



VEHICLE OPERATIONS



Purpose

This program is written in compliance with regulatory requirements and provides directives to managers, supervisors, and employees about their responsibilities in the operations and management of Arrow S Energy Operating vehicles. However, this program may be adopted for use by contractors who do not have a formal Vehicle Operations Program

Key Responsibilities

Arrow S Energy Operating Safety Manager

- The director of HSE is responsible for developing and maintaining the program and related procedures.

Employees

- All Arrow S Energy Operating employees who operate a company owned vehicle, or operate a personal vehicle used for company business shall be familiar with this procedure and the local workplace vehicle safety program.
- Follow all requirements, report unsafe conditions, and follow all posted requirements.
- Only authorized employees will drive a motor vehicle in the course and scope of work or operate a company owned vehicle.
- The driver of a Arrow S Energy Operating vehicle shall have a valid and current license to operate the vehicle.
- Authorized drivers are not allowed to operate a motor vehicle while under the influence of alcohol, illegal drugs, certain medications, prescription or over-the counter medications that might impair their driving skills.

Vehicle and Transportation Related

Driving Safety

- No passengers shall ride in the bed of trucks or on a trailer bed.
- Drivers, when parking, should make every effort to park the vehicle in a manner that allows the first move when leaving the parking space to be forward.
- Passenger compartments are to be free from loose objects that might endanger passengers in the event of an incident. Any vehicle with non-segregated storage shall be equipped with a cargo net or equivalent to separate the storage area.
- Vehicles (light vehicles, heavy vehicles and trailers) may not be modified without the endorsement of a qualified engineer or the manufacturer.
- Signs, stickers or labels are to be fitted in such a manner that they do not obstruct the driver's vision or impede the driver's use of any controls.

Reporting of Traffic Violations - Authorized drivers will report any traffic violation to their supervisor.

Reporting of Vehicle Accidents & Damage - Authorized drivers will report any collision, traffic accident, or damage to the vehicle- the report should first go to the employees supervisor and then be documented on the Incident Notification form located at the Arrow S Energy Operating office.



Safe Driver Behaviors/Practices:

- Authorized drivers will follow the Arrow S Energy Operating Safe Driver Behaviors/Practices as outlined on this procedure.
- Obey all federal and local driving laws and regulations as well as requirements of landowners and/or partners.
- Immediately report any restriction or change to their driving privileges to their supervisor.
- Seatbelts shall be worn by all occupants at all times whenever a vehicle is in motion.
- Continually assess conditions and hazards and remain prepared for any challenge that may approach them.
- When speaking with a passenger, always keep your eyes on the road.
- Drivers shall not exceed the posted speed limit.
- Drivers shall maintain a safe distance between other vehicles.
- Slow down around construction, large vehicles, wildlife, fog, rain, snow, or anything else that adds additional hazard/s to driving.
- Illegal drugs are not allowed to be in a company owned or leased vehicle at any time.

Pre Trip Procedures:

Drivers of Arrow S Energy Operating owned or leased vehicles must perform a vehicle inspection prior to the first operations of the day.

- Perform 360 walk around – report new damage.
- Check windshield for cracks that could interfere with vision.
- Inspect for vehicle damage and immediately report any damage to the supervisor if not previously observed.
- Make sure dirt or snow is removed from lights on all sides of the vehicle.
- Brush or clean off snow or ice on all windows to ensure complete vision.
- Check fuel level to be certain the destination can be reached.
- Check to ensure the license plates and inspection tag on vehicle are current.
- Ensure that there is a first aid kit and inspected fire extinguisher in the company vehicle.
- Driver must be rested and alert for driving.
- A daily inspection must be documented on the form located under the 'Forms' tab of the solution center.

Vehicle Requirements

- Vehicles shall be maintained in safe working order.
- Vehicles shall be of the correct size and designed for the intended use.
- Do not load vehicle beyond manufacturer listed capacity.
- Tires, including spares if full size, are to be of same type, profile and tread pattern, except when the vehicle or tire Manufacturer recommends a different type for certain axles.
- Vehicles are to be fitted with a spare wheel and changing equipment to safely change a wheel, or a suitable alternative.
- All seats are to be fitted with headrests
- All light duty vehicles are to be equipped with an adjustable left, right and central rear view mirrors.
- Loads shall be secured and within the manufacturer and legal limits and shall not exceed the manufacturer's specifications and legal limits for the vehicle.



- All vehicles are to be equipped with a multipurpose fire extinguisher with a capacity of at least 0.9 kg/2 lb. The fire extinguisher shall be securely mounted on a bracket and located so that it is easily accessible in an emergency without becoming a hazard in case of an incident.
- All light vehicles shall be equipped with a securely stowed first aid kit.
- All drivers of light vehicles shall carry a high visibility jacket for use in case of emergency stops.
- All light duty vehicles carry a minimum of one collapsible hazard warning triangle.

Transportation

If workers are required to travel in a worker transportation vehicle Arrow S Energy Operating must ensure that reasonable measures are taken to evaluate road, weather and traffic conditions to ensure the safe transit of the workers.

The operator of a worker transportation vehicle must ensure that the worker transportation vehicle has been inspected by a qualified person before first use on a work shift.

Seated workers must wear seat belts while being transported in a vehicle equipped with seat belts.

A worker must not ride in a vehicle in a standing position, unless protected from being thrown off balance.

A worker must not ride in a vehicle with any part of the body outside the vehicle unless essential to the work process and then only if the worker is adequately restrained.

Materials, goods, tools or equipment carried in a portion or compartment of a vehicle in which workers are riding must be located and secured to prevent injury to the operator or workers.

Any enclosed portion or compartment of a vehicle in which workers are transported must have:

- effective ventilation, independent of doors, providing clean air,
- adequate lighting and means for heating and cooling,
- an effective means of communication between the operator and passengers, and
- more than one means of exit.

Traffic Control

Arrow S Energy Operating shall develop, in writing, and implement a traffic protection plan for its workers at a worksite if any of them may be exposed to a hazard from vehicular or pedestrian traffic that may endanger the safety of any worker. It shall include the following control measures:

- Effective means of traffic control shall be provided whenever the unregulated movement of vehicular traffic constitutes a hazard to workers.
- Traffic control shall include barricades and cones as the primary control and, where required, signs, flagmen or other techniques and devices made necessary by the prevailing circumstances.
- Operations or equipment, encroaching on the traveled way, shall be protected by barricades and cones as the primary control and, where required other effective devices.
- Arrow S Energy Operating must train workers in the traffic control safe work procedures.
- Arrow S Energy Operating will ensure that before a worker is designated as a flag person, the worker is trained in the safe work procedures for the safe control of traffic operations and wears the appropriate high visibility outer clothing and/or equipment.



- If a worker at a project on a highway may be endangered by vehicular traffic unrelated to the project, the project shall make use of as many measures as necessary to adequately protect the worker.
- A worker who is required to set up or remove traffic control measures on a roadway or a shoulder of a roadway shall be a competent worker, shall be equipped with the appropriate high visibility apparel, shall not perform any other work while setting up or removing the measures and shall be given adequate written and oral instructions in a language that he or she understands, with respect to setting up or removing the measures.

ATV Vehicles

If a Arrow S Energy Operating work site utilizes ATV vehicles, then the following shall apply:

- If the manufacturer has not set limits for operation of the ATV on sloping ground, 5% is the maximum allowable slope unless Arrow S Energy Operating has developed and implemented written safe work procedures appropriate for any steeper slope on which the equipment is to be used.
- Arrow S Energy Operating must ensure that each ATV operator is properly licensed and trained in the safe operation of the vehicle. The training program for an ATV operator must cover:
 - the operator's pre-trip inspection,
 - use of personal protective apparel,
 - operating skills according to the ATV manufacturer's instructions,
 - basic mechanical requirements, and
 - loading and unloading the vehicle, if this is a job requirement.
- An ATV operator and any passenger on an ATV must wear approved eye and hearing protection as required by local regulatory requirements and the Arrow S Energy Operating PPE Program. An ATV operator and any passenger on an ATV must wear clothing suitable for the environmental conditions and when necessary to protect against the hazards presented at the worksite, suitable gloves and clothing which covers the ankles and legs and the arms to the wrists and appropriate footwear.
- Arrow S Energy Operating requires that approved helmets shall be worn by the operator and passenger.
- Loading and unloading of an ATV onto or off a carrier vehicle must be done in a safe manner. If ramps are used when loading or unloading an ATV they must be placed at a suitable angle, be sufficiently wide and have a surface finish which provides an adequate grip for the ATV's tires.