



Safe Vehicle Positioning/Backing Procedures

I. PURPOSE

This procedure establishes the minimum safety measures SandRidge expects all Employees and Contractors to follow while positioning/backing vehicles. The intent of this procedure is to prevent injuries and damage to property that could occur due to blind spots and undetected movement of personnel and equipment that result from unsafe vehicle positioning/backing practices.

II. SCOPE

This procedure applies to all vehicles of one-ton capacity or greater, any vehicle with a trailer and other motorized equipment including but not limited to:

- Vacuum Trucks
- Low-bed Trailers
- Line/Bucket Trucks
- A-Frame's
- Hydrocranes
- Tool Trucks
- Pipe Trailers
- Gang Trucks
- Welding Trucks
- Dump Trucks
- Hoist/Rigs
- Aerial Devices
- Forklifts - with oversized loads, in high traffic areas, or tight locations; e.g.: rig moves, moving tubulars, multiple surface obstructions, etc.

Equipment typically excluded from the provisions of this procedure include earthwork construction equipment such as excavators, loaders, backhoes, bulldozers, motor graders, water trucks, etc.

III. GENERAL RESPONSIBILITIES

The operator of a vehicle is responsible for the safe operation and movement of the vehicle. Operators will avoid backing whenever possible. Where backing is unavoidable, spotters or traffic cones shall be used. When vehicles must negotiate forward turns with restrictive side clearances and where height clearances are uncertain, a spotter or traffic cones shall also be used.

Drivers shall not permit anyone to ride on the running boards, fenders, or any part of the vehicle not designed for passenger use.

A spotter is MANDATORY on rig operations which are conducted within the rig's guy wire system or immediate adjacent to the rig, except for routine forklift operations (i.e.: routine means no oversized loads, no heavy traffic areas, and no tight locations).

IV. OPERATOR'S RESPONSIBILITIES

Prior to positioning/backing a vehicle the operator shall:

- A. Complete a JSA (Job Safety Analysis) prior to staging equipment on location and/or positioning/backing a vehicle. The operator shall get out of the vehicle and make a complete 360-degree walk around survey of the vehicle to determine if any obstructions and potential hazards are present in the proposed path of travel. Clear the area of people and objects if possible. A check shall also be performed to ensure overhead and side clearances are adequate.
- B. Obtain guidance from a spotter to position/back the vehicle. Make sure the spotter is aware of all obstacles identified during the initial "walk-around" survey. The operator will discuss the positioning/backing plan with the spotter before proceeding. The communication/warning process will be agreed upon and understood prior to positioning/backing. Positioning/backing shall not proceed unless the spotter is visible to the operator and the spotter has a clear view of both the vehicle and obstacle(s). (If these conditions cannot be met, an additional spotter may be required.)
- C. **The operator shall stop the vehicle immediately prior to losing sight or losing sight of the spotter, reposition the spotter, and then continue with cautious positioning/backing to the desired location only after the spotter is repositioned in a visible location.**
- D. The operator shall stop immediately if an emergency "stop" signal is received from anyone in the area.
- E. If no spotter is available the operator shall place traffic cones a safe distance between the vehicle and identified obstacle(s). The operator shall not proceed with positioning/backing unless the traffic cones are visible to the operator.
- F. The operator shall stop the vehicle immediately prior to losing sight of the traffic cones, reposition the cones, and then continue with cautious positioning/backing to the desired location.
- G. If there is any dispute between the operator and spotter during the positioning/backing operation the operator must stop the vehicle and the JSA be revisited before continuing.

V. SPOTTER'S RESPONSIBILITIES

Spotters will:

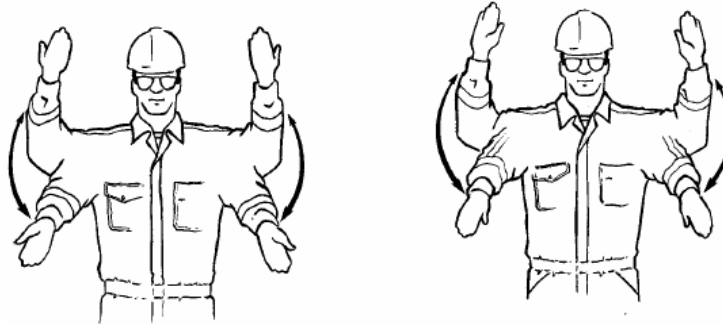
- A. Render assistance to guide an operator in positioning/backing a vehicle when requested by the operator.

- B. While giving guidance in positioning/backing a vehicle, stand on the ground clearly in the driver's line of site. Spotters must stand far enough behind or in front of the vehicle to observe the positioning/backing path and any obstructions, and to allow for sufficient stopping distance in an emergency. Spotters shall not be positioned between the vehicle direction of travel and the obstacle. Spotters shall stay clear of the vehicle's path and avoid walking backward.
- C. Establish and maintain eye contact with the driver and remain in clear view of the driver at all times. Spotters shall refrain from walking backwards and or moving back and forth behind the moving vehicle.
- D. Use distinct and deliberate hand signals (i.e. Industry Recommended Standards, see section VI) to communicate to the operator positioning/backing a vehicle. Do not rely on voice communication for this purpose
- E. Immediately signal the driver to stop if any person or object enters the vehicles intended path of travel.
- F. Signal the driver to stop if the spotter must change positions. The spotter should then reposition and when ready, signal the driver to continue.

VI. SIGNALS

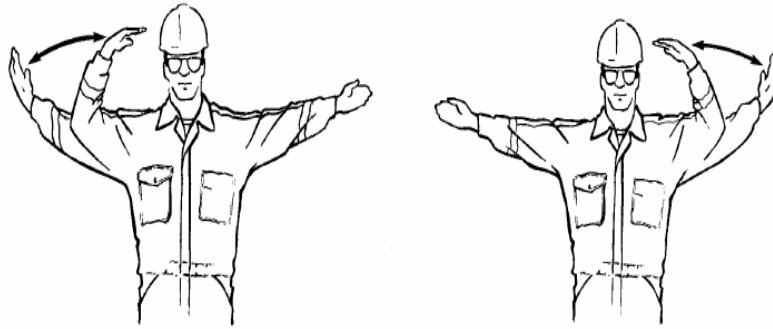
When it is necessary to move a vehicle it's important that everyone understand exactly what is being done. There should be no confusion about the hand signals to be used. The following hand signals should be used and are not meant to be all encompassing but provide the minimum basic signals for the driver and spotter. Other signals needed in particularly difficult areas must be discussed and agreed upon in advance by the driver and spotter.

- **STRAIGHT BACKWARD OR FORWARD** – To move the vehicle in a straight line either forward or backward.



Actions: Both arms extended forward and slightly wider than the body, parallel to the ground with palms facing the direction of desired travel. Together bend both arms repeatedly toward the head and chest then extend.

- **TURN** – To move the vehicle either to the right or left while the vehicle is moving



Actions: Direction arm is held extended from the side of the body, parallel to the ground indicating the direction of travel. The motioning arm is extended in the opposite direction (palm upward) and repeatedly bent towards the head indicating the desired direction of travel.

- **DISTANCE TO STOPPING POINT** – To provide the driver a visual reference for the distance to the stop point.



Actions: Both arms extended sideways with elbows bent upward at 90 degrees with palms facing forward. Keep hands above head bringing elbows forward as the distance narrows. As the elbows reach the straightforward position continue the hands coming together above the head to indicate the stop point is being reached. Upon reaching the stop point, give the “STOP” signal.

- **STOP** – Stop all movement of the vehicle, await further instructions.



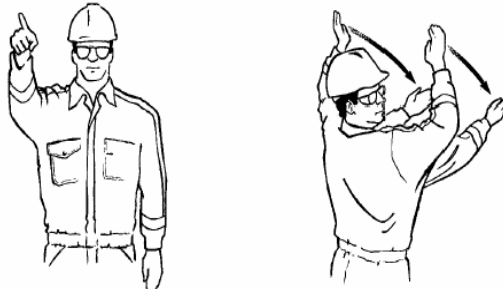
Actions: Cross arms at the wrists (forearms) above the head, and hold in position until the vehicle stops moving.

- **EMERGENCY STOP** – To stop all movement of the vehicle immediately.



Action: Both arms extended above the head with crossed arms at the wrists, palms forward. Both arms waved repeatedly down until parallel to the ground then return to the stop position above the head until the vehicle stops moving.

- **CLEARED TO LEAVE THE AREA** – To show the driver the vehicle is clear of obstructions and is cleared to leave in the direction indicated.



Action: Both arms extended to the side of the body with the elbows bent upward at 90 degrees. Turn to face the direction of desired travel, extend the arms forward until they are parallel to the ground indicating the direction to be used on leaving.

- **NIGHT POSITIONING/BACKING** - Signals will be the same. The spotter will assure that the spotlights on rear of equipment are turned on before allowing vehicle to be backed. A flashlight may be carried or reflective material may be worn but at no time will it be directed toward mirror.