



Health, Safety, & Environmental Handbook

Mountain States Casing Safety Health & Environmental Handbook – rev 1
Issued March 2017

Note: Mountain States Casing Company, LLC has a **Safety Procedures, Guidelines,**

and Quality Assurance Manual that provides in-depth information on safety and health practices. This document is used by management, supervision and employees for additional safety guidance and is a resource for training.

Mountain States Casing Company, LLC also has an **Employee Handbook** that covers employee rules and practices. The **Employee Handbook** is a reference for questions regarding payroll, benefits and employment rules and policies.

This **Health Safety and Environmental Handbook** is intended to provide employees with concise safety information they need to know and understand to comply with accepted safety practices and avoid injury. If questions exist, employees must discuss their concerns with their immediate supervisor.

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Mountain States Casing Company LLC Safety Policy

It is the policy of Mountain States Casing Company to make the safety of the public and its employees its number one priority. The prevention of accidents and injuries takes priority over work expedience. In the conduct of our business, every attempt will be made to prevent accidents from occurring. Mountain States Casing Company requires that its employees, as a condition of employment, comply with all applicable safety regulations as listed in the ***Employee Handbook*** and this ***Health Safety and Environmental Handbook***.

The designated Safety Coordinator for Mountain States Casing Company is the primary contact for safety related matters or questions and concerns. All employees will receive an orientation to the safety policy and the rules of Mountain States Casing Company upon initial employment and receive refresher courses in safety policy throughout their employment. Every employee is encouraged to bring any unsafe condition and/or practice to the attention of their immediate supervisor and the Safety Coordinator. Supervisors, when approached with a concern from an employee, will communicate these issues to the Safety Coordinator within 24 hours of being informed. Management will be actively involved with employees in establishing and maintaining an effective safety program.

Once again, our employees are our most valuable asset and we will continue to work diligently in the development of safe work practices as well as opportunities in the Mountain States Casing Family. Mountain States Casing Company will take on the responsibility of providing a safe workplace, providing education and training, and annually reviewing and updating workplace safety practices. It is your responsibility to report all unsafe conditions, immediately report all work-related injuries, wear the required personal protective equipment and abide by the organization's safety rules at all times.

Our goal is to maintain a safe work environment and minimize lost time injuries. Our success in reducing the number of injuries within our Company has been evident throughout the years by effectively adhering to strict safety policies. The plan is to include pre-job safety meetings, near miss reporting and investigations, proper equipment maintenance and education on the use of personal protective equipment to achieve the goal of further reducing any lost time injuries. It is Mountain States Casing Company goal to maintain a reputation as a premier casing company by constantly upgrading our safety program, and although it is understood that guidelines may change based upon incidents and new technology, our plan is to maximize the safety potential of the Company and its employees.



Tim McNear/President

Mountain States Casing Company LLC Safety Coordinator

Tim McNear is the designated safety coordinator for Mountain States Casing Company, LLC (Mountain States Casing).

Supervisors will be assigned to conduct safety orientation for all employees. This will include basic orientation to the tools and equipment, as well as an orientation to this company's safety rules. Working with staff, the safety coordinator will oversee implementation of the safety program and bring in resources as needed.

Employees are expected to work with their supervisor and clients to address safety questions and concerns. However, if an employee feels their supervisor is not responding to a safety concern, they are encouraged to address their concerns directly with Chris Beck.

Under the leadership of the safety coordinator, Mountain States Casing will develop a safety culture by doing the following:

- Oversee implementation of the organization's safety program.
- Annually review the organization's safety policy and safety rules.
- Maintain accurate records and annually report the results of workplace accident and injury trend analysis.
- Recommend actions to reduce the frequency and severity of accidents and illnesses.
- Integrate safety into the day-to-day activities of all employees.
- Coordinate the new employee orientation and safety training programs.
- Assist the organization in compliance with government standards concerning safety and health.
- Assist supervisors with accident investigation.
- Conduct periodic safety inspections to identify unsafe conditions and practices and determine remedies.
- Discuss with and make recommendations to management on matters pertaining to safety.



President and Safety Coordinator

Date March 24, 2017

1.0 EMPLOYEE DRIVER RESPONSIBILITIES

Mountain States Casing is NOT RESPONSIBLE for any employee or crew while in route to and from the office/shop while in their personal vehicles. Mountain States Casing DOES NOT dictate to any employee or crew as to their form of transportation to and from such locations. It is a personal choice and not the responsibility of Mountain States Casing. It is important that all employees driving personal vehicles to and from the meeting site have current insurance coverage, but it is not the responsibility of Mountain States Casing to see that this is done.

It is also the policy of Mountain States Casing that all employees refrain from any activity that may cause distracted driving, such as using cell phones, texting while driving or operating vehicle controls. Failure to comply with this policy will result in disciplinary action.

1.1 CELLULAR PHONES

1.1.1 Texting

- Texting while operating a vehicle is always prohibited and under all conditions.

1.1.2 Cell Phone Use

- The use of cell phones, even with hands free devices, is strongly discouraged. If you need to place or receive a call while operating a vehicle, pull off the road to a safe location or ask a passenger to make or take the call.
- If a cell phone is used while driving, do not use the cell phone when the driving conditions have increased risks, such as:
 - Driving in heavy traffic or construction zones or in areas where pedestrians, bicycles, schools, and farm equipment are present;
 - Driving in areas with narrow two lane roads, steep grades, sharp or multiple curves, roads with no shoulders, roads with one lane bridges or in areas where wildlife is likely to be present;
 - When weather conditions such as snow, fog, wind, rain, ice, hail, or bright sun, which impacts visibility.
- Do not use cell phones in hazardous environments (explosion or fire) such as refueling at gas stations, oil & gas well locations, compressor stations, etc.

1.1.3 Distracted Driving

- There is always an increased risk of accidents from inattention caused by adjusting the radio, eating, smoking, daydreaming, talking to passengers, etc. To avoid distractions, the following is encouraged:
 - Allow voice mail to handle cell phone calls and return them when you are not driving.
 - Keep your hands on the wheel and your eyes and mind on the road while driving.
 - Avoid eating and drinking while operating a vehicle.

- o Avoid adjusting vehicle electronics and equipment while moving. This includes the radio, GPS devices, heaters, seats, etc. This equipment should be adjusted when the vehicle is not moving.

2.0 COMPANY OWNED VEHICLE USE

Employees must have and maintain a valid driver's license, with the proper rating or classifications to operate a company vehicle. If an employee's driver's license is revoked, suspended, or otherwise restricted, that employee must promptly notify the Safety Coordinator and discontinue driving or operating any company vehicle. Employees with excessive moving violations and/or accidents, as determined by the company, will not be allowed to drive or operate company vehicles.

Only qualified employees, who have acceptable driving records, are allowed to drive or operate a company vehicle. Safety Belts must be used by all occupants while vehicle is in motion. All Federal, State and Local laws shall be complied with when operation a motor vehicle.

Company Vehicles are to be used for business purposes only, personal use is not allowed.

3.0 DRUG, ALCOHOL, AND CONTRABAND POLICY

Mountain States Casing has a complete Drug Free Workplace Policy. That program will supersede any information here. The information below is provided so you, the employee, can review the highlights of the program.

Reporting to work under the influence of intoxicating beverages or the use of illegal drugs or narcotics, other than the properly reported and authorized use of prescribed medication or of controlled substance as part of a prescribed medical treatment program, is prohibited. The use of Medical Marijuana even with a doctor's recommendation is also prohibited.

3.1 PRE-EMPLOYMENT DRUG TESTING

Each employee is subject to a pre-employment alcohol/drug test. This alcohol/ drug test is a condition of employment with Mountain States Casing.

3.2 RANDOM, POST ACCIDENT, PERIODIC, REASONABLE CAUSE

All employees are required to participate in an extensive drug/ alcohol testing program, which includes random, post-accident, periodic, and reasonable cause drug testing. The standard laboratory analysis test method shall be used for Random, Periodic and Reasonable Cause Testing. Test procedures shall be followed as listed below:

- Drug and alcohol tests are conducted periodically and unannounced. This test includes all personnel as instructed by the random analysis program in effect by the Company. Once summoned or notified for specimen collection, employees shall report directly to the collection facility and shall not leave until a specimen has been collected. Collection facility shall be designated by the collector.
- A maximum of three (3) hours shall be allowed for specimen collection from any employee once notified. Any employee that cannot produce a specimen in the allotted amount of time will be considered as a refusal.

3.3 PRESCRIPTION MEDICATION

Employees must know the possible side effects of over the counter and prescription medication they are taking and notify their supervisor if the medication may affect their ability to perform their duties. Prescription medications MUST be labeled with the employee's name, physician and prescription number. The prescription should not be out of date (per expiration date listed on container label).

3.4 DRUG SCREEN RESULTS

(positive, refusal, alterations, specimen production and Admissions)

Any Employee testing positive for any illegal drugs, narcotics, unreported prescriptions, or alcohol will be terminated.

3.5 NARCOTICS OR ILLEGAL DRUGS

The use, possession, transportation or sale of narcotics, illegal drugs or drug paraphernalia by any employee while on duty, while on Company property, or in any Company vehicle or while on any job site of a customer, is prohibited. The only exception shall be for prescription drugs prescribed by a licensed physician as a medication for use by the person possessing such substance.

Medical Marijuana under any circumstances is strictly prohibited and anyone testing positive will be terminated immediately.

Any prescribed medication shall not be allowed if it impairs the abilities of any person regardless of whether they hold a prescription or not.

3.6 ALCOHOL AND FIREARMS

The use, possession, transportation or sale of intoxicating beverages or firearms and/or other weapons while on duty, while on Company property or in any Company vehicle, or while on any job site of a customer, is prohibited unless specifically authorized by management.

3.7 SEARCHES, INVESTIGATIONS, TESTS & DISCIPLINE

To accomplish the purpose of the policy, Mountain States Casing reserves the right at all times, to have authorized personal conduct searches, investigations or tests of personal effects when employees are on Company premises or in any Company Vehicle or while employees are at a job site of a customer.

Personal effects of employees include, but are not limited to, personal vehicles, baggage, lockers, etc. Searches by the Company may be initiated without prior notice and conducted at times and locations as deemed appropriate by the Company. During an investigation, employees may be requested to cooperate in a drug/alcohol test or polygraph test.

3.8 THEFT/LOSS OF PROPERTY

Theft, misappropriation or unauthorized removal, possession or use of Company property, including, but limited to, materials, facilities, tools or equipment or any items of property of

other employees or customers is prohibited. Mountain States Casing is not responsible for any type of loss or damage to personal property.

4.0 SAFETY

4.1 GENERAL SAFETY

- Any visitor at the job site, whether for Mountain States Casing or an operator, should be instructed to direct questions to the Supervisor.
- The Supervisor on each job is responsible to ensure that when personnel arrive at the job site they are prepared to work. The Supervisor is not to permit an employee to enter the job-site if any of the following situations are detected:
 - Under the influence of drugs or alcohol
 - Impaired by prescription medication
 - In possession of alcohol, drugs or firearms
 - Not properly rested
 - Without proper safety attire-steel toed boots, hardhat, safety glasses and proper clothing for climatic conditions.
- All personnel working on job site are required to wear appropriate hard hats, steel toe boots, safety glasses, gloves, flame retardant clothing and be properly clothed for the weather and the work to be done.
- Jewelry shall not be worn while working on the job site. Wristwatches can be carried in the pocket, but not worn on the wrist.
- Check with the Rig Floor to obtain the phone numbers that are to be called in case of emergency. Also, obtain the following information prior to beginning a job:
 - Well name and number
 - Contact information / procedure for Ambulance, Police & Fire Department
 - Directions to the job site
- Smoking is allowed ONLY in designated areas. An area shall be designated by the contractor at each job site. On drilling locations, the designated area should be 150 feet from the well. Smoking materials shall not be carried, rather they are to be left in the smoking area.
- No employee will be allowed under a suspended load for any reason, at any time.
- Only qualified personnel shall operate equipment. Any equipment, tools, and material which is not in safe operating conditions is prohibited from being brought onto the location.
- All employees will be advised of any unsafe conditions that exist during performance of their job duties. Employees will also be instructed on how to recognize and avoid any of these potentially unsafe conditions.

4.2 ELECTRICAL SAFETY

- Supervisors should instruct personnel in the proper use and maintenance of electrical equipment around the job. It is the employee's responsibility to inform their immediate supervisor when an unsafe condition exists.
- Work on electrical equipment and systems shall be performed only by qualified persons. Qualified persons are those who have training in avoiding the electrical hazards of working on or near exposed, energized parts.

- Electrical switchgear shall be labeled to identify the equipment or system it controls.
- Employees shall initially stand to one side of an electrical control box (opposite of box door hinge) and touch first with the back of the hand prior to opening or closing a connection.
- Lock out/tag out procedures shall be used by employees working on electrical equipment before any maintenance or repair is performed.
- Splicing or cutting of electrical wire by unauthorized personnel shall not be permitted.
- If any electrical equipment fails to operate, do not experiment. Contact authorized personnel, specifically your supervisor who will call an electrician.
- Protect plugs and cords from damage, by maintaining all electrical cords off the ground.
- All electrical wall outlets, hand tools, extension cords, etc. shall be provided with proper grounds.
- Extension cords shall be of a three-wire grounded type and free of splices. All extension cords should be examined regularly and kept in good condition. Disconnect cords from power source before coiling for storage.
- Caution should be used when handling power hand tools equipped with a locking device on the trigger, switch or throttle. Locking devices of any kind shall not be installed on hand tools by field or shop personnel, only locking devices installed by the manufacturer shall be used.
- Turn off electrical tools before connecting or disconnection from the power supply.
- Electrical devices should not be operated when water hazards are present unless proper protective measures are taken
- Hands, footwear and clothing shall be dry when any energized electrical equipment is handled
- Do not use water or any substance containing water to extinguish an electrical fire.
- Exercise caution when using water or other cleaning agents near electrical devices.
- All guards on electrical equipment shall be kept in place and in good repair.
- Do not allow water, dirt, oil or excessive dust to accumulate around electrical equipment.
- All high voltage panels shall be clearly marked "DANGER HIGH VOLTAGE"
- Discontinue use and report any defective or unsafe electrical equipment to the supervisor.
- Never assume low voltage cannot be dangerous.
- Never assume electrical wiring is harmless. Check the source to insure it has been de-energized, even if only changing a light bulb.
- Before attempting rescue of a victim of electrical shock, first switch off the power causing the shock.

4.3 HAND TOOLS

- Frequent examination of all hand tools should be made to ensure that they are in safe operating condition. Hand tools should not be altered or welded
- Employees shall assume a safe and stable position before applying pressure to a tool handle, to avoid losing balance or falling if the tool should slip.
- Driving faces of hammers, chisels, drift pins, bars and similar tools should be examined to eliminate mushroomed heads, broken faces and other defects.

- Tools shall be used only for the purpose for which they are designed, Use the right tool for the job. Do not use wrenches as a hammer, nor hammer handles as pry-bars, etc.
- Return tools to their proper storage place after use.
- Holders should be used with striking tools, such as chisels, punches, rods, stakes, etc.
- Examine pipe wrenches regularly, Replace the heel and jaw sections if found to be defective or worn out.
- Pipe wrenches shall not be used to bend, raise or lift pipe.
- When using clamps, make sure you have the proper type. C-clamps shall not be used for hoisting purposes.
- Insulated hand tools shall be used when working on or around electrical equipment.

4.4 CHAINS AND BINDERS

- Supervisor should instruct personnel in the proper use and maintenance of chains and binders. It is the employee's responsibility to inform their immediate supervisor when an unsafe condition exists.
- Examine chain and attachments before use, as indicated by the manufacturer. In addition, look for evidence of link stretching and the appearance of cracks. Contact supervisor for manufacturer's requirements on examinations.
- Never exceed safe working limit
- Lift and lower loads slowly and smoothly. Avoid shock loading.
- Know the center of gravity and angle of the lift. Twisting, knotting and kinking decreases the safe working load limits. Free all twists, knots and kinks before using.
- Hooks shall not be point loaded. The load should rest on the bowl of the hook.
- Protect chain with padding when used with sharp edged loads.
- Binders shall be kept in good condition; no bent handles, spread ears, or bent hooks.
- Only alloy chains and connecting hardware shall be used for overhead lifting.
- All latches will be in place and inspected regularly by the employee before use.

4.5 WIRE ROPE AND SLINGS

- Employees shall wear gloves when handling wire ropes and slings.
- Chain and fabric slings used for overhead lifting operations shall have a tag identifying manufacturer, and load rating. Sling must be removed from service if tag is missing or damaged.
- Mountain States Casing employees are not to use drill rig slings since the quality of the sling cannot be determined. If slings are needed, we will use a sling provided by Mountain States Casing.
- Slings and shackles should be protected from weather when stored. No equipment will be loaded in excess of the stated limits of the manufacturer. Tag lines will be used at all times.
- Prior to use, slings, fittings, fastenings, and shackles shall be examined for evidence of overloading, excessive wear, sharp bend, knots or damage. Slings or shackles found to be defective shall be immediately removed from service and destroyed.
- Use Guillotine wire rope cutter to cut wire rope. Seize rope ends prior to cutting.
 - Consult office to attain the number of clips and distance between clips per OSHA
 - ½" rope requires 3 dropped forged clips at distance of 3" apart
 - 5/8" rope requires 3 dropped forged clips at distance of 3 ¾" apart

- $\frac{3}{4}$ " rope requires 4 dropped forged clips at distance of 4 $\frac{1}{2}$ " apart
- Rigging equipment for material handling shall be inspected prior to use on each shift and as necessary during its use to ensure that it is safe. Defective rigging equipment shall be removed from service.
- Hooks on or other attachment assemblies must be able to close and lock, eliminating the hook throat opening. An alloy anchor type shackle with a bolt, nut and retaining pin may be used.

4.6 LADDERS, STAIRS, AND HANDRAILS

- Supervisors should instruct personnel in the proper use and maintenance of ladders, ramps, stairs and handrails both in the shop and at the job site. It is the employee's responsibility to inform their immediate supervisor when an unsafe condition exists.
- Portable ladders should be examined before use for cracks, splits, loose rungs, etc. All ladders shall be kept in a structurally sound condition with no loose or bent rungs. Defective ladders shall be removed from service.
- Wooden portable ladders shall not be painted. Paint hides cracks and other damage.
- Ladders shall not be used in a horizontal position, as a scaffold.
- Personnel shall not climb higher than the third rung from the top on straight ladders or the second rung from the top on stepladders.
- When climbing a ladder, use 3 points of contact and face toward the ladder.
- Stairs and portable ladders should be secured at the top.
- No improvising of ladders; such as using chairs, boxes, etc.
- No reaching beyond arm's length of the side rails of a ladder or deck to gain better access.
- Only one person shall be on a ladder.
- Keep walking surfaces clear of spills and other loose or foreign material. Watch for oil and water spills or leaks and tools left in walking areas.

4.7 DECKS, FLOORS AND WALKWAYS

- Supervisors should instruct personnel in the proper use and maintenance of decks, floors, and walkways around the shop and on contractor locations. It is the employee's responsibility to inform their immediate supervisor when an unsafe condition exists. All walkways shall be kept free from spilled materials, loose objects and other tripping hazards.
- The height of guardrails should be 42" with an adequate toe board and installed on raised surfaces over 4 feet in height.
- Personnel should not run on decks, stairs, floors and walkways.
- Walkways shall be unobstructed and remain open at all times. Walkways should not be used as storage areas at any time.

4.8 EQUIPMENT GUARDING

- Supervisors shall instruct personnel in the proper use and maintenance of equipment guarding at the shop or on any job site. It is the employee's responsibility to inform their immediate supervisor when an unsafe condition exists.
- All moving machinery that presents a hazard to employees working in its proximity shall be adequately guarded.

- Any removed guard shall be replaced before the machinery is returned to operation.
- All portable tools with exposed moving parts shall be equipped with proper guards.
- Machinery shall be shut down and proper Lockout/Tag-out procedures followed before removing, replacing or tightening guards.

4.9 AIR OPERATED EQUIPMENT

- It is the policy of Mountain States Casing that employees do not operate air operated equipment from a third-party contractor. It is the responsibility of the third-party contractor to supply adequately trained personnel to operate their own equipment.
- Supervisors should instruct personnel in the proper use and maintenance of air operated equipment belonging to Mountain States Casing.
- Air compressor and receiver tanks shall be equipped with spring loaded pressure relief valves. These valves shall be periodically inspected.
- A valve shall not be installed between tank/compressor and the relief valve. The relief valve should be of adequate size to handle the volume of the system.
- Automatic starting compressors shall have a warning sign stating that the unit starts automatically.
- Air pressure shall be bled from the system prior to disconnection of hoses with non-closing couplings
- Chicago airline couplings shall be secured with safety pins to prevent accidental separation of the couplings.

4.10 FORKLIFT OPERATIONS

- Only trained personnel shall be allowed to operate the forklift. Trained personnel will be specified and certified by the Safety Coordinator and training documented.
- Forklift shall be equipped with appropriate safety equipment including back up alarms.
- Forklift shall not be left unattended while the engine is running.
- When a load is moved, visibility shall be unobstructed. Forklift operator shall ensure that all personnel are a safe distance from the forklift and load being handled. Personnel shall not ride on forklifts or lift forks. The forklift driver is the only person allowed on the machine when in operation.
- When forklift is left unattended, forks shall be fully lowered, controls shall be neutralized, power shall be shut off and brake set.

4.11 SAFETY SIGNAGE

- All Safety signage shall be in place and legible.

4.12 CELLULAR PHONES

- Unauthorized cellular phones shall not be used or carried within 150 feet of a drilling rig. Check with the Supervisor to note who has an authorized phone on the job site.
- Cellular phones should be kept in the vehicle or in the employee's locker.
- Cellular phones should be turned off around flammable liquids or vapors such as refueling a vehicle.

5.0 SAFETY AT THE RIG

5.1 SLIPS AND ELEVATORS

- Supervisors shall instruct personnel in the proper use and maintenance of slips and elevators around the rig. It is the employee's responsibility to inform their immediate supervisor when an unsafe condition exists.
- Slips and elevators shall not be modified.
- Check keys, pins, dies, handles and bodies on all slips frequently for wear.
- In the event a rotary table is engaged, personnel's hands and feet, as well as chains, ropes, etc., shall be kept clear of slip handles.
- Properly store slips and elevators when not in use.
- Slip handles shall be used to raise and lower slips. Slips shall not be kicked into the bushings.
- At least two employees should pull slips, using proper lifting techniques.
- Examine latches, latch springs, hinge pins and elevator shoulders periodically and maintain as necessary. Check these areas for cracks and deformities.
- Riding the elevators as a means of transportation will be grounds for immediate termination.
- The elevator ear locks shall be fitted with proper type and size steel bolts.
- Check bolts often to ensure tightness.
- Elevators or bales shall not be gripped in the area of the link eyes.
- Only the elevator horns or handle links, approximately 18" up on the elevator links, shall be used to control the elevator.

5.2 TAG-LINES

- Tag lines shall be used to control suspended loads. They shall be constructed of a nonconductive material such as nylon rope or nylon strap. Chains or steel cables are not acceptable.
- Tag lines shall not be wrapped around the hand or waist when attempting to guide a load.
- A tag line shall be of sufficient length so no part of the person guiding the load shall be under the load at any time.
- Tag lines shall be attached before a load is lifted.
- If tag lines are impractical during the final positioning of the load, caution shall be taken to ensure that no part of the person's body guiding the load is between the load and the stationary object.

5.3 CASING TONGS/PIPE TONGS

- Supervisors should instruct personnel in the proper use and maintenance of tongs and snub lines. It is the employee's responsibility to inform their immediate supervisor when an unsafe condition exists.
- Use proper hand placement on tongs. Operate tongs only by utilizing tong handles.
- Provide snub lines of sufficient size and length and visually examine daily. If a chain is used as a snub line, examine links for stretching and wear as well as connecting assemblies.
- Tong die slots shall be properly maintained. Tongs shall be provided with sharp dies at all times and properly secured into die slots.

- When excessive pull is needed to break or tighten a joint, all crew members shall move away from the rotary and out of the path of the tongs and snub lines before torque is applied.
- Tongs shall be hung in the mast so that they swing away from casing when unlatched.
- When not in use, tongs shall be hooked back away from the rotary area.
- All pins shall be kept in place with cotter pins or safety pins.
- Only designated personnel shall operate power tongs.

5.4 ROTARY TABLE AREA

- Supervisors should instruct personnel in body placement around the rotary table area. It is the employee's responsibility to inform their immediate supervisor when an unsafe condition exists.
- Rotary table shall not be stepped on while rotating.
- When not in use, secure casing tongs away from the rotary table.
- When using hand tools around the rotary table or the well bore, be sure to cover the hole.
- A non-slip condition should be maintained in the floor area and around the rotary table when any employee is working in that area.
- Employees shall keep hoses and lines clear of the rotary table and adjoining rotating equipment in the event the rotary table is put into motion.

5.5 DERRICKS AND MASTS

- Supervisors should instruct personnel in the proper use and maintenance of derricks and masts. It is the employee's responsibility to inform their immediate supervisor when an unsafe condition exists.
- No personnel shall be allowed in the derrick when pulling on stuck pipe.
- Safety lines shall be attached to all sheaves hanging in the derrick. Upon completion of a job, the safety line shall be inspected.
- Any time an employee plans to connect to a ladder climber assist/anti-fall device, they shall notify the driller and casing supervisor of their intent before proceeding.
- The supervisor shall ensure that block movement is prohibited when a Mountain States Casing employee in the derrick, unless the person is located in a stationary position under full fall protection.
- Full fall protection is required at all times when working in the derrick.

5.6 PIPE RACKS, BINS, CATWALKS AND V-DOOR

- Supervisors should instruct personnel in body placement around pipe racks and bins. It is the employee's responsibility to inform their immediate supervisor when an unsafe condition exists.
- When pipe, casing or any other piece of equipment is being moved on pipe racks and in bins, personnel shall not be allowed under, inside or on top of pipe racks and bins.
- When rolling tubular:
 - Push casing away from the body when possible Place hands in a safe position (on back of pipe) Rolling casing with feet is prohibited
 - Always watch for pinch points when rolling casing
 - Casing movement behind a person rolling casing is prohibited

- All personnel shall stay outside the ends of tubular during loading or unloading operations in the event the casing rolls unexpectedly.
- Visual examination of racks and baskets should be performed prior to all jobs.
- Ensure pipe racks and bins have been leveled
- Supervisors should check for adequate pipe stops (chains are not adequate pipe stops), check V-door pins and guards and the catwalk area prior to any job.

5.7 LAYDOWN TRUCK LINES & TRAVELING ASSEMBLY

- Supervisors should instruct personnel in maintenance of laydown truck lines and traveling assembly. It is the employee's responsibility to inform their immediate supervisor when an unsafe condition exists.
- No employee shall touch the Lay down truck lines while in motion.
- Lay down truck lines shall be visually examined daily for wear and breaks.
- The Lay down truck lines shall not be allowed to rub against other objects causing damage.
- Use caution when handling the lines to the lay down truck.
- Proper PPE shall be worn.
- The Flag and Line guides shall be examined regularly, checking the condition of the cables and rollers, as well as sheaves and pins.

5.8 WORKING AROUND HIGH PRESSURE LINES

- Supervisors should instruct personnel in maintenance of Lay down truck lines and traveling assembly. It is the employee's responsibility to inform their immediate supervisor when an unsafe condition exists.
- In the event casing must be washed to bottom, employees shall familiarize themselves with the location of high pressure lines and fittings.
- No Mountain States Casing employee shall attempt to tighten or loosen unions or other connections.
- Supervisors will instruct their crews to stand clear of high pressure lines and ensure all safety precautions are followed.

5.9 TUBULARS

- Supervisors should instruct personnel in maintenance of tubulars. It is the employee's responsibility to inform their immediate supervisor when an unsafe condition exists.
- The driller's view of the casing shall not be obstructed.
- Never place feet beneath the casing when it is being hoisted.
- Feet, knees and hands shall not be placed on the underside of casing clamps at any time
- It is Mountain States Casing policy that casing clamps will be utilized for at least the first fifteen joints regardless of contractor not having a policy in effect. In the event a contractor requires casing clamps on more than fifteen joints, crews will adhere to whichever number is greater.
- Double wrap chains when needed to pick up all casing.
- All non-essential employees shall remain off the rig floor and the derrickman out of the derrick when pulling on stuck casing.

5.10 SAFETY MEETINGS

- Purpose of Safety Meetings:
 - To increase employee's safety awareness
 - To increase employee's safety management skills
 - To inform employees of policy and procedure changes
 - To train employees of safeguard against specific operational hazards
- Safety meetings should be held as listed below:
 - Formal safety meetings shall be conducted monthly with all Mountain States Casing members.
 - Management shall participate and/or conduct the meetings when present.
 - Safety meeting topics should include recent incident discussion, causes, procedural changes and positive recognitions.
- Pre-job safety meetings will be conducted by the contract personnel and Mountain States Casing Supervisor on the job.
 - Documentation of the safety meeting will be collected and signed by all persons in attendance.
- Post Job: Discuss any incident that has occurred; ask each employee if they had an incident of accident and document any necessary event.
- Weekly: discuss topics for the week and coordinate between the Safety Coordinator, Supervisors, and Crew.
- Job Specific: Safety Meetings shall be held prior to any casing operations: Examples: Rigging up, rigging down, laying down pipe, running casing, etc.

5.11 TRUCK INSPECTIONS

- Supervisors shall ensure that inspections on the Lay down trucks has been completed and documented prior to leaving the shop.
- Supervisors shall ensure that the inspections on tong trucks and company vehicles have been completed and documented prior to leaving the shop.
- Any DOT violation is the responsibility of the driver performing the inspections.

5.12 ACCIDENT, INCIDENT REPORTING

- If any employee has an accident or incident on the job they must report it to the supervisor immediately. All injuries will be reported to the supervisor who will contact the Safety Coordinator for further investigation. All accidents/incidents, regardless of severity, shall be reported to the Supervisor before the injured employees completes the shift.
- Mountain States Casing will designate an individual responsible for reporting an incident prior to each job.
- The Supervisor is to contact Safety Coordinator as soon as the situation is brought under control, without exception.
- The injured employee must be accompanied by the job site Supervisor or the Safety Coordinator, when seeking medical treatment.
- The Supervisor shall complete an accident report and the designated Company Representative shall ensure a post-accident drug/alcohol test is provided.
- Every accident/incident shall be thoroughly investigated with use of proper materials such as pens, paper, measuring equipment, cameras, tools, audio recorder and other equipment deemed necessary.

- In the event of an accident/incident, the Supervisor shall brief all employees as to the severity, cause and prevention of the accident. Documentation of lessons learned will be available to review and be used as teaching material to prevent future occurrences.
- Incidents/accidents will be investigated in a timely manner by the Safety Coordinator who will conduct all interviews and take all statements. Every employee is required to provide a written statement about how the incident occurred and who was involved in any way. The safety coordinator will write the investigation.
- Initial Identification /assessment of evidence will be conducted by the onsite supervisor and turned over to the Safety Coordinator.

5.13 NEAR MISS REPORTING

- All near miss incidents shall be reported to the job site Supervisor immediately.
- All near miss incidents shall be documented on the near miss form and forwarded to the Safety Coordinator. Significant Near misses shall be reported to the Safety Coordinator immediately.
- All near miss reports shall be evaluated at the Management level to determine the severity and frequency, with appropriate follow up actions taken. Follow up actions include investigations and corrective measures implementation.

5.14 FIRST AID AND EMERGENCY RESPONSE

- First aid kits shall be available at the job site as per contract requirements and OSHA regulations.
- All injuries involving exposure to blood shall be treated as though there is a potential for exposure to contagious disease.
- Appropriate Personal Protective Equipment is available at each job in the dog house on the rig floor at each job site for use by anyone administering first aid.
- In the event an emergency occurs:
 - Contact the Supervisor immediately.
 - Contact emergency medical service or have the office make contact if needed
 - Do not move the injured person unless absolutely necessary
 - Response to the injured person to the extent that you are trained.
 - Be prepared for any emergency:
 - Know where emergency phone numbers are located
 - Know communication plan, radio, telephone, etc.
 - Know exact direction to job site for emergency medical service direction.
 - Know where all first aid supplies are located.
 - Know who is trained in first aid at the job site.
- If you call for medical services, read the directions as posted on the emergency phone number card.
- If an ambulance is summoned, one person shall go to the main highway (blacktop) and lead them to and from the job site if necessary.

5.15 HOUSEKEEPING

- Good housekeeping, cleanliness and order are first steps in safety. All work areas shall be kept clean and orderly.

- All walkways, steps, etc. shall be kept clear of tools, trash, boards, hoses and slipping hazards such as oil or grease.
- Work areas shall have proper storage areas for tools and equipment. All tools and equipment shall be cleaned, inspected for damage, repaired if necessary and stored in the proper place after use.
- Access to equipment such as fire extinguishers, electrical panels or any other equipment shall not be blocked.
- All spilled fluids should be cleaned up as quickly as the operations allow.
- Secure any item used above a work area to prevent it from falling.
- Clean up spills from sack or bulk chemicals immediately.
- Lack of good housekeeping should be reported to the Supervisor.

5.16 HORSEPLAY

- Horseplay, practical jokes or any type of harassment will not be allowed or tolerated on Mountain States Casing premises or client company locations.

5.17 PROPER LIFTING TECHNIQUES

- Use proper lifting techniques when lifting any object.
- Avoid Manual-lifting of heavy or awkward objects. Mechanical advantage or lifting devices shall be used or help requested.
- When lifting an object with another person, coordinate the lift with good communication. Check footing before lifting or carrying an object. Make sure the area is clear of slip or trip hazards.
- Over reaching, lifting over shoulder height, or body twisting shall be avoided while lifting or moving an object.
- Carrying objects up or down stairs or steps with two hands shall be avoided.
- A Job Hazard Analysis will be conducted prior to any lifting task and training on lifting techniques and avoidance of musculoskeletal injuries will be conducted by the safety coordinator at initial employment.

6.0 PERSONAL PROTECTIVE EQUIPMENT

Not all hazards of the job can be engineered out of the process so there are times when the use of Personal Protective Equipment (PPE) is needed to control the hazards. There are also times when customers require the use of specific PPE when doing work in their locations.

Mountain States Casing Safety Procedures, Guidelines and Quality Manual provides all the regulatory guidance for the PPE program. The following rules are intended to summarize the requirements listed in the Safety Procedures, Guidelines and Quality Manual.

6.1 GENERAL REQUIREMENTS

- All PPE will be inspected before use.
- Any defective equipment will not be used and all equipment will be maintained in proper condition.

- There will be NO EMPLOYEE OWNED SAFETY EQUIPMENT other than steel toed boots.
- All PPE is to fit the individual person and will not be shared as to prevent cross contamination.
- Mountain States Casing, will continually assess workplace hazards which require the use of PPE. Each employee will be informed of these hazards and issued proper PPE for hazards identified in assessments.

6.2 REQUIRED PPE

- **HEAD PROTECTION:** Hard hats (ANSI 89.1 class B) shall be worn (no metal or cowboy type) by all workers at all times, including while climbing the derrick, working on the stabbing board, or wearing face shields. Hard hats should be worn as designed and examined regularly.
- **EYE PROTECTION:** Workers are required to protective eyewear at all times except in motor vehicles. All eye protection shall be industrial grade with affixed side shields, and meet ANSI 87.1 standard.
- **FOOT PROTECTION:** Steel toe safety toe boots with nonskid soles shall be worn at all times
- **HEARING PROTECTION:** Wear hearing protection wherever there are signs indicating hearing protect is required or when the noise levels are high enough that normal speech is difficult to understand.
- **HAND PROTECTION:** Hand protection (gloves) should be worn at all times while working on the job site. The following gloves are recommended to provide protection when the hands are exposed to hazards such as absorption, lacerations, punctures, abrasions and thermal:
 - Leather or leather palmed gloves when handling wire rope.
 - Cloth gloves when handling pipe or tubular.

6.3 FALL PROTECTION

Mountain States Casing, has a full fall prevention program in the Safety Procedures, Guidelines and Quality Manual, the following are highlights of that program. Any person working 4 feet above a lower level must be aware of and follow the requirements listed here.

- Employees will be trained on fall protection. This training will include the need for guardrails, the awareness of slips and falls and the use of personal fall arrest equipment. The training program will include the following items.
- The nature of fall hazards in the work area.
- **Fall Protection Retraining:** At each MSC monthly safety meeting. Fall Protection is a topic that is addressed at the meetings with current and new employees.
- **Fall Investigations:** Any incident that is considered an incident or accident, a stop the job occurs and is investigated and documented and dealt with accordingly.
- The correct procedures for inspecting, using and wearing lanyards, body harnesses and

attachment points.

- For situations where it is necessary to unhook to change locations, a secondary safety line or equipment shall be used by persons climbing or working above the working surface to ensure they are properly protected from falls at all times.
- Derrick workers (Stabbers) shall be secured at all times when climbing or working in the derrick, except in the case of emergency escape. They must be secured by secondary fall protection before disconnecting the climbing anti fall device.
- Harness or lanyards that were subject to a shock load shall be destroyed.
- Self-locking (or double locking) snap hooks shall be used on all fall protection equipment.
- Prompt rescue of an employee in the event of a fall will be in accordance with the written rescue plan. This plan will be available to all personnel and instruction will be held annually.
- Safety harness lines and lanyards shall be inspected and cleaned regularly in accordance with the manufacturer's recommendations. Any worn or defective item or parts should be reported to the supervisor and replaced. All fall protection shall be kept in its original designed configuration.

6.3.1 SAFETY HARNESES AND LANYARDS

- Lanyards shall not be pulled over sharp or coarse objects.
- Nylon lanyards shall not rest on a hot surface
- Knots shall not be tied in lanyards to make them shorter.
- Two or more lanyards shall never be hooked together to increase length.
- Visually examine harness and lanyard before each use for wear and/or deterioration, and inspect at intervals of not more than monthly.
- All Fall protection equipment will meet ANSI, ASTM or OSHA requirements.

6.4 PROPER CLOTHING/HYGIENE

- Personnel shall wear the fire-retardant clothing and coveralls issued to them by Mountain States Casing when working.
- All outer layers of clothing shall be snug fitting so not to get caught on or in moving equipment. Personnel should start each job with an extra change of clothing should work clothes become oily or chemically saturated.
- Jewelry shall not be worn. Wristwatches can be carried in the pocket, but not worn on the wrist.
- Long hair should be tucked away to prevent it from being caught in equipment.

7.0 FIRE PREVENTION AND FIRE CONTROL

7.1 PREVENTION

Employees shall evaluate all work locations for potential fire hazards that may be present within a casing operation. A location that is free from hazards one day may be potentially hazardous on the following job.

- Oil, diesel or petrochemicals that could ignite shall be prevented from collecting beneath lay down trucks and around equipment.
- During refueling operations, ensure cell phones are turned off and smoking is prohibited.
- Electrical circuits shall not be overloaded.
- Only approved heaters shall be used. No direct or open heating device shall be used.
- Keep shop clean and in order. It should not contain greasy clothing, rags, paper, or any other combustible materials around a heat source. Good housekeeping shall be enforced.
- Investigate any unusual odor, especially smoke or gas.
- Smoking is allowed only in designated smoking areas.
- Property and equipment shall be maintained in a clean and orderly fashion.
- Gasoline shall never be used as a cleaning fluid.
- All combustible/flammable materials shall be kept away from ignition sources including exhausts and intakes.
- Combustible/flammable materials shall be transported only in approved safety containers and stored in designated storage areas.
- Monthly inspections of extinguishers will be conducted.

7.2 FIRE EXTINGUISHERS

- It is the employee's responsibility to inform their immediate supervisor when an extinguisher needs to be serviced or replaced.
- Employees are expected to learn the location of the fire extinguishers in their work area and on customer locations and the rigs they work on.
- Portable extinguishers shall be mounted on hangers and protected from corrosion.
 - Each tong truck shall have at least one, ten- pound extinguisher located on the driver's side bed.
 - Each lay down truck is to have one extinguisher in the lay down cab and one on the driver's side bed.
 - The shop shall have 20 pound extinguishers located throughout as dictated by local code or need to ensure safety.
 - All DOT regulated vehicles should meet DOT requirements for fire extinguishers.
- Extinguishers shall be inspected for the following:
 - Legible annual inspection tag and the manufacturer's name plate permanently attached.
 - Stored pressure extinguishers shall have the pressure gauge in the proper operating range.
 - Discharge hose is not blocked
 - Safety pin in place to prevent unexpected discharge
 - Properly mounted

7.3 FIRE FIGHTING

- Only employees trained in incipient firefighting shall be allowed to use a fire

extinguisher. In the event of any fire, follow the emergency plan and call for help as outlined in the plan.

- Unless trained and authorized, employees shall not attempt to extinguish any fire other than incipient stage fires.
- The PASS technique should be used when extinguishing a fire
 - P-pull pin
 - A-aim extinguisher at base of fire
 - S-squeeze discharge lever
 - S-sweep extinguisher agent side to side

7.4 TRAINING

Mountain States Casing, will provide training on identifying fire types, proper procedures needed to take in case of a fire, and familiarize the employee with the general principles of fire extinguisher use and hazards involved.

8.0 SPILL RESPONSE PROCEDURE

- If you detect a spill of any size or substance, you are to notify the Supervisor at once. If on location, the company man must be notified as well as your supervisor.
- After reporting the spill, it is your responsibility to attempt to contain it, without endangering yourself, until proper equipment arrives.

9.0 HOT WORK PROGRAM

The HOT WORK permit system insures safe working conditions by defining duties and documentation requirements for hot and/or hazardous work. Hot work includes burning, welding, cutting, grinding, the use of any machine that produces sparks, and the use of any electrical device, which is not explosion proof out on the job. In most cases our customer will require Mountain States Casing employees to complete their hot work forms.

Prior to any of these actions being performed, the area will be inspected by the operator or the individual responsible for authorizing any such Hot Work operations. For more detailed information on this refer to the complete Hot Work Program, which is included in the Safety Procedures, Guidelines and Quality Manual.

Key considerations of all hot work programs include:

- Move all hot work activities outside of the fire hazard area or remove all flammable/combustible materials away from the hot work.
- If you cannot remove fire hazards, a guard or shield will be used to confine heat, sparks or slag to protect immovable objects.
- If welding or cutting cannot be done in a safe manner it will not be done.
- Whenever hot work is being performed, a fire watch will take place near where the combustible material is present. The fire watch will have a fire extinguisher in hand and will stay at least one half hour after all cutting and welding has stopped.

- Hot work will stop immediately if an unsafe condition arises during operations.

10.0 LOCKOUT/TAGOUT PROCEDURE

The purpose of a lockout/tagout is to ensure that all individuals are protected from accidental or unexpected activation of mechanical and/or electrical equipment during maintenance, repairing, cleaning, servicing, or adjusting of machinery or equipment. Mountain States Casing Safety Procedures, Guidelines and Quality Manual has a complete written procedure to meet OSHA requirements. This handbook presents information that you need to know to work safely when lockout/tagout is used to control energy sources.

Any individual engaging in the maintenance, repairing, cleaning, servicing, or adjusting of machinery or equipment will abide by the procedures outlined in this procedure and applicable Equipment-Specific Hazardous Energy Control Procedures.

These procedures are designed to meet or exceed applicable OSHA standards for safe work practices.

- Authorized employees are required to perform the lockout in accordance with this procedure.
- All employees, (affected employees) upon observing a machine or piece of equipment which is locked out, shall not attempt to start, energize, or use that machine or equipment.
- Any safety violation of this policy may lead to an employee's termination.

Isolating energy sources

- The authorized employee shall notify all affected employees that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.
- The authorized employee shall refer to the appropriate Equipment- Specific Energy Control Procedure to identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy.
- If the machine or equipment is operating, shut it down by the normal stopping procedure (depress the stop button, open switch, close valve, etc.).
- De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s). Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.
- Lockout and tagout the energy isolating device(s) with assigned individual lock(s).
- Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate.

Restoring Equipment to Service

- When the servicing or maintenance is completed and the machine or equipment is

ready to return to normal operating condition, the following steps shall be taken.

- Check the machine or equipment and the immediate area around the machine to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.
- Check the work area to ensure that all employees have been safely positioned or removed from the area.
- Verify that the controls are in neutral.
- Remove the lockout devices and reenergize the machine or equipment. Each lockout or tagout device shall be removed from each energy isolating device only by the employee who applied the device.
- NOTE: If the authorized employee who applied the lockout or tagout device is not available to remove it, the following procedure shall be followed and documented:
 - Verify that the authorized employee who applied the device is no longer in the facility.
 - Make all reasonable efforts to contact the authorized employee to inform him/her that his/her lockout/tagout device has been removed.
 - Ensure that the authorized employee has this knowledge before he/she resumes work at the facility.
- Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

Procedure Involving More Than One Person

- In the preceding steps, if more than one individual is required to lockout or tagout equipment, each shall place his/her own personal lockout/tagout device on the energy isolating device(s). When an energy isolating device cannot accept multiple locks or tags, a multiple lockout or tagout device (hasp) may be used. If lockout is used, a single lock may be used to lockout the machine or equipment with the key being placed in a lockout box or cabinet, which allows the use of multiple locks to secure it. Each employee will then use his/her own lock to secure the box or cabinet. As each person no longer needs to maintain his or her lockout protection, that person will remove his/her lock from the box or cabinet.

Temporary Removal of Lockout/Tagout Devices

- In situations where lockout/tagout devices must be temporarily removed from the energy isolating device and the machine or equipment energized to test or position the machine, equipment, or component thereof, the following sequence of actions will be followed:
 - Clear the machine or equipment of tools and materials and ensure that machine or equipment components are operationally intact.
 - Notify affected employees that lockout/tagout devices have been removed and ensure that all employees have been safely positioned or removed from the area.
 - Have employees who applied the lockout/tagout devices remove the lockout/tagout devices.

- Energize and proceed with testing or positioning.
- Deenergize all systems and reapply energy control measures in accordance with the procedures above.

Contractors

- Whenever outside contractors are to be engaged in activities covered by the scope and application of this standard, the on-site employer and the contractor shall inform each other of their respective lockout or tagout procedures.

11.0 CONFINED SPACE PROGRAM

Mountain States Casing Safety Procedures, Guidelines and Quality Manual has a complete written procedure to meet OSHA requirements. This handbook presents information that you need to know to work safely when around confined spaces.

A confined space is any tank, vessel, vault, etc. that is not intended for a person to enter and work in. These spaces may contain serious health and safety hazards. During our normal casing duties, we do not need to enter confined spaces. If a casing job requires the casing crew to work in areas not commonly entered, Mountain States Casing employees must contact their supervisor, the rig pusher and the company man on location to confirm correct work practices.

Confined spaces can be classified as a permit required confined space and a non-permit required confined space. Mountain States Casing employees are not allowed in a permit required confined space. For more information contact the Safety Coordinator.

12.0 HAZARD COMMUNICATION PROGRAM

Mountain States Casing Safety Procedures, Guidelines and Quality Manual has a complete written procedure to meet OSHA requirements. This handbook presents information that you need to know to understand this program.

- This Hazard Communication Program provides information about the hazardous materials present in our workplace. The information includes container labeling, Safety Data Sheets (SDS) and employee training.

CONTAINER LABELING

- Each container shall possess a manufacturer's label, or be relabeled with the following information:
 - Name of contents
 - Appropriate hazard warnings
 - Name and address of the Manufacturer
 - The Supervisor should ensure that each container has a label with the appropriate information.

SAFETY DATA SHEETS (SDS)

- Safety Data Sheets for each hazardous material will be on file and available for employees to access. If an SDS is not available, contact the Safety Coordinator.
- The safety coordinator will review newly arriving data sheets for significant health and safety information and see that new information is passed on to the appropriate employees. If an SDS is missing or incomplete, a new SDS should be requested from the supplier.

EMPLOYEE INFORMATION AND TRAINING

- Employees will be trained in the following and are required to understand and apply the information covered in this training:
 - The OSHA requirements
 - Product Labels and Safety Data Sheets
 - Handling Hazardous Materials
 - Using Protective Equipment
 - Storage and Mixing of Hazardous Materials
 - Cleanup of Spills and Disposal
 - Exposure and First Aid Procedures
 - Fire and Explosion
 - Non-English speaking personnel will be presented all information in their native language when necessary.

LIST OF HAZARDOUS MATERIALS

- A Hazardous Materials Inventory Listing and SDSs for all materials used in our workplace is available in each shop.

INFORMING CONTRACTORS

- Each company that brings products or chemicals onto jobsites or work locations must share the SDS with each other. At the JSA, the Mountain States Casing supervisor shall state the products we will be using and ask other companies or contracts to do the same. Copies of SDS shall be exchanged as necessary.

13.0 BLOODBORNE-PATHOGENS EXPOSURE CONTROL

Mountain States Casing Safety Procedures, Guidelines and Quality Manual has a complete written procedure to meet OSHA requirements. This handbook presents information that you need to know to understand this program.

- Bloodborne pathogens are infectious microorganisms in human blood that can cause disease in humans. These pathogens include, but are not limited to, hepatitis B (HBV), hepatitis C (HCV) and human immunodeficiency virus (HIV). Needle-sticks and other sharps-related injuries may expose workers to bloodborne pathogens. Workers in many occupations, including first aid team members, housekeeping personnel in some industries, nurses and other healthcare personnel may be at risk of exposure to bloodborne pathogens.

- Mountain States Casing employees may have exposures to bloodborne pathogens if they provide first aid or when cleaning bathrooms, etc.

DEFINITIONS

- Biological Hazard: Any viable infectious agent that presents a potential risk to human health.
- Blood borne pathogens: Microorganisms that can cause diseases such as human immunodeficiency virus (HIV) and hepatitis B (HBV), which are spread through contact with infected blood or blood products.
- Medical Wastes/Infectious Wastes: Blood, blood products, bodily fluids, any waste from human and animal tissues; tissue and cell cultures; human or animal body parts removed by means of surgery or autopsy.
- Universal Precautions: Preventing exposure to blood borne pathogens by assuming all blood and bodily fluids to be potentially infectious, and taking appropriate protective measures.

TRAINING

- Mountain States Casing, will provide training on bloodborne pathogens exposure to any employee who is assigned job duties include first aid, HAZMAT response or custodial work.
- All employees in affected jobs will receive training upon hiring, and retraining annually. The training will include:
 - Company policy;
 - Types and transmission of blood borne pathogens;
 - General safety rules;
 - Universal precautions;
 - Use of personal protective equipment (PPE);
 - Medical waste disposal procedures;
 - Post-exposure treatment and procedures;
 - HBV vaccinations.

GENERAL WORK PROCEDURES

Mountain States Casing, personnel must follow these procedures for controlling exposure to blood borne pathogens:

- Employees are trained in proper work practices, universal precautions, the use of personal protective equipment, and proper cleanup and disposal techniques.
- Do not eat, drink, smoke, handle contact lenses or apply cosmetics in areas where exposure to blood borne pathogens is possible. Do not store food and drinks in refrigerators or cabinets where blood and other potentially infectious materials are stored.
- Wear disposable latex or vinyl gloves if you have cuts, abrasions, chapped hands, dermatitis or similar conditions or if you are handling blood, blood products or body secretions.

- Remove all protective equipment when leaving the work area and place in leak proof containers for disposal. Wash your hands as soon as possible after handling potentially infectious materials, and after removing protective clothing and equipment.
- Place all 'sharps,' such as needles, or broken glass, in puncture-proof, leak-proof, labeled or color-coded containers for proper disposal.
- Place all potentially infectious waste in leak proof bins or barrels marked "Biohazard" and "Infectious Waste." These will be collected by a licensed infectious-waste removal company.
- Decontaminate floors and other surfaces with a 1:9 bleach solution.

HEPATITIS B (HBV) VACCINATIONS

Mountain States Casing, will offer hepatitis B vaccinations to employees covered under this program and who choose to be vaccinated. The safety coordinator will work with affected employees regarding this aspect of the program.

- Any employee who has suffered a cut, needle stick or mucous membrane exposure to another person's bodily fluids, or who has been exposed to human blood and blood products, must report the incident immediately to the Safety Coordinator so post incident follow up can be discussed with the employee.

14.0 FIRST AID

Mountain States Casing will provide first aid training to employees so there are an adequate number first aid responders on any job.

- First aid kits will have the appropriate items/contents and periodically accessed by the safety coordinator to ensure its contents are maintained.
- When conducting the JSA, procedures for getting injured employees to medical treatment shall be discussed. Emergency Numbers will be posted in each doghouse of the various rigs where work is performed.
- Emergency eyewash stations will be located at the various rigs and all supervisors will instruct their employees as to the location of such stations. The shop eyewash facilities will be located in areas closed to the anticipated source of the hazard.

15.0 WASTE MANAGEMENT

Mountain States Casing is very concerned that we minimize waste generated and that we utilize recycling as much as possible. To help us meet this goal, the following shall be done:

- All waste will be estimated prior to any work being performed.
- Waste items and scrap will be stored in a manner to not create a safety or environmental hazard.
- Wastes will be disposed of in accordance with Federal, State and Local regulations.
- If you have questions, contact the supervisor or safety coordinator.

16.0 NOISE AWARENESS

Noise awareness training will be conducted to increase employee awareness of the hazards of long term noise exposure and the benefits of using hearing protection. Training will be conducted as part of the

new employee training program.

- The training will be updated to be consistent with the changes in the PPE and work processes and will consist of instructions and proper use and fit of hearing protectors.
- All employees are required to use hearing protection when exposed to areas of 85 decibels or greater.

17.0 JOB SAFETY ANALYSIS

A Job Safety Analysis (JSA) will be completed by the job site supervisor and a copy maintained.

- Each JSA will be specific to every job performed and updated regularly to assure that employees understand the hazards of jobs and new hazards that might be present should the scope of work change.
- Prior to EVERY job the JSA will be written and reviewed and signed by every participating employee
- All employees are expected to continually look for hazards when working for the purpose of identifying potential hazards and to reduce employee incidents.

18.0 STOP WORK AUTHORITY

It is not only the right, but the responsibility of every Mountain States Casing employee to stop any task or job that puts an employee at risk of injury. Employees who find themselves or others engaged in an unsafe activity or observe unsafe working conditions are obligated to stop any activity that they deem to have placed them or others in immediate danger.

PROCEDURE

- When an employee identifies a potential unsafe condition, act, error, omission, or lack of understanding that could result in an undesirable event, they must initiate a stop work intervention with the other employees potentially at risk.
- If the rig supervisor is available, the concern should be addressed with that individual. If the risk, is immediate, then address the concern directly with those at risk.
- Stop work interventions should be initiated in a positive manner.
- Most drilling rigs will follow a process where all employees discuss and gain agreement on the resolution of the stop work issue before work will resume.

Employee Acknowledgement

I acknowledge that I have received a copy of the Mountain States Casing Health, Safety and Environmental Handbook. I have read and understand all the material outlined in the Handbook. I also understand that this Handbook is not a complete list of hazards that I may face while working for Mountain States Casing, but is an attempt to raise my level of awareness to the many recognized hazards in the workplace. I recognize my greatest asset to my safety is an alert, clear, rested mind and a safe attitude when I come to work.

I understand that Mountain States Casing has job and hazard specific procedures that must be followed when work is being done. These procedures are available in the Safety Procedures, Guidelines and Quality Manual and are summarized in this Handbook. These rules and procedures must be followed when work is completed.

I also understand that the rigs and drilling locations we work on will have job specific procedures that must be complied with in addition to the rules and guidance provided in this Handbook.

I understand if a safety rule violation results in a work-related injury or illness, workers' compensation benefits by law, can be reduced by 50 percent.

Sign: _____ *Printed:* _____

Date: _____

Safety Coordinator or Trainers Signature: _____

Date: _____