



# Contractor Expectations Manual

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## 1.0 Overview

This Contractor Expectations Manual (“CEM”), provided by Caerus Operating LLC (“Caerus”), has been designed to provide Contractors (and by extension their Personnel (as defined below) and sub-contractors, collectively “Contractor”) with a clear understanding of Caerus’ Environmental, Health and Safety (“EH&S”) expectations. Contractor shall take all necessary precautions to keep the work site free from recognized hazards that are likely to cause injury, death, illness, or damage to property.

The information in this manual is intended for general use and may not apply to every circumstance. It is not a definitive guide to government regulations and does not exempt Contractor from its responsibilities under applicable regulations. While performing services on Caerus locations, Contractor will be expected to comply with applicable regulations. Contractor shall comply with all federal, state, and local government laws and regulations and owner job-site rules for Environmental, Health, Safety, and Fire Protection.

If any doubt arises as to the meaning or interpretation of these expectations, or any conflict identified between your Contractor’s policies/protocols and those of Caerus, Contractor shall consult with a Caerus representative. It is Contractor’s responsibility to become fully acquainted with applicable Environmental, Health, And Safety laws and regulations prior to commencing work.

This document summarizes EH&S expectations for Contractors providing onsite services in the field. The term “Contractor” as used in this document includes but is not limited to Contractor’s employees, consultants, contractors, and sub-contractors (collectively will be referred to as “Personnel”). Additional requirements may exist in Service Orders, Master Service Agreements, Professional Service Agreements, Master Contracts, or other agreements.

### a. Acknowledgement

Contractors shall:

- Review and communicate the key points of this manual, as they apply to your business, to your Personnel who will be working on Caerus locations;
- Acknowledge your understanding of the EH&S expectations contained in this manual by signing and returning the attached acknowledgement (last Page); and for auditing purposes, maintain a record of Personnel acknowledgements; and

## 2.0 Caerus EH&S Culture and Systems

At Caerus, we are committed to the understanding that EH&S plays a vital role in every aspect of the day-to-day operation of our assets. We are dedicated to responsibly protecting the local environments in which we operate, as well as the health and safety of everyone involved in and around the local communities that Caerus performs work. Caerus continually executes on our commitment to EH&S by enforcing high standards, strict corporate policies, and responsible and ethical procedures.

Caerus has an established and multi-faceted EH&S program that utilizes current best management practices to

continually deliver on providing a safe workplace and protect the environment. This program includes informative policies, guidance manuals, work protocols, and trainings.

Contractors are required to have the following:

- Contractor shall demonstrate a strong commitment to EH&S matters and must have established written EH&S-related policies and procedures;
- Contractor shall be responsible for complying with its policies and procedures related to EH&S matters;
- Contractor shall be responsible for all aspects of Contractor's EH&S performance, and for ensuring that Contractor has a Competent Person on the Caerus location at all times who has the authority to implement the Contractor's EH&S system properly and to meet Caerus' EH&S requirements; and
- Contractor shall follow Caerus' Incident Response Protocol and immediately report all incidents to Caerus.
  - **Piceance Basin, Operations Control Center ("OCC") at 970-285-2615, or**
  - **Uinta Basin, Integrated Operations Center ("IOC") at 435-781-9751.**

At any time while the Contractor is performing work for Caerus, there may be a request to conduct an EH&S desktop or field audit. Caerus representatives shall be afforded access to the Contractor's records at the Contractor's offices during normal business hours after reasonable notice so that Caerus may verify Contractor's information, its safety culture, and its safety compliance. If any improvement opportunities are identified, the Contractor shall be required to correct any deficiencies with timelines for completion. If the Contractor fails to meet the timelines, or the Contractor denies Caerus' request for an audit, then Caerus shall have the right to remove the Contractor from the applicable Caerus location and discontinue requesting work from the Contractor. A third-party auditor may also assist Caerus with the coordination and completion of Contractor audits.

### **a. Orientation/Training & Competency Management**

All Contractors working on behalf of Caerus must fulfill the necessary Environmental, Health & Safety (EH&S), emergency, and job-related training required by petroleum industry standards and practice, such as compliance safety training per OSHA 29 CFR 1910 as well as any additional training requirements covered in other standards such as API, ANSI, NFPA, etc. that are applicable to the work being provided to Caerus. Caerus expects all Contractors to have relevant (job-specific) training as required by the Occupational Safety and Health Administration ("OSHA") or other regulatory agencies. It is the responsibility of contractor management and ownership to ensure that their Personnel are properly trained for the specific job duties and tasks associated with work contracted to Caerus.

Contractor will identify all non-English speaking individuals on their work crews and assign at least one fully bilingual interpreter to communicate pertinent information (e.g., JSAs, emergency response information, and pre-job safety meetings). Contractor will also verify this information is understood prior to initiating work activities.

**STOP WORK AUTHORITY:** All Contractors have the authority and responsibility to stop work on any site for

any suspected hazard, unsafe work, or unsafe behavior.

## b. Minimum Training and Orientation Requirements

All Contractors working on behalf of Caerus are expected to possess the minimum training requirements listed below, prior to beginning of any work on a Caerus location or project area:

- Each individual Contractor Personnel *working onsite* will be required to complete the Caerus EH&S Commitment Acknowledgement Form prior to entering any Caerus site. Caerus' EH&S and site-specific orientations are provided to ensure that minimum expectations and awareness of hazards are communicated prior to the start of work.
- General safety awareness training, as satisfied by one of the following:
  - OSHA 10
  - OSHA 5810
  - PEC Safe Land USA.
- First Aid | CPR | AED

**NOTE:** Evidence of completion of the minimum training requirements shall be made available upon request

## c. Short Service Employees

Caerus defines a short service employee (“SSE”) as Contractor Personnel with less than six months of experience in their assigned job. Caerus expects every Contractor to have a written SSE program that includes the following requirements:

- Distinguish SSEs from other Personnel on location (e.g., green hard hat);
- Assign a seasoned mentor to each SSE that is fluent in the language the SSE best understands;
- Assess job skill competency for removal of SSE status;
- Documentation of completion of the SSE Program; and
- Ensure that SSEs do not make up more than 50% of a single crew at one time.

Exceptions to these requirements require a plan to mitigate the risks and written approval of the Caerus site supervisor.

## d. Job Competency

Contractors are hired because of the knowledge and skill in a specific service of the industry. Caerus expects Contractor Personnel to have proficient knowledge, experience and understanding pertaining to the work to be performed. Assuring competency of its Personnel is the Contractor's responsibility. Caerus considers competency to be the knowledge, experience, and understanding of the work to be performed as well as knowledge of safe and environmentally sound processes for completing the assigned task.

### **e. Fitness for Work**

Contractors are expected to develop and enforce fit-for-work practices to ensure Personnel are fit-for-work and remain so when:

- On scheduled on-call for Caerus; and
- On Caerus premises, and during all business activities undertaken during Caerus' operations, whether conducted on or off Caerus premises.

Contractor Personnel are considered unfit for work if injury, fatigue, illness, physical or psychological health issues or the use of alcohol or drugs results in, or could result in, a reduced ability to perform assigned duties and responsibilities safely or effectively.

### **f. Incident Reporting**

All incidents including illnesses, injuries or spills that occur on a Caerus location must be immediately reported to the Caerus representative. If required, the Contractor must notify the applicable regulatory agency within the regulatory reporting requirements. If the Caerus representative assigned to your project is not available, you must call the Operations Control Center ("OCC") / Integrated Command Center ("IOC") immediately (see Section 2). Further information and expectations regarding incident management may be found in Section 3p of this document.

### **g. Smoking**

Smoking (including e-cigarettes) is prohibited on Caerus locations except in designated areas. Contactor Personnel should check with Caerus location supervisor if they have any questions.

## **3.0 Safety**

### **a. Alcohol and Drugs**

Caerus prohibits the use, possession, distribution and sale of illegal drugs, drug paraphernalia and alcoholic beverages as well as the misuse of prescription and over-the-counter medications on or at its work locations. This prohibition extends to substances that may be legal in some states but are otherwise prohibited by Federal law or Caerus policy. Caerus expects the Contractor to develop, implement, maintain, and enforce a substance abuse policy consistent with this prohibition.

It is the Contractor's responsibility and obligation to keep its Personnel rosters updated and to ensure they are current on random tests. New Personnel will not be allowed to perform work on behalf of Caerus until their initial pre-employment drug test has cleared as negative. Any Personnel found to be in violation of this policy will be required to leave the location. At all times, the Contractor shall ensure that it has sufficient testing forms on-site or at a nearby collection site/clinic to be able to test Contractor's site crew(s). Contractors must be in good standing with their Third-Party Administrator (TPA).

Caerus expects the Contractor to prohibit any Personnel from entering or remaining on a Caerus site while their ability to work is affected by alcohol or drugs. The possession or use of these substances on a Caerus site will



result in disciplinary action, up to and including dismissal. Any Contractor Personnel found in violation of this requirement, or who refuses to cooperate with the searches and tests included in this program or the Contractor's policy shall be immediately removed by the Contractor from Caerus property and prohibited from performing work for Caerus at any time in the future. Contractors who refuse to cooperate with Caerus' drug and alcohol requirements may be subject to termination of their contract.

Contractor Personnel are required to be fit for duty. Contractor Personnel should consult with their medical provider if use of medication (prescription and/or over the counter) could have a negative impact on work performance. Fit for duty means being able to perform work duties in a safe, efficient, productive manner.

On property owned or leased by Caerus, Caerus reserves the right to search or inspect Contractor Personnel, and their property at any time, at our discretion and with or without notice. Such searches may include personal effects and vehicles.

Contractor Personnel directly involved in an EH&S incident or near hit may be subject to a drug and alcohol test to determine whether the Personnel was fit for duty at the time of the incident or near hit.

## **b. Confined Space**

**Under no circumstances will any Contractor Personnel be allowed to enter a confined space without proper authorization from a trained Caerus representative.**

A confined space is an enclosed area that has a limited means of egress and may be subject to the accumulation of toxic or flammable substances or could have an oxygen-deficient atmosphere. Confined Space means:

- A space that is large enough and so configured that a worker can bodily enter and perform assigned work;
- Has limited or restricted means for entry or exit; and
- Is not designed for continuous worker occupancy.

Permit Required Confined Space (permit space) means a confined space which has one or more of the following characteristics:

- Contains or has the potential to contain a hazardous atmosphere;
- Contains a material that has the potential for engulfing an entrant;
- Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or
- Contains any other recognized serious safety or health hazard.

Authorization for entry can only be given to those individuals who have received proper training as required by their employer's practice. No Contractor is allowed to enter any confined space without obtaining authorization from Caerus and completing the required non-permit space reclassification or confined space permit. Authorization for entry into a confined space must appear on the confined space entry permit. Any Contractor Personnel who enter a confined space without proper authorization will be subject to disciplinary action.

Entering a confined space is considered a last resort task associated with a work activity. Contractors must make

every effort to reduce hazardous atmospheres prior to opening manways, access hatches, etc. associated with a confined space. This can be achieved by using material tools/procedures such as flooding/spray tools, vacuum trucks, H<sub>2</sub>S scavengers and chemical additives.

### **c. EH&S Meetings**

Contractors shall hold regular EH&S meetings with its Personnel and shall establish pre-job toolbox talks. Such EH&S meetings should be documented, and copies forwarded to Caerus' authorized representative, as requested.

### **i. Job Safety Analysis (JSA)**

Contractors must conduct a daily Job Safety Analysis ("JSA") to identify and discuss the job/task and any identified hazards associated with the task. Caerus expects Contractors working on their worksites to be prepared to safely respond to an on-site emergency, that work has been planned and communicated, and to assess, identify and control potential worksite hazards. Each Contractor must provide documentation proving their compliance with this expectation. This documentation will be generally a JSA, but each Contractor can title the document whatever facilitates its internal health and safety program as long as it complies with the criteria below.

Contractors are expected to:

- Have a JSA / job hazard assessment practice or program in place that meets or exceeds Caerus' standards;
- Prior to initiating work, prepare or revise, and sign a JSA;
- Conduct work in accordance with their own JSA program;
- Follow established practices and procedures;
- Ensure that all Personnel onsite have reviewed and acknowledged/signed a JSA applicable to the work task prior to initiating work;
- Seek clarification from the Caerus representative concerning job hazards related to the specific job scope of work or procedure;
- If the scope of the work changes during the day, Contractor must update the JSA and communicate these changes to all affected Personnel; and
- Stop work if requirements of the JSA are not met, or if a hazard or condition not covered in the JSA is identified.

JSAs are expected to be communicated in a manner that enables all Personnel to comprehend the scope and steps of work (e.g., language barriers shall be addressed with an interpreter provided by the Contractor).

During the JSA process, hair, jewelry, and loose items of clothing that could cause harm or the potential for an incident during operations shall be identified, removed or controlled. Contractor shall enforce a policy requiring Personnel to tie back, contain or cover excess hair when working around moving equipment.

**A JSA is only good for one shift/workday and one project.**

## **ii. Pre-Job Safety Meetings**

Contractors are responsible for communicating the appropriate information regarding workplace hazards and safety requirements to Personnel. Daily tailgate safety meetings / pre-job meetings are required prior to work commencing and are intended to review applicable safety work permits and the JSA. Pre-job safety meetings should at a minimum discuss the following:

- Assessment of the hazards involved in each task (via the JSA);
- Controls put in place;
- Cold/heat or inclement weather conditions;
- Recent incidents whether related to Contractor operations or to similar operations of other Contractors and the corrective actions taken to prevent similar incidents;
- Work permits required for performance of the work (e.g., hot work permit);
- PPE required;
- Any Safety Data Sheets (“SDSs”) for hazardous materials brought onsite;
- Lockout / Tagout (“LOTO”) requirements;
- Emergency response measures, including evacuation routes and muster points;
- Occupational health hazards; and
- Environmental hazards.

## **d. Electrical Hazards**

Personnel shall not be permitted to work in an area where they are likely to encounter electrical hazards unless they have been trained to recognize and avoid the electrical hazards to which they will be exposed. All Contractors designing electrical systems shall design systems in conjunction with industry standards and engineering best practices.

Only Qualified Persons (as defined in the NFPA 70E), shall interact with electrical equipment while it is energized, including operating of electrical equipment while exposed to energized components. If acting as a Qualified Person, Contractors shall provide credentials of qualified status if requested by Caerus.

## **e. Emergency Preparedness and Response**

Contractors shall follow Caerus location-specific Site Safety Plans and/or Emergency Response Plans when conditions dictate. Although development and communication of the Caerus Site Safety Plan is the responsibility of the Caerus site supervisor, Contractors are required to ensure that the contents of the Site Safety Plan are effectively communicated to their Personnel if requested.

Contractors shall have their own specific emergency response plan (“ERP”) available at the worksite with appropriate contact information and emergency procedures. This Contractor specific plan must:

- Identify key contacts for each Contractor, as well as applicable ambulance, fire, police, and sheriff telephone contacts;
- Identify how to handle medical emergencies and other foreseeable events;
- Identify preferred physicians and emergency medical facilities;
- Post procedures or instructions on laminated or otherwise weatherproof material if exposed to the outdoors, and
- Be posted at the work site or otherwise made available for review.

Contractor Personnel shall participate in any tabletop exercises or drills held on Caerus worksites when requested.

Contractors shall refer all media or outside inquiries to their Caerus representative in the case of an incident or emergency.

### **CAERUS 24-HR. EMERGENCY NUMBER**

**Piceance Basin: Operations Control Center (“OCC”): 970-285-2615**

**Uinta Basin: Integrated Command Center (“IOC”): 435-781-9751**

#### **f. Equipment and Tools**

All equipment and tools necessary to complete the assigned tasks/work should be in good condition and operated, serviced, and maintained as per the manufacturer’s specifications and guidelines, API standards and other best practices. With respect to equipment and tools, Contractor shall ensure:

- Damaged tools are taken out of service, and discarded or repaired as per manufacturer’s recommendations;
- All equipment and tools are kept in good condition and operated as per manufacturer’s recommendation;
- The equipment and tools necessary to complete the work (unless stated otherwise in the work order) are supplied;
- Appropriate guards are always in place and without modification as per manufacturer requirements; and
- Interlock safety devices are prohibited from being disabled.

#### **g. Excavation and Trenching**

All Contractor Personnel performing excavation work shall be trained in accordance with OSHA guidelines for excavation, trenching, and shoring. Trenches or excavations 5 feet deep or greater, in which Personnel are to enter, require a protective system unless the excavation is made entirely in stable rock. If less than 5 feet deep, the Competent Person may determine that a protective system is not required. The Contractor shall provide the Competent Person as defined in 29 CFR 1926 Subpart P, to provide necessary supervision and inspection of the excavation activity and shall be responsible for supplying signs, barriers, etc., necessary to protect workers

and the public from hazards associated with the excavation. Trenches or excavations 4 feet deep or greater, in which Personnel are to enter, shall be evaluated as a permit-required confined space. In addition, all Contractor Personnel involved with excavations and trenching must participate in a site-specific Ground Disturbance Permit for each specific project prior to excavating, trenching, or shoring. Daily Inspections must be completed and documented whenever anyone is entering the trench.

**Before any excavation, trenching, and/or shoring project is initiated, Contractor conducting excavation, trenching, and/or shoring work will call the Utility Notification Center (“UNCC”) at 811 to initiate the locating of all utilities near your project area.**

Any excavation, earth moving, soil stripping, brush clearing, and other earthwork shall be conducted in a manner that preserves the soil and allows for the segregation of soil types to facilitate land reclamation in the future. Where necessary, measures to prevent excessive soil erosion by wind or water shall be utilized.

### **h. First Aid Requirements**

First aid resources must be made available by the Contractor and meet applicable regulatory requirements. A basic first aid kit approved by the American National Standards Institute (“ANSI”), including eye wash, must be available on the work location and at least one individual per crew must be certified in first aid and CPR procedures.

### **i. Flood-Prone or Low-Lying Areas**

Caution shall be observed in flood-prone or low-lying areas. Excessive rainfall accumulations shall be reported to the Caerus representative and the need for preventative action shall be evaluated. Protection of Personnel and the environment shall be the priority. If the area is deemed unsafe, work will be postponed until water recedes and the area is inspected for road damage, location erosion, pipeline exposure or other potential hazards.

### **j. Fire and Explosion Hazard Management**

For all work in which the potential for fire or explosion exists, Contractors are required to:

- Identify fire and explosion hazards through JSAs, SOPs, risk assessment and/or safety permits (Hot Work Permit, Safe Work Permit, Confined Space Entry Permit, Ground Disturbance Authorization, and Lockout/Tagout procedures) and then consider alternative methods to the hot work (where practical);
- Identify hazardous area where non-intrinsically safe devices such as, cell phones, computers, radios, lighting or pagers must not be allowed in the area;
- Conduct work in accordance with the Contractor’s fire and explosion hazard management SOPs and any site safety permits issued by a Caerus representative; and
- Eliminate the potential hazard or implement administrative controls including the following considerations:
  - Control fuel and ignition sources;
  - Move work to a location that is free from combustibles. If work cannot be moved, move the

combustibles to a safe distance or have the combustibles properly shielded or protected against ignition; and

- Schedule hot work so that operations that could expose combustibles to an ignition source are not present.
- Provide properly selected, inspected, and maintained fire extinguishers.

## **i. Bonding and Grounding – Control of Static Electricity**

To control static electricity as an ignition source, the Contractor must maintain and follow specific procedures for bonding and grounding, provide equipment that meets all regulatory requirements and must demonstrate clean, dedicated, and labelled bonding sites, if required.

The following specific controls must be in place:

- Trucks transporting flammable/combustible liquids shall be electrically bonded to the loading or unloading lines before hoses are connected and hatch covers are opened;
- Trucks transporting flammable/combustible liquids shall be bottom loading or shall be filled by means of a downspout that extends from the loading arm to near the bottom of the truck tank to prevent splash loading;
- Loading racks shall be designed to dissipate static charge;
- Vacuum trucks shall use bonded loading hoses or a separate dedicated, low-resistance bonding strap between the truck and tank. Hoses shall not have added segments (or stingers) made of non-conductive materials such as ABS or PVC;
- If steam or water is used to clean oil storage tanks and separators, nozzles shall be bonded to the vessel first. Steam shall flow into the vessel at a low velocity through as large a pipe as possible until most of the air in the vessel has been replaced by steam;
- Sandblasting hoses shall be of the antistatic type or the nozzle shall be electrically bonded to the vessel being blasted;
- Bond or ground connectors shall be suitably conductive and have adequate mechanical strength, corrosion resistance and flexibility for the service intended; and
- Only approved containers and portable tanks shall be used for storage and handling of flammable liquids. The use of safety cans for flammable liquids on location. Type I and II safety cans are used for transporting or storing gasoline and other flammable liquids. They reduce vapor leaks and spills. Type I safety cans have a single opening for filling and pouring fluids. Type II safety cans have one opening for filling and a second one for pouring. The fill opening serves as a vent while the other opening is being used for pouring.

## ii. Hot Work

Hot work is any work that could cause sufficient spark or flame to ignite flammables or combustibles that are present or could be present at a work location. Examples of hot work include, but are not limited to, welding, cutting, brazing, grinding, use of non-intrinsically safe power tools, sandblasting, and steam cleaning. Some tasks other than those listed above would be classified as hot work. Ask the area Caerus representative assigned to the project for more information on whether your task is hot work and requires a Hot Work Permit

Contractors performing hot work shall ensure that:

- Hot work is relocated to a “safe area” at least 75-feet away from potential flammable or combustible sources when possible. If relocation is not possible, a hot work permit shall be used;
- Hot work permits are issued, explained and witnessed by a Caerus representative;
- The appropriate personal LEL monitor is used;
- The atmosphere where the hot work is being performed exhibits a reading below 10% LEL on the Contractor’s personal gas monitor prior to beginning work;
- Potential combustibles (e.g., weeds and paper) are removed within a 35-foot radius of the hot work performed;
- A fire watch (where required) trained in atmospheric monitoring and fire extinguisher use is appointed and notified of its duties, which include monitoring the hot work area for 30 minutes after work concludes (one hour in Colorado);
- Permits are displayed during the hot work and that readings are taken and recorded, as required; and
- Caerus representatives are notified when hot work has concluded.

## iii. Hot Tapping

Hot tapping or welding operations on in-service lines should only be performed under the specific guidance and authorization of an Authorized Caerus Representative. Contractors conducting hot tapping work shall:

- Complete Caerus-issued permits associated with Hot Tap activities;
- Determine safe flow and pressure rates prior to commencing hot tap work;
- Discuss emergency response plan of action in the pre-job safety meeting, with a muster point established and communicated;
- Complete a Hot Work Permit when hot tapping is anticipated;
- Have hot work requirements such as fire watch, adequate fire extinguishers, etc. in effect;
- Ensure non-essential Personnel are within a safe area away from the hot tap operation; and
- Perform a risk assessment if hot tapping involves a sour service line.

## iv. Open Flames

Contractor work activity involving the use of open flame will ensure that:

- The presence of any open flame is prohibited within 75-feet of potential sources of hydrocarbon or flammable liquids or vapors;
- Welding or cutting within this restricted area is only permitted once hot work permit requirements are met, controls implemented, and the area properly secured; and
- Smoking or vaping is not allowed on Caerus work locations except within designated areas.

## k. Hazard Communication

Contractor must establish and maintain a written, comprehensive Hazard Communication Program that ensures:

- All chemicals, solvents and paints shall be kept in clearly labeled containers.
- Safety Data Sheets shall be provided to Caerus for Contractor's materials supplied under any agreement for work, or in connection with any work performed by Contractor Personnel or any of its subcontractors.
- All Contractor and subcontractor Personnel shall be instructed in the safe use of such chemicals, solvents and paints, as well as trained on an appropriate written Contractor Hazard Communication Program. PPE as outlined in the SDS or as otherwise required by operating location management shall be provided and worn by potentially exposed Contractor Personnel.
- The use of gasoline for anything other than the intended purpose is not permitted at Caerus locations.
- Comply with Global Harmonization System (GHS), Transportation of Dangerous Goods (TDG), and/or Department of Transportation (DOT) regulations.
- Provide current SDSs and a list of hazardous chemicals used at Caerus workplaces upon request.
- Submit an accurate inventory of all chemical, physical, and biological hazards on site, to the Caerus site supervisor, when necessary.
- Ensure appropriate controls are available and used in accordance with manufacturer guidelines for all Personnel.

## l. Ground Disturbance

All Contractors performing ground disturbance activities shall:

- Follow all minimum exposure requirements required by the Caerus representative issuing you a Ground Disturbance Permit;
- Ensure all Contractor Personnel involved in ground disturbance activities have completed a



Caerus Ground Disturbance Permit with a Caerus representative prior to the initiation of ground disturbance activities;

- Submit a One-Call locate request for the proposed ground disturbance excavation;
- Seek clarification concerning any Caerus practice through their Caerus representative;
- Initiate work only after a Ground Disturbance Permit has been completed and approved by a Ground Disturbance Supervisor; and
- Ensure internal competency requirements are established and followed for equipment operators and spotters.

If multiple Contractors are supervising ground disturbance work at a single Caerus location, each Contractor shall be responsible for ensuring locates are performed for their specific ground disturbance work.

### **i. Equipment Operator**

The equipment operator performing ground disturbance activities shall:

- Adhere to the specified requirements and limitations of the established Tolerance Zone;
- Use a competent spotter when performing ground disturbance in the Hand Expose Zone and maintain continuous communication with the spotter;
- Perform hand digging or hydrovacating prior to mechanical excavation in any Hand Expose Zone, and perform hand digging or hydrovacating ONLY within a Tolerance Zone;
- Work within the conditions of the Ground Disturbance Permit;
- STOP WORK and immediately contact the Caerus representative upon any buried facility being contacted, or if an unidentified buried facility is encountered, all work shall remain stopped until a new Ground Disturbance Permit is completed. If the Caerus representative assigned to your project is not available, you must call the Operations Control Center (“OCC”) / Integrated Command Center (“IOC”) immediately (see Section 2);
- Understand and comply with the locate ticket information provided; and
- Ensure exposed buried facilities are properly supported.

### **m. Heavy Equipment**

Vehicles and heavy equipment brought on site must be inspected, tested, and certified to be in safe operating condition. The certification documentation must be available for review. Contractor equipment operators must be licensed or certified to operate equipment. Certifications required for crane operations, power industrial trucks, and others as applicable. Training documentation must be current.

### **i. Cranes**

Cranes will be operated only by qualified Personnel. Personnel who operate cranes must be trained in correct operating procedures. Before field operations commence, a briefing should be held on the required safety precautions and personal protective equipment for individuals involved in crane operations.

All cranes are to be inspected per manufacturer recommendations and applicable OSHA industry standards. Inspection requirements apply to all cranes including those installed for temporary use. Inspections may include, but not limited to the following:

- Proper crane selection based on the anticipated load, load radius, site conditions and restrictions;
- Daily Inspection prior to use each day;
- Monthly, quarterly, and annual inspections will be performed by qualified Personnel to verify the safe operating condition of the crane. The inspection will include components of the daily inspection in addition to inspection of critical crane components. Defects must be repaired before the crane is used in operations; and
- Contractor must develop a Lift Plan. The plan must be reviewed with all involved workers in the lift or affected by the lift, including but not limited to riggers, signal persons, and Personnel in the immediate area.

## **ii. Forklift & Powered Industrial Truck Operations**

Only certified, trained Contractor operators shall operate forklifts and powered industrial trucks. All forklifts and powered industrial trucks shall have a daily pre-use inspection completed.

## **iii. Energized Overhead Lines**

The Contractor must advise their workers of the location of any power lines, the hazards involved and the protective measures to be taken to ensure lines are not hit. All power lines should be considered energized unless proper measures have been taken for de-energizing.

- When work is being performed near energized overhead power lines, no part of the crane, boom, mast, gin poles or machinery, should be permitted within 10 ft. (3 m) of the power lines rated 50 KV or below.
- For energized lines rated above 50 KV, the minimum distance between power lines and the boom, mast, crane or its load, must be 10 ft. (3 m) plus 4 in (10 cm) for each 10 KV over 50 KV.

## **n. Hydrogen Sulfide Operations**

There are certain parts of our field that require a specific work permit titled a Hydrogen Sulfide Work Permit. All Contractors are expected to discuss the need for this permit with the Caerus representative associated with your project.

Hydrogen Sulfide, or H<sub>2</sub>S, may be encountered at Caerus facilities. Contractor is responsible for ensuring that Contractor's Personnel are properly trained and equipped in accordance with 29 CFR 1910.1200 and 29 CFR 1926.59 to a recognized industry standard when working in areas where hydrogen sulfide may be encountered.

Gas monitors shall be utilized during work on Caerus locations when there is the potential for H<sub>2</sub>S, oxygen deficient/enriched atmosphere, or in any potentially explosive atmosphere where the Lower Explosive Limit and

Upper Explosive Limit is unknown. Contractor shall liaise with the Caerus supervisor on site, contract proponent, and/or Caerus designee to determine the appropriate gas monitoring device required for that Caerus location.

Personal H<sub>2</sub>S detectors are mandatory for known Caerus H<sub>2</sub>S locations. Alarms from a personal H<sub>2</sub>S detector at any location must be acknowledged as the presence of H<sub>2</sub>S. Personal H<sub>2</sub>S detectors shall be calibrated to alarm at 10 ppm. Training must meet the ANSI Z390.1-2017 standard for employees that may be exposed to H<sub>2</sub>S.

Zone designations:

- Level 1: Locations that could reach 10 ppm. All locations except the 9 locations already classified as Level 2 locations.
- Level 2: Locations that could reach 10 ppm or greater. These locations include 7D, 7F, 7G, 7K, 7N, 8C, 8D, PF31, and the PI36.

## o. Hydrate Handling

Hydrates, a combination of water and hydrocarbons, create a dangerous condition. These unexpected ice plugs can cause overpressure, equipment failure, or potential serious injury. If hydrates are or could be expected to be encountered as part to Contractors work, they shall be brought to the attention of the Caerus representative associated with your project. No Contractor shall handle situations involving hydrates without the supervision of a Caerus representative.

## p. Incident Management

**Caerus expects immediate notification of all incidents including, but not limited to, injury/illness, environmental release, vehicle accident, property/equipment damage, and near misses at Caerus sites.**

The Contractor shall:

- Ensure all incidents including, but not limited to, illnesses, injuries or spills that occur on a Caerus location are immediately reported to the Caerus representative. If the Caerus representative assigned to your project is not available, you must call the Operations Control Center (“OCC”) / Integrated Command Center (“IOC”) immediately (see Section 2).;
- Not disturb the scene of an incident, except to rescue Personnel, secure the area or to control damage;
- Document Contractor incidents including HAZARD IDs, near hits, injuries, spills, MVIs, and property damage;
- Perform and or support a thorough investigation (to include determination of the root cause) and generate and complete corrective actions to prevent reoccurrence. Provide a copy of the report to Caerus within 48 hours of the occurrence;
- Contractors are further expected to complete and retain any and all relevant injury reporting forms, including, but not limited to, OSHA Forms 300, 300A, and 301, consistent with applicable federal, state, and tribal laws and regulations;
- Contractor must have procedures specific to reporting to OSHA any accidents or injuries

involving employees of work-related incidents that apply in the cases of fatalities, hospitalizations, amputations and eye loss. These requirements are found in 29 CFR 1904.39. All Contractors must be familiar with these provisions. All Contractors must make this report directly to OSHA for injuries to their employees;

- Inform its Personnel of circumstances resulting in an incident and provide guidance on methods of prevention of similar incidents in the future; and
- Track all identified action items to closure.

Caerus encourages all Contractors to retain a case management service to ensure proper medical treatment, accurate injury record keeping and a managed care process that ensures the appropriate level of care is delivered and received.

All parties whose actions were involved in the incident, where drugs or alcohol could have been a contributing factor, may be required to submit to a drug and alcohol test and shall not be allowed to drive themselves for testing or for medical treatment. Failure to submit to a drug and alcohol test when requested may lead to further consequences up to and including dismissal from the job site and prohibition from working on a Caerus location or on behalf of Caerus in the future.

## q. Lockout/Tagout (LOTO)

Caerus requires its Contractors to have a formal LOTO process in place. Contractor Personnel and Subcontractors must be trained in using those safe work practices per applicable regulations and Contractor policies. Contractors shall:

- Never initiate work when the control of energy or energized equipment is involved (Caerus is the first lock on and the last lock off. This applies to all Caerus-owned and operated equipment, processes, and machines);
- Have equipment specific LOTO procedures for Contractor equipment to be isolated;
- Protect its workers while working with Caerus during control of hazardous energy;
- Provide their own locks to participate in LOTO;
- Inform Caerus of their respective lockout or tagout procedures;
- Have appropriate tools to safely do their part of LOTO (e.g., locks, tags for all affected Personnel);
- Verify that the LOTO task is indeed safe to start and the energy is effectively controlled to ensure the safety of their Personnel;
- Stop work if any issue with the LOTO is identified and discuss with the Caerus representative; and
- Train all affected Personnel and deemed competent in the Contractor's LOTO policy.

## r. Material Handling

Contractors shall ensure that safe practices are performed during material-handling activities including, but not limited to:

- Off-loading materials
- Crane
- Heavy Equipment
- Forklift
- Rigging

Contractors shall ensure that Personnel are trained, and the material handling equipment/hardware are operated in accordance with industry standards and applicable Federal, State and Local regulations. When using mechanical equipment to move material, Contractors shall stay clear of loads including when the load is lifted, in transit, and being set down. Contractors shall not stand or pass under suspended loads at any time!

### s. Mechanical Integrity

Contractors shall ensure:

- Any critical equipment used at Caerus locations are designed, installed, operated and maintained per Recognized and Generally Accepted Good Engineering Practices
- Equipment, spare parts, and maintenance materials are suitable for the application for which they will be used

### t. Personal Protective Equipment

Contractor is required to maintain a written PPE program and provide training in the proper use, maintenance, and inspection of PPE PRIOR to beginning work. In addition to the requirements below, Contractors are expected to provide their Personnel with Personal Protective Equipment (“PPE”) suitable to any identified chemical, physical, biological, ergonomic, or electrical hazard.

**NOTE:** Caerus may allow exceptions to PPE requirements on a project-specific basis if supported by a PPE or risk assessment. These exceptions must be approved in writing by a Caerus site supervisor.

Contractors will:

- Assess the jobsite and associated tasks to determine what PPE is needed;
- Provide and pay for task-required PPE to their Personnel, as required by OSHA 1910.132; and
- Ensure their Personnel are trained in the use and care of appropriate PPE when working with chemicals or other hazardous materials.

At a minimum, anyone entering a Caerus site are expected to have:

- Safety glasses with side shields or equivalent (ANSI Z87.1-2020-approved verbiage shall be

visible on the lens or frame);

- Hard hat (ANSI Z89-2014 Class E);
- Safety-toed boots (ASTM F2412-11 and ASTM F 2413-11)
- Multi-gas personal monitor (4-gas) equipped with detectors for hydrogen sulfide (H<sub>2</sub>S), explosive atmospheres (LEL), oxygen, and carbon monoxide; and
- Fire Resistant Clothing (“FRC”) (National Fire Protection Agency [NFPA] 2112) that shall be:
  - Worn appropriately (e.g., sleeves rolled down) and as the outer most layer of clothing,
  - FRC rain gear, jackets, or coats worn as outermost layer, and
  - Replaced if torn, damaged, or excessively soiled (if repaired, FRC thread/material must be used).

Additional PPE may be required, based on the nature of the work to be performed, as identified in the JSA. Contractor Personnel must meet or exceed Caerus’ PPE requirements based on contract, task needs, PPE assessment, and/or SDS requirements.

## u. Personal Gas Monitors

Contractors are expected to have combustible gas detection on all Caerus field worksites where an explosion or hazardous atmosphere risk may exist (e.g., a live site where hydrocarbons are being produced or conveyed through). The minimum gas sensor requirements for personal gas monitors are as follows:

- Hydrogen Sulfide (“H<sub>2</sub>S”)
- Carbon Monoxide (“CO”)
- Lower Explosive Limit (“LEL”)
- Oxygen (“O<sub>2</sub>”)

All Personnel must leave a location if the following abnormal atmospheric measurements are observed. Contractors are expected to evaluate the measurements versus the work they are performing. For example, if you are helping a Caerus representative replace a plunger or purge process piping of hydrocarbons, a certain amount of LEL is expected briefly.

- H<sub>2</sub>S = 10 parts per million (“ppm”) or greater
- CO = 35 ppm or greater
- LEL = 10% or greater
- O<sub>2</sub> = less than 19.5% or greater than 23.5%

Personal gas monitors shall be:

- Intrinsically safe;
- Worn in the personal breathing zone (i.e., within one foot of the face);
- Set to meet or exceed regulatory guidelines; and
- Bump tested and calibrated per manufacturer recommendations, at a minimum.

It is not expected for Contractors to outfit every employee on a location with a personal gas monitor. If a Contractor has multiple Personnel on one location, please discuss the number of meters required with a Caerus representative. Keep in mind the operational parameters of the meter selected for use. For example, the accuracy of the meter may be affected by subzero temperatures.

## **v. Purging**

No lines will be purged without the onsite supervision of the Caerus representative assigned to your project.

## **w. Rigging and Lifting**

Contractors shall follow all requirements when performing rigging and lifting activities on Caerus locations, and shall:

- Initiate rigging and/or lifting activities only after identifying hazards and associated controls on the JSA and reviewing all site-specific procedures with all those involved with the activity. The Contractor must ensure all chains, slings and cables are applicable for the job and are maintained according to the manufacturers' requirements;
- Develop a lift plan for high hazard lifts that has been reviewed and approved by a qualified professional engineer. A high hazard lift is a critical lift where the load is expensive, involves hard to replace equipment or where the load is maneuvered over people or energized equipment, including power lines;
- Defective or damaged chains, slings, cables, or components must be tagged and removed from service immediately. Hooks, rings, links or any coupling device must have a rating equivalent or greater than the chain, sling or cable to which it is affixed. Never use makeshift links or coupling devices;
- Daily inspections before use must be conducted and documented by the Contractor to look for wear, abrasions, collapse and any other visible damage. Contractor conducting the inspections must be trained to recognize defects;
- All chains, slings and cables must have an identification tag attached that shows its load rating and limitations; and
- Maintain competency if acting in the role of an equipment operator, signaler, or rigger.

## **x. Safe Vehicle Operations**

Contractors shall:

- Have a driver distraction practice regarding the use of cell phones and other electronic devices while driving and follow State regulations;
- When practical, limit the use of cell phones and other electronic devices (including hands-free devices) while a vehicle is in motion while on Caerus sites and roadways;
- Use industry acceptable hand signals for directing vehicles or heavy equipment;
- Utilize pull-through/drive-through or back-in parking at all locations, where practicable;

- Use a spotter, if backing a vehicle or heavy equipment on a Caerus work site;
- Use preferred road routes;
- Contractor shall be aware of limited or restricted access routes;
- Properly place and secure all loads; and
- Observe all posted speed limits, including landowner established speed limits.

## **y. Safe Work Permits**

Contractor is required to implement Safe Work System programs relevant to the work being performed, including, but not limited to, Permit to Work, Confined Space Entry, Hot Work, Lock-Out Tag-Out and Control of Potentially Hazardous Energy, Ground Disturbance, and Excavation Work/ Trenching & Excavation.

A Safe Work Permit will:

- Describe specific work tasks at specific locations for a specific timeframe;
- Must identify potential hazards associated with the worksite and tasks and addresses them, as applicable, through an appropriate hierarchy of controls beginning with substitution/elimination and subsequently followed by engineering controls, administrative controls and finally PPE; and
- Must identify the need for other required documents, forms, or permits (e.g. Management of Change, Hot Work, Lockout/Tagout, etc.); and becomes incomplete when conditions change, or new hazards are identified.

## **z. SIMOPS (Simultaneous Operations)**

Caerus expects Contractors performing simultaneous or concurrent operation on the same Caerus location or job site to have a mutually agreed upon plan for communicating hazards, emergencies, and evacuations at the site. Additionally, Contractors shall participate in:

- Hazard identification and/or risk assessments;
- Ad hoc pre-job planning;
- Attend “kick off” meetings; and
- Follow the execution requirements of the SIMOPS plan coordinated by Caerus

Contractors operating concurrent operations to have a mutually agreed upon and unified procedure for handling emergencies and evacuations from the Caerus site. However, if the Contractor plan conflicts with the local Caerus emergency response plan, the Caerus plan governs.

## **aa. Welding**

Welders and/or Contractors shall be trained, certified, tested, and competent in the required welding procedures and adhere to applicable codes, standards and regulations while performing welding work. Specific projects may require additional certifications per our request. Please refer to the Hot Work section above for additional info on expectations surrounding hot work.



## **bb. Well Control Barrier**

Contractors shall supply the appropriate equipment and competent Personnel to meet Caerus' well control barrier expectations. The following requirements are expected to be followed by Contractors:

- For any down-hole well work, a risk assessment shall be done to identify the number and type of well control barriers required for the planned down-hole activities. Risk assessments can be conducted and maintained for similar wells where the risks are the same (e.g., for given well types, plays or areas where the design is the same);
- The risk assessment shall consider the impact of a failure of the primary barrier; and
- Barrier design and usage shall meet any applicable regulatory requirements. It is recommended that in most drilling, completion, and production operations that at least two well control barriers are maintained in place. If a secondary barrier is not possible or practical for the operation, then another mitigation measure shall be included in the risk assessment and work program.

## **cc. Well Control**

Contractors involved in well operations must ensure that they:

- Understand the requirements of Caerus' well control equipment requirements and well control SOPs;
- Bring to the attention of the Caerus representative any potential conflicts between the Contractor's practices and procedures and Caerus' requirements that have not been addressed in a bridging document;
- Fulfill their responsibilities for well control incident avoidance (e.g. Kick monitoring) and taking appropriate first steps to shut-in and secure a well when warning signs are detected;
- Contractors involved with, and having the responsibility for, maintaining well control shall have the appropriate training. The level of training may vary depending on job type. Training includes:
  - IADC (via an accredited training provider)
  - Well Sharp Drilling Operations (Supervisor or Engineer Level)
  - Well Sharp Well Servicing, Coiled Tubing, Snubbing, Wireline, Workover & Completion
  - IWCF (via an accredited training provider)
  - Drilling Well Control (Level 4 Well Site Supervisor)
  - Well Intervention Pressure Control (Level 4 Well Site Supervisor);
- Unless otherwise dictated by regulation, renewal frequency for all well control training shall be 2 years.

## **dd. Working Alone**

Contractors are expected to develop and implement a system to monitor the location of its Personnel and to ensure their well-being in working alone situations. Contractors must ensure their Personnel are competent in

working alone procedures and any associated equipment.

### **ee. Working at Heights**

Contractor Personnel working at heights greater than four feet shall be protected using approved guardrails or fall protection/arrest systems.

When Contractor Personnel are working at a height near other Personnel, the Contractor must have a competent signaler and the area must be roped off with conspicuously posted signage or take other equivalent measures to protect Personnel at lower levels.

Personal fall arrest systems must be supplied by Contractor and worn by all Personnel when working at heights greater than four feet where Personnel are not protected by guard rails, as required by applicable regulations. All Personnel must be properly trained in the use of fall protection devices. Fall arrest equipment must meet applicable regulatory requirements and shall be inspected daily or before each use.

Where man baskets are required, the Contractor shall ensure that a professional engineer has certified this equipment. Contractor Personnel in man baskets must be secured in accordance with applicable regulatory requirements.

Scaffolding shall be designed by a qualified person and shall be installed per that design. Scaffolds will be constructed of suitable material for intended service (per OSHA 1926.451). The Contractor must also inspect all scaffolds at the beginning of each shift and immediately following any event that may have caused structural damage or otherwise impacted the safe use.

## **4.0 Health Hazard Assessment & Control**

Contractors are expected to have programs in place that addresses all chemical, physical, ergonomic, indoor air quality, and biological hazards on Caerus field worksites. Specifically, Contractors shall:

- Communicate chemical, physical, ergonomic, indoor air quality and biological hazard control procedures for affected Personnel;
- Adhere to Caerus' Exposure Control Plans and procedures for applicable hazards; and
- Respond to Personnel concerns directly or seek additional information from Caerus EH&S representative.

It is the Contractor's responsibility to perform a hazard assessment prior to tasks being performed on Caerus locations and ensure proper protective measures are taken. Contractors shall control hazards using the following hierarchy:

- Engineering controls (ventilation, site spacing, flares, etc.).
- Administrative controls (procedures, training, etc.).
- PPE (e.g., hearing protection, safety-toe boots, safety glasses, etc.). PPE shall be the last line of defense.

## 5.0 Environmental Stewardship

### a. Materials & Waste Management

Contractors shall comply with all applicable Local, State, and Federal Regulations governing waste as well as any requirements set forth in their individual Service Orders, Master Service Agreements, Service Agreements, Master Contracts, or other agreements. Furthermore, Contractors shall:

- Ensure all chemicals and containers brought onto a Caerus location are removed at the completion of the job (disposal of the materials costs will be charged back to Contractor if not removed). SDS shall be available upon request;
- Ensure wastes generated and/or disposed of on behalf of Caerus are managed in accordance with instructions from the Caerus representative and in conformity with applicable Local, State, and Federal Regulations;
- Ensure waste materials generated are segregated and disposed of into their appropriate waste receptacle in a way that minimizes the need and costs for disposal; and
- Ensure recyclable waste or materials are reused onsite or taken to an approved facility for recycling.

Wastes generated solely by the Contractor (e.g., used oil from rental equipment) are the responsibility of the Contractor to recover and dispose of properly offsite. Waste disposal techniques and facilities shall be subject to Caerus approval.

Waste management and disposal shall be:

- Coordinated and completed by a certified/trained professional;
- Transported by licensed transporters to an approved facility for the specific waste type; and
- Accompanied with the appropriate documentation or shipping papers (such as the Uniform Hazardous Waste Manifest, if applicable).

### b. Temporary Sanitary Facilities (Pollutant Source)

The Contractor shall ensure that all required approvals, including permits and licenses, are in place for septic, water diversion, and waste disposal systems associated with its facilities, including “grey water” discharge. Furthermore, Contractors shall:

- Design and maintain sanitary facilities per applicable regulations and/or permit requirements and to protect surface water and potable groundwater resources;
- Ensure all sanitary facilities are properly secured or anchored; and
- Ensure all leaks and sewage discharges are treated as spills and are reported to a Caerus representative immediately upon discovery.

### c. Spill Prevention, Reporting, and Management

A spill is any unpermitted quantity of liquid or solid substance that is partially or wholly outside of its primary containment (e.g., tank, drum, truck, pond, pit, and storage sack), excluding beverages, food items, unused hydraulic fracturing sand (non-coated and natural), and fresh (including potable) water under specified circumstances.

All spills on Caerus property shall be reported to the Caerus Representative immediately. If the Caerus representative assigned to the project is not available, you must call the Operations Control Center (“OCC”) / Integrated Command Center (“IOC”) immediately (see Section 2). Contractors shall have available all emergency responders’ contact information in addition to all pertinent Caerus emergency contact names and numbers. Timely and consistent spill reporting enables Caerus to minimize and monitor our impact on the environment and to comply with all regulatory requirements.

**Contractors shall be responsible for the clean-up of any spills they cause, at their sole expense. Spill cleanup shall be managed with Caerus representative oversight.**

### d. Water Quality & Quantity

Contractors shall obtain all necessary approvals, licenses and permits for water use (i.e., groundwater or surface water for drilling) before performing work. No water will be discharged without prior approval by the Caerus representative, which includes approval by the surface landowner, obtaining applicable permits, and/or proper tests and documentation prior to discharge (e.g., stormwater and hydrotest water).

### e. Wildlife and Habitat

Do not approach, feed, intimidate or otherwise harass wildlife. Contractors shall respect wildlife and habitat on Caerus locations and to report potential wildlife and/or habitat impacts identified during field activities to their Caerus representative (e.g., occupied bird nests and dead/injured wildlife). If the Caerus representative assigned to the project is not available, Contractor must call the Operations Control Center (“OCC”) / Integrated Command Center (“IOC”) immediately (see Section 2).

## 6.0 Regulatory Compliance

Contractors shall be aware of, and maintain compliance with, the applicable regulations, legislation and laws relevant to the jurisdiction they are working in and work they are performing.

If a Contractor or its Personnel are approached or contacted by a regulatory agency at any time while working for or on a Caerus site, he/she shall notify a Caerus representative immediately. The Caerus representative will address all questions related to Caerus sites, processes and/or equipment. If the Caerus representative assigned to the project is not available, you must call the Operations Control Center (“OCC”) / Integrated Command Center (“IOC”) immediately (see Section 2) to report these occurrences.

### a. Federal Motor Carrier Safety Administration (“FMCSA”)

Contractors who operate commercial motor vehicles while working for Caerus shall comply with all applicable

State and Federal Motor Carrier Safety Administration rules and regulations and demonstrate compliance through documentation.

## **b. Pipeline and Hazardous Materials Safety Administration (PHMSA)**

Contractors who perform construction, operations, maintenance, or emergency response activities on pipeline facilities regulated by CFR 49, Part 192-199, shall comply with all applicable Pipeline and Hazardous Materials Safety Administration (“PHMSA”) rules and regulations and demonstrate compliance through documentation.

## **7.0 Risk Management**

Contractor shall:

- Have and follow its own risk management process;
- Engage Caerus in Contractor’s risk management process when necessary;
- Ensure high-impact/high-probability tasks are mitigated; and
- Participate in Caerus’ risk management process as required.

## **8.0 Security & Security Investigations**

Contractor shall:

- Report suspicious activity or packages to Caerus;
- Assist in controlling access to property owned, leased, or operated by Caerus (unauthorized persons shall be questioned and reported);
- Sign-in and sign-out at Caerus access-controlled offices, facilities, and field locations;
- Close all gates upon entering and exiting the location;
- Report all incidents that occur on Caerus property such as theft, trespassing, vandalism/destruction of property, illegal dumping, and threats to a Caerus representative, or if instructed to, law enforcement;
- Ensure any notification to the Caerus representative includes the name and telephone number of the law enforcement agency contacted, the law enforcement agency’s assigned incident number, and if possible, a copy of the incident report generated by the responding officer/deputy;
- Not alter or destroy any potential evidence post-incident (e.g., tire impressions, clothing, and tools);
- Keep notes of actions taken and observations, including date and time in case you are interviewed by law enforcement or the Caerus investigators post-incident;
- Report to your Caerus representative incidents of potential fraud to including submission of fraudulent invoices or field tickets, or possible violations of ethical business practices (e.g.,

conflicts of interest, solicitation, paying of bribes or kickbacks, acceptance of gifts and misuse of Caerus property);

- Ensure equipment on Caerus locations, including bulk fuel tanks, is secured when not in use; and
- Cooperate and support any Caerus investigation as requested.

If the Caerus representative assigned to the project is not available, Contractor shall call the Operations Control Center (“OCC”) / Integrated Command Center (“IOC”) immediately (see Section 2) to report these occurrences.

## 9.0 Weapons

Dangerous weapons include but are not limited to: firearms (shoulder weapons and handguns) of any type, archery, explosives, knives with a blade greater than 4-inches, batons, electroshock tasers, stun guns, martial arts instruments, chemical agents, or any material used to replicate those listed above.

The possession or use of dangerous weapons is prohibited on Caerus-owned, leased or operated property including, but not limited to, field locations, offices, buildings, parking structures, vehicles or aircraft.

Contractors who observe a person in possession of a dangerous weapon, as described above on or in property owned or operated by Caerus shall immediately report the occurrence to a Caerus representative. If your Caerus representative is not available, you are to contact the Operations Control Center (“OCC”) / Integrated Command Center (“IOC”) immediately (see Section 2).

## 10.0 Disciplinary

If Contractor requires, requests, or allows workers to perform work in or around unsafe conditions or violates environmental permits or regulations, Caerus may immediately remove Contractor or any of its individual workers from Caerus locations. For example, immediate and permanent removal may occur if any of the following activities are observed:

- Openly exhibits disregard, defiance, or disrespect for the safety program;
- Falsifying documents or information;
- Participates in fighting, violence, threats of violence, theft, or destruction of property;
- Violates any laws, safety or environmental rules, regulations, procedures, or codes;
- Possesses weapons such as firearms (or knives not typically used in conjunction with normal work tasks); or
- Failure to comply with Caerus Drug and Alcohol policies.

## 11.0 Verification and Audit

Contractors performance is verified on a continual basis by Caerus’ operational and EH&S team in the form of daily observations, field spot checks and inspections. Contractors working for Caerus may also be identified and selected to take part in a more thorough and formal EH&S audit. The intent of the EH&S audit is to provide

Caerus with assurance that the relevant expectations and processes listed in this manual are in place and being implemented. The audit process includes a tabletop review at the Contractors relevant office and a possible field inspection of active operations.

If selected to take part in an EH&S audit, the Contractor is responsible for the following:

- Be readily available prior to, during and after the audit;
- Administration and logistics for the audit team including workspace, meeting space and access to field locations, operations, and Personnel;
- Providing relevant EH&S documents and records to demonstrate conformance to the requirements listed in this manual address all corrective actions identified in the audit report; and
- Address all Corrective Actions identified in the Audit Report.

## 12.0 Acknowledgement

I hereby acknowledge that I have received the 2021 Contractor Expectations Manual per Section 1.a of this document.

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

Company: \_\_\_\_\_

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

All Contractors are responsible for ensuring that the Caerus EH&S Minimum Requirements for Contractors are reviewed by all Personnel who will be on any Caerus location before beginning work on said Caerus location. A copy of the signed certification shall be provided to the Caerus EH&S Department for retention.

- *Frequency*- Prior to initial work assignment at any Caerus location.
- *Retention* - Retain for duration of the term of Contractor's agreement with Caerus and/or during the performance of any work by or through Contractor for Caerus.