the incident and death.



## APPENDIX 2 – Cellular Telephone Use

Contractor, its employees, agents, and subcontractors shall comply with the requirements set forth in this Exhibit and the Company's Distracted Driving Policy. Supplier shall notify its employees, agents, and subcontractors of the requirements of this Exhibit.

- A. Cell-phones, whether hands-free or hand-held, may not be used during the time Supplier is driving while performing services exclusively for Company, regardless of whether the vehicle is owned by Company. Without limiting the generality of the foregoing, cell phones may not be used while driving during:
  - (i) Travel between sites or locations at which Supplier performs services for Company ("Company Sites"), regardless of whether such sites are owned or operated by Company,
  - (ii) Transportation of Company personnel, regardless of whether non-Company personnel are concurrently transported, or
  - (iii) Travel to a point of departure, such as an airport, train station, or port, for a trip involving business related to Company.
  
- B. The foregoing prohibition against cell phone use does not apply to:
  - (i) The daily commute between the driver's residence and the Company Site,
  - (ii) Commutes between a Company Site and non-Company businesses for which Supplier, its employees, agents, or subcontractors may perform work,
  - (iii) Common carriers,
  - (iv) Private carriers, manufacturers, distributors, and suppliers that transport both Company and non-Company items in their vehicles,
  - (v) Citizen band and/or two-way radios,
  - (vi) Use while the vehicle is properly parked in a rest area, designated parking area, or other safe location, and
  - (vii) Use of cell phones by passengers if the use is not a distraction to the driver of a passenger vehicle.

**Appendix 3  
Alcohol and Drug Test Result  
Disclosure Consent and Contractor Certification**

Contractor must provide this form to Company as part of Contractor request to return individual to Covered Services following an Individual Reasonable Suspicion or Post Incident test.

<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Contractor Individual (Printed Name)	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Individual ID number (e.g., SSN, Personnel #, Government ID #)	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Specimen ID #
-------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------

Consent and Authorization for Disclosure to Company of Alcohol and Drug Test Result and Related Information

I hereby **consent to disclosure** by Contractor and its agents, including, but not limited to, any collecting and testing agencies, of the test result identified above and any related information to Company and/or Company authorized agents, assigns or representatives.

<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Signature	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Date
----------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------

Certification of Test Result

Contractor Company Name	certifies that the Individual named above was tested on	Date	Time

And certifies that the Alcohol test result was negative (screening or EBT or laboratory) AND the drug test result was negative (FSD or Laboratory or MRO Negative)

AND

The test specimens were collected within 2 hours of the decision to test (Yes/No). If no, attach reason for delay.

<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Designated Contractor Representative (Print)	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Signature
<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Title	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Date

**Delayed Testing Reason**

State reason why testing did not occur within two (2) hours:

\_\_\_\_\_  
Designated Contractor Representative (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date





#### **Appendix 4: BACKGROUND CHECKS**

To the extent permitted by applicable law, Contractor agrees to conduct background checks on all potential Contractor employees, agents, and subcontractors who may perform Services. Contractor agrees to conduct such background checks prior to Contractor assigning such potential Contractor employee, agent, or subcontractor to provide Services. A standard background check shall include, to extent permitted by applicable law, a social security number trace, a search of county, state, national, and federal criminal records and the national sex offender registry in all jurisdictions in which the individual has lived or worked for the prior seven (7) years and verification of education and employment history and information, but must exclude the conducting of any personal interviews. Contractor shall utilize a background screener service provider that is a member of the National Association of Professional Background Screeners (NAPBS) and who has not committed a violation of the NAPBS Member Code of Conduct.

Contractor shall be responsible for determining whether an individual's criminal record should result in the individual's exclusion from performing Services in accordance with applicable law, including, but not limited to, guidelines issued by the U.S. Equal Employment Opportunity Commission. In the event that Contractor desires to assign an individual with a misdemeanor and/or felony conviction record, including, but not limited to, a misdemeanor driving-related offense, to perform Services, Contractor shall notify Company and shall not assign the individual to perform Services unless Company agrees in writing to the assignment.

Contractor further agrees that it will conduct additional background checks on Contractor employees, agents, and subcontractors providing Services in accordance with this Appendix every two years beginning from the first day of such employee's, agent's, subcontractor's providing Services to Company and to require Contractor employees, agents, and subcontractors providing Services to immediately inform Contractor of any felony or misdemeanor conviction arising after the beginning of their assignment to Williams. Upon being informed of a conviction, Contractor will immediately inform Company in writing and will discontinue the employee's, agent's, or subcontractor's assignment to Company unless Company agrees in writing to the continuation of the assignment.

A criminal conviction will not automatically disqualify a potential Contractor employee, agent, or subcontractor from providing Services to Company. Contractor or its agent will conduct all background checks in compliance with all applicable laws, including the Fair Credit Reporting Act and all laws concerning sealed records and individual privacy rights. Contractor further agrees that, by operation of law or pursuant to an agreement with an individual subject to a background check, Contractor has the right to obtain all information required under this Appendix and to disclose such information to Company.

Where Contractors are performing work at Company Chemical Facility Anti-Terrorism Standards Facilities, the following standards will apply:

1. Contractor must develop and implement measures to confirm information provided by job applicants hired for positions that involve access to and handling of Sensitive Security Information (SSI), Chemicals of Interest (COI) or other hazardous materials covered.

2. Contractor will verify the legal right to work, and an Employment Eligibility Verification (I-9 Form) will also be completed as required by the U.S. Immigration Service.
3. Contractor will maintain their employee's information in a confidential and secure manner, and in compliance with all federal and state regulations and statutes regarding employment practices and individual privacy. Contractors will maintain processes to provide the U.S. Department of Homeland Security (DHS), when requested, with the necessary information to allow DHS to screen individuals (e.g., contractors) who have access to restricted areas or critical assets against the Terrorist Screening Database.



**Appendix 5: JSA TEMPLATE**

<b>JOB SAFETY ENVIRONMENTAL ANALYSIS – REVIEW FORM</b>				Jan 2017 – Rev. 0
Facility / Site:	Location within Site:	Permit No:	Permit Type:	Date:
Task Description (include Equipment Numbers as Practical):				
Identify the most serious potential injury for the task being performed:				

REQUIRED REFERENCES		
Have the relevant Procedures, Standards, Guidelines, or Safe Work Practices been reviewed?	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
<b>Attach or List Procedures:</b>		
Must existing Procedures or Work Practices be modified to perform this work? (MOC required)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
FIT FOR DUTY		
Have all members reported any prescription medications currently being taken to the appropriate personnel?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are all members of the Work Team Fit for Duty?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
PPE REQUIRED DURING THIS TASK		
<input type="checkbox"/> HARD HAT  <input type="checkbox"/> SAFETY SHOES / BOOTS  HEARING PROTECTION: <input type="checkbox"/> SINGLE <input type="checkbox"/> DOUBLE  <input type="checkbox"/> RESPIRATOR TYPE (specify): _____  <input type="checkbox"/> SCBA	<input type="checkbox"/> SAFETY GLASSES  <input type="checkbox"/> FACE SHIELD <input type="checkbox"/> GOGGLES  GLOVES: <input type="checkbox"/> COTTON <input type="checkbox"/> LEATHER <input type="checkbox"/> IMPACT PROTECTION  <input type="checkbox"/> OTHER (specify): _____	

PRE-JOB JSEA REVIEW	
Pending confirmation by the Task Leader of site conditions, I agree that the attached JSEA identifies the significant Task Steps, Hazards, and Controls. .	
<b>ULTIMATE WORK AUTHORITY:</b>	<b>Company:</b>
<b>Supervisor Signature:</b>	<b>Company:</b>
WORK SITE VERIFICATION	
The Work Team has assessed the worksite conditions and confirms: <ul style="list-style-type: none"> <li>✓ The JSEA addresses the applicable hazards and necessary controls.</li> <li>✓ The Team has the appropriate resources (people and equipment) to do the job safely.</li> <li>✓ Equipment Operating Procedures were taught and reviewed by competent supervisor.</li> <li>✓ Others that could be affected by the work have been informed.</li> <li>✓ Energy isolation (if applicable) has been VERIFIED and DEMONSTRATED.</li> <li>✓ The crew is aware of the smoking and cell phone policy, expectations, and consequences.</li> <li>✓ <b>If applicable, SWA will be invoked and work stopped in an orderly and safe manner and work will not resume until the UWA provides authorization. This has been reviewed with the Work Team during the safety meeting.</b></li> </ul>	
<b>Task Leader Signature:</b>	<b>Company:</b>
<b>IF YOU ARE A SHORT SERVICE WORKER (SSE), YOUR MENTOR MUST SIGN ALONG SIDE OF YOU</b>	

<input type="checkbox"/> DUST MASK  <input type="checkbox"/> FALL PROTECTION <input type="checkbox"/> FALL RESTRAINT  <input type="checkbox"/> LIFE VEST <input type="checkbox"/> WORK VEST  <input type="checkbox"/> FLAME RESISTANT CLOTHING	_____	<b>Work Team Declaration: I acknowledge that I have reviewed the attached JSEA, I understand SWA, my roles and responsibilities, and I will comply with the instructions for this job. If I observe an unsafe act or situation developing I will share my concerns with the task leader immediately.</b>		
	<input type="checkbox"/> CHEMICAL (specify): _____		<b>Name (print):</b> _____	<b>Name (print):</b> _____
	<input type="checkbox"/> CHEMICAL SUIT <input type="checkbox"/> CHEMICAL APRON		_____	_____
	<input type="checkbox"/> FOUL WEATHER GEAR (specify): _____		_____	_____
	<input type="checkbox"/> OTHER PPE (specify) _____		_____	_____
	_____		_____	_____
	_____		_____	_____















**JOB SAFETY ENVIRONMENTAL ANALYSIS – PRE-JOB HAZARD ASSESSMENT FORM**

Jan 2017 – Rev. 0

**INSTRUCTIONS: Use this form to assist in identifying the relevant hazards that are present throughout the job and incorporating the applicable hazard controls into the HAZARD MANAGEMENT section of the JSEA.**

\*\*\*The table does not include all possible hazards. It is expected that the required PPE for the activity and working conditions will be used.\*\*\*

<input type="checkbox"/> <b>Pressurized Equipment</b>	<input type="checkbox"/> <b>Poor Lighting or visibility</b>	<input type="checkbox"/> <b>Personnel</b>	<input type="checkbox"/> <b>Confined Space</b>	<input type="checkbox"/> <b>Simultaneous Operations (SIMOPS)</b>	<input type="checkbox"/> <b>Weather</b>	<input type="checkbox"/> <b>Ignition Sources</b>
<input type="checkbox"/> Perform isolation – LO/TO, blinding, skillet, plug <input type="checkbox"/> Depressurize, drain, purge, and vent <input type="checkbox"/> Relieve trapped pressure <input type="checkbox"/> Anticipate residual pressure or fluids	<input type="checkbox"/> Provide alternate lighting <input type="checkbox"/> Wait or defer until visibility improves <input type="checkbox"/> No work over water that could require rescue (including sea state)	<input type="checkbox"/> Provide induction or training for new workers <input type="checkbox"/> Mentor, coach, or supervise <input type="checkbox"/> Verify competencies, skills, and experience <input type="checkbox"/> Address applicable limitations (fatigue, exhaustion, and restricted duty) <input type="checkbox"/> Manage multiple languages	<input type="checkbox"/> Discuss confined space entry safe work practice <input type="checkbox"/> Monitor access or entry <input type="checkbox"/> Protect surfaces from inadvertent contact <input type="checkbox"/> Do not locate mobile engines near confined space <input type="checkbox"/> Provide observer <input type="checkbox"/> Develop rescue plan	<input type="checkbox"/> MOC required for deviation from SIMOPS restrictions <input type="checkbox"/> Interface between groups <input type="checkbox"/> Use barriers and signs to segregate activities <input type="checkbox"/> Utilize SWA for unauthorized SIMOPS	<input type="checkbox"/> Implement controls for slippery surfaces <input type="checkbox"/> High winds – goggles <input type="checkbox"/> Heat – hydration, breaks <input type="checkbox"/> Cold – PPE, heaters <input type="checkbox"/> Lightening –defer work	<input type="checkbox"/> Remove, isolate, or contain combustible materials <input type="checkbox"/> Provide firefighting equipment <input type="checkbox"/> Construct a fire-safe habitat <input type="checkbox"/> Provide a fire watch during and after hot work <input type="checkbox"/> Conduct continuous gas testing <input type="checkbox"/> Bond or earth for static electricity or cathodic protection
<input type="checkbox"/> <b>Hazardous Substance</b>	<input type="checkbox"/> <b>Potential Spills</b>	<input type="checkbox"/> <b>Equipment Hot or Cold</b>	<input type="checkbox"/> <b>High Noise</b>	<input type="checkbox"/> <b>Falling or Dropped Objects</b>	<input type="checkbox"/> <b>Lifting Equipment</b>	<input type="checkbox"/> <b>Work at Heights</b>
<input type="checkbox"/> Drain or purge equipment <input type="checkbox"/> Follow SDS controls <input type="checkbox"/> Implement health hazards controls (Lead, Asbestos, H <sub>2</sub> S, Sulfur Dioxide, NORM) <input type="checkbox"/> Test or analyze material	<input type="checkbox"/> Drain equipment <input type="checkbox"/> Provide spill containment equipment <input type="checkbox"/> Have spill clean-up materials and equipment on hand <input type="checkbox"/> Restrain and isolate hoses when not in use	<input type="checkbox"/> Heat or cool equipment before work starts <input type="checkbox"/> Install barriers <input type="checkbox"/> Provide warning signs <input type="checkbox"/> Implement cold temperature and brittle failure controls <input type="checkbox"/> Wear thermal gloves or other PPE	<input type="checkbox"/> Wear correct hearing PPE <input type="checkbox"/> Manage exposure times <input type="checkbox"/> Shutdown equipment <input type="checkbox"/> Use "quiet" tools <input type="checkbox"/> Sound barriers or curtains <input type="checkbox"/> Provide or use suitable communication techniques	<input type="checkbox"/> Use signs and barriers to restrict entry or access under work at elevation <input type="checkbox"/> Use lifting equipment to raise tools to or from the work platform <input type="checkbox"/> Secure tools (tie-off)	<input type="checkbox"/> Confirm lifting equipment condition and certification <input type="checkbox"/> Obtain approval for lifts over processing equipment <input type="checkbox"/> Have a documented and approved lift plan	<input type="checkbox"/> Discuss working at heights safe work practice <input type="checkbox"/> Verify fall restraint and arrest equipment certification <input type="checkbox"/> Verify employee competency when using fall arrest systems <input type="checkbox"/> Set up fall rescue devices prior to work beginning

<input type="checkbox"/>  <b>Portable Electrical Equipment</b>	<input type="checkbox"/>  <b>Radiation Hazard</b>	<input type="checkbox"/>  <b>Moving Objects or Equipment</b>	<input type="checkbox"/>  <b>Manual Handling</b>	<input type="checkbox"/>  <b>Equipment and Tools</b>	<input type="checkbox"/>  <b>Vibrating Equipment</b>	<input type="checkbox"/>  <b>Slips, Trips, and Falls</b>
<input type="checkbox"/> Inspect equipment for condition and test date currency <input type="checkbox"/> Implement continuous gas testing <input type="checkbox"/> Protect electrical leads from impact or damage <input type="checkbox"/> Ensure GFCIs are in working condition	<input type="checkbox"/> Use barriers and signs to restrict access <input type="checkbox"/> Notify personnel who may be affected <input type="checkbox"/> Implement NORM controls <input type="checkbox"/> Conduct RAD testing	<input type="checkbox"/> Confirm machinery guard integrity <input type="checkbox"/> Provide protective barriers <input type="checkbox"/> Observer to monitor proximity of people and equipment <input type="checkbox"/> Shut down or lockout equipment	<input type="checkbox"/> Assess manual handling task <input type="checkbox"/> Limit load size <input type="checkbox"/> Manage posture <input type="checkbox"/> Confirm stability of load and work platform <input type="checkbox"/> Get assistance or mechanical aid to avoid pinch points	<input type="checkbox"/> Inspect equipment and tools <input type="checkbox"/> No use of modified tools <input type="checkbox"/> Use protective guards <input type="checkbox"/> Use correct tools and equipment for task <input type="checkbox"/> Protect or remove sharp edges	<input type="checkbox"/> Manage exposure times <input type="checkbox"/> Assess effect of vibration on equipment <input type="checkbox"/> Use low vibration equipment <input type="checkbox"/> Apply noise controls	<input type="checkbox"/> Identify and shield uneven surface or projections <input type="checkbox"/> Secure or cover cables, cords, and tubing <input type="checkbox"/> Clean up liquids <input type="checkbox"/> Barricade or rope-off openings and holes
<input type="checkbox"/>  <b>High Energy or High Voltage</b>	<input type="checkbox"/>  <b>Excavations</b>	<input type="checkbox"/>  <b>Waste Clean Up and Disposal</b>	<input type="checkbox"/>  <b>Other Energy Sources</b>	<input type="checkbox"/>  <b>Mobile Equipment</b>	<input type="checkbox"/>  <b>Other Hazards</b>	<input type="checkbox"/>  <b>Emergency Response</b>
<input type="checkbox"/> Restrict access to authorized personnel only <input type="checkbox"/> Discharge equipment and make electrically dead <input type="checkbox"/> Observe safe work distances for live cables <input type="checkbox"/> Use flash burn PPE suit <input type="checkbox"/> Use insulated gloves, tools, and mats	<input type="checkbox"/> Have an excavation plan or safe work practice <input type="checkbox"/> Locate underground pipes or cables by hand digging <input type="checkbox"/> De-energize underground services <input type="checkbox"/> Implement confined space entry controls	<input type="checkbox"/> Apply environmental management practices <input type="checkbox"/> Follow site waste management procedures <input type="checkbox"/> Clean up equipment and materials at site <input type="checkbox"/> Optimize task to minimize waste production	<input type="checkbox"/> Spring compression or expansion control <input type="checkbox"/> Implement electromagnetic (radio) controls <input type="checkbox"/> Manage pressure or vacuum <input type="checkbox"/> Manage heat generating processes	<input type="checkbox"/> Assess equipment condition <input type="checkbox"/> Implement controls on users or access <input type="checkbox"/> Limit and monitor proximity to live equipment or cables <input type="checkbox"/> Manage overhead hazards <input type="checkbox"/> Adhere to road and site rules	<input type="checkbox"/> Implement abrasive blasting controls (for equipment and practices) <input type="checkbox"/> Manage potential blocked or plugged equipment <input type="checkbox"/> MOC required for modifications	<input type="checkbox"/> Keep egress route open <input type="checkbox"/> Keep shower and eye wash stations accessible <input type="checkbox"/> Have a rescue plan in place <input type="checkbox"/> Keep emergency alarm, fire equipment, and shutdown locations unobstructed

**JOB SAFETY ENVIRONMENTAL ANALYSIS – HAZARD MANAGEMENT FORM**

Jan 2017 – Rev. 0

Task Description:

**Note: If the scope of work or the conditions change significantly, STOP THE JOB. Revise the JSEA to address the hazards before proceeding.**

Complete Task Steps / Potential Hazards / Hazard Controls PRIOR to the UWA signature. Complete Assigned Person AT THE WORK SITE

TASK STEPS (Number)	POTENTIAL HAZARDS (What could go wrong?)	HAZARDS CONTROLS (How can harm be prevented?)	ASSIGNED PERSON(S)

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"All employees, contractors and site visitors have the authority and responsibility to stop work or decline to perform an assigned task, without fear of reprisal, when an imminent risk or danger exists."

**COMPLETE THE SECTION BELOW AFTER ALL STEPS OF THE JOB ARE COMPLETED**  
(All members of the Work Team are required to participate in this review)

**I CONFIRM THAT THERE WERE NO INJURIES, ILLNESSES, EQUIPMENT DAMAGE, OR ENVIRONMENTAL ISSUES DIRECTLY RELATED TO THE COMPLETION OF MY SPECIFIC JOB TASKS.**

PRINT NAME	SIGN NAME

I HAVE REVIEWED THIS JSEA AT THE END OF THE JOB WITH THE ENTIRE CREW AND DISCUSSED POTENTIAL LEARNING OR IMPROVEMENT OPPORTUNITIES.	
Task Leader Name (print):	Task Leader Name (sign):

*A copy of this JSEA must be kept on the main facility or structure and another copy kept in the vicinity of the task that is being performed*