



**Contractor Safety Management Program:  
Contractor Environmental, Health, and Safety Expectations**

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Dear Contractor:

The purpose of this Policy and Procedure is to establish minimum expectations of contractors performing work for the Southern Ute Indian Tribe Growth Fund regarding the environment as well as the safety and health of Growth Fund and contractor personnel.

This document is intended to provide all contractors, including subcontractors and contractor's employees, with the essential Environmental, Health, and Safety (EHS) guidelines required to successfully complete tasks while working on Company job sites. This document highlights some of the key regulatory requirements, as well as noting where the Southern Ute Indian Tribe Growth Fund and its Enterprises (Company) have requirements that are above and beyond the regulatory requirements. **It is not intended to replace or limit EHS requirements imposed by federal, state, or local regulations or to preempt standard industry practice.**

The Company constantly strives to maintain a safe and healthy workplace for employees and contractors. Additionally, the Company is cognizant that our operations may impact the environment and our goal is to minimize any adverse environmental effects. To meet these goals we need assistance from our contractors. The contractor and their employees shall report any unsafe work condition or environmental condition which has or could have an adverse impact. The contractors' employees have the right to refuse to work if an unsafe condition is not corrected.

EHS practices and procedures evolve from experience gained over many years. While these guidelines are helpful in preventing accidents, good judgment, and common sense also play an important role in accident prevention. It is the contractor and its employees' responsibility to work safely and to insist that others working with them do the same. Before undertaking a task take a moment to think about safety and the consequences of your actions.

Thank you for your commitment to our cooperative Contractor EHS Management Program. Your continued safety is our primary goal!

Sincerely,

Southern Ute Indian Tribe Growth Fund

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## Introduction and General requirements

The Southern Ute Indian Tribe Growth Fund is fully dedicated to safety and environmental compliance in all operations. In many of our operations, contractors are an integral part of our workforce. The Southern Ute Indian Tribe Growth Fund is committed to maintain a safe and healthful workplace for our employees, as well as, our contractors.

As part of our Contractor Safety Management Program, we have established this standard operating procedure to outline and define our minimum requirements and expectations while working at our facilities.

Contractors are required to comply with all applicable Federal, State and local environmental, health and safety regulations including all Company site-specific and/or enterprise policies and procedures applicable to the scope of work being conducted. All contractors shall have, and adhere to, their own Environmental, Health and Safety Plan. The Growth Fund Contractor EHS Expectations SOP establishes EHS standards for contractors working at Company facilities.

It is essential that these rules and safety responsibilities are acknowledged and understood before starting work on Company property and/or projects. Violating safety requirements could jeopardize the welfare of the contractor and/or Company employees and could result in expulsion from Company property and deny the contractor the opportunity to be considered for future Company projects.

The Company requires that it's contractors:

- Maintain communication with the Company Representative throughout the entire project
- Provide supervision to their employees.
- Commit to worker health and safety and to environmental protection
- Maintain an effective EHS compliance program
- Employ only trained and qualified individuals at the project site
- Ensure all workers are at least 18 years of age.
- Provide employees with appropriate equipment and training to protect workers and eliminate adverse environmental impacts
- Work in a legal and ethical manner to protect the environment and the health and safety of their work force at the project site
- Cease operations immediately if a hazard exists at the project site
- Review each project to identify activities that may create safety hazards or adverse impacts to the environment or the public
- Hold jobsite safety meetings with all affected employees
- Perform EHS site audits to identify and correct substandard conditions and practices.
- Prohibit illegal drugs, alcohol, and firearms.

Contractor's employees must notify their supervisor of any unsafe conditions observed at the jobsite or work conditions having an adverse impact on the environment or the public. Contractor's employees have the right to refuse to work if an unsafe condition is not addressed.

Contractors are advised that the Company retains the right to question contractor's employees in regard to the content of this manual, and to stop work if contractor's employees are observed operating in disregard to EHS requirements.

If these standards are not clearly understood, or if safety problems arise which are not covered by these standards, contact the Company EHS Representative before proceeding. The Company EHS Representative and relevant contact information shall be identified at the pre-job meeting.

Additional information on the Contractor Safety Management Program may be accessed online at <http://www.sugf.com/EhsCompliance/Default.aspx>. Information includes policies, procedures, and forms.

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## 1. DEFINITIONS

*Authorized Operator* – A person who has been assigned by the contractor to operate a piece of equipment.

*Company* – the Southern Ute Indian Tribe Growth Fund and its Enterprises.

*Company property, jobsite, job, worksite, or construction site* – any real property on which contractor will be working under the Contract Documents, whether owned by Company or not, including but not limited to, facilities, stations, roads, parking lots, pipeline right-of-ways, common areas, compressor/pump station, or offices.

*Company Representative* – One who has been assigned or designated by the Southern Ute Indian Tribe Growth Fund or its enterprises to represent the Company with respect to all work defined in the contract.

*Competent Person* – One who is capable of identifying existing and predictable hazards in the surroundings, or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

A Competent Person is defined in OSHA regulations, such as for Scaffolding and Excavation.

*Confined Space*- A space large enough for an employee to enter fully and perform assigned work, that; (1) is not designed for continuous occupancy by the employee; and (2) has limited or restricted means of entry or exit.

These spaces may include underground vaults, diked areas, and other similar areas.

*Contractor* – A company and its employees who perform work for the Southern Ute Indian Tribe Growth Fund. With respect to this policy, references to “*Contractor*” shall also include sub-contractors and third party contractors, third party inspectors, consultants (e.g. customer contract personnel, and other contract personnel that may have an effect on facility safety).

“*Contractor*” does not include those persons making deliveries to facilities or those establishments that are exempt from OSHA 300 log recordkeeping.

*Environmental, Health, & Safety (EHS)* – items pertaining to environment, health, and/or safety.

*Incident* – An event resulting in first aid or greater level of care to Company or contractor personnel, fire, property damage, spill or release to the environment; for Process Safety Management (PSM) facilities, an event that resulted in or could reasonably have resulted in catastrophic release of a highly hazardous chemical.

*Permit-Required Confined Space*- (1) contains or has the potential to contain a hazardous atmosphere; (2) contains a material with the potential to engulf someone who enters the space; (3) has an internal configuration that might cause an entrant to be trapped or asphyxiated by inwardly converging walls or by a floor that slopes downward and tapers to a smaller cross section; and/or (4) contains any other recognized serious safety or health hazards.

*Qualified Person* – An employee designated by the contractor as experienced in the types of work to be performed, and having the desired expertise for carrying out statutory and contractual obligations.

*Work* – collectively, any and all services and any and all acts, obligations, duties and responsibilities necessary to the successful completion of the project assigned to or undertaken by contractor under the Contract Documents, including the furnishing of all labor, services, materials, equipment and other incidentals.

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## 2. PRE-JOB REQUIREMENTS

All contractors are required to participate in the Company's Contractor Safety Qualification Program and may be required to complete the Enterprise Contractor prequalification process.

Contractors will be required to provide the following information to their Enterprise Representative:

- OSHA 300 Logs
  - Total Recordable Injury Rate (TRIR)
  - Lost Workday Case Rate (LWCR)
  - Days Away/Restricted or Job Transfer (DART)
  - Number of Fatalities
- Experience Modification Rate;
- Certificate of Insurance;
- Safety and Environmental Manual;
- DOT Operator Qualification Program, if applicable;
- CDL/DOT Drug and Alcohol Program, if applicable; and
- Tribal Employment Rights Ordinance, where applicable.

A completed Master Service Agreement will also be required before commencement of work.

The Company has the right to review all data and documentation provided to the Enterprise Representative.

**NOTE:** All competitive bids for work to be performed within the exterior boundaries of the Southern Ute Indian Reservation or within commutable distance from those boundaries should include the following language to be TERO compliant:

### Preference in Contracting & Subcontracting – Native American Owned Businesses

*The Southern Ute Indian Tribe ("Tribe") Tribal Employment Rights Ordinance ("TERO") Code has established a preference for contracting and subcontracting to certified Indian Owned businesses. A bid preference of 5% will be given to any Native American Owned company. To receive this preference, Native American owned businesses must be certified by the Tribe's TERO. Any Native American owned business not certified by the bid due date will not be given Indian preference. For information about certification, contact the TERO office at 970-563-0117. Indian employment preference is required for all employers on this project in accordance with the Tribe's TERO code. The Tribe reserves the right to reject any and all bids, to waive any informality in bids and to accept the bid deemed, in the opinion of the Tribe, to be in the best interest of the Tribe.*

It is the Company's expectation that the contractor maintains an acceptable rating, as outlined in the Contractor EHS Management Program, prior to commencing work and during the duration of the project. If the contractor fails to meet any applicable requirements outlined above during the project the contractor shall be required to submit an Action Plan outlining the contractor's plan for correcting any deficiencies and timelines for completion. This Action Plan shall be submitted to the Company Representative for review and approval. If the contractor fails to meet the approved Action Plan and timelines the Company shall have the right to remove the contractor from the project.

The General/Prime contractor shall evaluate all subcontractors prior to being hired to ensure they meet Company requirements. While evaluating subcontractors, the following criteria should be considered and incorporated:

- Pre-qualify the subcontractors by reviewing their safety programs, safety training documents, and safety statistics;
- Utilize subcontractors with acceptable safety metrics;
- Include all subcontractors in pre-job meetings and safety orientations; and
- Include all subcontractors in tailgate meetings, job hazard assessments, on site safety inspections.

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The Company shall evaluate the safety performance of the contractor as the job progresses. At a minimum this shall include periodic job site reviews.

The Company reserves the right to request copies of all applicable procedures, plans and documentation specific to training, inspections, permitting and accident/injury reporting.

## 2.1 Job Safety Orientation

After the project is awarded, the contractors' employees shall participate in the Contractor Employee Safety Orientation consisting of the following elements:

- Pre-job meeting covering the Contractor EHS Expectations, site specific procedures, and existing operating conditions.
- Safety orientation which may include viewing a safety video or attending safety training and passing an examination.
- Review of emergency procedures, restricted areas, security, hazards, evacuation routes, assembly areas, emergency systems (e.g. eye wash stations and safety showers), and access and parking requirements.
- Some Enterprises may issue a Contractor Safety Orientation Sticker or card.

The Company facility may require contractor's employees to sign in/out each time they enter and leave the job site.

Visitors shall not be granted entry to Company facilities or sites without an escort or prior permission from Company personnel.

## 3. GENERAL EXPECTATIONS

The Southern Ute Indian Tribe Growth Fund expects that contractual work will be performed in a professional manner. The contractor assumes full responsibility for the quality, quantity, and compliance of work performed by its agents, employees, and subcontractors. The Southern Ute Indian Tribe Growth Fund reserves the right to evaluate each contractor and will respond appropriately to substandard work performances.

The Southern Ute Indian Tribe Growth Fund is fully committed to EHS compliance in all of its operations and oftentimes exceeds regulatory performance requirements in implementing best management practices. It is the expectation, that all contractors abide by this commitment and follow the Southern Ute Indian Tribe Growth Fund's Safety and Environmental Policies in conducting all work related activities.

## 4. RESPONSIBILITIES

### Southern Ute Indian Tribe Growth Fund Responsibilities

The Company shall:

- A. Upon request, provide contractors with copies of the Southern Ute Indian Tribe Growth Fund Environmental, Safety, & Health Policies.
- B. Upon request, or when directly impacted by specific chemicals within the scope of work contracted, provide contractors with right to know information for chemicals (e.g. Safety Data Sheets (SDS)) used at Southern Ute Indian Tribe Growth Fund Company facilities.
- C. Exercise the right to immediately terminate the access of contractors or contractor personnel to the worksite for non-compliance with EHS related laws, regulations, policies or procedures, as well as, inappropriate behavior (i.e., horseplay, discrimination, harassment).
- D. Reserve the right to revise requirements on any project to ensure work completion consistent with EHS principles.

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## Contractor Responsibilities

The Contractor shall:

- A. Ensure that their employees are trained on the applicable EHS topics contained herein and in accordance with all applicable laws and regulations. Provide written documentation of employee safety training prior to performing work at Company facilities or sites.
- B. Obtain approval from the Company Representative prior to commencing work.
- C. Stop the job if they feel it is unsafe to personnel, or damage to the equipment and/or environment could result.
- D. Report any EHS-related incidents to the Company Representative.
- E. Inform Company site management of hazards to contractor and Company employees related to work to be performed, or changes in working conditions that affect the potential for hazards to exist.
- F. Inform Company Representative of any personnel changes or new employees arriving on site.
- G. Inform contractor's employees of relevant information communicated by Company Representative(s), including site hazard changes.
- H. Properly assess hazards of all work to be performed on site for the project. This may be done by completing a Job Hazard Assessment form.
- I. Restrict contractor's employees and vehicles to Company designated gates, access roads, parking areas, work sites, and authorized service facilities.
- J. Ensure that workers not fluent in English understand all Company procedures, verbal instructions, and emergency systems and alarms. When personnel are not fluent in English, an interpreter must be present at all times.
- K. Ensure that all contractor's employees have been safely transported to and from job sites, if applicable.
- L. A supervisor shall be onsite at all times during working hours.
- M. If a Media Representative approaches a contractor, immediately contact the Company Representative for further instructions. Do not provide information about the job or the Company.
- N. If a regulator or landowner approaches a contractor, politely refer them to the Company Representative. Interaction between the contractor and the landowner/regulator should be kept to a minimum.
- O. Contact the Company Representative at least daily to discuss the status of work, any EHS issues and exact locations for work being done.

## **5. SPECIFIC EXPECTATIONS**

### **5.1 Environmental**

#### **5.1.1 Cultural Resource Protection**

- A. All land altering activities shall be confined to the area surveyed and cleared for any evidence of cultural resources. The Archeological Resources Protection Act (16 U.S.C. 470ee) prohibits the excavation, removal, damage, alteration, or defacement, or attempt to excavate, remove, damage, alter, or deface any archeological resources located on Federal or Indian lands without a valid permit pursuant to 43 CFR 7.5(a). Both criminal and civil penalties may be assessed (16 U.S.C. 470ee and 470 ff).
- B. The contractor and all subcontractors must be familiar with, and confine all activities within, designated project boundaries.
- C. Contractors and subcontractors performing work within the exterior boundaries of the Southern Ute Indian Reservation must adhere to the Southern Ute Indian Tribe policy to not disturb or damage any archeological sites.
- D. If subsurface cultural resources are encountered, all land altering activities shall cease within 50 feet of the discovery and the Company Representative shall be notified immediately.

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Paper copies are uncontrolled.

A controlled version is available for viewing at the SECMG Intranet Site  
<https://gfportal.sugf.com/safety-environmental-compliance/Pages/Policies.aspx>



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- E. The contractor and all persons associated with the project will be subject to criminal prosecution for knowingly disturbing Native American Indian shrines, historic and prehistoric archeology sites, or for collecting artifacts of any kind, including historic items, and/or arrowheads and pottery fragments from lands on the Southern Ute Indian Reservation.

### **5.1.2 Environmental Noise**

Contractor shall comply with all local noise control and noise level regulations or laws that apply to the work. Internal combustion engines used for the work must be equipped with a muffler as recommended by the manufacturer, or better.

### **5.1.3 Fugitive Dust**

Fugitive dust must be controlled, as required or practicable, by periodic watering in all construction areas.

### **5.1.4 Housekeeping**

Contractor shall keep the site in a neat and presentable condition. The contractor shall dispose of surplus materials, clean out all drainage ditches and structures, and repair any property damaged during the work.

### **5.1.5 Maintenance of Existing Structures**

All fences, gates, culverts, cattle guards and access roads existing prior to construction shall be repaired and rebuilt to the original standard of construction within a reasonable time period following completion of construction activities, unless otherwise specified by the contracted scope of work. In general, existing roads shall be maintained in a manner that will allow continued access, as appropriate, throughout the life of the project by local traffic.

### **5.1.6 Open Burning**

Burning of any type is prohibited.

### **5.1.7 Pesticides & Herbicides**

- A. The use of pesticides and herbicides is prohibited unless specifically approved by the Company Representative.
- B. If pesticide or herbicide use is desired, provide information regarding the desired application to the Company including the type of pesticide, location(s) to be applied, concentration, and date(s) of application. The contractor shall provide a copy of their applicator license to the Company(s) for which they are providing services.

### **5.1.8 Spill Prevention & Response**

- A. Contractor is responsible for all notifications to local, state, Tribal and federal regulatory agencies in the event of a spill, unless directed otherwise by the Company Representative.
- B. The contractor must notify the Company Representative of all spills of oils, petroleum products, chemicals, hazardous substances, hazardous materials, and hazardous wastes, no matter the quantity. Spills that are reportable to regulatory agencies must be reported to the Company within one hour of the spill taking place. More information may be obtained in the Growth Fund Spill Response Standard Operating Procedure.
- C. The contractor shall prevent oil or hazardous substances from entering the ground, drainage areas, or Waters of the US.
- D. The contractor shall determine if fuel is stored in amounts (>1,320 gallons cumulative) triggering the need for a Spill Prevention, Control and Countermeasures (SPCC) Plan. A copy of the SPCC Plan should be provided to the Company Representative. The contractor should check with the Company Representative to determine any additional requirements.
- E. Fuel storage tanks, drums, and buckets shall be stored in secondary containment structures or drum caddies, even if SPCC is not required. The secondary containment structure shall be of sufficient size and strength to contain the contents of the tanks, plus 20% freeboard for

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precipitation. The Company Representative should be notified if any above ground storage tank or drum with a capacity of 55 gallons or more will be placed on-site.

- F. Fuel storage tanks shall be registered with the appropriate government agency (if required). Copies of the tank registration should be provided to the Company Representative.
- G. Re-fueling operations shall not take place within 50 feet (or other specified distance) from surface water, drainages, or dry arroyos.
- H. All oil and filters from equipment maintenance shall be removed from the location immediately unless special oil storage/disposal containers are in use.
- I. Appropriate and adequate spill response materials shall be kept on site and workers should be aware of their location and trained in their use.

### **5.1.9 Waste Management**

- A. All applicable Federal regulations regarding hazardous materials shall be followed. Such Federal regulations include, but are not limited to Resource Conservation and Recovery Act (RCRA), Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), and the Oil Pollution Prevention Act.
- B. Safety Data Sheets (SDS) for all hazardous materials including chemicals, paints, and petroleum products utilized in the work activities shall be readily accessible. Approval from the Company for all hazardous materials to be used is required prior to bringing such materials onto the work site.
- C. Once the project is completed, all unused chemicals and wastes must be removed from the site and properly disposed of at an approved off-site disposal facility. Areas are to be left clean. Waste disposal off-site must comply with the most stringent local, State, Tribal and Federal requirements.
- D. Provide documentation of proper disposal of all wastes, with the exception for solid waste (i.e., garbage and trash), within 45 days to the Company Representative.
- E. Asbestos-containing materials, lead, and polychlorinated biphenyls (PCBs) are prohibited from use. If any of these materials are believed to have been encountered during the work, the contractor must immediately notify the Company Representative.
- F. Pick up solid wastes and place in covered containers which are regularly emptied. Provide sufficient solid waste containers to handle the solid waste generated. Containers must be kept covered to prevent stormwater from entering the container.
- G. Prevent contamination of the site or other areas when handling and disposing of wastes.
- H. The Contractor will identify all construction activities which will generate hazardous waste/debris. The contractor must provide a documented waste determination for all resultant hazardous waste streams. Hazardous waste/debris will be identified, labeled, handled, stored, and disposed of in accordance with all Federal, State, and local regulations.
- I. A plan must be in place for storage and disposal of wastes generated on-site. A formal written plan is not necessary, but the contractor must ensure that all types of wastes are considered and know how each will be stored and disposed.
- J. All non-hazardous solid wastes (i.e., trash, junk, debris, etc.) shall be confined on the project site in an approved container.
- K. Portable toilets supplied by the contractor for sanitary wastes, in a number sufficient to service the contractor's personnel on site, shall be present at the project site location during construction. Portable toilets shall be anchored so as to prevent tipping or falling over.
- L. Concrete Waste
  - i. Concrete waste will be placed in a temporary concrete washout facility located at least 50 feet (or other specified distance) from drainage ways and inlets;
  - ii. The washout facility will have proper signage such as "Concrete Washout;" and
  - iii. The location of the concrete washout facility will be determined in consultation with the Company Representative.

### **5.1.10 Water Quality and Stormwater Management**

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- A. The contractor will comply with the Clean Water Act and any other applicable state or Tribal water quality control regulations, recommendations, and/or permits.
- B. The contractor will minimize surface disturbance to the maximum extent practicable within the area of permitted construction.
- C. If the project requires a construction stormwater permit or complying with recommendations, the contractor will:
  - i. conduct activities in compliance with the requirements of the permit and plan,
  - ii. be familiar with the contents of the Stormwater Pollution Prevention Plan (SW3P),
  - iii. ensure that employees and/or subcontractors are familiar with the intent of the SW3P, and
  - iv. conduct the required maintenance or corrective action identified in the stormwater inspection reports within the time frame specified per the permit or as soon as practicable.
- D. If the project does not require a construction stormwater permit, the contractor, in consultation with the Company Representative, will:
  - i. implement best management practices for erosion, sediment control and stormwater management,
  - ii. implement good housekeeping best management practices,
  - iii. implement best management practices for material handling and storage, and
  - iv. reclaim disturbed areas, as soon as practical.
- E. There will be no discharge of fill or dredged materials to Waters of the U.S. including streams, open water, wetlands, arroyos and irrigation ditches as a result of a contractor's activities, unless such a discharge has been authorized by a Section 404 permit and/or a Section 401 water quality certification. A copy of the Section 404 permit and/or a Section 401 water quality certification will be provided to the contractor upon request.
- F. If a Section 404 permit and/or a Section 401 water quality certification has been issued for the project, the contractor shall be familiar with and abide by the requirements of the permit and/or certification.
- G. Dewatering Operations
  - i. Water from operations shall not be discharged directly into any waters of the U.S. including wetlands, arroyos, irrigation ditches, or storm sewers unless allowed by a permit; and
  - ii. Sediment control measures will be implemented to treat sediment laden water from construction sites.

### **5.1.11 Weather Considerations**

Upon consultation with the Company Representative, a determination may be made that construction activities are halted during wet weather conditions to prevent damage to soils, road beds, and/or other resources.

### **5.1.12 Wildlife Considerations**

For projects requiring a Threatened and Endangered Species (T&E) survey, all ground disturbing activities will be restricted to the area(s) surveyed. The project boundaries must be clearly delineated prior to construction.

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## 5.2 Safety & Health

### 5.2.1 General

- A. Contractors shall inspect their equipment regularly and maintain it in safe working condition.
- B. No smoking is allowed within 50 feet of any operational pipeline or process equipment or in other areas designated as non-smoking such as offices, processing plants, etc.
- C. Horseplay is prohibited.
- D. Firearms, ammunition, and other weapons are prohibited.
- E. Contractor's employees are required to attend pre-job briefings. The goal is to ensure that both company and contractor's employees understand hazards, safeguards, and specific procedures for the work to be performed. These meetings will also review the Emergency Action Plans.

### 5.2.2 Abrasive Blasting/High Pressure Blasting

- A. The contractor shall minimize and control dust created from blasting. Operating equipment such as motors, pumps, fans, valves, etc. must be protected at all times during blasting operations.
- B. Do not use compressed air to clean area; this will create dust in the air.
- C. Clean and decontaminate tarps and other equipment on the worksite.
- D. Schedule blasting when the least number of workers are at the site.
- E. Avoid blasting in windy conditions to prevent the spread of any hazardous materials.
- F. Provide training to personnel on blasting health and safety hazards, how to use controls, personal hygiene practices, safe work practices, and the use of PPE and respirators.
  - a. A helmet supplied with forced air from a blower and gloves should be worn by the operator when blasting to prevent injury to eyes, face, and hands.
- G. A SDS for the blasting material must be supplied before conducting abrasive blasting work.
  - a. Abrasives containing one percent or greater crystalline silica or other blasting materials that are likely to generate a hazardous waste are discouraged and must be approved by the Company on a case-by-case basis.
- H. The contractor will be responsible for cleanup.
- I. Abrasive blasting of lead-based paint requires special precautions (see Appendix B).

### 5.2.3 Asbestos

The potential for Asbestos-Containing Material (ACM) may exist while performing work onsite at locations. The Company will identify areas known to contain ACM, however if the contractor suspects ACM is present at a location which has not been previously identified, the contractor will stop work in that area and notify the Company Representative immediately.

- A. The contractor shall contact the Company Representative prior to asbestos abatement.
- B. The contractor shall provide a written ACM Management Plan, addressing minimum OSHA requirements; EPA requirements; federal and state requirements.
- C. Contractor supervisors and workers shall have received training from approved EPA and state-accredited training programs.
- D. Prior to beginning any abatement work, the contractor shall provide necessary permits granted by state and federal agencies for completion of the work to the Company Representative for review.

### 5.2.4 Barricades

- A. When it is necessary to either warn or protect people from falling into holes, openings, excavations, elevated platforms, or when work is being performed overhead; a competent person shall select and erect the appropriate barricades.

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- B. Barricade selection shall be appropriate for the hazard and shall comply with sound construction practices, as well as, all regulatory compliance guidelines. Barricades may include ribbon tape, flags, fences, cones, hurdles, stop logs, etc.

### **5.2.5 Bloodborne Pathogens**

- A. The contractor shall have a bloodborne pathogen plan in place which reduces or eliminates the hazards of occupational exposure to bloodborne pathogens.

### **5.2.6 Chains, Slings, and Cables**

- A. All defective equipment shall be tagged out of service and removed from work area immediately. This includes, but is not limited to, chains, slings; cables; rope; webbing; shackles; and hooks.
- B. Equipment used for material handling shall be inspected prior to each use and as necessary during its use to ensure that it is safe. A competent person shall inspect for damage or defects.
- C. All chains, slings, and cables shall have an identification tag attached showing its load rating and limitations.

### **5.2.7 Chemical Storage**

- A. Approved safety cans shall be used for storage of flammable liquids. Container shall not have more than 5 gallon capacity, and shall have a spring-closing lid; spout cover; and designed to relieve internal pressure when subjected to fire.
- B. Fire resistant storage cabinets shall be utilized to store flammable chemicals where required.

### **5.2.8 Confined Space**

- A. Contractors who performs work in confined spaces are required to have a written Confined Space Program that encompasses all general requirements, permit system, training, duties of affected employees, as well as rescue and emergency services.
- B. Contractors entering a Permit Required Confined Space shall:
  - a. Have training certification for each employee conducting Permit Required Confined Space entry.
  - b. Provide and maintain monitors for combustible gas, oxygen deficiency, and toxic gas if the work requires entry into confined spaces.
  - c. Have a trained dedicated Attendant, which performs no duties that might interfere with primary duty to monitor and protect the authorized entrants.

### **5.2.9 Crane Safety**

- A. Cranes shall only be operated by trained and designated personnel. Depending on the work location, operators may be required to be licensed.
- B. Contractors are responsible for the proper care and use of all lifting-related equipment. This equipment shall be used for its intended purpose. Intentional abuse (e.g., cheater on leverage handle) shall not be allowed.
- C. Lifting equipment, devices, and/or accessories shall be visually inspected before use.
- D. Structural members of a building shall not be used to support a lift unless the lift and its rigging approach have been approved by the Southern Ute Indian Tribe Growth Fund Company.
- E. Lifting capacities must be labeled on the hoisting equipment and shall not be exceeded.
- F. Rigging from scaffolds, handrails, or braces is prohibited.
- G. Rated load capacities, recommended operating speeds, special hazard warnings, and instructions shall be conspicuously posted on equipment. Instruction or warnings shall be visible to the operator while at the control station.

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- H. Hand signals to crane and derrick operators shall be those prescribed by ANSI for the type of crane in use. An illustration of the signals shall be posted at the job site (see Appendix C).
- I. Personnel shall stand clear of the swing radius of the counterweights.
- J. The contractor shall designate a competent person who shall inspect all machinery and equipment prior to each use, during each use, to make sure it is in safe operating condition. Any deficiencies shall be repaired, or defective parts replaced, before continued use. Crane inspection records shall be maintained on site or at field office location.
- K. The contractor shall maintain annual inspection records for each hosting machine and piece of equipment.
- L. Wire ropes shall be taken out of service if defects exist.
- M. All contractor's employees shall be kept clear of loads about to be lifted and of suspended loads.
- N. Tagline(s) and/or push poles shall be used on all lifts as appropriate.
- O. Equipment shall not be assembled or used unless ground conditions are firm, drained, and graded to a sufficient extent. The requirement for the ground to be drained does not apply to marshes/wetlands.
- P. When assembling or disassembling equipment (or attachments), comply with all applicable procedures and all manufacturer prohibitions.
- Q. Assembly and disassembly must be directed by a person is both a competent person and a qualified person, or by a competent person who is assisted by one or more qualified persons.
- R. Power line safety (up to 350 kilovolts (kV)). Before assembling or disassembling equipment, the contractor must determine if any part of the equipment, load line, or load (including rigging and lifting accessories) could get, in the direction or area of assembly/disassembly, closer than 20 feet to a power line during the assembly/disassembly process. If so, the contractor must meet the requirements of Option 1, Option 2, or Option 3:
  - Option 1: Deenergize and ground. Confirm from the utility owner/operator that the power line has been deenergized and visibly grounded at the work site.
  - Option 2: Twenty foot clearance. Ensure that no part of the equipment, load line, or load gets closer than 20 feet to the power line.
  - Option 3: Table A clearance. Determine the line's voltage and the minimum clearance distance.

Table A- Minimum Clearance Distances

Voltage (nominal, kV, alternating current)	Minimum clearance distance (feet)
Up to 50	10
Over 50 to 200	15
Over 200 to 350	20
Over 350 to 500	25
Over 500 to 750	35
Over 750 to 1,000	45
Over 1,000	As established by the Utility or registered professional engineer.

NOTE: The value that follows "to" is up to and includes that value.

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- S. Power line safety (over 350 kV). For power lines 350 kV to 1000 kV, the distance of 50 feet shall be used. For power lines above 1000 kV, the minimum clearance distance shall be established by the Utility or registered professional engineer.
- T. Lift Plans and Critical Lift Plans may be required. A lift is considered critical if it meets one or more of the following:
  - i. A lift that requires the use of two or more cranes;
  - ii. The load exceeds 75% of the crane's rated capacity within the lift configuration of the crane;
  - iii. The lift is over operating systems or occupied structure (electrical equipment, pipelines, etc.); and/or
  - iv. Hoisting of contractor's employees on a suspended work-platform or man basket.

### **5.2.10 Drug-Free Workplace**

- A. The use or possession of alcohol or the manufacture, distribution, sale, purchase, possession, transfer or use of illegal drugs on Company property or work sites is prohibited.
- B. Contractors are required to maintain Drug-Free Workplace policy and procedures including, at a minimum, pre-employment drug screening and testing after an accident or due to reasonable suspicion. Additionally, a drug and alcohol program is required for commercial drivers and pipeline operators under Federal Motor Carrier Safety Administration or Pipeline and Hazardous Material Safety Administration. Contractor shall be aware of employees taking legal prescription drugs that may affect their fitness for duty such that they could cause injury to themselves or others.
- C. All vehicles and personal belongings that are on Company premises are subject to search by the Company at any time, including, but not limited to, searches for illegal drugs, alcohol, contraband, missing property, or prohibited items.

### **5.2.11 Electrical Safety**

- A. The contractor and its employees shall not work in such proximity to any part of an electrical power circuit that the employee could contact the electric power circuit in the course of work, unless the employee is protected against electric shock by de-energizing the circuit and grounding it or by guarding it effectively by insulation or other means.
- B. Only qualified and authorized contractors shall conduct work on electrical equipment.
- C. Precautions must be taken to protect personnel from arc flash including personal protective equipment and approach-limiting barricades. See NFPA 70 E for additional information.
- D. Equipment must be appropriately grounded and bonded to provide protection from the hazards of static electricity. See NFPA 77 for additional information.
- E. Use of ground-fault circuit interrupters (GFCI) on all 120-volt, single-phase, 15- and 20-ampere receptacles is required; alternatively the contractor may have an assured equipment grounding conductor program (AEGCP).
- F. Visually inspect all electrical equipment before use. Remove from service, apply a warning tag or repair any equipment with frayed cords, cracked tool casings, etc.
- G. Ground all power supply systems, electrical circuits, and electrical equipment.
- H. Do not remove ground prongs from cord and plug-connected equipment or extension cords.
- I. Post signage to indicate overhead power lines and/or buried power lines.
- J. Contact the utility provider for buried power line locations.
- K. Stay at least 10 feet away from overhead power lines.
- L. Assume that all overhead lines are energized, until cleared by the utility provider.

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M. Use non-conductive wood or fiberglass ladders when working near power lines.

**5.2.12 Emergency Procedures**

- A. The Company shall provide the contractor's employees with the facility Emergency and Evacuation information. The contractor is responsible for reading and complying with the information.
- B. The Company may require the contractor to develop a project specific Emergency Evacuation Plan.
- C. In the event of an emergency situation:
  - i. Turn off equipment, if safe to do so;
  - ii. Immediately stop work;
  - iii. Evacuate to a designated assembly location;
  - iv. Account for all employees; and
  - v. Remain at assembly location until further directed by the Company.

**5.2.13 Excavation, Trenching and Shoring**

- A. The contractor is required to comply with federal, state, municipal, and Southern Ute Indian Tribe excavation laws and guidelines applicable to the location and the nature of the work prior to excavation. The contractor shall ensure that buried lines have been located prior to excavation.
  - i. A One-Call is a mandatory requirement of the Company.
  - ii. The contractor is responsible for coordinating the locating of all utilities onsite. This includes: electric, communications-telephone/cable, potable water, sewer/drainage, gas/petroleum line, and reclaimed water.
  - iii. The appropriate One-Call notification shall be made at least two full business days prior to the commencement of work (not including the day of notification)<sup>1</sup>
  - iv. All utility lines shall be marked with flagging and/or spray paint.
- B. The contractor's competent person shall conduct daily inspections prior to the commencement of work (entrance into excavation). If the inspection determines the excavation area to be unsafe, workers may not enter until the hazard(s) have been addressed.
- C. Spoil piles shall be placed minimum of 2 feet from the edge of the excavation.
- D. A stairway, ladder, or ramp shall be located every 25 feet to provide access/egress in trench excavations that are 4 feet or greater in depth.
- E. The contractor must provide protective systems for excavations and trenches when the sides are greater than 5 feet in depth (slope, bench, shore, or shield).
- F. Excavations over 20 feet shall be designed by a Professional Engineer.
- G. Contractors shall properly barricade excavations and trenches. Use high visibility materials.

Table B- Excavation and Trenching Trigger Numbers

Feet	Requirement
2	Required distance for spoil piles from edge of excavation/trench.
3	Length ladder must extend above excavation/trench.
4	Depth at which a ladder or ramp is required for access and egress.
5	Depth at which mandatory shoring, benching, and/or a protection system is required.
6	Depth at which fall protection is required for walkways across excavations/trenches.
20	Shoring designed by a registered engineer is required.
25	Maximum travel distance to an exit ladder.

<sup>1</sup> Requirements may vary from state to state.



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### 5.2.14 Fall Protection

- A. Contractors shall implement a Fall Protection Plan when employees are working in an elevated area where the potential for falling exists.
  - i. Elevations of 4 feet or greater for General Industry.
  - ii. Elevations of 6 feet or greater for Construction Industry unless otherwise specified.
- B. All employees must be adequately trained prior to using fall arrest equipment.
- C. Personal Fall Arrest System includes: a full body harness, a connecting device (e.g. shock-absorbing lanyard or self-retracting lifeline), and an anchor point.
- D. Fall arrest equipment must be inspected by a competent person before each use.
- E. A post-fall rescue plan must be in place before fall arrest equipment is used.
- F. Construction of a leading edge 6 feet or more above lower levels shall be protected from falling by guardrail system, safety net systems, or personal fall arrest systems.
- G. Walking and working surfaces shall be protected from workers falling, stepping, or tripping into holes and openings (including skylights) by covers or guarding.
- H. Contractors shall protect workers from falls while on low-slope roofs and steep roofs.
- I. To protect against falling objects, toe boards, screens or guardrail systems shall be used.

### 5.2.15 Fire Protection and Prevention

- A. Contractors shall comply with any fire restrictions in place by applicable agencies.
- B. Flame or spark producing equipment operated in a restricted area will have a Hot Work Permit.
- C. Where alarm or Emergency Shut Down (ESD) systems are available, employees shall be made aware of how to initiate an ESD or alarm and what to do if an alarm should occur.
- D. Contractors shall have an effective fire-fighting program. The program shall provide that fire-fighting equipment be available immediately, and designed to meet all fire hazards that might occur. All affected employees will be adequately trained on the program.
- E. Combustible and flammable materials must be stored in designated locations and kept away from the exposure to heat, spark or fire producing equipment.
- F. Smoking and the use of electronic cigarettes are allowed in designated areas only.

### 5.2.16 First Aid / Medical

- A. A suitable place with adequate first-aid supplies shall be designated at each job site to render medical or first aid assistance.
- B. A detailed emergency plan shall be established to transport those who require medical treatment to a doctor and/or hospital. The plan shall be communicated, and where practical be posted.
- C. The contractor shall ensure the ready availability of personnel trained in first aid.
- D. Depending on exposure, other first-aid appliances may be necessary. Use of corrosives and acids may require emergency showers and eyewash facilities. The use of emergency respiratory equipment, fire blankets, etc. shall be determined by the nature of the work being performed.

### 5.2.17 Gas Pipe Tie-ins

- A. A Company Representative shall be in charge of all piping Tie-ins.
  - i. Plant and Field Tie-ins
    - a. The controlled fire method is the preferred procedure used for cutting and welding on gas piping. This method assures that an uncontrolled fire or explosion cannot occur because the atmosphere within the pipe is too rich to burn.

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ii. Plant Tie-ins

- a. Where structures, other piping, conduit, combustible materials, etc., are present and could be endangered by fire, the controlled fire method may not be feasible. In such situations, total evacuation or inerting of the piping may be required (double block and bleed). The Company Representative and contractor shall come to agreement as to how such situations will be handled.
- b. Only those personnel required for the safe completion of the welding or cutting shall be in the work area. Normally this is one helper for each welder. All other personnel, including supervision; shall be kept a safe distance from the work area. A fire watch is required.
- c. All equipment, vehicles, and persons shall be kept where the wind will blow away from them (upwind from the activity). This is particularly important where escaping gas is allowed in a controlled or uncontrolled situation.

### 5.2.18 Hazard Communication / Right-To-Know

- A. In the event that contractor's employees will be working around chemicals under the control of the Southern Ute Indian Tribe Growth Fund, contractors shall provide their employees with right to know information and Safety Data Sheets (SDS) for the chemicals. This right-to-know information will be provided to the contractor by the Southern Ute Indian Tribe Growth Fund by request.
- B. Prior to commencement of work, contractors and subcontractors shall provide the Company a SDS and a list of all hazardous chemicals to be used for Company approval.
- C. Contractor shall label all hazardous materials to be brought onsite. The labels shall meet the requirements of the OSHA Hazard Communication Standard (2012).

### 5.2.19 Hazardous Energy Control -Lockout/Tagout

- A. All lockout/tagout work shall be coordinated with the Company prior to commencement of work.
- B. Only authorized workers may perform lockout/tagout applications.
- C. Unapproved removal of lockout/tagout devices is prohibited.
- D. Contractors must provide their own lockout/tagout equipment.
- E. Lockout/tagout shall address all potential energy sources. (e.g. pneumatic, hydraulic, electrical etc.)

### 5.2.20 Hearing Conservation

Where sound levels exceed 85 dBA, actions shall be taken to reduce the noise level where practical. When reduction of noise levels to less than 85 dBA is not practical, use of hearing protection devices (e.g. earplugs) is recommend at 85 dBA and required at 90 dBA.

### 5.2.21 Hot Work

- A. When hot work (welding, cutting, use of non-intrinsically safe devices, etc.) is performed in hazardous locations, a Hot Work Permit shall be in place prior to commencement of hot work.
- B. The hot work permit shall be issued by the individual(s) designated by the Company.
- C. A fire watch shall be in place where required by the Company.
- D. Adequate firefighting equipment must be present during hot work.

### 5.2.22 Hydrogen Sulfide

All contractors working in facilities with potential exposure to H<sub>2</sub>S shall be properly trained

### 5.2.23 Illumination

Construction areas, ramps, runways, corridors, offices, shops, and storage areas shall be lighted to not less than the minimum illumination intensities listed.

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Table B: Minimum Illumination Intensities In Foot Candles

Foot-Candles	Area or Operation
5	General construction area lighting.
3	General construction areas, concrete placement, excavations, waste areas, access ways, active storage areas, loading platforms, refueling, and field maintenance areas.
5	Indoors: warehouses, corridors, hallways, and exit ways.
10	General construction plant and shops.
30	First aid stations, infirmaries, and offices.

**5.2.24 Induced Alternating Current of Pipelines**

- A. When coated pipelines are constructed under or adjacent to high voltage power lines (100,000 volts and higher), AC voltages of a dangerous magnitude can be induced along the pipeline. The contractor shall determine the magnitude of electrical voltage (if any) on the pipeline prior to beginning work.
- B. Maximum voltages occur when long strings of a coated pipe are handled above ground beneath high voltage power lines. It may be necessary to temporarily ground the pipe to ensure that induced AC voltages are kept below 30 volts (rms). For lower voltages, a grounding rod every 1,000 feet of pipe should adequately ground the line. Periodic test readings shall be taken to determine that the voltage is kept at a safe working level.
- C. Buried pipelines can also develop relatively high AC voltages, although generally much lower than those imposed upon the aboveground pipe. Where induced AC voltage on a buried pipeline cannot be dissipated by temporary means, the Company shall assist the contractor in providing a method of reducing the voltage to a safe level using galvanic anodes or other devices.

**5.2.25 Ionizing Radiation (X-Ray) and Radioactive Material**

- A. Areas shall conform to guidelines set forth by applicable local, state, and federal governing bodies.
- B. Job-site activities will be coordinated and conducted in a manner providing the least exposure to all employees.
- C. Radiography shall be performed only by personnel certified by the American Society for Non-Destructive Testing and in accordance with Company specifications.
- D. Contractor's employees shall not enter the restricted area without permission from the radiographer in charge of the inspection.
- E. The radiographer is responsible for the protection and monitoring of every person working with or near x-rays or radioisotopes. This protection and monitoring shall comply with applicable federal, state, and local safety and health regulations.
- F. The radiographer shall notify the contractor, the Company Representative, and all onsite employees immediately, if a radioactive source becomes stuck in the carrier line and cannot be returned to the camera shield. Contractors shall ensure that a licensed radiologist controls radioactive devices and that safe distances for personnel are observed while devices are activated.
- G. Radiographic inspection must be done in a restricted area.

**5.2.26 Job Hazard Assessment (JHA)**

- A. Contractors must conduct a daily JHA which identifies daily hazards and the equipment, procedures, and/ or proper Personal Protective Equipment (PPE) to lower the risk of the job task. (See Appendix A or alternate Job Hazard Analysis form).
- B. If the scope of work changes during the work day, the JHA shall be updated and communicated to all employees who signed the original JHA.

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### 5.2.27 Ladders

- A. Ladders must be inspected visually before each use. The use of ladders with broken or missing rungs or steps, broken or split side rails, or with other faulty or defective construction is prohibited. When ladders with defects are discovered, they shall immediately be removed from service.
- B. Prior to being placed into service, a competent person shall assure that ladders used for a particular task are approved for that task.
- C. Ladders shall not be climbed until adequately tied off.
  - i. Anytime work needs to be performed using a ladder, another person must hold the ladder securely until the ladder can be tied off properly.
  - ii. Always face the ladder when climbing or descending.
  - iii. Always use three points of contact when climbing or working on ladder.
  - iv. Ladder shall extend 3 feet above the upper landing surface.
- D. Metal ladders shall not be used for electric welding or near any electrical service.
- E. Ladders which are not an integral part of the design of a scaffolding system are not to be used as any part of a scaffold

### 5.2.28 Lead

- A. The company will identify and discuss with the contractor areas where lead may be present.
- B. Contractors performing work where there is potential for exposure must have a written lead abatement program.

### 5.2.29 Articulating Boom Aerial Lifts and Scissor Lifts

- A. Only personnel trained and authorized to operate aerial lifts and scissor lifts by the contractor may operate said aerial lifts.
- C. Design requirements shall comply with the American National Safety Institute (ANSI) Standard for aerial lifts.
- D. No freight, packaged goods, pipe, or construction materials shall be handled on any manlift.

### 5.2.30 Operator Qualification (OQ)- DOT Pipeline Safety

Contractors performing OQ covered tasks, as defined by the Company, shall be qualified for each task to be conducted.

### 5.2.31 Painting and Coatings

- A. All paint and paint materials must be approved by the Company prior to use.
- B. A SDS shall be provided to the Company for all paint and materials prior to use.
- C. Caution should be used when working with flammable paint or painted materials near hot surfaces. Paint should not be sprayed within 50 feet of an open flame, process equipment, or piping which is hot enough to cause ignition.
- D. The contractor shall ensure the following surfaces are not painted: valve stems, flange faces, name plates, identification tags, gasket faces, resilient seal materials, gauges, sight glass, orifice plate handles, or other like items.
- E. Adequate ventilation is required when applying paint or other protective coatings inside enclosed spaces.

### 5.2.32 Personal Protective Equipment

- A. In work locations, the following PPE is required:
  - i. Pants- The outer layer of pants must be long or full length to the top of the shoes. Short pants may be worn under coveralls.

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- ii. Shirt- Short or long sleeve- NOT sleeveless (short or long sleeve decision at discretion of Company Representative).
  - iii. Shoes or Boots- No open toed footwear.
- B. In addition to this basic PPE, some specific PPE may be required depending on the hazard or the task being performed. This PPE includes but is not limited to:
- i. Flame Resistant Clothing (FRC)
    - a. FRC clothing is required at oil and gas facilities. See your enterprise Representative regarding limited exceptions for construction of facilities prior to the introduction of gas.
    - b. FRC must be the outermost layer and must cover the upper and lower body including the arms. Options include but are not limited to:
      - FR Long-sleeve Shirt and FR pants
      - FR Coveralls
      - FR Jacket and FR Pants
    - b.) FRC used in the oil and gas industry must meet NFPA 2112.
    - c.) FRC used for arc flash protection must meet NFPA 70E.
  - ii. Eye / Face Protection
    - a. Safety Glasses
    - b. Impact Goggles
    - c. Dust Goggles
    - d. Chemical Splash Goggles
    - e. Face Shield
  - iii. Hearing Protection
    - a. Ear Plugs
    - b. Ear Muffs
    - c. Ear Bands
  - iv. Hard Hats
  - v. Safety Toe Footwear
  - vi. Gloves
- C. The Contractor is responsible for providing all required PPE to the contractor's employees.
- D. For specific PPE requirements see the Growth Fund or enterprise PPE Matrix.

### **5.2.33 Process Safety Management (PSM) and Risk Management Plan (RMP)**

- A. Contractors conducting work at a facility that is regulated as a PSM and/or RMP facility shall comply with all regulatory requirements.
- B. The contractor shall assure each of its workers is properly trained in work practices.
- C. The contractor shall assure each of its workers are aware of the potential hazards and are trained on the Company's Emergency Response Plan.

### **5.2.34 Regulatory Agency Inspections**

Upon notification of regulatory inspection or audit, the contractor shall contact the Company Representative immediately.

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### 5.2.35 Reporting Procedures

- A. In the event of any EHS related incident (chemical spill, injury, etc.), the contractor shall contact the Company Representative immediately via telephone to report the incident. If the project manager cannot be reached, contact the Safety and Environmental Compliance Management Group.
- B. The contractor shall report all near misses to the Company Representative.
- C. All reports (e.g. incident investigation, witness statements, etc.) shall be provided to the Company Representative when available. (See Appendix D).

### 5.2.36 Respiratory Protection

- A. Whenever contractor employees are exposed to substances at or above the applicable Permissible Exposure Limit (PEL) efforts must be made by the contractor to reduce the exposure levels through engineering controls.
- B. If engineering controls are not possible, respiratory protection shall be required.
- C. The contractor shall have a Respirator Protection Program that meets OSHA requirements.
- D. Workers wearing respirators shall:
  - i. Wear only respirators for which they have passed a respirator fit test in the last 12 months (6 months when performing asbestos or lead abatement work).
  - ii. Be trained in the purpose, proper use, and limitations of respirator.
  - iii. Have medical clearance to wear a respirator.
  - iv. Be free of facial hair which prevents a proper sealing of respiratory equipment while donning a respirator.

### 5.2.37 Right of Way Roadside Work

- A. The contractor shall develop a written Traffic Control Plan. Plan shall include items such as: signs, routes, barricades, and lane closures.
- B. All flaggers shall be certified.
- C. Contractors shall wear high visibility vests and other high visibility clothing as required by applicable regulations.

### 5.2.38 Safety Permits

Certain work assignments may require safety permits, such as Confined Space, Hot work, Safe Work etc. Consult with Company Representative to obtain any applicable permit(s).

### 5.2.39 Scaffolding

- A. Contractors must provide a competent person for the erection of all scaffolding and periodic inspection.
- B. The scaffold's working platform must be completely planked, equipped with a rigid handrail, mid-rail and toe boards.
- C. Where a full handrail system is not practical, each employee shall be provided a full fall arrest system attached to independently secured and tested lifelines.
  - i. One lifeline per employee.
  - ii. Employees shall ascend and descend scaffolding by ladder (external or integral) only. The climbing of the scaffold frame is strictly prohibited.

### 5.2.40 Security Requirements

- A. All vehicles and property are subject to search when entering and exiting Company property.

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- B. All contractors, vendors, and visitors shall sign in upon entry and out upon exiting, at designated locations.

### 5.2.41 Stop Work

The Company and/or its Representative, as well as, the contractor have an obligation to ensure that the workplace is safe. In the event that an unsafe situation arises, the contractor and Company Representatives each have the responsibility to take the Stop Work Action. See Table 3 below.

Table 3: Stop Work Action

Situation	Action
Obviously Life Threatening	<ul style="list-style-type: none"> <li>• Obligation to shut the job down until corrective action is taken.</li> <li>• Obligation to notify the Company.</li> <li>• Obligation to document notification.</li> </ul>
Potential for Serious Injury	<ul style="list-style-type: none"> <li>• Obligation to shut the job down until corrective action is taken.</li> <li>• Obligation to notify the Company.</li> <li>• Obligation to document notification.</li> </ul>
Obvious Violation of Federal or State Law	<ul style="list-style-type: none"> <li>• Obligation to shut the job down until corrective action is taken.</li> <li>• Obligation to notify the Company.</li> <li>• Obligation to document notification.</li> </ul>
Possible Violation of Federal or State Law	<ul style="list-style-type: none"> <li>• Obligation to shut the job down until corrective action is taken.</li> <li>• Obligation to notify the Company.</li> <li>• Obligation to document notification.</li> </ul>
Southern Ute Indian Tribe Growth Fund or Contractor Safety Rule Violation	<ul style="list-style-type: none"> <li>• Obligation to notify the Company.</li> <li>• Discretion to document notification.</li> </ul>

### 5.2.42 Tools

A. Hand Tools

- i. Contractors shall be responsible for the safe condition of all tools and equipment used by employees, including tools and equipment that may be furnished by employees.
- ii. Hand tools shall only be used for their intended use. Cheater bars shall not be used.
- iii. Damaged tools, broken handles, mushroomed striking surfaces, bent or broken tools, shall be taken out of service and repaired or replaced.

B. Power-Tools

- i. Employees must be trained to operate all power tools; some tools (e.g., explosive actuated) require periodic formal documented training.
- ii. Portable electric equipment and tools must be grounded unless they are of the “double insulated” type, and all circuits shall be protected by a GFI system.
- iii. Electric powered tools must be disconnected prior to adjusting the tool.
- iv. Pneumatic tools must have their air supply bled-down prior to disconnecting.
- v. Manufacturer’s guards and shields must be in place on all power tools while they are being operated.
- vi. All power tools shall be inspected daily before use and remove from service those tools found to be damaged.
- vii. The use of non-explosion proof power tools (tools not approved for use in hazardous locations) shall be considered Hot Work in all restricted areas or as designated by the Company Representative, and shall require a Hot Work Permit prior to use.

<b>Contractor Safety Management Program: Contractor Environmental, Health, and Safety Expectations</b>	
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### **5.2.43 Training**

- A. All contractor's employees are required to have applicable safety and environmental training prior to commencement of work.
- B. The contractor shall document daily tailgate meetings. The tailgate meetings shall discuss the daily work permit(s) and/or JHA.

### **5.2.44 Vehicles- Heavy Equipment**

- A. All equipment left unattended at night in non-secured areas shall have lights or reflectors, or barricades to identify location of equipment.
- B. A safety tire rack or cage shall be utilized when inflating, mounting or dismounting tires installed on split rims, or rims equipped with locking rings or similar devices.
- C. The parking brake shall be set when equipment is parked.
- D. Chock wheels and set parking brake when parking equipment on an incline.

### **5.2.45 Vehicles- Motor**

- A. Contractors shall ensure that their personnel travel only on approved roadways or right-of-ways, and park vehicles in designated areas, not encumbering access or work in progress.
- B. Contractors vehicles shall be in working order at all times while being operated.

### **5.2.46 Water/Dock Safety**

Contractors working where there is potential risk to fall into water shall don an approved U.S. Coast Guard personal flotation device.

### **5.2.47 Welding, Cutting, and Heating**

- A. Hot Work Permits are required in restricted areas as defined by OSHA 1910.146 or as specified by the Company Representative.
- B. Welders shall be tested and qualified as specified by the Company Representative. Welders shall be tested by a qualified welding inspector for the specific welding procedure specified by the Company Representative. Only qualified welders may perform welding on Company facilities. Nonstructural, such as fences, field pipe guards, and signage, welding may be performed by non-qualified welders.
- C. Only Company approved welding procedures may be used.
- D. Proper precautions (isolating welding and cutting, removing fire hazards from the vicinity, providing a fire watch, etc.) for fire prevention shall be utilized in areas where welding or other "hot work" is being done.



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### 6. REVISIONS

Revision Date	Page(s)	Change(s)
01 November 2005	21	Changed insurance requirements from absolute numbers to a reference to the Miscellaneous Work Agreement
01 June 2007	1	Added Cover Letter to Contractor to provide further understanding of purpose, intent and goals of document.
01 June 2007	2	Added Table of Contents and reformatted heading numbering to simplify locating information in the document
01 June 2007	3 and 4	Added Section 1 Introduction to provide additional general guidance and requirements to Contractors
01 June 2007	4	Revised definition of contractor
01 June 2007	5-6	Added Section 3 Pre-Job Requirements to provide the requirements for Contractor prequalification and Job Safety Orientation
01 June 2007	8-9	Added last sentence to item A and items E through S to Contractor Responsibilities. Added phrase and footnote to the end of Item D.
01 June 2007	11	Added last sentence to 6.1.8 B. regarding notification of hazardous materials
01 June 2007	11	For 6.1.8.B, deleted the words "kept on-site" and inserted "readily accessible" at the end of the first sentence.
01 June 2007	14	For 6.2.1.B, inserted the word "operational" prior to the word "pipeline."
01 June 2007	14	Added 6.2.6 B. &C regarding drug and alcohol program and searches of vehicles and belongings
01 June 2007	17	For 6.2.21.A.i., inserted footnote regarding pants.
01 June 2007	18	For 6.2.23.A, deleted the words "as soon as possible" and inserted the word "immediately" I the first sentence.
01 June 2007	19	For 6.2.27.B.v., inserted the word "Manufacturer's" at beginning of sentence.
01 June 2007	19	For 6.2.28.B., added last sentence regarding welding non-structural welding.
01 June 2007	Attached	Attached various Contractor EHS forms
23 July 2008	17	A referenced to the Growth Fund PPE Matrix was added to section 6.2.21
10 March 2010	10	Added statement that pesticide applicator shall provide copy of their applicator license
06 October 2015	All	Updated all sections of the document. Appendix B and C added.
14 April 2015	Sever al	Updated name change of 3 <sup>rd</sup> party contractor management company from PICS to Avetta.
02 October 2018		Document Review
02 October 2018	5	Removed references to "screening services"
02 October 2018	11, 16	Changed "Material Safety Data Sheet (MSDS)" to "Safety Data Sheet (SDS)".
02 October 2018	17	Changed "Fire Retardant" to "Flame Resistant".
02 October 2018	23-32	Updated attachments.
17 December 2018	All	Final spell check and formatting. 2018 Review complete

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**7. CERTIFICATION**

I have read and understand the Southern Ute Indian Tribe Growth Fund's *Contractor Environmental, Safety, & Health Expectations Policy and Procedure*. I will abide by these instructions at all times.

Name of Independent Contractor or Company: \_\_\_\_\_

Name of Foreman or Supervisor: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

X

Date: \_\_\_\_\_

**Master Service Agreement / Insurance Review (completed by Company)**

*(All boxes must be checked prior to the contractor commencing work)*

Is a signed Master Service Agreement (MSA) on file?

Is the Certificate of Insurance (COI) current?

Is a copy of any applicable endorsements<sup>2</sup> on file?

Does the COI list all of the policies as specified in the MSA?

Southern Ute Indian Tribe Growth Fund Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

X

Date: \_\_\_\_\_

---

<sup>2</sup> Additional Insured and Waiver of Subrogation

**Contractor Safety Management Program:  
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**Appendix A- Contractor Job Hazard Assessment**

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# CONTRACTOR JOB HAZARD ASSESSMENT

## Southern Ute Indian Tribe Growth Fund

Project:

Location:

Date:	Daily Job Description:								
	Yes	No	N/A		Yes	No	N/A		
<b>Are all crew members familiar with:</b>				<b>Lock out tag out:</b>					
Location of fire extinguishers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is Lockout/Tagout required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Evacuation routes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Effectiveness of LO/TO verified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Site-specific chemical hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have you tried to activate the start/stop switch on auto equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Site-specific SDS's	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you have a written procedure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Emergency contact numbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is everyone involved familiar with the procedure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Have the following safeguards been considered for overhead work, pedestrians or traffic?</b>					
<b>Do any of the following hazards require safeguarding? If yes, discuss as a group.</b>				Barricades/Cones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Sharp objects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signs/Flaggers/Flags	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Access or egress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hole covers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Handrails	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Hot or cold surfaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Housekeeping:</b>					
Ventilation (inhalation of hazard)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all hoses and cords routed to prevent tripping hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Heavy objects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are hoses properly secured to pneumatic tools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Heat stress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are tool buckets used to prevent tripping hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Electrical shock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the area been checked for slippery surfaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Airborne contaminants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Attitude / Communication:</b>					
Excavation Activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is there something on your mind other than the tasks at hand?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Uneven surfaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have you shared your ideas on how to perform the task?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Other potential for slips, trips or falls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have you listened to everyone's ideas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
First opening of equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have you encouraged everyone to participate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Pinch points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the task process been explained to you?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Chemicals (burns/eyes/skin)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you understand how to perform the task?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Flammable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>PPE Required:</b>					
Ingestion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hardhat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Skin contamination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Safety glasses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Are all tools in good working order?</b>				Face shield	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Ratchets and sockets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outer clothing (flame resistant clothing, reflective colored vest)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Hammer wrenches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Safety toe shoes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Lifting straps / belts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gloves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Air hoses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Confined space permit required?</b>					
Grinders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One-call to be placed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Hammers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Contractor Signature:</b>					
Line up clamps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Electrical Extension cords	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Heavy Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Excavating equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Air compressor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
<b>Access:</b>									
Has the scaffold been inspected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Is the ladder tied off?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Does the job require a man lift?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
<b>Hot Work Permit required?</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
<b>Any other special provisions?</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

## Appendix B- OSHA Standards Applicable to Abrasive Blasting Operations

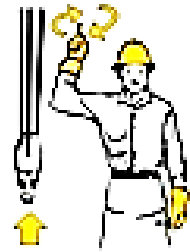
General Industry	Construction Industry
1910.94 Ventilation	1926.57 Ventilation
1910.1000 Air Contaminants	1926.55 Gases, Vapors, Fumes, Dusts, and Mists
Table Z-1 Limits for Air Contaminants	Appendix A Threshold Limit Values of Airborne Contaminants for Construction
Table Z-2 Toxic and Hazardous Substances	
Table Z-3 Mineral Dusts	
1910.1025 Lead	1926.62 Lead
1910.1018 Inorganic Arsenic	1926.1118 Inorganic Arsenic
1910.1027 Cadmium	1926.1127 Cadmium
1910.1026 Chromium (VI)	1926.1126 Chromium (VI)
1910.134 Respiratory Protection	1926.103 Respirator Protection
1910.95 Occupational Noise Exposure	1926.52 Occupational Noise Exposure
	1926.101 Hearing Protection
1910.1000 Table Z-1 Beryllium	1926.55 Beryllium- Appendix A
1910.1000 Table Z-3 Silica	1926.55 Silica- Appendix A
1910.1200 Hazard Communication	1926.59 Hazard Communication
1910.132 Personal Protective Equipment	1926 Subpart E Personal Protective Equipment
1910.141 Sanitation	1926.51 Sanitation

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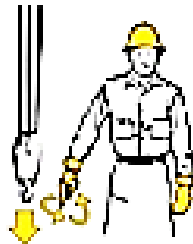
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## Appendix C- Crane Hand Signals

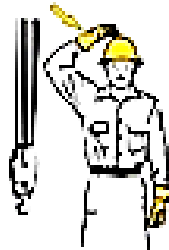
# Mobile Crane Hand Signals



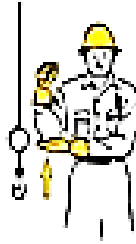
**Hoist**



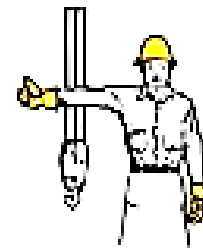
**Lower**



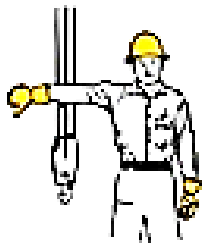
**Use Main Hoist**



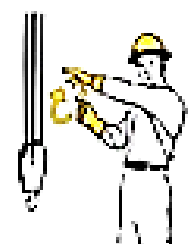
**Use Whipline**



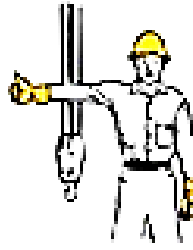
**Raise Boom**



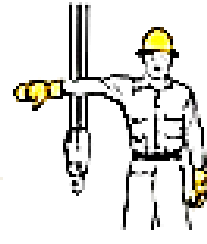
**Lower Boom**



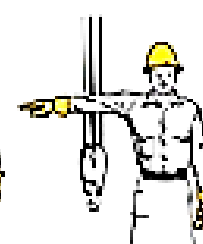
**Move Slowly**



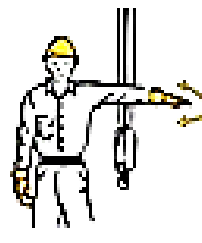
**Raise the Boom  
Lower the Load**



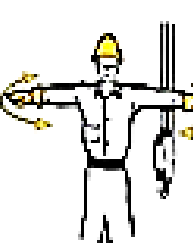
**Lower the Boom  
Raise the Load**



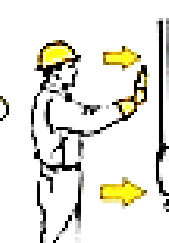
**Swing**



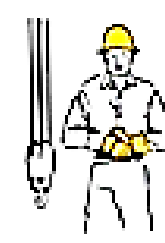
**Stop**



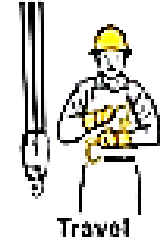
**Emergency Stop**



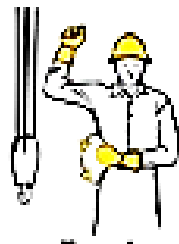
**Travel**



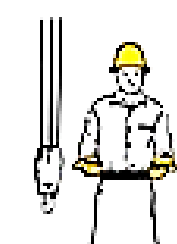
**Dog Everything**



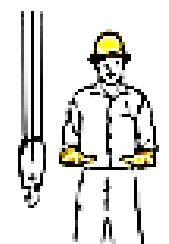
**Travel  
(Both Tracks)**



**Travel  
(One Track)**



**Extend Boom**



**Retract Boom**



**Extend Boom  
(One Hand)**



**Retract Boom  
(One Hand)**

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## Appendix D- Contractor Incident Report Form

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# CONTRACTOR INCIDENT REPORT

## Southern Ute Indian Tribe Growth Fund

Vehicle  Injury  First Aid  Property Loss  Near Miss  Environmental

Contractor company name: \_\_\_\_\_

Date of report: \_\_\_\_\_

### 1. EMPLOYEE INFORMATION: (Enter all applicable information)

Name of employee: \_\_\_\_\_ Employee I.D. #: \_\_\_\_\_  
(First) (Middle) (Last)

Employee's home address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
(No. & Street) (City or Town) (State) (Zip)

### 2. WORK INFORMATION: (Enter all applicable information)

Date of hire: \_\_\_\_\_ Work location: \_\_\_\_\_

Job description: \_\_\_\_\_

### 3. INCIDENT DESCRIPTION: (Enter all applicable information)

Exact location of accident: \_\_\_\_\_  
(No. & Street) (City or Town) (County) (State) (Zip)

Date of incident: \_\_\_\_\_ Time: \_\_\_\_\_  a.m. Did accident occur on Company property?  Yes  No  
 p.m.

Working shift From: \_\_\_\_\_ To: \_\_\_\_\_  a.m. How many hours had employee been on job?  
 p.m.

Date injury first reported to employer: \_\_\_\_\_ Name of person notified: \_\_\_\_\_

Describe the incident in detail; (if applicable indicate the part of the body and the side of the body affected)

What was the employee doing or what type of work was being conducted when the incident occurred?

How did the incident occur? (Describe all activity leading up to the accident. Tell what material, or tools were involved. Tell what happened just before, at the time of, and just after the accident.)

What machine tool, substance or object was most closely connected with the accident?

Did accident involve Intoxication	<input type="checkbox"/> Yes <input type="checkbox"/> No	Failure to use safety devices	<input type="checkbox"/> Yes <input type="checkbox"/> No
Failure to obey rules	<input type="checkbox"/> Yes <input type="checkbox"/> No	Unsafe act by injured or others	<input type="checkbox"/> Yes <input type="checkbox"/> No
Unsafe condition	<input type="checkbox"/> Yes <input type="checkbox"/> No	Unsafe personal factors (attitude, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was weather a factor?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, how?	

What personal protective equipment is required for the job? \_\_\_\_\_  
Was it used?  Yes  No

What safety measures could the employer have taken to prevent the accident?

Names and addresses of witnesses: \_\_\_\_\_  
(Name) \_\_\_\_\_  
(No. & Street) (City or Town) (State) (Zip)



**4. MEDICAL TREATMENT INFORMATION:** (If applicable)

Did employee receive medical attention?  Yes  No Date of first medical care: \_\_\_\_\_  
Doctor's office  Yes  No Emergency room / clinic  Yes  No Admitted to hospital?  Yes  No  
Treatment provided: Medication:  Yes  No Stitches:  Yes  No Other:  Yes  No

If yes, please explain: \_\_\_\_\_

Names and address of medical provider: \_\_\_\_\_  
(Name)

(No. & Street) (City or Town) (State) (Zip)

Last date worked: \_\_\_\_\_ Has employee returned to work?  Yes  No Date: \_\_\_\_\_  
If No, estimate number of days lost: \_\_\_\_\_ Did injury / illness result in death?  Yes  No Date: \_\_\_\_\_

If death occurred, give name, age, relationship and address of known dependent: \_\_\_\_\_  
(Name)

(Age) Relationship (No. & Street) (City or Town) (State) (Zip)

**5. CONTRACTOR – SUPERVISOR'S INVESTIGATION:** (Must be completed prior to submitting for Inspection)

What will you do to prevent recurrence of this type of accident? \_\_\_\_\_

What has been done to prevent recurrence? \_\_\_\_\_

What were the contributing causes of the accident? \_\_\_\_\_

When did you visit the accident site? \_\_\_\_\_

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Supervisor or Foreman)

**6. Company ONSITE INSPECTOR REVIEW:** (Must be completed prior to submitting to Company Safety Staff)

Do you agree with the results of this investigation?  Yes  No

If No, please explain: \_\_\_\_\_

What should be done to prevent recurrence? \_\_\_\_\_

What will you do to prevent recurrence? \_\_\_\_\_

When will action be completed? \_\_\_\_\_

Name of Project Manager: \_\_\_\_\_

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_  
(Company Representative)

**7. COMPANY SAFETY REVIEW:**

Do you agree with the results of this investigation?  Yes  No

If No, is a Root Cause Investigation required?  Yes  No

When will Investigation be completed?

Investigation Facilitator: \_\_\_\_\_

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_  
(Company Safety Rep.)

## Appendix E- Contractor Pre-Job Safety Orientation Report

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Paper copies are uncontrolled.

A controlled version is available for viewing at the SECMG Intranet Site  
<https://gfportal.sugf.com/safety-environmental-compliance/Pages/Policies.aspx>

# CONTRACTOR PRE-JOB SAFETY ORIENTATION REPORT

Facility Name and Location: \_\_\_\_\_ Company Job Representative: \_\_\_\_\_  
 Contractor Company Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 Contractor Telephone: \_\_\_\_\_ Contractor Representative: \_\_\_\_\_  
 Area where work will be performed: \_\_\_\_\_ Brief description of work: \_\_\_\_\_  
 Length of project \_\_\_\_\_ Miles \_\_\_\_\_ Days Number of employees: \_\_\_\_\_  
 Normal work hours: \_\_\_\_\_ AM to \_\_\_\_\_ PM Subcontractors: \_\_\_\_\_  
 Special equipment: \_\_\_\_\_

A. Topics Discussed During Orientation:			
<input type="checkbox"/> Orientation requirements	<input type="checkbox"/> Excavations / trenching / shoring	<input type="checkbox"/> Lead in construction	<input type="checkbox"/> Security requirements
<input type="checkbox"/> Accident / injury reporting	<input type="checkbox"/> Fall protection	<input type="checkbox"/> Noise / hearing conservation	<input type="checkbox"/> Training requirements
<input type="checkbox"/> Asbestos	<input type="checkbox"/> Fire prevention & protection	<input type="checkbox"/> OQ tasks & site specific AOC's	<input type="checkbox"/> Vehicle & mobile equipment policy
<input type="checkbox"/> Chains, slings, & cables	<input type="checkbox"/> First aid & bloodborne pathogens	<input type="checkbox"/> Permit to begin work	<input type="checkbox"/> Water/ dock operations
<input type="checkbox"/> Confined space entry	<input type="checkbox"/> Hazardous atmospheres	<input type="checkbox"/> Personal protective equipment (PPE)	<input type="checkbox"/> Welding safety
<input type="checkbox"/> Drug / alcohol & firearm	<input type="checkbox"/> Hazardous energy control LO/TO	<input type="checkbox"/> Process safety management (PSM)	<input type="checkbox"/> Work clothing
<input type="checkbox"/> Electrical safety	<input type="checkbox"/> Hot Work permits	<input type="checkbox"/> Radiation producing equipment	<input type="checkbox"/> Worksite safety
<input type="checkbox"/> Emergency evacuation	<input type="checkbox"/> Identification of hazard materials	<input type="checkbox"/> Regulatory inspections	<input type="checkbox"/> Other:
<input type="checkbox"/> Environmental req.	<input type="checkbox"/> Job hazard analysis / assessment	<input type="checkbox"/> Respiratory equipment	<input type="checkbox"/> Other:
		<input type="checkbox"/> Scaffold & ladder requirements	<input type="checkbox"/> Site-specific or business unit procedures

<b>B. Company chemicals to which contract employees may be exposed:</b>	1. _____	2. _____
	3. _____	4. _____

Were SDS sheets provided to the Contractor?  Yes  No  N/A  
 (If No, the Company representative informed the Contractor of the location of the facility's SDS files and provided the Contractor with access to the files.)  
 Location of SDS File: \_\_\_\_\_  
 This list may not include all chemicals to which contract employees may be exposed.  
 Contractor is responsible for identifying all chemicals and for protecting contract employees from exposure to chemicals that are or are not on this list.

<b>C. Contractor chemicals to which contract employees may be exposed:</b>	1. _____	2. _____
	3. _____	4. _____

Were SDS sheets provided to the Company?  Yes  No  N/A  
 Does Contractor have all required PPE, tools and equipment required to safely perform the job?  Yes  No  N/A  
 Were known existing site hazards discussed?  Yes  No  N/A  
 Contractor is responsible for obtaining all required PPE, tools and equipment prior to conducting any work.

<b>D. List known existing site hazards:</b>	1. _____	2. _____
	3. _____	4. _____

**Note:** Site hazards may include:  
 ● High pressure natural gas ● Equipment used simultaneously in area where Contractor will be working  
 ● Use or storage of chemicals that may present a fire hazard or an exposure hazard ● Ground and overhead hazards, such as pits, trenches, electrical lines and booms  
 Contractor is not relieved of its duty to exercise due care while on Company property or while performing work for Company.  
 Contractor is responsible for all site hazards caused or created by Contractor.

Contractor orientation conducted by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Company Representatives: \_\_\_\_\_ Contractor Representative(s): \_\_\_\_\_