

RULES TO LIVE BY




SANDRIDGE
energy

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1



Always conduct a thorough job safety analysis.

2



Always wear fall protection equipment when working at heights with a fall potential greater than 4 feet.

3



Always obtain authorization and needed permits before beginning any excavation, confined space entry, hot work or other permit required job.

4



Always stay clear of a suspended or unsecured load.

5



Always de-energize, isolate, lock out and tag out all energy sources before beginning work.

6



Always wear your seat belt and observe posted speed limits. Find a safe place to park your vehicle before using your phone.

7



Always obtain authorization before disabling safety-critical equipment.

8



Always conduct gas testing before beginning any work which has the potential for a hazardous atmosphere to be present.

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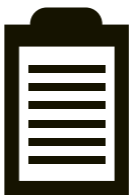
Never come to work or perform work under the influence of alcohol or drugs.

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Never smoke in any area that has not been designated as a smoking area.

Rule #1



Always conduct a thorough job safety analysis (JSA). A job safety analysis identifies worksite hazards so that employees can mitigate danger.

You should:

- Understand all risks identified in the JSA and know what actions to take to protect yourself.
- Confirm that the JSA covers all the risks to which you'll be exposed.
- Confirm with the Supervisor, Inspector, or person in charge of the work that the JSA is conducted correctly before beginning work.

If you are the Supervisor or the person in charge of the work you should:

- Confirm that all worksite risks are identified in the JSA.
- Explain to employees what actions to take to mitigate risks.
- Confirm that the JSA is filled out correctly and signed by all employees on site.
- Check continuously to ensure employees are taking correct risk-mitigation action.
- Ensure all new arrivals to the worksite sign the JSA and receive the same instruction as the other employees who are already on site.

Rule #2



Always wear fall protection when working at heights with a fall potential greater than 4 feet. Use fall protection to keep you safe when working outside a protective environment where you can fall over 4ft. (1.2 m).

A protective environment includes approved scaffold, stairs with handrails and man lifts.

You should:

- Have authorization to work at a height outside of a protective environment.
- Be aware of what fall protection to use and how to use it.
- Check equipment before using it.
- Always tie off when at a height outside a protective environment.

If you are the Supervisor or the Person in Charge of the work you should:

- Confirm that it is safe to start work at a height.

Rule #3



Always obtain authorization and needed permits before beginning any excavation, confined space entry, hot work or other permit required job.

A confined space, such as a vessel, tank, pipe trench can contain explosive gas, poisonous air or other dangers such as a lack of oxygen, things that can fall on you or you can fall from. Hot work is any work is any activity that produces a spark. A work permit describes what you must do to be safe while conducting these types of work.

You should:

- Understand the work permit and follow it.
- Confirm the work permit is valid.
- If confined space, confirm with the attendant that you can enter.
- Confirm with the Supervisor that it is safe to start work.
- Follow the requirements of the work permit.

If you are an attendant for confined space you should:

- Approve and control access to a confined space.
- Have means of communication with people in the confined space.

If you are the Supervisor or the person in charge of work you should:

- Confirm if a work permit is required for this work.
- Confirm that the workplace has been inspected before work starts.
- Confirm that the requirements of the work permit are in place.
- Explain how the work permit keeps you safe.
- Confirm the work permit is signed.
- Confirm that a qualified attendant is always present when people are in a confined space.
- Confirm that gas testing is carried out as per work permit.
- Confirm that it is safe to start work.
- Get a new work permit when the work or the situation changes.
- Confirm that the work is completed.

Rule #4



Always stay clear of a suspended or unsecured load.

Working or walking under a suspended load can be unsafe as the load can fall on you.

A suspended load is an object that is temporarily lifted and hangs above the ground, as well as any load that is held in place by a restraint that, if fails, creates a potentially fatal pinch point.

(Rig floors are excluded from this rule).

You should:

- Never cross a barrier controlling an area with a suspended load without authorization.
- Follow the instructions of the flagman or the person in charge of the lift.

If you are the Supervisor or the person in charge of the lift you should:

- Mark the unsafe area and put barriers in place.
- Ensure that nobody walks under a suspended load.

Rule #5



**Always de-energize, isolate,
lock out and tag out all
energy sources before
beginning work.**

*Working or walking under a
Isolation separates you from
danger, such as electricity,
pressure, toxic materials,
poisonous gases, chemicals,
hot liquids or radiation to keep
you safe.*

*Specialized life-protecting
equipment by the work permit,
such as breathing apparatus,
electrical arc flash protection or
chemical resistant suits protect
you from danger.*

You should:

- Understand the isolations that protect you from danger.
- Confirm with the Supervisor, Inspector or the person in charge of work that the isolations are in place.
- Confirm with the Supervisor or person in charge of work that it is safe to start work.

If you are the Supervisor or the person in charge of the lift you should:

- Confirm isolation is in place, for example, lock switches, separate pipes with spades or lock access doors.
- Confirm no stored energy or other dangers remain.
- Confirm that it is safe to start work.

Rule #6



Always wear your seat belt and observe posted speed limits. Find a safe place to park your vehicle before using your phone.

Using your phone while driving or operating equipment increases the risk of losing control of your vehicle or equipment. Using safety restraints and observing speed limits keeps you safe.

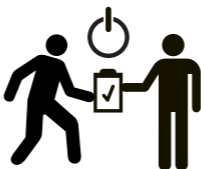
If you are a driver or operator you should:

- Not use a mobile phone or pager, or send or read a text message or email unless parked in a safe location.
- Ensure your seatbelt is on before operating vehicle or equipment.
- Observe posted speed limits.

If you are a passenger or Supervisor you should:

- Ensure your seatbelt is on before operating vehicle or equipment.
- Intervene if a driver or operator is using a phone in a moving vehicle or operating piece of equipment.

Rule #7



Always obtain authorization before disabling safety-critical equipment.

Safety-critical equipment must work correctly to keep you safe.

Examples of safety-critical equipment include isolation devices/emergency shut down valves, lock out/tag out devices, trip systems, relief valves, fire and gas alarm systems, certain level controls, alarms, crane computers, and in-vehicle monitoring systems.

You should:

- Obtain authorization from the Supervisor or person in charge before overriding or disabling safety-critical equipment.

If you are the Supervisor or person in charge of work you should:

- Point out the safety-critical equipment in your workplace.
- Confirm the authorization comes from the right level.

Rule #8



Always conduct gas testing before beginning any work which has the potential for a hazardous atmosphere to be present.

Air is tested to stop explosions and/or make sure you can breathe the air safely.

You should:

- Confirm with the supervisor or the person in charge of the work that the air is tested.
- Confirm with the Supervisor or person in charge of the work that it is safe to start.
- Stop work if you smell gas.

If you are a gas tester you should:

- Understand which tests the work permit requires and how often.
- Use certified equipment for the tests.

If you are the Supervisor or person in charge of work you should:

- Confirm that gas testing is carried out as per work permit.
- Request more gas tests if necessary.
- Get a new work permit when the work or the situation changes.
- Confirm that it is safe to start work.

Rule #9



Never come to work under the influence of alcohol or drugs.

Using alcohol or legal drugs, or misusing legal drugs or other substances will reduce your ability to do your job safely.

You should:

- Always inform the Supervisor or person in charge of the work if you are taking medicine that may affect your performance.
- If in doubt always check with your supervisor on the person in charge who may seek medical advice.
- Do not use, keep, sell or distribute illegal drugs.
- Intervene if you see a case of alcohol or drug abuse.

If you are the Supervisor or person in charge of work you should:

- Only assign work to people who are fit to work.

Rule #10



Never smoke in any area that has not been designated as a smoking area.

Smoking or use of matches or cigarette lighters could set on fire flammable materials. Designated smoking areas, such as a smoking hut or a smoking room, will keep you safe from causing fire or explosion.

You should:

- Know where the designated smoking areas are.
- Intervene if you see someone smoking outside a designated smoking area.

If you are the Supervisor or person in charge of work you should:

- Inform people about the designated smoking areas.
- Ensure that designated smoking areas are clearly marked.

Consequences of rule breaking

Violator will "Stop Work" and not be allowed back onto that site for the remainder of that construction job.

Incidents and rule-breaking will be investigated thoroughly.

If the violator is aware of the rule or required procedure through training, experience or communication, and did not comply with that rule or procedure, appropriate disciplinary action will be applied.

SandRidge Rules to Live By Handbook

I hereby acknowledge that:

1. I have received a copy of _____ and read this handbook.
2. I understand the handbook.
3. I agree to work under all provisions contained in this handbook.
4. I am physically capable of performing the job.
5. I understand that the requirements in this book will be **strictly enforced!** Consequences for violations (up to and including termination from SD construction group) will be enforced.

Signature:

Name (Printed)

Date: _____

