CONTRACTOR SAFETY HANDBOOK

Version 2 - July 10, 2023

Safety Commitment

We are committed to Zero Incidents because we care about each other, our families, and the communities where we live, work, and serve our customers. We are committed to a safety culture that delivers top-tier safety performance through individual ownership, operational discipline, shared learning, and prompt action.

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Purpose

The Contractor Safety Handbook provides guidance for Contractors performing work onsite for Williams ("the Company"). Our goal is to help contractors achieve an injury and incident-free worksite. At Williams, the health and safety of all personnel is our top priority.

This handbook is not comprehensive and provides suggested best management practices and guidance to Williams' Contractors regarding contractor work performed on Williams' property including projects on any right of way or facility. All OSHA and EPA regulations and Williams Safety Procedures control and must be followed.

Introduction

Williams requires Contractors to prioritize the protection of people, the environment, and property while performing their job duties. The focus on health and safety shall not be compromised to achieve any other business objective.

While working onsite for Williams, Contractors will:

- Maintain a safe working environment at all times.
- Perform work in compliance with all applicable rules, regulations, orders, standards and laws.
- Provide and maintain required Personal Protective Equipment (PPE). Train employees on proper use of PPE.
- Be informed of any worksite hazards and emergency preparedness information specific to the worksite.
- Properly protect all individuals on or near the worksite from risks to health or safety.
- Protect assets, property, and the environment from damage or loss.
- Not tolerate any activity or condition that is hazardous, unsafe, unhealthful, or environmentally unsound.
- Understand that Contract employees are subject to random and reasonable inspections and searches on and around William's worksite. Williams reserves the right to deny access or the use of any equipment or substance brought onsite.

Non-compliance with regulations and requirements will result in the Contractor and associated employees being removed from worksite.

Scope and Applicability

The requirements in this handbook apply to Contractors and their subcontractors performing work onsite for Williams. This includes work performed on property owned, leased, or occupied by the Company.

The primary Contractor is responsible for the health and safety of their employees and subcontractors.

Worksite-specific requirements may be stricter than the requirements listed within the Contractor Safety Handbook. Always follow site-specific requirements.

Definitions

Term	Definition
Applicable Codes and Standards	Those codes and standards, in their latest issue as of the effective date, specified, attached, or referenced in the applicable Contract which are applicable to the work or any portion thereof. For any part of the work where no such codes and standards are expressly specified, use industry codes, standards, guidelines, and best practices, in their latest issue as of the effective date, generally accepted and followed by reputable and prudent firms experienced in the type of work to be performed under the applicable Contract. Applicable Codes and Standards does not include codes adopted or issued by a Governmental Authority, which are deemed to have the effect of Law.
Brownfield	Any facility or pipeline right of way where hydrocarbons have been or currently exist.

Competent Person	A person capable of identifying existing and predicable hazards in the surroundings of working conditions that are unsanitary, hazardous, or dangerous to personnel and who has authorization to take corrective measures to eliminate these hazards. A Competent Person should be able to demonstrate the following:
	• Training, experience, and knowledge of:
	  ○ Soil Analysis
	  ○ Use of protective systems and
	  ○ Requirements of Part 1926 Subpart P
	• Ability to detect:
	  ○ Conditions that could result in cave-ins.
	  ○ Failures in protective systems.
	  ○ Hazardous atmospheres and
	  ○ Other hazards including those associated with confined spaces
	• Authority to take prompt corrective measures to eliminate existing and predictable hazards and to stop work when required.

Contractor	The person identified in the introductory paragraph of the applicable Master Terms; provided, however as to each Contract formed, “Contractor” means the Contractor Group entity executing the Procurement Contracts.
Contractor Primary Authorized Employee (PAE)	A Contractor employee identified for reviewing the work, identifying the isolation points, and leading group LOTO for Contractor Authorized Employees working directly for that company.
Company Provided Resources	Materials, equipment, supplies, utilities, reports, services, or information to be supplied by Company as set forth in the applicable Contract.
Excavation	Any man-made cut, cavity, trench, or depression in an earth surface, formed by earth removal. Digging, blasting, boring, tunneling, drilling or other trenchless technology, backfilling, removal of above-ground structures by explosive or mechanical means, and any other earth moving operations.
Greenfield	The construction of a new facility, including a pipeline, at a site where no other facility or pipeline is currently located, and no hydrocarbons exist.
Hot Work	Work task that: • Produces or could produce sufficient heat or spark to cause ignition • Generates or could generate static electricity

Term	Definition
	• Uses non-explosion proof or non-intrinsically safe equipment **EXAMPLES**: Welding, grinding, brazing, abrasive blasting, cutting, use of combustion engine, use of power tools, work on an open electrical panel, spray painting, use of non-intrinsically safe testing equipment, etc.
Incident	An event that involves personal injury or illness, fire, explosion, property damage, vehicle accident, equipment failure, environmental release, atmospheric release, regulatory inspection, regulatory citation, theft or adverse media or political attention.
Intrinsically Safe Equipment	Equipment tested and rated by approved testing laboratory. Laboratory certifies the equipment is incapable of releasing enough energy to cause ignition of flammable vapors. Must be clearly marked with approved rating.
Job Safety Analysis (JSA)	A field-based tool that provides workers with three main categories of information while performing task specific work. These include: • Review process that captures specific steps with each individual job task. • The Sequence of Basic Job Steps – This is the order in which the work will be carried out and brief details of how tasks will be performed. • Potential Hazards – Involves listing hazards that are associated with the task (e.g., falling objects, hot surfaces, overhead powerlines, adjacent work, etc.). • Safety Controls to Reduce or Eliminate the Hazard – Describes the precautions that will be taken to eliminate or safely control the hazard (e.g., engineer out the hazard, eliminate the hazard, administrative steps toward the hazard, wear proper PPE).
Law	All laws, statues, regulations, codes, rules, permits, ordinances, orders, injunctions, writs, decrees, or other requirements of any governmental authority having jurisdiction over the parties, the work or any work site.
Near Miss	An unplanned event that did not result in undesired consequence, including but not limited to injury, illness, or damage, but could have potentially resulted in injury, illness, or damage.
Rescue Service	Qualified employees or Contractors designated to rescue Authorized Entrants from Permit Required Confined Spaces.
Subcontractor	Any subcontractor, vendor, supplier, manufacturer, consultant or independent contractor, of any and all tiers, that: • Performs any part of the work. • Fabricates, manufactures, builds or provides any goods. • Leases, charters, or rents supplies, tools, construction aids and/or equipment in connection with the performance of work. • Provides any services in connection with the work.
Weapon	Weapons include any object or instrument designed to be used or that is used in such a manner as to be threatening or to cause bodily injury or death to another person (e.g., firearms, handguns, ammunition, knives with blades more than 4-inches long, any size switchblade knife or other knife having an automatic spring release device, bombs, etc.).

Term	Definition
Work	The services, deliverables, and goods Contractor Group has agreed to provide pursuant to the applicable Contract.
Worksite	Any location where work is performed pursuant to the applicable Contract.

New Supplier Requirements

A new supplier request is submitted by a Williams representative on behalf of the contractor. A contractor will submit a current rate sheet, W-9, contact information, and, if required, complete a pre-qualification questionnaire for the contract process to be initiated. Insurance requirements are communicated during the contract process. A confidentiality agreement may also be required. Registration with applicable compliance verification providers for overall company verification, drug and alcohol, and operator qualification verifications is determined based on scope of work.

Requirements may differ depending on scope of work and regulatory requirements for the worksite.

- Rate Sheet
- W-9
- Insurance
- Confidentiality Agreement (if applicable)
- Registration with Williams Compliance Provider
- Registration with Williams approved third party administrator (TPA) for drug and alcohol compliance
- Registration with Williams approved DOT Operator Qualification Provider (if applicable)

Executed Agreement/ Contract Worksite Orientation

Contract employees and subcontractors are required to complete a worksite-specific orientation to review:

- Worksite hazards
- Emergency procedures
- Evacuation
- Designated smoking areas
- Security
- Worksite-specific requirements
- Other topics, as appropriate

Smoking

Smoking is permitted only in designated smoking areas. Confirm designated smoking area with Williams representative.

Cell Phone Use

Cell phone use on Company worksites is prohibited unless granted by the Company's authorized representative. A Hot Work Permit may be required if permission to use a cell phone is granted.

In addition, the use of cell phones or other electronic devices is prohibited while:

- Operating equipment
- Driving a vehicle
- Performing any activity in which a distraction may cause a potential safety threat

Housekeeping

Contractors must:

- Keep all work sites free from accumulation of waste material and trash.
- Keep walkways, stairways, and escape routes clear of all obstructions. Never block entries or exits, even temporarily.
- Maintain at least 3 feet of clearance around emergency equipment and electrical disconnects. Do not place or store equipment and or materials within this area.
- Dispose of scraps, trash, and other waste in proper containers. Place oily rags, waste or other combustible material in properly labeled metal containers. Always cover containers used for flammable or hazardous materials. Do not allow combustible materials, lumber, waste, and garbage to accumulate.
- Keep the work area and tools clean. Clear work areas of tools, welding rod ends, and metal shavings. Clean spills as soon as practical.
- Keep all material, tools and equipment tied, stacked, or chocked to prevent falling or rolling. Stack material so it can be accessed safely.

The Drug & Alcohol/Contraband

The following policies apply to Contractor employees and subcontractors:

- Drugs and alcohol are not allowed at Williams worksites.
- Individuals are not allowed on the worksite if they are under the influence of alcohol or a controlled substance.
- Prescription drugs must not impair safe work performance and must be used only as directed by physician.
- Williams may conduct or require Contractor to conduct an unannounced inspection of Contractor group members and their property.
- Williams may require random/unannounced D&A tests due to the results of a search or reasonable cause/suspicion, accident, incident, etc.
    - If a Contractor employee or subcontractor refuses any requested D&A test, the individual will not be allowed on Williams' worksites.
- Any Contractor employee found to be in violation of D&A requirements may be permanently prohibited from providing services to Williams or entering any Williams owned or operated worksite.

Workplace Violence

Workplace violence is prohibited. Williams does not tolerate acts or threats of workplace violence. Always report incidents of threats or acts of workplace violence. Examples include:

- Abusive, obscene, or threatening language
- Comments of others advocating violent acts or threats
- Stalking behavior

Weapons

Possession or inappropriate use of weapons on Company property is prohibited.

Weapons are not allowed in the following locations:

- Property owned, leased, or occupied by the Company
- In vehicles, aircraft, boats, or parking areas owned or leased by:
  - The Company
  - An Employee or agent of the Company
  - An individual performing services for the Company on a contract or temporary basis

Exceptions:

- Law enforcement personnel on official business
- Use by private armed security as authorized by the Director of Enterprise Security

Weather Hazards

Prior to beginning any outdoor work, check NOAA weather reports (weather.gov). Be aware of potential adverse weather conditions that could affect your work environment and plan accordingly. This can include: thunderstorms, tornadoes, lightning, flooding, hail, sleet, snow, high winds and extreme temperatures.

Lightning Safety

If you can hear thunder, seek shelter. Stay in a safe shelter for 30 minutes after the last clap of thunder.

Driving/Vehicle Operation

Drivers must possess a valid driver's license for the state in which they live for the class of vehicle being operated.

Operators must be qualified for the equipment they are operating.

Personal vehicles are not allowed inside facilities, except in designated parking areas.

All-terrain vehicles (ATVs) are not allowed to be used at worksites.

When operating vehicles and equipment:

- Wear seat belts at all times.
- Observe all designated speed limits on Company or lease roads.
- Turn off all vehicles and equipment while fueling.
- Do not leave vehicles unattended.

Personal Protective Equipment

Contractors must meet minimum PPE requirements when working onsite:

- Flame resistant clothing
- Hearing protection
- Eye protection

- Gloves
- Safety toed boots
- Hard hat
- Additional equipment, as required based on the scope of work, work site requirements, or pre-job plan.

PPE SPECIFICATIONS AND STANDARDS

Safety Glasses:

Safety glasses shall meet ANSI Z-87+ standards. Side shields shall be worn on prescription safety glasses. In lieu of side shields, wear eye protection that can be worn over prescription lenses (goggles, face-shields, etc.) without disturbing the proper position of the prescription lenses. Safety glasses will be worn when goggles or face shields are removed during welding and flame cutting.

Gloves:

Select gloves that are appropriate for the work task to protect from cuts/ lacerations, impacts, chemical or thermal exposure.

Hearing Protection:

Wear hearing protection with a minimum of Noise Reduction Rating (NPR) of 25 in areas designated as “hearing protection required,” unless the site-specific data indicates a lower NPR is acceptable. Wear earmuffs, in addition to ear plugs, in areas designated as “double hearing protection required.” If ambient noise levels are above normal conversation volume, hearing protection must be worn in the area for the duration of the high noise task.

Hard Hat:

Hard hat must meet minimum standard ANSI Type 1, Class E. Class E (Electrical) hard hats are designed to reduce exposure to high voltage conductors and offer dielectric protection up to 20,000 volts. Balaclavas and other hard hat liners must be flame resistant.

Safety Toed Boots:

Wear safety toed (steel or composite reinforced) boots, which meet ASTM F2413. No part of the steel or composite toe can be visible from outside of the footwear. Boots must have treaded soles and a defined heal. Non-ankle supported safety shoes and athletic shoes are not permitted. Must have toe, heel, and sole puncture protection. Must have spark-resistant soles. Boots and soles must resist liquid penetration to prevent the rapid passage of liquids. Non-sparking ice creepers may be worn.

FRC and Other Garments:

Flame Resistant Clothing (FRC) must meet NFPA 2112 standard for flame resistant clothing for protection of industrial personnel. A minimum CAT 1 rating (4 cal/cm2) is required, except for electrical work, which requires a minimum of CAT 2 rating (8 cal/cm2).

Rainwear must meet the requirements of ASTM F 2733-09 Flame Resistant Rainwear for protection. Rainwear may be worn as the outer layer as long as it is worn over FRC garments that meet the requirements of NFPA 2112.

Shirts must be long sleeved. Shirts must be worn fully buttoned excluding collar button, if applicable, with at least one layer tucked into pants. Sleeves must be worn down and buttoned at the wrist.

Pants must be full length. Pants must be worn over boots. Exception: Pants may be tucked in or covered by snake boots or muck boots.

Coveralls can be worn in lieu of shirt/pant combination and must be worn fully zipped with sleeves worn down and fastened at the wrist. A statement must be printed legibly on the outerwear product label similar to: MEETS THE REQUIREMENTS OF NFPA 2112.

Wear garments under FRC that are FR clothing or made of natural cotton, wool, or silk fibers. Clothing with high percentage of synthetic or plastic fibers worn under FRC can melt causing injury due to heat transfer.

Daily Safety Meeting

Contract employees and subcontractors are required to attend daily safety (“Tailgate”) meetings to discuss safety requirements, work site hazards, tasks, assignments, and review of JSA.

Work Permitting

A Work Permit documents the conditions under which work will be performed and authorizes the work to begin. A Contractor performing work at property owned, leased, or occupied by the Company will be required to have a work permit issued by the company (Except when the contractor will only be conducting incidental services such as janitorial or office-based consulting). By signing on to the Work Permit you are signifying you understand the permit conditions for the work activity being performed.

Stop work immediately if deviations from the Work Permit, Work Plan or JSA arise and notify the Williams Job Lead to ensure work may continue.

Job Safety Analysis (JSA)

Contractor is required to have a Contractor-specific Job Safety Analysis (JSA) for the work being performed (Except when the contractor will only be conducting incidental services such as janitorial or office-based consulting).

The JSA:

- Is required for all routine, non-routine, and high-risk work
- Must be completed prior to the job
- Must be written in the working language of the work group
- Must be reviewed during the daily tailgate meeting before each shift.
- Must be signed by each member of the work group immediately after review.

Make sure the JSA includes:

- Applicable emergency response mitigations
- Steps involved in performing the specific job
- Identify existing or potential hazards associated with each step
- Recommended actions to reduce or eliminate identified hazards
- 911 address and GPS coordinates of work area, if not documented in other site safety daily paperwork.

Fall Protection

Contractors are required to follow their Fall Protection Program when working around unprotected heights of 4ft or greater for general industry, and 6ft or greater for construction.

Contractors are required to wear a full body harness or positioning device with a proper anchor point when operating areal lifts.

Contractors may not utilize body belts as part of a personal fall arrest system. Body belts can only be used as part of positioning systems.

Depending on the task, the Company Job Lead may require additional fall protection during the issuance of a Work Permit.

Incident Reporting

The Contractor must notify Williams immediately upon discovery of any hazardous, unsafe, unhealthy, or environmentally unsound condition or work practice. For example:

- Safety hazards
- Spills
- Releases to the environment
- Near misses
- Accidents
- Injuries

If an accident occurs on a Company worksite, the Contractor must provide to Williams:

- Within 24 hours of becoming aware of an accident:
  - A copy of an initial accident report which includes the following:
    - Basic facts
    - Preliminary severity classification
    - Immediate and corrective actions
  - Dependent on the severity classification of the incident or near miss, an investigation may be requested.
  - At a minimum, an investigation should:
    - Describe what happened, when, and where
    - Determine the actual and potential loss or losses
    - Determine the root cause of the incident
    - Determine the risk of recurrence
    - Develop controls to reduce the risk of recurrence
    - Communicate the lessons learned
- At the time reports are made:
  - A copy of all reports the Contractor makes to its insurer(s)
  - All accident reports the Contractor furnishes to government authorities

Contractor shall investigate significant near misses and 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, or equivalent). Reports will be made available to the Company upon request.

Emergency Procedures

Always follow the worksite-specific Emergency Action Plan (EAP).

First Aid/ Medical Services

Make sure that injured Contract personnel receive immediate and proper first aid treatment/medical attention.

Immediately report all injuries to the Company. See the Incident Reporting section for reporting requirements.

Heat Illness

Occupational risk factors for heat illness include:

- Heavy physical activity
- Warm or hot environmental conditions
- Lack of acclimatization
- Wearing clothing that holds in body heat
- Personal risk factors, such as:
  - Medical conditions
  - Lack of physical fitness
  - Previous episodes of heat-related illness
  - Alcohol consumption
  - Drug and use of certain medication

Encourage employees to drink fluids and take adequate breaks.

When any heat-related illness symptom is present, promptly provide first aid to the affected worker:

- Take the affected worker to a cooler area
- Cool the worker immediately
- Never leave a worker with heat-related illness alone.

Cold Stress

When the body is unable to warm itself, serious cold-related illness and injuries may occur, and permanent tissue damage and death may result. Types of cold stress include trench foot, frostbite, and hypothermia.

In cold weather, make sure employees have appropriate clothing and gear. This may include:

- At least three layers of loose-fitting clothing
- A hat or hood
- Knit mask to cover the face and mouth
- Insulated gloves to protect the hands
- Insulated and waterproof boots

Outer layer must be FRC and must meet NFPA 2112 standard for flame resistant clothing for protection of personnel. Wear garments under FRC that are FR clothing or made of natural cotton, wool or silk fibers. Clothing with high percentage of synthetic or plastic fibers worn under FRC can melt causing injury due to heat transfer.

Hot Work

Examples of hot work include abrasive blasting, welding, cutting, brazing, grinding, use of a combustion engine, use of cordless or corded power tools, work on an open electrical panel use of non-intrinsically safe equipment.

A Hot Work Permit is required when hot work is performed in a Class 1 Division 1 or Class 1 Division 2 area.

If hot work activities are performed with confirmed LEL levels between 0-10%, the source of the LEL must be identified, mitigated, and continuously monitored to ensure the LEL does not rise above 10%.

In greenfield worksites:

- Contractor will use their own hot work permitting system.

During commissioning and in brownfield locations:

- Contractor must work under an approved Company Hot Work Permit.

If spark-producing tasks are being performed outside of a classified area, but within 35 ft of a flammable or combustible hazard:

- A survey of the work area is required to identify and mitigate or remove fire hazards.
- If unable to mitigate or remove the fire hazard, a fire watch is required.

A fire watch may also be required by the Job Lead for other types of hot work in addition to that described above.

If required by the Hot Work Permit:

- The fire watch must be fully dedicated to monitoring the hot work throughout the job and must stay at least 30 minutes after hot work is completed to ensure no signs of fire.
- Provide fully charged fire extinguishers or other fire suppression equipment dedicated specifically to monitoring the hot work.

Lockout/Tagout (LOTO)

This section applies to contractors performing work in a brownfield worksite whenever LOTO is required:

- A Williams Company Primary Authorized Employee (PAE) will perform the initial isolation. (Their personal energy isolation lock and ID LOTO tag will be the first one on and last one off.)
- Each Contractor company must designate a Contractor PAE for Contractor group LOTO activities. Their personal energy isolation lock and ID LOTO tag will be the first Contractor lock/tag on and the last contractor lock/tag off.
- Each Contractor authorized employee must apply their personal energy isolation lock and ID LOTO tag on the isolation points, hasp, or lockbox.
- Use F02-107-D – Energy Isolation (LOTO) – Section D – Group Lockout Tagout. A separate form for each Contractor group is required.
- Once the task is complete, make sure all Contractor authorized employees remove their personal energy isolation locks and ID LOTO tags from the designated lockbox or group lockout device.

Spill and Release Management

Contractor is responsible for environmental issues arising from or caused by the work it performs.

Immediately report to the Company any spills and releases to the environment. See Incident Reporting section for reporting requirements.

In case of a spill:

- Stop the source of the spill, if able to do so without exposing personnel to hazardous situation.
- Contain the spill with absorbent material.

  - The primary concern is to prevent spilled or released materials from leaving property and entering any waterway.
  - The clean-up procedure will be determined on a case-by-case basis.
- Notify a Williams Representative regarding the substance that was spilled, the location of the spill, and the volume of the spill.
  - All spills must be reported to Williams as soon as possible.
- Assess the impact of the spill to people, animals and land. If necessary, block public access to the area with barrier tape, traffic cones, or vehicles.

The Hazard Communication

Contractors bringing hazardous chemicals on Williams' facilities and rights-of-way must:

- Have a Safety Data Sheet (SDS) for each chemical
- Train their employees on the proper PPE and safeguards
- Store chemicals in proper containers with appropriate labels
- Inform Williams of each chemical brought on-site
- Remove chemicals and their containers when work is complete

Prior to beginning work, a contractor representative must receive a safety briefing from a Williams employee or representative that includes the hazardous chemicals the contractor may be exposed to during their work activities. Contractors may request from the Williams representative any Safety Data Sheet for a hazardous chemical they may be exposed to.

Always be informed of any worksite hazards and emergency preparedness information specific to the worksite.

Contractors shall conduct their operations in such a manner that they constitute no hazard to Williams employees, equipment and or property, contractor employees, subcontractor and other invitees, the public, or the environment.

Non-Compliance with regulations and requirements will result in the Contractor and associated employees being removed from worksite. Williams reserves the right to conduct random and reasonable suspicion inspections and searches on and around Williams' worksites. Williams reserves the right to deny access or the use of any equipment or substance brought onsite.

Trenching / Excavation / Ground Disturbance

To protect underground facilities from damage due to excavation and demolition:

- Notify State One Call before beginning 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 specific area.
- Always follow State One Call notification requirements prior to any excavation activities, regardless of depth.
- Work cannot begin until a positive response is received from all companies listed on the current One Call ticket.
- A copy of the current One Call ticket must be kept on site at all times for the duration of the excavation project.
- No backhoe/trackhoe bucket or mechanically supported load is allowed to swing over or be above any in-service pipeline, unless it is necessary to complete the work in a safe manner.

- A Company Representative must be present whenever it is necessary for excavation or boom equipment to be swung over exposed pipeline.

Contractor must provide an excavation competent person to be on-site for all excavations. Training records or training certificates of completion for competent persons must be submitted to Williams prior to beginning work and upon additional contractor competent persons being added.

Before entry, all excavations 4 feet deep or greater, or otherwise determined by the competent person, must be planned, properly evaluated, inspected, and documented by the competent person.

Contractor must provide their own atmospheric monitoring equipment and perform atmospheric monitoring of the excavation prior to entry.

To enter the excavation, monitoring results must meet the following:

- Percentage of oxygen between 19.5% - 23.5%
- Percentage of LEL less than 10%
- Less than 10 ppm Hydrogen Sulfide
- Less than 35 ppm Carbon Monoxide
- Other toxins below the Permissible Exposure Limit (PEL)

Atmospheric monitoring will be conducted as often as necessary to confirm safe atmospheric conditions exist.

Welding

All welding procedures and welders must be approved by a Williams Asset Integrity Tier 3 Welding Subject Matter Expert (SME).

Confined Space

A confined space is any space that:

- Is large enough and so configured that an employee can bodily enter and perform assigned work. (Bodily entry means an employee is able to fit their entire body within the space.)
- Has limited or restricted means for entry or exit.
- Is not designed for continuous employee occupancy.

A Permit Required Confined Space is a confined space that has one or more of the following characteristics:

- Contains or has the potential to contain a hazardous atmosphere.
- Contains a material that has the potential to engulf an entrant.
- Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section.
- Contains any other recognized serious safety or health hazard.

For Contractors providing their own rescue service:

- Provide proper documentation (e.g., training records and certification) that a rescue or drill has been completed in the last 12 months.
  - Documentation will be reviewed by a Williams employee.

Entry performed by Contractor:

- Contractor must provide a Contractor Permit-Required Confined Space Entry Permit equivalent to Williams permit.

- The Williams Job Lead, in conjunction with the Williams Safety Specialist must verify the completion of an equivalent entry permit.
- All Entrants, Entry Supervisor, and Attendant must be appropriately trained in accordance with OSHA Confined Space Entry requirements, and proof of completed training must be made available to Williams employees upon request.

Electrical Safety

Contractors must comply with the requirements of State or local electrical inspection agencies.

Electrical Contractors must be up to date on the NFPA 70E training (Every 3 years) and be deemed a Qualified Electrical Worker (QEW).

Only use hand tools that are double-insulated or used with ground-fault circuit interrupters.

In classified areas, intrinsically safe extension cords are required. Damaged extension cords must be discarded and removed from the work area.

When working outdoors, verify the locations of any overhead powerlines. Always look up and in all directions.

When working under or near overhead powerlines, be sure to maintain minimum clearance distances (refer to NFPA 70E for proper distances) and use the following systems:

- Use a system (e.g., flags or goal posts) to help in marking the overhead lines.
- Install signage to alert personnel of overhead hazards and install physical barriers to limit access.
- Verify systems used are constructed so that they do not create an additional hazard.

Energized electrical work will only be performed by contractors that are deemed Qualified Electrical Workers (QEW) and will require an Energized Electrical Work Permit from a Williams Representative.

Hydrogen Sulfide

Workers in a H2S area are required to have a current H2S training certification.

Facilities and locations where atmospheric H2S concentrations are known to exceed 10 ppm will be identified by signage at each entrance stating: “Caution H2S.”

During the worksite orientation, Contract employees will be informed if entering an area, facility, or pipeline right-of-way that has recognized H2S atmospheric exposures above 10 ppm. If so, Contract employees will be notified of the possible hazards, detection alarms, and escape plans.

When entering areas with H2S exposure potential:

- Verify that an H2S monitor is powered on and calibrated per manufacturer’s instructions
- Personal monitors must be located on the outer front clothing surface and within the employee’s breathing zone (i.e., 12-inches within the noise and mouth).

While working, if conditions elevate to above 10 ppm:

- Stop work and move to a safe location crosswind and upwind.
- Evaluate source of alarm and corrective measures.
- Clear alarm and peak values and re-establish acceptable conditions.

Naturally Occurring Radioactive Material

Naturally Occurring Radioactive Material (NORM) is a form of low-level radiation. Employees have a low likelihood of significant exposure to elevated levels of NORM. This is due to both the time and distance away from the source of the NORM and the avoidance of radon gas.

Good hygiene practices should significantly reduce the potential for exposure to elevated levels of NORM.

In addition:

- Keep sludge and other contamination off employees and their clothes/boots.
- Wash hands before eating or smoking.
- Wet NORM-contaminated items to avoid airborne particle generation.
- Contact the company representative for additional questions or guidance.

Storage of Hazardous Materials

- Use only approved containers for storing and handling flammable or combustible liquids.
- Label all indoor storage cabinets, using conspicuous lettering, with “FLAMMABLE – KEEP FIRE AWAY,” or equivalent wording.
- Place markings, labels, and signage on all approachable sides of flammable or combustible liquid storage areas.
- Keep containers clean from dirt, grease, acids, etc., which weaken the materials.
- Protect storage areas against tampering or trespassers.
- Store combustible waste and residues in covered metal receptacles and dispose of daily. Do not allow these materials to accumulate in buildings or work areas.
- Maintain a Clear Zone around buildings, fence lines, and unit operating area. Keep this area free of weeds, trash, or other unnecessary combustible materials.
- Limit storage of flammable materials in work areas to only those quantities required for immediate use.

Equipment and Tools

- Make sure all tools are free of defects, in good working order, and used for the job for which they were designed.
- Remove damaged or defective tools from use.
- Do not use impact tools (e.g., drift pin wedges and chisels) with mushroomed heads.
- For tools with wooden handles, make sure the handles are tightly attached and free of splinters or cracks.
- In Class 1 Division 1 areas, only use battery-operated tools that are intrinsically safe.
- In areas where vapors or gases are present or could become present when performing a task:
  - Use spark-resistant tools made from brass, plastic, aluminum, or wood.
  - A Hot Work Permit must be obtained prior to using non-spark-resistant tools.
- Safety devices delivered with tools must be maintained operational for the service life of the tool (e.g., guards, shields, etc.)