



VALIDUS ENERGY

COMPLIANCE PRO CONTRACTOR GUIDE

Use this guide to learn more about how to establish your Veriforce account, how to get started in the system, and detail the specific information Validus Energy would like to collect from your company.





WELCOME MESSAGE

introduction

If you are receiving this guide, your company is being asked to participate in this program, either for current or upcoming work with Validus Energy.

This guide is intended to walk your company through how to establish a Veriforce account, how to get started in the system, and detail specific information Validus Energy would like to collect from your company. Attached to this guide is a general system overview, outlining general system navigation for new users of the platform.





WHAT IS COMPLIANCE PRO?

Compliance Pro is an application within the Veriforce product suite, which allows Clients to collect pertinent information from their workforce and score their workforce according to their own compliance standards. As a contractor, your Compliance Pro account will consist of an online questionnaire, made up of a series of standard sections/questions regarding your company's safety program/policies. Your company then has the ability to share your questionnaire with Veriforce Clients, giving the Client(s) the ability to review your responses, and score you according to their own specific requirements.

VALIDUS ENERGY SPECIFIC REQUIREMENTS

As previously mentioned, the questionnaire consists of a standard set of sections/questions for contractors to answer. As you are aware, each Client you work for has their own specific & unique requirements of their workforce, as does Validus Energy. If you are only connected to Validus Energy within your account, you may follow this guide to comply with their requirements. However, if you are working for/are connected to other Clients within the system, please note that there will be additional items, required by your other Clients, that will not be included in this guide.

The following section walks you through how to setup your account, how to connect to Validus Energy in the system, and how to complete Validus Energy Client Specific question sections.





01 ESTABLISH YOUR COMPLIANCE PRO ACCOUNT

I do not have an account

If you do not have a Veriforce Compliance Pro account, you will need to establish one. You can do so by visiting our website at www.veriforce.com/join-our-network or calling Contractor Subscriptions at 844-570-7123. Our helpful agents will get the information they need in order to setup your account and provide login credentials for accessing it.

I already have an account

You will need to connect to Validus Energy within the application:

- Click the app switcher in your upper right corner of your screen and select “Compliance Pro:”
- From your left-hand menu, select “My Connections”.
- On the My Connections page, locate the Hiring Client drop down menu. Within the menu, find and select Validus Energy. Click the “Request” button to send the connection request to Validus Energy. Once Validus Energy accepts this request, you will be connected to Validus Energy in the system.

02 POPULATE PRELIMINARY SECTIONS

Before the entirety of your questionnaire sections/questions will populate, there are some preliminary data points we need from your company.

- Company Profile & Operating Details- The system will prompt you to first provide your operating details within the Company Profile section. This section must be completed in its entirety before the system will allow you to move forward. Here are a few tips regarding this section:
 - If you are unsure of your NAICS code, please reference your OSHA logs.
 - When selecting a “Service Category” you are selecting the industries your company provides services to. For Validus Energy specifically, you will select “Domestic USA Onshore Oil and Gas”. However if there are other industries your company is servicing, select the ones that are applicable to you.
 - For each service category you select, you will be required to select the service(s) your company provides as a whole.
- Contact Information- Next, the system will require you to provide company contact information, as well as billing/mailling address information.

After both sections are complete, the rest of your questionnaire sections will populate. Select the “Questionnaire” button from the left-hand menu to see all sections of the questionnaire on your screen.



03 COMPLETE REQUIRED SECTIONS

The below indicates how to complete the Validus Energy client specific questions sections your company is required to provide responses to. Please ensure each of these questions receive a response, and that your response is published (see note regarding publishing below).

Once you have completed all the outlined sections/questions, your questionnaire will need to be maintained on an on-going basis. This means, updating your responses on an as-needed basis, and reviewing your account quarterly to ensure accuracy.

OSHA VERIFICATIONS

In the General Safety Incident Statistics Section, you will input company-wide man-hour incident data for the past 3 years, as well as the current year. Populate the chart for each requested year, and be sure to "Publish" your answers. For previous year's data, reference that year's OSHA 300/300A logs.

Be sure to upload your OSHA 300/300A logs at the bottom of the section; Veriforce needs those in order to perform their verification. After you complete this section initially, you will update your stats quarterly (1st day of the start of the quarter), and provide OSHA logs annually.

Period	Average Number of Employees	Exposure Hours	Fatalities	Away From Work/Lost Time Cases	Job Transfer/Restricted/Modified Work Cases	Other Recordable Cases	Total Recordable Cases (Calculated)	Nonfatal Incident Rate	Total Recordable Incident Rate Quarterly Calculation	Total Recordable Incident Rate Annualized Calculation	Away From Work / Lost Time Days	Job Transfer/Restricted/Modified Work Days	DART	Lost Time Incident Rate (LTIR)
2024 - Q3	11	1111	1	1	1	1	4	135.01	180.02	720.07	1	1	90.01	45
2024 - Q2	10	1500	2	2	2	2	8	200	266.67	1066.67	3	3	133.33	66.67
2024 - Q1	11	100	3	3	3	3	12	4500	6000	24000	5	5	3000	1500
2023 - Q4	12	1000	2	4	4	2	12	500	600	2400	3	4	400	200
2023 - Q3	20	2000	3	3	6	3	15	300	375	1500	4	6	225	75
2023 - Q2	10	1000	2	3	3	2	10	400	500	2000	4	3	300	150
2023 - Q1	10	2500	2	4	4	4	14	240	280	1120	6	5	160	80
Summary - 2023	13	6,500	9	14	17	11	51	1,292.31	1,569.23	1,569.23	17	18	953.85	430.77

NOT REQUIRED TO MAINTAIN OSHA LOGS?

Companies with less than 10 employees, as well as companies that fall under certain NAICS codes, are not required by OSHA to maintain logs.

If this applies to your company:

- You are still required to report your company's man-hour information quarterly, in Veriforce's General Safety Incident Statistics section.
- Instead of uploading OSHA logs, we ask you to fill out & upload the OSHA Exemption form; this will serve as the document we need for our OSHA Verification

The OSHA Exemption form is available for download at the top of the General Safety Incident Statistics section. Complete the form, and upload it into each requested year via the upload link at the bottom of the General Safety Incident Statistics section.

EMR VERIFICATIONS



All contractors are required to provide documentation verifying their Experience Modification Rate (EMR) for Validus Energy. This information is used to evaluate your company's safety performance.

EMR documents that cover the past 3 calendar years through the current date are required for verification.

COMPLETING THE EMR STATISTICS SECTION OF THE QUESTIONNAIRE

Navigate to the EMR Statistics Section of the Questionnaire. In this section, you will be required to fill out a table for the past 3 calendar years inputting your company's Experience Modification Rating, Effective and Expiration Dates, and then upload your EMR documentation for verification.

Operational Info 33 unpublished

General Safety Incident Statistics 13 unpublished

Severe Injuries and Fatalities **New** 19 unpublished

EMR Statistics 1 unpublished

Drug and Alcohol 19 unpublished

Communications 3 unpublished

Employee Qualifications 14 unpublished

Environmental 7 unpublished

FMCSA / DOT Requirements 29 unpublished

Hydrogen Sulfide (H2S) 2 unpublished

Industrial Hygiene 11 unpublished

Use the Add button below to input your company's Experience Modification Rating, Effective and Expiration Dates, and then upload your EMR documentation for verification. **EMR documents that cover the past 3 calendar years through the current date are required for verification.**

To change data already entered, click edit next to the corresponding document and update the information. To delete a document, click remove next to the corresponding document and confirm removal. If the EMR statistics have been verified, you will not be able to edit the information or remove the document(s).

If your company is exempt from an EMR for any of the reasons below, please complete the exemption form listed at the top of this section and upload a copy for each applicable year using 1.00 as the default EMR rating.

- No U.S. based employees.
- Sole Proprietorship and do not have employees.
- Not required by state law to carry Workers Compensation Insurance and have no policy in place.
- Company started business less than 3 years ago or has had a Workers Compensation policy for fewer than 3 years.

EMR Document	Rating	Effective Date	Expiration Date	Uploaded By
<input type="button" value="UPLOAD"/>	<input type="text" value="Enter EMR Rating"/>	<input type="text" value="MM/dd/yyyy"/> <input type="calendar"/>	<input type="text" value="MM/dd/yyyy"/> <input type="calendar"/>	<input type="button" value="Save"/> <input type="button" value="Cancel"/>

IF YOU DO NOT HAVE AN EMR

If your company is exempt from an EMR for any of the reasons below, please complete the exemption form listed at the top of the EMR Statistics section of the questionnaire and upload a copy for each applicable year using 1.00 as the default EMR rating.

- No U.S. based employees.
- Sole Proprietorship and do not have employees.
- Not required by state law to carry Workers Compensation Insurance and have no policy in place.
- Company started business less than 3 years ago or has had a Workers Compensation Policy for fewer than 3 years.

Sections

Operational Info 33 unpublished

General Safety Incident Statistics 13 unpublished

Severe Injuries and Fatalities **New** 19 unpublished

EMR Statistics 1 unpublished

Drug and Alcohol 19 unpublished

EMR Statistics

Questions answered: 1/2

Links:

EMR Statistics Links

EMR (Experience Modification Rating) What is it?
https://www.ncci.com/Articles/Documents/UW_ABC_Exp_Rating.pdf

EMR Exemption Form
<https://app.veriforceone.com/SSQV4/FileProcessing.ashx?DocumentID=24589765>

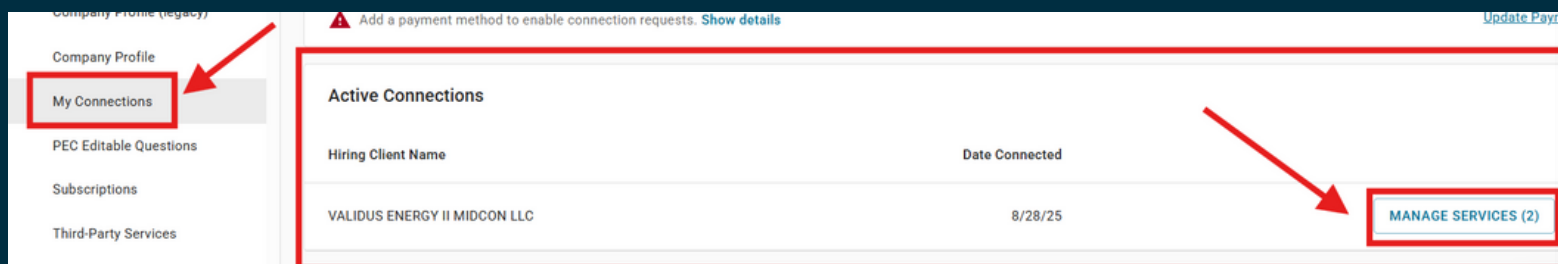
HOW TO COMPLETE THE VALIDUS ENERGY INSURANCE SECTION



Answer the questions in the Validus Energy II / Insurance section as they relate to services your company provides for Validus Energy. Your certificate of insurance (COI) will not be reviewed until the Validus Energy II / Insurance section has been completed and the Services your company provides to Validus Energy have been selected (see below directions).

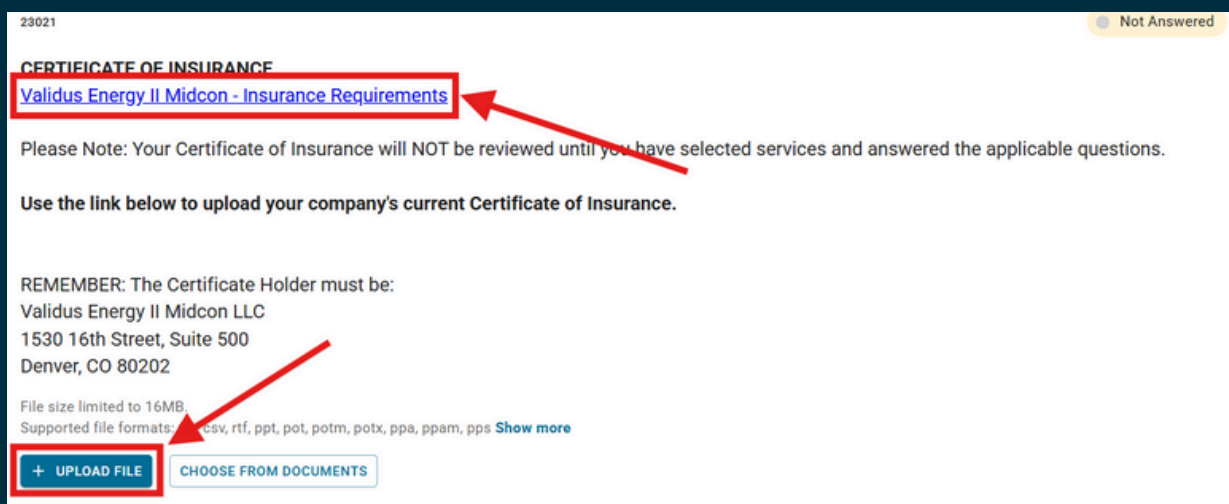
01 Add the Services your Company provides Validus Energy

1. Select **My Connections** located on the left navigation menu.
2. Under **Active Connections**, select **Services** for Validus Energy.
3. In the pop-out window, select a **Service Category**.
4. Select the **Services** your company provides from the list.
5. Save your selection.
6. Click 'close' to exit the pop-out window.



02 Complete the Validus Energy II / Insurance Section and Upload your Certificate of Insurance

- From your Questionnaire, select the Validus Energy II / Insurance section.
- Answer ALL the questions within the Validus Energy II / Insurance section.
- To view Validus Energy's insurance requirements, select the Validus Energy II - Insurance Requirements hyperlink to open the Insurance Requirements in the Validus Energy II / Insurance section of the questionnaire (see photo below).
- Upload your COI- select 'Upload File' to upload your company's certificate of insurance (COI) in the Validus Energy II / Insurance section of the Questionnaire (see photo below).
- Publish your answers- make sure to hit the 'Publish' button in the upper right-hand corner of your questionnaire. Publishing your answers releases the date to our verifications team, as well as to the client.



COMPLETING THE QUESTIONNAIRE



Please complete the questionnaire in the order outlined below. Be sure to answer each section thoroughly, ensuring your responses are clear and cohesive. To avoid losing progress and maintain consistency, remember to publish your responses only after completing each section in full.

1. Validus Energy II / Insurance
2. Operational Info
3. General Safety Incident Statistics
4. Severe Injuries and Fatalities
5. EMR Statistics
6. Drug and Alcohol
7. Communications
8. Employee Qualifications
9. Environmental
10. FMCSA / DOT Requirements
11. Hydrogen Sulfide (H2S)
12. Industrial Hygiene
13. Incident Procedures
14. Management of Change (MOC)
15. Mechanical Integrity

16. Occupational Health & Safety Management
17. Operator Qualifications
18. OSHA Violations
19. Personal Protective Equipment
20. Quality Assurance / Quality Control
21. Regulatory Violations
22. Safety Meetings & Job Safety Analysis
23. Short Service Employees / Temporary Labor
24. Subcontractors
25. Training Questions
26. Training Received
27. ESG / Environmental (Level 1)
28. ESG / Social (Level 1)
29. ESG / Governance (Level 1)

PUBLISHING *Responses*

As you work through each section answering questions, the system will save your responses, but you must publish your responses in order for your Client to see them. Publishing your responses is like a “master Saving” process; anytime you answer a new question or change an answer, you must publish it. The “Publish” button is in the upper right-hand corner of your screen. It is best practice to publish all responses in a section, before moving onto the next; even if you’ve left some answers blank.

VERIFORCE IS *here to help*

When in doubt, do not hesitate to reach out!

Veriforce’s goal is to get your information verified on the first review, and when it’s not, give you the tools you need to efficiently & effectively take action.

Call us

866-647-2338

Email us

Safety@veriforce.com

Chat us

in-system