SandRidge Energy, Inc.

Environmental, Safety & Health Handbook



January 2012



SandRidge Energy, Inc. and Subsidiaries Environmental, Health and Safety Philosophy

SandRidge Energy, Inc. and Subsidiaries (Company) recognizes its responsibility to conduct its business lawfully, ethically, and in a socially responsible manner. In the areas where we operate, we are committed to:

- Acceptable long-term development of petroleum resources with operations that protect the health and safety of employees, contractors, and the public, and which are compatible with the natural environment
- Prevention of accidents, injuries, illnesses, and casualty losses through proper controls to protect worker health and safety
- Prevention of pollution
- Safety, health and environmental priorities in project planning, construction, and day-to-day operations
- · Appropriate and timely response to emergency situations
- Continuous improvement of work processes

The prevention of accidents, respect for the environment and promotion of safe and healthful working conditions at all the company's work locations is a long-established company philosophy. Our greatest asset in making the philosophy work is well-informed, well-trained, and highly committed employees working together in a positive environment designed to meet or exceed regulatory and/or voluntary industry standards.

The functional responsibility for safety of personnel, facilities, and the natural environment, rests with supervisors within the operating unit; however, EVERYONE has the responsibility to work safely and in an environmentally sound manner.

THE SAFETY AND WELL-BEING OF EMPLOYEES, CONTRACTORS AND THE NATURAL ENVIRONMENT SHALL NEVER BE SACRIFICED FOR PROFIT OR EXPEDIENCY.

Your participation is required to achieve our safety and environmental objectives, ensure a safe working environment, reduce exposure to hazards, and ensure a productive operation.

Effective January 1, 2009

FOREWORD

Safety is a primary responsibility of all Company employees and contractors. This handbook provides safe work practices intended to assist you in performing your work safely.

The following guidelines are from knowledge gained in the prevention of accidents and injury.

Every employee and contractor has the responsibility to work safely and prevent accidents. This is accomplished by observing established working rules, following the direction of supervisors, practicing the principles taught in safety training, informing supervisors and other employees of potential hazards, and by recognizing at risk behavior where safety may become compromised.

Competence and adherence to safety regulations will reduce exposure to accidents and injury. All employees and contractors should be aware of the safe work practices in this handbook, but this is not an exclusive list of all safety rules and practices. Always ask a supervisor or experienced employee if you have questions regarding safety or safe work practices.

All near miss or safety incidents must be promptly reported.

The Company has established safe work practices, including procedures and training when appropriate, for this topic that will comply with OSHA regulations and good industry practices. Employees are required to complete all appropriate training and follow all applicable procedures. The following is a sample of the safe work practices and rules with which employees and contractors must comply.

TABLE OF CONTENTS

Section 1	Gene	Page 9	
Section 2	Office	Page 10	
	2.1	General	Page 10
	2.2	Filing and Storage	Page 12
	2.3	Hazards	Page 12
Section 3	Field	Page 14	
	3.1	General Safety Work Practices	Page 15
	3.2	Personal Protection Equipment	Page 17
	3.2.1	Head Protection	Page 17
	3.2.2	Foot Protection	Page 18
	3.2.3	Eye Protection	Page 18
	3.2.4	Hand Protection	Page 20
	3.2.5	Hearing Conservation	Page 20
	3.2.6	Respiratory Protection	Page 21
	3.2.7	Fall Prevention & Protection	Page 22
	3.3	Fire Prevention & Protection	Page 23
	3.4	Equipment Guarding	Page 24
	3.5	Electrical Safety	Page 24
	3.6	Handling & Storage of	
		Compressed Gas Cylinders	Page 26
	3.7	Pressure Hazards	Page 27
	3.8	Ladders	Page 28
	3.9	Scaffolds	Page 29
	3.10	Hand Tools	Page 30
	3.11	Hand Power Tools	Page 32
	3.12	Mowing and Edging	Page 33
	3.13	Powered Shop Tools	Page 33
	3.14	Chemical Handling	Page 34
	3.15	Miscellaneous	Page 35
Section 4	Trans	Page 35	
	4.1	Motor Vehicles	Page 35
	4.2	Helicopters	Page 36
	4.3	Boats and Other	
		Marine Operations	Page 38

TABLE OF CONTENTS (cont.)

Section 5	Mate	rial Handling Equipment	Page 39	
	5.1	Heavy Duty Cranes	Page 40	
	5.1.1	General Safe Work Practices	Page 40	
	5.1.2	Personnel Nets	Page 41	
	5.1.3	Rigging of the Load	Page 42	
	5.2	Small Mobile Cranes	Page 43	
	5.3	Forklifts & Pallet Storage	Page 43	
	5.3.1	General	Page 43	
	5.3.2	Loading	Page 43	
	5.3.3	Unloading	Page 44	
	5.3.4	Operation	Page 44	
Section 6	Natural Environmental Hazards Page 45			
	6.1	Severe Weather	Page 46	
	6.1.1	Thunderstorms	Page 46	
	6.1.2	Tornadoes	Page 46	
	6.1.3	Hurricanes	Page 47	
	6.2	Temperature Extremes	Page 47	
	6.3	Insects, Plants, Reptiles	Page 47	
Section 7	Special Operations Page 48			
	7.1	General	Page 48	
	7.2	Isolation of Energy Sources	Page 49	
	7.3	Hot Work	Page 49	
	7.4	Sandblasting, Chipping,		
		and Spray Painting	Page 50	
	7.5	Confined Space Entry	Page 50	
	7.6	Hydrogen Sulfide (H2S)	Page 51	
	7.7	Radiographic Inspections	Page 52	
	7.8	Acidizing	Page 52	
	7.9	Hydraulic Fracturing	Page 52	
	7.10	Perforating	Page 53	
	7.11	Hydrostatic Testing	Page 54	
	7.12	Well Servicing and Workovers	Page 54	
	7.13	Drilling	Page 55	
	7.14	NORM	Page 56	
	7.15	HAZCOM	Page 56	

1.0 GENERAL SAFE WORK PRACTICES

- 1.1 Obey all safe work practices, signs and instructions. Your first responsibility is to perform your job in a safe manner. Ask questions if you are unsure how to perform a job safely.
- 1.2 Intoxicating liquor, alcoholic beverages, controlled substances, illegal drugs, or ammunition and firearms are not permitted on Company property at any time. Use of illegal drugs, alcohol or prescription drugs that impair or interfere with your ability to work safely are strictly prohibited whether consumed before, during, or after working hours.



FIGURE 1

- 1.3 Do not allow a hazardous condition(s) to continue; correct the hazard if possible and report it to a supervisor immediately.
- 1.4 When working with others, protect yourself, and avoid actions that might cause problems for your fellow employee.
- 1.5 When you are relieved by another employee, inform your relief of all operating conditions and potential hazards.

- 1.6 When working alone or in a small group in isolated areas, check in periodically by phone, radio or per the area supervisor's directions.
- 1.7 You must inform your supervisor if you are on prescribed medication that may affect your ability to perform your work.
- 1.8 Do not use makeshift devices or make temporary repairs that compromise the integrity of tools, equipment, or safety devices.
- 1.9 Perform an inspection of the work area before you undertake any job. Return the work area to safe, and orderly condition when the job is complete.
- 1.10 Always stop work if hazards are identified or an unsafe act occurs.

2.0 OFFICE SAFETY

2.1 GENERAL RULES

- 2.1.1 Office equipment and furniture shall only be used for its designated purposes.
- 2.1.2 Walk, do not run, in the office building.
- 2.1.3 Get help lifting or moving objects. Ask for assistance to lift objects beyond your capacity. Always use proper lifting techniques.



FIGURE 2

2.1.4 Always keep one hand free to hold the handrail when ascending or descending stairways.

- 2.1.5 Take only one step at a time on stairways.
- 2.1.6 Do not attempt to carry bulky and heavy packages that interfere with your line of sight.
- 2.1.7 Open doors into offices and hallways carefully.
- 2.1.8 Avoid standing in front of a door that opens toward you.
- 2.1.9 Approach blind corners with caution.
- 2.1.10 Use a ladder or step stool when reaching for items above your head.
- 2.1.11 Never use chairs of any kind in place of ladder.
- 2.1.12 Employees must be familiar with the emergency response plan for the building.
- 2.1.13 Familiarize yourself with the emergency escape routes for your building or location.
- 2.1.14 Know the location of the nearest fire extinguisher and fire alarms. Never use elevators in the event of a fire.



FIGURE 3

- 2.1.15 Keep emergency contact information readily available.
- 2.1.16 Know the location of first aid kits and emergency medical facilities.

2.2 FILING AND STORAGE

2.2.1 Avoid placing cabinets and files so that open drawers block passageways.



- 2.2.2 Never stack separate two-drawer filing cabinets.
- 2.2.3 Do not stack bookcases or file cabinets on top of tables or desks.
- 2.2.4 Arrange files in a single cabinet so the lower drawers bear the heaviest load to avoid toppling when a higher drawer is opened.
- 2.2.5 Always close a drawer before opening another in the cabinet.
- 2.2.6 Close filing cabinets and desk drawers immediately after removing or replacing materials.

2.3 HAZARDS

- 2.3.1 Smoking is only allowed in the external designated area.
- 2.3.2 Do not place unprotected unsecured extension cords across an aisle, passageway, or under carpet.

- 2.3.3 Only appliances, electric cords and plugs that bear a UL seal of approval shall be used.
- 2.3.4 Place paper cutter blades in the "down" position with the safety latch hooked when not in use.
- 2.3.5 Do not operate electric fans unless guards are in place.
- 2.3.6 Electrical heating devices such as space heaters must be approved by a supervisor.
- 2.3.7 Open flame devices such as candles and incense burners are strictly prohibited.
- 2.3.8 Report defective lighting fixtures, loose outlet plates, defective insulation on electric cords, other potential electrical hazards, and remove from service immediately.



FIGURE 5

- 2.3.9 Keep corridors, passageways, and fire exits clear at all times.
- 2.3.10 Work areas should be clean and orderly.
- 2.3.11 Damaged furniture and furnishings which present a hazard shall be reported and removed from service.
- 2.3.12 Warped, cracked or broken chair mats create a stumbling hazard and shall be reported, and replaced.

- 2.3.13 Secure pictures and wall hangings with proper fasteners.
- 2.3.14 Remove staples with a staple puller and dispose of used staples properly.
- 2.3.15 Pass scissors handle first, blades together, and store them properly. Knives, utility cutters, and box knives shall be used with extreme caution. Always cut away from yourself.
- 2.3.16 Do not place pointed objects upright in a container or in a pocket.
- 2.3.17 Use extreme caution with paper shredders. Beware of ties, dangling jewelry and loose clothing. Stand with the "off" switch accessible. Turn shredder off after each use. Never force paper into shredder. Remove jam from shredder when the power is turned off and unplugged.
- 2.3.18 Keep all flammable materials away from potential ignition sources and in approved containers. The contents must be labeled for identification. Containers must not be left uncapped.
- 2.3.19 Do not use aerosol sprays, cleaners, or insect repellents near ignition sources.
- 2.3.20 Dispose of pressurized containers according to label instructions.
- 2.3.21 Report burned-out light bulbs in exit signs promptly.
- 2.3.22 Avoid touching the heated parts of copying machines, printers or other electronic devices.
- 2.3.23 Never stick a metal object such as a letter opener into an office machine.
- 2.3.24 All chemicals should be handled per the Material Safety Data Sheet (MSDS).

3.0 FIELD AND PLANT SAFETY

3.1 Safe Work Practices

14

3.2 P	ersonal Protective	Equipment
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- Head, Foot, Eye, Hand
- Hearing Conservation
- · Respiratory Protection
- Fall Prevention & Protection Equipment
- 3.3 Fire Prevention and Protection
- 3.4 Equipment Guarding
- 3.5 Electrical Safety
- 3.6 Handling and Storage of Compressed Gas Cylinders
- 3.7 Pressure Hazards
- 3.8 Ladders
- 3.9 Scaffolds
- 3.10 Hand Tools
- 3.11 Handheld Power Tools
- 3.12 Mowing and Edging
- 3.13 Powered Shop Tools
- 3.14 Chemical Handling
- 3.15 Miscellaneous

3.1 GENERAL SAFE WORK PRACTICES

- 3.1.1 Know your role as described in the Emergency Response Procedures, Station Bill or Response Plan for your location.
- 3.1.2 Perform an inspection of the entire work area before beginning a job. Return the work area to a safe, orderly condition when the job is complete.

- 3.1.3 When working as a group; protect not only yourself, but avoid action that might cause problems for your fellow employees or contractors. Assign/request an employee or contractor to coordinate the work if necessary.
- 3.1.4 Horseplay or practical jokes are strictly prohibited on Company premises and on Company time.
- 3.1.5 Smoke only in designated or approved areas.
- 3.1.6 Use the correct tool for the job, and in the proper manner for which they are designed.
- 3.1.7 Wear appropriate clothing for the task.
- 3.1.8 Do not wear loose, dangling or exposed jewelry while working around moving or rotating equipment, performing electrical work or in other hazardous areas.
- 3.1.9 When shift is complete, you must inform your relief of all operating conditions and potential hazards.
- 3.1.10 Protect, by barricading or railing, every opening in floors, holes in the ground, or pits into which a person may accidentally step by barricading or railing. Constantly attend if opening cannot be protected otherwise.
- 3.1.11 Request assistance for heavy loads.
- 3.1.12 Never violate a regulatory rule on a safety device.
- 3.1.13 Report all safety device malfunctions to your supervisor as soon as possible and tag the device immediately to warn relief and other personnel of the hazard.
- 3.1.14 Before placing equipment back into service, ensure that all associated guards and safety devices are in place and operational.
- 3.1.15 Do not use makeshift devices or temporary repairs that compromise safety.
- 3.1.16 When on a business trip, become familiar with all emergency procedures and escape routes at the work location and at the hotel or motel.

16

- 3.1.17 When walkways and steps are provided, they must be used. Do not take shortcuts.
- 3.1.18 Secure and flag hoses and electrical cords whenever they are laid across walkways. Never lay hoses and cords across stairways that create a trip hazard.
- 3.1.19 Use caution on icy walkways and working surfaces. Keep hands free and out of pockets.
- 3.1.20 When using material handling equipment, always inspect the area and route of travel and remove tripping hazards. Make sure that clearances are adequate.
- 3.1.21 Beards or long hairstyles can constitute a hazard when near moving machinery or rotating tools and are not permitted.
- 3.1.22 Ensure new employees, contractors, and visitors receive EH&S orientation for the facility.
- 3.1.23 Walk, do not run at your workplace.

3.2 PERSONAL PROTECTIVE EQUIPMENT

- 3.2.1 Head Protection
- 3.2.1.1 All employees, contract personnel, and visitors must wear American National Standards Institute (ANSI) standard hard hats at field and plant locations. Required anytime outside auto, crew quarters, building, or designated passageway.



- 3.2.1.2 Hard Hats may not be painted in any manner. Stickers should be kept to a minimum.
- 3.2.1.3 Hair styles that make it impossible for a person to properly wear a Hard Hat are not permitted.

3.2.2 Foot Protection

All employees, contract personnel, and visitors must wear ANSI Standard safety steel-toed footwear in field and plant locations.



FIGURE 7

3.2.3 Eye Protection

3.2.3.1 All employees, contract personnel, and visitors must wear ANSI standard eye protection as required for the work location.





- 3.2.3.2 Wear approved eye and face protection, including face shields and goggles during inspection, grinding, chipping, buffing, pneumatic tool operation, chemical handling, cutting or any other operations where particles may cause an eye injury.
- 3.2.3.3 Splash proof chemical goggles must be worn when hazardous chemical liquids, powders, or vapors are being handled. For handling chemicals, full face shield and goggles must be worn. Refer to MSDS for proper protection.
- 3.2.3.4 Suitable goggles must be worn when inspecting tubing under pressure.
- 3.2.3.5 Welders must wear an approved shaded lens during welding operations.



FIGURE 9

- 3.2.3.6 Welder's helpers shall wear goggles, safety glasses, and side shields when chipping, and must wear the proper shade lens when there is a possibility of receiving ultraviolet eye burn.
- 3.2.3.7 Face shields shall be worn while inspecting and lighting fired equipment.



FIGURE 10

- 3.2.3.8 Goggles and face shield shall be worn when dust hazard exist.
- 3.2.3.9 Replace worn, scratched, cracked, deeply pitted, or broken eye wear.

3.2.4 Hand Protection

3.2.4.1 Appropriate gloves as well as aprons must be worn when acids, bases or other chemicals are handled. Refer to MSDS for proper glove type.



FIGURE 11

- 3.2.4.2 Leather gloves shall be worn when wire rope is being handled.
- 3.2.4.3 At a minimum, canvas or cloth gloves must be worn when handling pipe.
- 3.2.4.4 Insulated or heat-resistant gloves must be worn when regular work gloves cannot adequately protect against burns.

3.2.5 Hearing Conservation

3.2.5.1 Approved hearing protection must be worn in designated high noise areas.



3.2.5.2 Hearing protection must also be worn in unposted areas where there is a potential for temporary excessive noise.

3.2.6 Respiratory Protection

- 3.2.6.1 A respiratory medical questionnaire must be completed and approved. Fit testing must be completed and passed with approved respiratory equipment that is suitable for the hazard expected.
- 3.2.6.2 Respiratory equipment includes filter masks, cartridge, Self Contained Breathing Apparatus (SCBA) and supplied air systems.



FIGURE 13

3.2.6.3 Inspect respirator equipment before and after each use. Always check for correct fit and proper seal before use.

- 3.2.6.4 Clean respiratory equipment after use and store to protect against dust, sunlight, heat, extreme cold, excessive moisture or damaging chemicals.
- 3.2.6.5 Facial hair interfering with sealing surfaces is prohibited. Beards and excessive side burns are prohibited.
- 3.2.6.6 Do not attempt to repair respiratory equipment unless authorized to do so.
- 3.2.6.7 SCBA or supplied air system with full face mask must be used in all areas where unknown concentrations of toxic gases may be present, where dangerous levels are known to be present, or where oxygen deficient atmospheres may exist.



FIGURE 14

3.2.7 Fall Prevention and Protection

- 3.2.7.1 Approved fall prevention equipment must be worn while working at heights of four (4) feet or more.
- 3.2.7.2 Inspect safety harnesses, lanyards, and life lines carefully before each use and replace when necessary.



3.2.7.3 An approved climbing device must be worn when climbing uncaged ladders more than 20 feet high or when climbing any ladder more than 30 feet high.

3.3 FIRE PREVENTION AND PROTECTION

- 3.3.1 Upon discovering fire, sound the fire alarm immediately and announce the location of the fire.
- 3.3.2 Understand and recognize the fire alarm signal and know what to do when it sounds.
- 3.3.3 Know the location of the fire fighting equipment and be familiar with the fire reporting system procedures.
- 3.3.4 Do not move fire fighting equipment from its designated location.
- 3.3.5 Do not block access to the fire fighting equipment.
- 3.3.6 Keep the areas inside and on firewalls, around tanks, buildings and wells free from weeds and trash.
- 3.3.7 Follow instructions when lighting fired vessels.
- 3.3.8 Keep iron sulfide or hydrogen sulfide scale wet until proper disposal can be arranged.
- 3.3.9 When high API gravity, high vapor pressure hydrocarbon liquids, such as condensates, gasoline and crude oils are drawn into a container, a metal container must be used and the container must be properly bonded and grounded. High API gravity, high vapor pressure hydrocarbon liquids must not be drawn into plastic or rubber containers.
- 3.3.10 Use only approved containers to store or transport flammable liquids.
- 3.3.11 Gasoline is prohibited on offshore platforms except where approved by the EH&S Department and Vice President of Operations.
- 3.3.12 Never handle gasoline in open containers.

- 3.3.13 Never use an open flame to test for the presence of a flammable or combustible gas. Always use a combustible gas detector/indicator.
- 3.3.14 In areas with potential combustible gas, use a combustible gas detector/indicator to test the presence of gas before you use equipment capable of producing an ignition source.
- 3.3.15 Flame Retardant Clothing (FRC) may be required at some Company locations. Company management will inform personnel of the requirements prior to initiating work.

3.4 EQUIPMENT GUARDING

- 3.4.1 Equipment with missing, broken or improperly installed guards shall not be operated. Report these conditions to your supervisor immediately.
- 3.4.2 All equipment guards must be properly installed after repair or maintenance.
- 3.4.3 Never attempt to lubricate moving machinery that is not equipped with proper grease and lubrication fittings.
- 3.4.4 Guards shall never be rendered ineffective.

3.5 ELECTRICAL SAFETY

- 3.5.1 Become familiar with and adhere to lockout/tagout policies.
- 3.5.2 When operating electrical equipment, proceed according to instructions. If equipment fails to operate properly, consult an electrician.
- 3.5.3 Only qualified personnel shall make repairs to electrical equipment.
- 3.5.4 Report unsafe appliances, lines, and electrical apparatus immediately to the electrician or supervisor, and remove from service.
- 3.5.5 When working on electrical equipment, the power must be turned off, equipment locked and tagged, and tested for stored energy before you begin work.

24

- 3.5.6 Use approved insulated tools and protective devices when working on electrical equipment.
- 3.5.7 Periodically inspect and clean insulated tools and equipment. When safe condition is in doubt, test the tools and equipment.
- 3.5.8 Ground all electrical tools and equipment before use. Double insulated tools are not required to be grounded.
- 3.5.9 When operating electrical panels containing open type switches, stand on approved mats. Electrical tools must be rated for the environment in which operations will occur. (Class I, Division 1 and Division 2)



- 3.5.10 Do not touch or handle energized electrical circuits.
- 3.5.11 Do not operate electrical equipment while wearing wet shoes or damp clothing. Keep hands dry.
- 3.5.12 Rings, watches, bracelets, metal eye glass frames or other metal items are prohibited when working with electrical equipment.
- 3.5.13 Verify switches or circuit breakers have no current or are properly grounded with a volt/ohm meter before working on electrical equipment.
- 3.5.14 Operate electrical motors with the Off/On switch. Never use the main disconnect switch for stopping a motor except in an emergency.

- 3.5.15 All portable hand lights used in hazardous locations must be rated for hazardous service.
- 3.5.16 Never wrap an extension cord around the body.
- 3.5.17 Do not remove ground prongs from extension cords.
- 3.5.18 Never patch extension cords with electrical tape.
- 3.5.19 Extension cords shall be protected against contact with hot oil, hot surfaces and chemicals.
- 3.5.20 Bridging or circumventing normal operation of fuses and circuit breakers is prohibited.
- 3.5.21 Replace blown fuses with fuses having the appropriate amperage rating.
- 3.5.22 Use a fuse puller and insulated gloves to remove or replace fuses.
- 3.5.23 Never use water or steam to wash any area near electric motors or other electrical equipment.

3.6 HANDLING AND STORAGE OF COMPRESSED GAS CYLINDERS



FIGURE 17

- 3.6.1 Physically damaged or deteriorated compressed gas cylinders shall not be accepted or used.
- 3.6.2 Only those cylinders that have been hydrostatically tested within the prescribed time period shall be used.

26

- 3.6.3 Handle all cylinders as if they are full.
- 3.6.4 Store all cylinders in designated areas. Segregate empty cylinders as soon as possible.
- 3.6.5 Keep cylinders secured in a standing position.
- 3.6.6 Dispense the gas only through a pressure regulator.
- 3.6.7 Do not use cylinders as a work bench or hammer upon them.
- 3.6.8 Never use your hand to locate a suspected leak.
- 3.6.9 Ensure cylinders are secured with caps or valve guards in place during storage, handling or transporting.
- 3.6.10 Close all valves on cylinders before moving. Replace protective valve cap before shipping.

3.7 PRESSURE HAZARDS

- 3.7.1 Become familiar with, and adhere to, lockout/tagout policies.
- 3.7.2 Test all Pressure Safety Valves (PSV) per regulatory rules or Company guidelines.
- 3.7.3 Secure pressure relief lines. Install lines in a straight line where possible so that rotating force will not be generated when a relief valve opens.
- 3.7.4 Remove bungs from barrels or drums carefully to avoid injury from pressure build-up inside the barrel.
- 3.7.5 Report all leaks or damage immediately.
- 3.7.6 Report abnormal replacement frequency of valves, fittings, or other equipment.
- 3.7.7 Report corrosion to lines and equipment to a supervisor or Company representative.

3.8 LADDERS

- 3.8.1 Check the condition of a ladder before use.
- 3.8.2 Do not use broken or damaged ladders.
- 3.8.3 Remove damaged ladders from service and tag "Do Not Use."
- 3.8.4 Use only approved portable ladders. Do not use metal ladders in close proximity to electrical hazards.
- 3.8.5 Use portable ladders equipped with anti-skid bases.



FIGURE 18

- 3.8.6 Secure a straight ladder mechanically or have another person hold the ladder so that it cannot slip or fall. Secure straight ladders at the top.
- 3.8.7 When ascending or descending a ladder face the ladder and have free use of both hands.
- 3.8.8 Hold the side rails rather than the rungs of a ladder when climbing up or down.
- 3.8.9 Only one person shall be on a portable ladder at anytime.
- 3.8.10 Use a tool belt or pouch for holding small tools when working on a ladder.
- 3.8.11 Always use a hand line to raise or lower objects.
- 3.8.12 Never lean from a ladder to reach work. Move the ladder.

28

3.8.13 Set straight ladders with the base approximately onefourth (1/4) of the working length of the ladder from vertical.



FIGURE 19

- 3.8.14 Do not splice short ladders together to make a longer ladder.
- 3.8.15 Never place ladders in front of doors.

3.9 SCAFFOLDS

- 3.9.1 Use only approved scaffolds. Do not use barrels, boxes, or other makeshift substitutes for scaffolding.
- 3.9.2 Assure the weight that is placed on the scaffolding does not exceed the designed capacity.
- 3.9.3 Assure that scaffolds are secured to supports at appropriate intervals.
- 3.9.4 Guard rails, midrails, and toeboards are required on all sides and ends of scaffolds and platforms 4 feet or more in height.
- 3.9.5 Inspect scaffold planks before use. Remove and replace damaged scaffold planks immediately.
- 3.9.6 Scaffold walkway planks must be at least scaffold grade 2' X 10', full thickness lumber, or equivalent.



- 3.9.7 Scaffold planks must be cleaned and must extend over the end supports at least 6", but not more than 12".
- 3.9.8 Scaffolds shall be at least two planks wide.
- 3.9.9 Scaffolds and scaffold ladders shall be securely attached at the top and bottom.
- 3.9.10 Do not throw tools and equipment from one level to another.

3.10 HAND TOOLS

- 3.10.1 Keep tools in an orderly fashion on the tool bench or in the tool chest so that they may be easily found when needed.
- 3.10.2 Inspect all hand tools before use. Do not use damaged or broken tools.
- 3.10.3 Before starting equipment, be sure all tools are picked up. Never leave tools lying on moving machinery.

- 3.10.4 Replace dull cutting tools as soon as possible.
- 3.10.5 Place crowbars, chain tongs, pipe cutters, and similar tools in the proper racks.
- 3.10.6 When using wrenches, maintain proper position.



3.10.7 When applying force to a wrench, pull, do not push wrench.

FIGURE 21

- 3.10.8 Never use a wrench with another tool to increase leverage.
- 3.10.9 Adjustable wrenches shall be set to take a full snug grip on the pipe or nut. The pull shall be made toward the hook jaw of the wrench to tighten the grip and avoid undue strain on the tool.
- 3.10.10 Never step or jump on wrenches or tongs to create additional force.
- 3.10.11 When two employees are using hammer tools, the employee holding the tool being struck shall use a tool holder or rope to maintain tension on the wrench.
- 3.10.12 Remove jack handles when jacks are not in use.
- 3.10.13 Check the handles of hammers, mauls, axes, picks, and similar tools to ensure handles are securely wedged into the heads and are in good condition.



- 3.10.14 Do not use files without handles.
- 3.10.15 Do not paint or tape wooden handles.
- 3.10.16 Keep chisels, sledge hammers and other impact tools free of "mushrooming" by dressing the head surface with a file or grinder.
- 3.10.17 Never use a screwdriver as a pry tool, drift punch, or chisel.



- 3.10.18 Never hit a hammer with another hammer.
- 3.10.19 Approved handle extensions must not be longer than 1-1/2 times the length of the wrench handle.

3.11 HAND POWER TOOLS

3.11.1 Inspect all power tools before use. All power tools must have proper guards in place at all times.

32

- 3.11.2 Do not use powered tools or equipment that are worn, deteriorated, or have damaged insulation. Tag and remove the tools from service.
- 3.11.3 Ensure the source of air supply pressure cannot exceed the working pressure of the tool per manufacturer's rating.
- 3.11.4 Do not use power tools if locking devices must be removed or disconnected.
- 3.11.5 Electrical tools must be double insulated or properly grounded.
- 3.11.6 Use proper washers on all grinders, sanders, and polishers.
- 3.11.7 Never install grinding wheels on equipment having maximum speed greater than wheel's rating.

3.12 MOWING AND EDGING

- 3.12.1 Before mowing or edging, carefully inspect the area and remove all wire, rocks, glass, or other objects that could become airborne if struck by the blade.
- 3.12.2 Disconnect the spark plug wire before inspecting or repairing the mower blade.
- 3.12.3 Inspect equipment for loose parts and defective or loose guards before starting the mower.
- 3.12.4 Steel-toed footwear, eye and ear protection shall be worn when operating a rotary power mower or edger.
- 3.12.5 Do not allow personnel to remain in the immediate vicinity of mowing or edging operations.
- 3.12.6 Do not fuel the engine while running. Allow engine to cool before refueling.

3.13 POWERED SHOP TOOLS

3.13.1 All powered shop tools must be properly secured to a work surface or stand.

- 3.13.2 Ensure power switch is in the off position prior to connecting with power source.
- 3.13.3 Bench grinders shall have protective shields, guards, and tool rests installed. Shields, guards, and tool rests shall be adjusted in accordance to OSHA regulations.



FIGURE 24

- 3.13.4 A bench grinder tool rest shall be adjusted to a clearance of no more than 1/8 inch.
- 3.13.5 When starting a bench grinder, stand to one side until full operating speed is achieved.
- 3.13.6 Remove chuck key before operating drill press.
- 3.13.7 Secure all work pieces and keep hands clear when using a drill press.

3.14 CHEMICAL HANDLING

- 3.14.1 Review the location of the area or facility MSDS binder.
- 3.14.2 Do not handle chemicals prior to reviewing MSDS.
- 3.14.3 Review location of eyewash stations and safety showers before handling chemicals.



FIGURE 25

- 3.14.4 Wash hands with approved cleaners.
- 3.14.5 When working with chemicals always wear approved personal protective equipment as required by the MSDS.

3.15 MISCELLANEOUS

- 3.15.1 Do not use an air hose to blow particles off clothing, hair, or skin. If air pressure is being used to clean an area, the user must wear protective goggles and the air hose must be equipped with a pressure regulator to reduce the air pressure to less than 30 psi.
- 3.15.2 Mops or other potentially flammable items must not be placed near engine exhausts or other hot surfaces for drying.

4.0 TRANSPORTATION

- 4.1 Motor Vehicles
- 4.2 Helicopters
- 4.3 Boats and Other Marine Operations
- 4.1 MOTOR VEHICLES

- 4.1.1 Operators of Company vehicles must have a current, valid driver's license and comply with designated restrictions.
- 4.1.2 All drivers must practice the concept of defensive driving. A defensive driver is one who drives to prevent accidents in spite of incorrect actions of others or adverse conditions.
- 4.1.3 Drivers of Company motor vehicles shall be familiar with and abide by state, federal, and local traffic regulations.
- 4.1.4 Seat belts and shoulder restraints must be worn by all occupants of Company vehicles and personal cars used on Company business.
- 4.1.5 Seat belts, shoulder restraint straps, buzzers and interlock systems shall not be disconnected or bypassed.
- 4.1.6 Drivers shall reduce speed accordingly when confronted with unfavorable road or weather conditions.
- 4.1.7 Drivers shall not pick up hitchhikers.
- 4.1.8 Personnel shall not get on, off, in or out of a vehicle while it is in motion or ride on the running board, fenders, or other areas of the vehicle not designated for passengers.
- 4.1.9 All drivers must look around the vehicle for potential hazards before entering and placing it in motion. If the driver does not have clear visibility, a spotter should be obtained to ensure an unobstructed view.
- 4.1.10 Never crawl under a vehicle raised by a bumper jack or any other support that could fail and allow the vehicle to fall.
- 4.1.11 Before driving a vehicle, clear all windows of frost, ice, or dew.
- 4.1.12 Aerosol containers, including engine starting fluids and deicers must not be exposed to heat. Aerosol containers should not be carried in the same compartment as two-way radio transmitters. In addition, engine starting fluid must not be carried inside the passenger compartment.

4.2 HELICOPTERS

4.2.1 Do not approach a helicopter unless directed to do so by the pilot or landing officer.



FIGURE 26

- 4.2.2 Observe the path of the rotor blades while turning and keep well under them
- 4.2.3 Carry long objects horizontally to avoid contact with the rotor blades.
- 4.2.4 Seat belts must be worn at all times.
- 4.2.5 Life preservers must be worn while over water.



FIGURE 27

- 4.2.6 Do not approach the tail rotor or cross under the tail boom.
- 4.2.7 Do not exit until the pilot indicates it is safe to do so.
- 4.2.8 Do not distract the pilot.

- 4.2.9 Do not leave loose objects near helicopter or landing area.
- 4.2.10 Do not lift objects above the waist while under rotors.
- 4.2.11 Do not hurry.
- 4.2.12 Hold hard hats and other loose objects when approaching helicopter.
- 4.2.13 Do not place items in the luggage compartment unless approved by the pilot, or the landing officer.
- 4.2.14 Do not step on floats when entering/exiting the helicopter or when loading and unloading luggage and cargo.
- 4.2.15 Follow the pilot's instructions at all times.
- 4.2.16 Smoking is prohibited on all SandRidge flights.
- 4.2.17 Approved hearing protection shall be worn during helicopter flights.
- 4.2.18 Do not throw objects from the helicopter at any time.
- 4.2.19 Only qualified personnel shall fuel helicopters.
- 4.2.20 First time fliers (first time flyer or new ship) must review safety orientation and be briefed by the pilot.

4.3 BOATS AND OTHER MARINE OPERATIONS

- 4.3.1 At marine terminals, do not board the boat until instructed to do so by the dispatcher.
- 4.3.2 Follow the captain's instructions, as he is in complete charge of the boat, its passengers, and cargo.
- 4.3.3 Boat passengers must remain inside the cabin unless authorized by the captain for a specific reason such as loading or unloading cargo or passengers.
- 4.3.4 Do not remove personal flotation devices from designated stowage areas unless for an emergency.

- 4.3.5 Only authorized persons shall operate marine vessels.
- 4.3.6 Inspect swing ropes before each use.
- 4.3.7 Wear an approved life preserver or work vest while transferring from platform to boat, boat to platform, or transferring cargo.
- 4.3.8 Transfer when the vessel is at the peak of wave not when the vessel is in the wave trough (by swing rope).
- 4.3.9 First time personnel net users shall be trained via video and/or Company representative.
- 4.3.10 Crane transfer of personnel to and from boats shall be by approved personnel nets only.
- 4.3.11 Only light personal luggage shall be permitted inside the personnel net during transfer.
- 4.3.12 Always ride the personnel net standing on the outer rim of the net facing inward. Hold on with both hands.
- 4.3.13 Do not get off the personnel net until it is settled firmly on the deck of the boat or platform.
- 4.3.14 Only personnel who will ride the net on the next trip are allowed on deck in the net landing area during transfer operations.

5.0 MATERIAL HANDLING EQUIPMENT

- 5.1 Heavy Duty Cranes
- 5.1.1 General Rules
- 5.1.2 Personnel Nets
- 5.1.3 Rigging of the Load
- 5.2 Small Mobile Cranes
- 5.3 Forklifts and Pallet Storage
- 5.3.1 General

- 5.3.2 Loading
- 5.3.3 Unloading
- 5.3.4 Operation

5.1 HEAVY DUTY CRANES

5.1.1 General Safe Work Practices

- 5.1.1.1 Crane operator must conduct pre-use and daily visual inspections before crane is used and report defects immediately to the person-in-charge (PIC).
- 5.1.1.2 Crane operators shall not operate crane unless emergency shutdown devices are operable.
- 5.1.1.3 If a crane operator considers a load unsafe to lift, he shall refuse to make such a lift and report this immediately to his supervisor.
- 5.1.1.4 The crane operator will not operate the crane until all personnel have been instructed of the work to be performed.
- 5.1.1.5 The crane operator shall designate a qualified signal person.
- 5.1.1.6 Cranes shall not be operated beyond their rated capacity.
- 5.1.1.7 Visually inspect hooks on hoisting equipment for cracks before using.
- 5.1.1.8 All hooks shall have an operable safety closing or latching device in good condition before use.
- 5.1.1.9 Only certified wire rope slings with manufactured swedges shall be used. The rated maximum load capacity shall be stamped on the swedge by the manufacturer.
- 5.1.1.10 Inspect slings, fittings and shackles prior to each use. Those not fit for service shall be set aside for repair or replacement. Soft line shall not be used in place of wire rope slings.

- 5.1.1.11 Never work under suspended loads and keep clear of them at all times.
- 5.1.1.12 There shall be at a minimum three wraps of cable left on the cable drum during material or personnel transfer operations.
- 5.1.1.13 All signals shall be given by the signal person. The operator shall obey any emergency stop signal given.
- 5.1.1.14 Personnel shall not ride on loads or hooks suspended from a crane.
- 5.1.1.15 "Tag-lines" shall be used and shall be free of knots.
- 5.1.1.16 Offshore crane operators must be certified.
- 5.1.1.17 The crane operator shall determine if weather or sea conditions allow a safe lift to be completed.
- 5.1.1.18 Horseplay in or with the crane will not be tolerated.
- 5.1.1.19 When transferring material from a cargo boat or barge to a dock or offshore platform you must wear a life jacket at all times. (Rigging Crew)

5.1.2 Personnel Nets

- 5.1.2.1 Only qualified crane operators shall make personnel lifts.
- 5.1.2.2 Personnel nets shall not be used without a functional net stabilizer and tag line.
- 5.1.2.3 Do not exceed the manufacturer's recommendations for the number of persons allowed to ride the personnel net at one time.
- 5.1.2.4 When transferring personnel from vessel to platform or vice-versa the crane operator shall:
 - · Raise personnel net to sufficient height above deck
 - · Clearly swing the net over the water
 - · Raise the net straight up
 - · Swing the loaded net over the landing area
 - Lower net to deck

- 5.1.2.5 Only light personnel luggage shall be permitted inside the personnel net when personnel are transferred.
- 5.1.2.6 Never use a personnel net as a cargo basket.
- 5.1.2.7 Crane operator will ensure deck of vessel is clear of materials and there is sufficient room to land the net.
- 5.1.2.8 Crane operator shall not transfer employees by personnel net unless a deckhand is to assist in loading.

5.1.3 Rigging of the Load

- 5.1.3.1 Sling angles shall not be less than 30 degrees from horizontal.
- 5.1.3.2 Wire rope clips attached with U-bolts (Crosby clips) shall have the U-bolts on the dead or short end of the rope. When a newly installed rope has been in use for one hour, all nuts on the clip bolts shall be tightened.
- 5.1.3.3 Lubricate wire ropes, slings, and chains according to the manufacturer's recommendations.
- 5.1.3.4 Slings, wire ropes and chains shall not be used if excess wear, damage, broken wires, bending or kinking occurs.
- 5.1.3.5 Shackles shall be used with all pad-eyes.
- 5.1.3.6 Fiber rope or "soft line" will be used for "tag" lines only.
- 5.1.3.7 Protect slings and wire rope by padding where it is fastened or drawn over sharp or rough surfaces.
- 5.1.3.8 Knots or kinks are not permitted in wire rope.
- 5.1.3.9 Slings shall never be choked in the splice.
- 5.1.3.10 Hook openings shall be turned outward on hook slings.



FIGURE 28

5.2 SMALL MOBILE CRANES

When not in use, auto cranes and hoists must have swivel and lifting arm secured.

5.3 FORKLIFTS AND PALLET STORAGE

- 5.3.1 General
- 5.3.1.1 Operator must be qualified and familiar with the forklift prior to use.
- 5.3.1.2 Forklifts shall be visually inspected daily for conditions adversely affecting the safety of the vehicle. If the forklift is used by multiple shifts, it should be inspected after each shift.
- 5.3.1.3 Each forklift shall carry a name plate showing its weight and rated capacity.
- 5.3.1.4 Each forklift shall have a horn or other warning device loud enough to be heard above the local noise. The horn will be sounded when entering or exiting a building or when approaching blind corners.

5.3.2 Loading

- 5.3.2.1 Never overload the forklift.
- 5.3.2.2 Material must be placed securely on the pallet at all times. Round objects such as pipe or drums must be blocked or secured to prevent roll.

- 5.3.2.3 Red flagging must be placed on material that projects over the side of the pallet.
- 5.3.2.4 Before lifting, be sure that the load is stable and properly balanced.

5.3.3 Unloading

- 5.3.3.1 Always lower the load slowly; a sudden stop may cause the forklift to tilt forward.
- 5.3.3.2 Be sure stacked materials are not top heavy. When placing or picking up pallets, do not unbalance the stack.
- 5.3.3.3 Never stack material in roadways or aisles.
- 5.3.3.4 Employees other than the operator must stand clear of the forklift while it is being used to stack or remove material.
- 5.3.3.5 Do not load material too high for safe lifting and handling.

5.3.4 **Operation**

- 5.3.4.1 The operator must not permit personnel to ride on any part of the forklift.
- 5.3.4.2 Do not use gasoline or diesel powered forklifts in small buildings without proper ventilation.
- 5.3.4.3 Park with forks under a flat pallet or bench to prevent tripping.
- 5.3.4.4 When forklift is left unattended, the forks should be fully lowered, controls in neutral, power shut off, and brakes set. If parked on an incline, wheels should be blocked.
- 5.3.4.5 Never drive over objects lying on floors. Such material may cause damage to the forklift and may shift or topple the load.
- 5.3.4.6 When driving with or without a load, keep the forks four to six inches above the ground.



FIGURE 29

- 5.3.4.7 When following another forklift, keep at least ten feet clearance. Do not travel abreast of another forklift.
- 5.3.4.8 Avoid sudden stops and starts which may cause skidding or toppling of the load.
- 5.3.4.9 If the load obstructs forward view, the operator must travel with the load trailing.
- 5.3.4.10 Avoid carrying loose material on forks. Use a pallet whenever possible.
- 5.3.4.11 Never stand under elevated loads.
- 5.3.4.12 Gasoline or diesel powered forklifts must be refueled outside buildings with the engine shut off and the brake set.

6.0 NATURAL ENVIRONMENTAL HAZARDS

- 6.1 Severe Weather
- 6.1.1 Thunderstorms
- 6.1.2 Tornadoes

- 6.1.3 Hurricanes
- 6.2 Temperature Extremes
- 6.3 Insects, Plants, Reptiles

6.1 SEVERE WEATHER

6.1.1 Thunderstorms

- 6.1.1.1 Seek shelter in a building or vehicle when a thunderstorm approaches and remain in shelter throughout the duration of the storm.
- 6.1.1.2 If shelter is not available, avoid isolated high or conductive objects.
- 6.1.1.3 Avoid using corded telephones, electrical appliances and equipment during the storm.
- 6.1.1.4 Do not drive into standing or running water.
- 6.1.1.5 Avoid shelter under tall objects such as trees.

6.1.2 Tornadoes

- 6.1.2.1 During a tornado watch, listen to the radio or television for current information.
- 6.1.2.2 During a tornado warning, take immediate cover.
- 6.1.2.3 If in the city:
 - Seek an inside shelter, preferably in a strongly reinforced building.
 - Stay away from windows.
 - Avoid auditoriums or gymnasiums with large, poorly supported roof structures.
- 6.1.2.4 When in open country, with a tornado approaching, lie down in a low place such as a bar ditch. Do not remain in a vehicle.



FIGURE 30

6.1.3 Hurricanes

Know the local hurricane preparedness plans and emergency procedures that are specific to your location.

6.2 TEMPERATURE EXTREMES

- 6.2.1 Know the symptoms of heat exhaustion. These include pale, cold, clammy skin, rapid weak pulse, weakness, headache, or nausea, cramps in abdomen or limbs, and excessive perspiration.
- 6.2.2 Know the symptoms of heat stroke. These include flushed, dry, hot skin, rapid strong pulse, temperature well above normal, skin that feels hot to the touch, headache, dizziness and nausea.
- 6.2.3 Know the symptoms of frostbite. These include a white to grayish-yellow appearance on the affected area, pain that quickly subsides, and numbness in the frostbitten area.

6.3 INSECTS, PLANTS, REPTILES

- 6.3.1 Be able to identify poisonous plants. Avoid them at all times.
- 6.3.2 To prevent insect stings, the work area should be inspected and sprayed frequently with an approved insecticide.
- 6.3.3 Be able to identify poisonous snakes and reptiles. Avoid them at all times.

- 6.3.4 Be able to identify poisonous spiders and insects. Avoid them at all times.
- 6.3.5 Proper protection from mosquitoes should be taken by using insect repellent containing DEET.

7.0 SPECIAL OPERATIONS

- 7.1 General
- 7.2 Isolation of Energy Sources
- 7.3 Hot Work
- 7.4 Sandblasting, Chipping, and Spray Painting
- 7.5 Confined Space Entry
- 7.6 Hydrogen Sulfide (H2S)
- 7.7 Radiographic Inspections
- 7.8 Acidizing
- 7.9 Hydraulic Fracturing
- 7.10 Perforating
- 7.11 Hydrostatic Testing of Tubing, Casing and Line Pipe
- 7.12 Well Servicing and Workovers
- 7.13 Drilling
- 7.14 NORM (Naturally Occurring Radioactive Material)
- 7.15 Hazard Communication (HAZCOM)

7.1 GENERAL

- 7.1.1 Become familiar with the approved procedures for any special operation involving:
 - · Isolation of energy sources
 - · Electrical, pressurized or mechanical equipment
 - Hot work

- Sandblasting, chipping, and spray painting
- Confined space entry
- Hydrogen sulfide (H2S) environments
- Radiographic inspections
- Acidizing
- Hydraulic fracturing
- Perforating
- Hydrostatic testing
- · Well servicing and workovers
- Drilling
- NORM (Natural Occurring Radioactive Material)
- 7.1.2 Never undertake a special operation unless qualified and approved to perform the work.
- 7.1.3 Always review the safety policies and approved work procedures for special operations while planning the work and before beginning the work.

7.2 ISOLATION OF ENERGY SOURCES

- 7.2.1 Any installation, construction, repair, or maintenance activity involving energy sources must follow approved lockout/tag out procedures.
- 7.2.2 Only approved, authorized personnel may lockout/tag out an energized system or return the system to service.
- 7.2.3 Never remove, modify, or tamper with tags or locking devices.

7.3 HOT WORK

- 7.3.1 Each employee involved in operations must know that HOT WORK is defined as an operation which involves one or more of the following:
 - Welding
 - Torching
 - Flaming
 - Soldering
 - Grinding
 - Sandblasting
 - Chipping
 - Spray Painting

- 7.3.2 An approved HOT WORK permit is required for hot work outside of the Designated HOT WORK Areas.
- 7.3.3 Only personnel involved in the HOT WORK activity are permitted in the designated HOT WORK area.
- 7.3.4 A trained fire watch must be designated for any HOT WORK activity outside designated HOT WORK areas.
- 7.3.5 HOT WORK activity shall be stopped immediately if conditions change from those conditions described on the approved HOT WORK permit.

7.4 SANDBLASTING, CHIPPING, SPRAY PAINTING

- 7.4.1 Each employee involved in operations must know that sandblasting, chipping, and spray painting are special operations that require an approved HOT WORK permit for work outside of designated HOT WORK areas.
- 7.4.2 Used sandblasting waste must be properly disposed.

7.5 CONFINED SPACE ENTRY

- 7.5.1 Confined space work and confined space permitting will comply with applicable OSHA regulations.
- 7.5.2 Each employee involved in operations must know that confined space entry is defined as any operation involving the following:
 - Entry into any manholes, bell holes, sumps, pits, or excavations that are:
 - Large enough for a person to physically enter.
 - · Contains a limited means of entry or exit.
 - Not intended for continuous human occupancy.
- 7.5.3 An approved confined space entry permit is required for any confined space entry activity.
- 7.5.4 Only qualified, trained personnel are permitted to enter and perform work in confined spaces.
- 7.5.5 The confined space attendant (CSA) must have approved personal protection equipment ready for immediate use during the operation.

50

- 7.5.6 A full body harness with lifeline is required to work in confined spaces.
- 7.5.7 The confined space attendant (CSA) must maintain contact with the entrant.
- 7.5.8 The CSA must not enter the confined space until relieved of duty. The CSA will enter the confined space for rescue work only when adequate assistance is present.
- 7.5.9 If there is an emergency the CSA shall:
 - Summon aid immediately
 - · Attempt to remove the victim by use of the life line
 - Perform all other necessary rescue functions from outside.
- 7.5.10 Rescuers entering the space must be protected with lifeline, harness and proper respiratory equipment.

7.6 HYDROGEN SULFIDE (H2S)

- 7.6.1 If H2S contamination is suspected, the amount of contamination must be determined with an approved H2S detector before personnel are allowed to enter the area. When determining an unknown H2S concentration, always use the Company H2S testing protocol.
- 7.6.2 All portable and permanent sensors shall be properly calibrated.
- 7.6.3 Adequate ventilation must be maintained in a contaminated work area.
- 7.6.4 In H2S operating areas, approach ditches, ravines, inside firewalls and other low areas with caution and from an upwind position.
- 7.6.5 H2S concentrates in the vapor space of storage tanks, separators, sumps, etc. may be elevated.
- 7.6.6 When thieving or gauging a storage tank, or working around open hatches, personnel must use approved respiratory protection equipment. Stand-by personnel are required for 100 ppm H2S (IDLH) or greater.

- 7.6.7 H2S is combustible; therefore, pure oxygen respirators must not be used.
- 7.6.8 Canister masks must not be used in H2S service.
- 7.6.9 Vented vapors from chemical cleaning must be treated as toxic unless tested and proved otherwise.
- 7.6.10 Pilot lights for venting/flaring of gas streams containing hydrogen sulfide must be kept lit.

7.7 RADIOGRAPHIC INSPECTIONS

- 7.7.1 Stay clear of areas marked off as affected by radioactivity during a radiographic or X-ray inspection of equipment or welds.
- 7.7.2 Follow the instructions of the radiographer. The radiographer is responsible for the protection and monitoring of every person working with or near X-rays or radio scopes.

7.8 ACIDIZING

- 7.8.1 When acid is being pumped, all persons not needed to perform the operation must be restricted from location.
- 7.8.2 All actual handling of the acid, including repair of acid leaks in injection lines, must be performed by qualified personnel.
- 7.8.3 Acidizing operations, especially acid displacement and clean up of acidizing equipment, may generate dangerous amounts of hydrogen sulfide (H2S).

7.9 HYDRAULIC FRACTURING

- 7.9.1 Before each job, thoroughly review and resolve any questions you have on the procedure and attend the safety meeting held before the start of the job. Ensure a "safe area" is designated for assembly in the event of an emergency.
- 7.9.2 Ensure that frac lines are secured to prevent whipping.

- 7.9.3 Ensure that frac lines have full swings at the well and at the truck manifold.
- 7.9.4 Rubber over steel-wrapped rubber hoses shall not be used as frac lines for well fracturing operations.
- 7.9.5 Smoking and smoking materials, including matches, lighters, and cigarettes, are prohibited within 150 feet of the well and related equipment before, during, and after the operation.
- 7.9.6 All personnel not needed to perform the operation shall leave the site, and all vehicles and equipment not necessary to the operation should be moved to a point at least 150 feet from the well.
- 7.9.7 Keep access roads clear.
- 7.9.8 Do not park trucks or other vehicles over frac lines.
- 7.9.9 Do not stand on or near frac lines that are under pressure.
- 7.9.10 Ensure that an approved monitoring device is installed on the casing-tubing annulus to ensure that maximum pressure ratings for the casing are not exceeded.

7.10 PERFORATING

- 7.10.1 Only authorized personnel may handle perforating equipment.
- 7.10.2 When a perforating gun is fished out of the hole after being lost in the well, a representative of the service company must be present at the well site to ensure safe handling and defusing of the gun.
- 7.10.3 Radio and radar transmitters must be turned off within 500 feet of perforating operations or electrically fired back-off operations.
- 7.10.4 Ensure that temporary signs prohibiting the operation of radio transmitters are posted.
- 7.10.5 The rotary shall be locked during perforating operations.

- 7.10.6 Only personnel required to rig up or rig down the lubricator and perforating gun are allowed in the vicinity of the wellbore.
- 7.10.7 Flags shall be used for offshore facilities (helicopter and boat service) when the radio silence mode is activated.
- 7.10.8 All personnel must stand clear of the lubricator when pressure testing.
- 7.10.9 All welding machines must be shut down during perforating operations.
- 7.10.10 An appropriate wireline blowout preventer, lubricator, stuffing box, or control head must be used in all perforating operations.
- 7.10.11 Operations involving perforating guns at the surface must not be conducted when thunderstorms are approaching and during the storm.

7.11 HYDROSTATIC TESTING OF TUBING, CASING AND LINE PIPE

- 7.11.1 When tubing is tested hydrostatically while going in the hole, workers should stand five feet from the string if the work platform is large enough. Safety glasses shall be worn if a close visual inspection is necessary.
- 7.11.2 When hydrostatically testing pipe on the rack, stand behind the protective wall or physical barrier. Never stand at either end of the joint being tested.
- 7.11.3 Seamed pipe must be rack tested with the seam up, never down.

7.12 WELL SERVICING AND WORKOVERS

- 7.12.1 Ensure that the well servicing unit has been inspected and is authorized to perform the work before work begins.
- 7.12.2 Vehicle engines used within 50 feet of a well shall be equipped with spark-proof ignition and spark-arrested exhausts.

- 7.12.3 Personnel must not ride the safety line (Geronimo) from the derrick except in emergencies.
- 7.12.4 Ensure that two independent hanging devices are used to secure the guide sheave when an electrical submersible pump is run or pulled.
- 7.12.5 At least two lines from the traveling block shall be used when tubing is pulled.
- 7.12.6 Do not stand under rods hanging in the derrick.
- 7.12.7 When a well is being serviced, ensure that beam hangers and bridles are tied back or removed.
- 7.12.8 When raising, lowering, or telescoping a single-pole unit, no personnel should remain in the truck cab.
- 7.12.9 Ensure adequate clearance to avoid contact with overhead electric power lines before raising a mast or gin pole.
- 7.12.10 No personnel are allowed on the mast while being raised or lowered.
- 7.12.11 Ensure all guide lines are flagged to allow proper visibility for both ground and air traffic.
- 7.12.12 Hands shall not be used to clean a wireline, sucker rods, or tubing coming out of a hole.
- 7.12.13 Personnel other than the operator must stay away from the well, wireline, and rear of the pulling unit, except when needed for the operation.
- 7.12.14 Do not jump to the ground from a platform, Christmas tree, lubricator, or BOP stack.

7.13 DRILLING

- 7.13.1 A safety harness with a safety line must be worn when climbing or working in the derrick. Riding the pipe elevator is prohibited.
- 7.13.2 No open fires are allowed within 150 feet of the derrick floor.

- 7.13.3 All pressure must be removed from a line before attempting to tighten a connection or repair a leak. All open-ended lines used to bleed pressure must be securely anchored.
- 7.13.4 A chain must not be used as a sling. Ensure that approved slings are used.
- 7.13.5 A chain or net shall be secured across the V-door of the rig floor during all operations, except when transferring material to and from the rig floor.
- 7.13.6 Ensure that metal rig houses are grounded.
- 7.13.7 Ensure tongs are used to break tool joints. The rotary must not be used for power when breaking out tool joints or drill bits.
- 7.13.8 Do not stand on tongs while working above the rig floor.
- 7.13.9 Ensure tong dies, slip segments, and snub lines are checked before each trip.

7.14 NORM – Naturally Occurring Radioactive Material

- 7.14.1 Found in produced water, scale, and basic sediment and water.
- 7.14.2 Material should be kept wet at all times.
- 7.14.3 Special disposal is required for material containing NORM above background.
- 7.14.4 Refer to NORM surveys for levels.
- 7.14.5 Contact EH&S Dept. for specifics.
- 7.14.6 Store active or surplus materials that are contaminated with NORM in a special designated area with signage.

7.15 HAZARD COMMUNICATION

7.15.1 The purpose of Hazard Communication is to provide information on workplace chemicals so that employees understand the potential hazards of the chemicals and take the necessary steps to adequately protect themselves from occupational injury and illness.

- 7.15.1 Also known as "Right-To-Know Law"
- 7.15.3 The Three methods of communication are: Training & Information, Labels and Material Safety Data Sheets (MSDS).
- 7.15.4 Contractors shall maintain a written hazard communication program and shall ensure that their employees understand and comply with the requirements of 29 CFR 1910. 1200.

Contractors may request information about chemical hazards associated with the Company's operations from the designated Company representative and shall inform the designated Company representative of all hazardous chemicals and materials brought on site and used by the contractor.