

Hawk Energy, LLC.

DATE: 12/12/24

EXPIRES: Indefinite

PAD BUILDING PROCEDURES

General Equipment Safety

Keeping equipment in good working condition is half the formula for being safe. The other half is the ability and awareness of the person operating the equipment.

Safety = Good Working Equipment + Able and Aware Operator

Equipment failure causes some farm accidents; however, most farm accidents are caused by tired, stressed, rushed, distracted, or incompetent operators.

In addition to the specific safe handling rules for each type of farm equipment, there are ten basic guidelines for equipment safety:

- Read and comply with the operator's safety manual for each piece of equipment.
- Prepare for safety by wearing appropriate clothing, having enough rest, not drinking alcohol, and ensuring that all workers have been trained and are capable of safely using the equipment.
- Keep all guards, shields, and access doors in place when the equipment is in operation
- Be aware of what you are doing and where you are going.
- Adjust equipment speed to fit operating conditions.
- Keep children and other people away from the working area.
- Take breaks from work, as necessary.
- Always stop the engine, disconnect the power source, and wait for all moving parts to stop, before servicing, adjusting, cleaning, or unclogging equipment.
- Display the slow moving vehicle emblem on equipment driven on public roadways
- Allow the engine to cool before refueling.

Bypass Starting

Bypass starting occurs when an operator "bypasses" normal safety procedures and the normal starting system. A typical bypass occurs when someone standing on the ground touches a screwdriver or other metal object to the starter contacts and activates the engine. This action avoids standard safety devices that keep the engine from starting without someone in the driver's seat. Another method of bypass starting occurs when someone uses the starting button to start Equipment from the ground.

Any method of bypass starting is extremely dangerous and **prohibited** by Hawk Energy. If the Equipment is in gear when the bypass occurs, the machine will start and can injure or kill anyone in its path. This situation is even more serious if the Equipment is equipped with a hydraulic clutch. If Equipment with a hydraulic clutch is bypass started, it will not move immediately, but it will lurch suddenly with the buildup of hydraulic pressure.

All Equipment operators should follow these safe starting rules:

- Never start Equipment by shorting across the starter terminals.
- Keep Equipment in good working order so they will start normally.
- If Equipment has a neutral start switch, but it starts in gear with the key or starter button, something is wrong. Fix the Equipment immediately.
- Never wire around or defeat the neutral start switch.
- Always place Equipment in neutral or park before starting it.
- Never start Equipment from the ground.

Hydraulic Equipment Safety

Farm equipment operators must be extremely careful when working around hydraulic equipment. Hydraulic pressure is often strong enough to knock a person out if a leak or explosion occurs.

Follow these guidelines when working with hydraulic equipment:

- Inspect hydraulic equipment regularly for leaks. Report and fix any leaks immediately.
- Ensure that all couplings are properly installed and in good working condition.
- Ensure that all lines and fittings are in good condition. Repair or replace any equipment that is not in good condition.
- Lock transport wheels and support jacks on implements in place before disconnecting hydraulic cylinders. This action will prevent sudden shocks to the machine or personal injury.
- Keep couplings and hoses in good repair so that the hydraulic system can safely sustain maximum pressure.

Guards, Shields, and PTOs

Guards and shields are extremely important because they keep operators from inadvertently contacting, or being caught, by moving machinery parts. Ensure that moving parts are guarded or shielded whenever possible. In addition, to prevent burns or fires, shield heat-producing components (e.g., exhaust pipes).

Since all moving parts cannot be guarded due to their function, stay clear of these machines when they are in operation. In addition, turn these machines off if they need service, maintenance, or repair.

Job Steps

- ☐ Contact 811 and collect necessary documentation
- ☐ Complete dig permit
- ☐ Attend Kick Off meeting
- ☐ Complete JSA and other necessary permits
- ☐ Determine the flow line side and gas lift side to put pad on correct side and not to cross the or place pad on top of flow line
- ☐ Determine by noble height set back and orientation of pad
- ☐ After orientation height and set back are determined we square off of the well head and run a string line set mop boards set off of string 5ft
- ☐ Set transit up and bring mop boards up to finish height of pad
- ☐ Keeping in mind there will be a 2-inch difference from front to back of pad
- ☐ Bring material in working from front to back in 4-6 inch lifts after material is brought up to said 4-6 and evened out compaction will take place
- ☐ Last step will be done over until just shy of finished height of pad
- ☐ Once determined it is close we will re shoot elevations with transit and make sure board have not moved
- ☐ Start screening the pad from front to back filling in low spots and cutting the high spots
- ☐ Remove mop boards pull stakes
- ☐ Remove tools and equipment
- ☐ Notify E&B Supervisor, company representative or land owner for final inspection
- ☐ Make corrections if necessary

When working around others, always ensure that clear communication is used via radio or telephone, or in person.

Never take any action without alerting others, as such could result in serious harm or accident. Always work in a calm orderly fashion as to not create an unsafe environment. Be conscious of your surroundings and use your **STOP WORK AUTHORITY** when necessary.

I _____ have read and understand the **PAD BUILDING PROCEDURES**

Updated: December 12, 2024.

I understand that I am required to follow these procedures. I also understand that my failure to do so may result in disciplinary action, termination and or increased personal liability.

Employee Signature

Date

Supervisor Signature

Date