



Site Specific Safety Plan

SAMPLE

Revision	Date	Description	By:
		Issued for Approval	Ronda Rowe Safety
		Reviewed	
		Approved	Jerry L. Jeffries, Sr. President

Revision	Date	Description	By:
1		Issued for Approval	Ronda Rowe Safety
1		Reviewed	
1		Approved	Jerry L. Jeffries, Sr. President

Revision	Date	Description	By:
2		Issued for Approval	Ronda Rowe Safety
2		Reviewed	
2		Approved	Jerry L. Jeffries, Sr. President

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Appendix A - Golden Field Services Safety Program

Appendix B – Emergency Phone Numbers

1. Scope of Project

Golden Field Services, Inc., contracted to perform Survey Contractor Services for a proposed pipeline between _____, is responsible to:

- Provide Survey Contractors Safety Plan and Procedures.
- Provide qualified personnel with a thorough knowledge of pipeline surveying.
- Provide supervision for survey personnel.
- Provide adequate headquarters, facilities, equipment, etc. to conduct the survey.
- Perform surveys in a competent and professional manner.
- Deliver field data as specified by project requirements.

2. Safety Policy

Golden Field Services, Inc. operates to the Safety, Health and Environmental policy as stated in Appendix A. Golden Field Services, Inc. Management is responsible for the interpretation and implementation of this policy. Golden Field Services, Inc. is a DOT/OSHA compliant Organization.

Golden Field Services, Inc. considers safety to be a critical element of our business, and we insist that our employees take an active role in the prevention of accidents. We believe that nothing that we do is more important than the safety of ourselves and others. It is the responsibility of every employee to make safety for themselves and others a primary concern. In turn, we will conduct our business so as to:

- Ensure the safety and health of our workers,
- Protect the public, the environment, and the property of others from injury or damage resulting from our activities,
- Comply with applicable laws and regulations governing environmental, health and safety, and
- Comply with the rules and regulations of our clients.
- Comply with all State Safety Requirements.

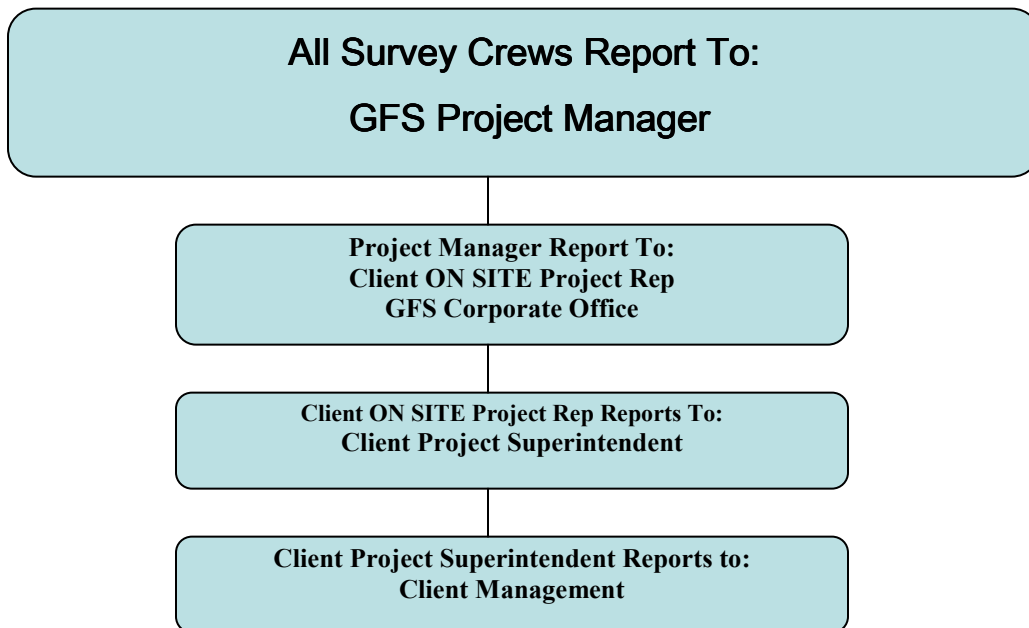
The Project Team is committed to the established Golden Field Services philosophy of "No accidents, No harm to people, and No damage to the environment". The project will provide safe work systems through the effective application of risk assessment and good industry practice and safety standards.

3. Safety Risk Identification, Assessment & Management

All GFS employees and any contracted personnel shall perform their assigned tasks and duties so as to:

- Be in full compliance with OSHA, and Client requirements and applicable safety requirements and procedures.
- Follow Golden Field Services Safety Program (see Appendix A)
- Participate in all safety meetings and daily tail gate meetings
- Mitigate the potential environmental and roadway hazards as follows:
 - Every member of each survey crew(s) must wear "High Visibility" florescent orange or florescent green safety vests.

- The survey crew(s) shall place a minimum of two 30" x 30" signs stating "Survey Crew" (with an orange or green background and black lettering), a minimum of 500 feet in both directions on the roadway; in the case of an intersection, signs shall be placed appropriately to ensure safety.
 - In an area where visibility is limited to both the survey crew(s) and motorists, such as on curves or hills, signs and flag persons shall be used; flag persons will be placed 200 to 300 feet in both directions from the work area.
 - Traffic cones shall be placed around instruments and vehicles within the roadway (orange/18 inch minimum height) to alert oncoming motorists.
 - Every member of survey crew(s) must be aware of their surroundings and potential environmental and biological hazards during performing the survey.
- **Smoking is not allowed at any time. NO EXCEPTIONS!**
 - **During Hunting Season Safety Vests will be worn at all times. NO EXCEPTIONS!**
 - Report all safety and environmental related incidents including near hit incidents as soon as it is safe within 24 hours of the incident.
 - **One Call will be notified 48 hours in advance by GFS Project Manager before any placement of steel pins by Survey Crews.**
 - The following Chart of Command will be used throughout this Project:



Where engineering controls are not feasible or practical for the elimination or control of employee exposure to workplace hazards, CLIENT will provide suitable personal protective equipment for all affected employees, supervisors, and management. All sub-contractors and/or visitors will be required to furnish their own PPE that meets all current OSHA standards and specifications, as well as that of any host-facility, or as stated in this policy.

4. Codes, Standards, and Company Specifications

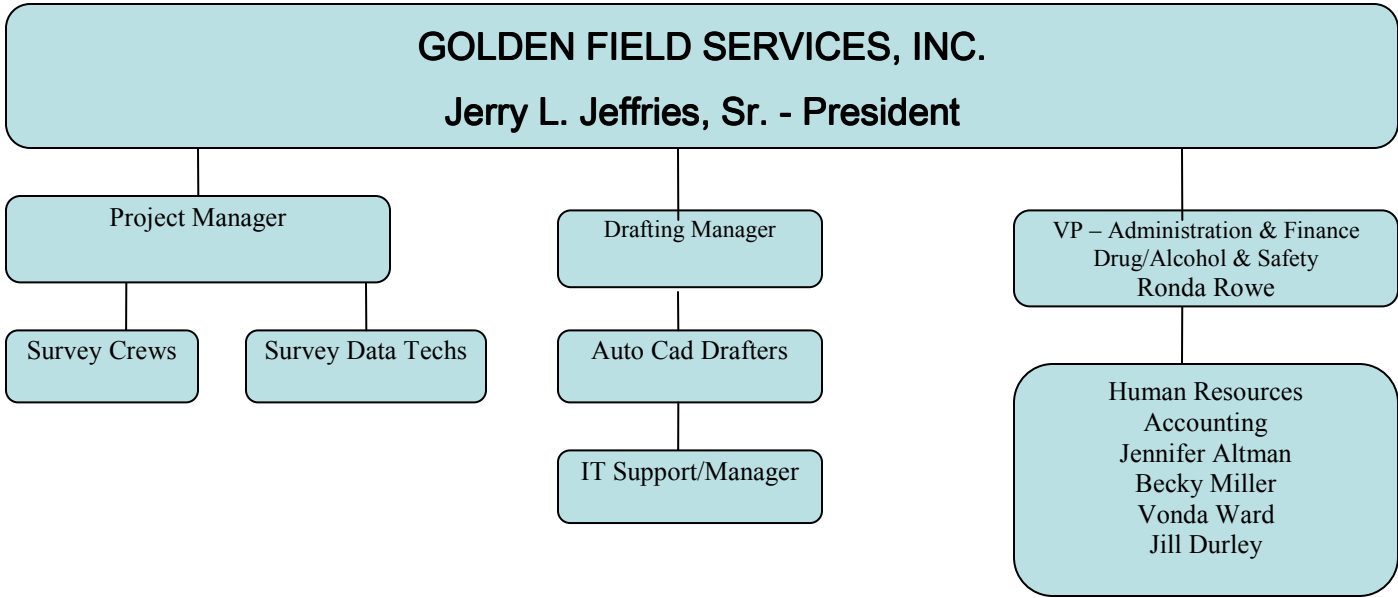
Unless modified herein, all work will be performed in compliance with the latest applicable local, state and federal regulations as well as industry standards, project drawings if any, and with CLIENT specifications.

5. Safety Roles & Responsibilities

Golden Field Services, Inc. is already familiar with the project commitment to “no accidents, and no harm to people, and no damage to the environment” but the safety and environmental focus is repeated here for emphasis. All employees shall acknowledge a copy of GFS Safety Procedures and Goals have been previously provided.

Any waste and debris generated or removed from the work locations will be segregated and labeled with the name of the material and the associated hazard for transport by approved disposal contractor. Survey Contractor, where required, will provide sanitary facilities for all Survey Project Personnel. All GFS personnel will be provided Sanitary Hand Wipes for the duration of this Project. All materials, tools, cans, lunch items, drink items and all other wastes (including wipes, papers, etc.) will be placed in zip lock baggies and taken back to the GFS Field Office for proper disposal at the end of every day.

An HSE Representative from CLIENT may be present at all work locations and will be responsible for ensuring that applicable health and safety standards and requirements for environmental and security practices are implemented. **This Site Specific Plan will be for the entire Project. GFS will report to CLIENT all HSE Performance & Improvement of Safety Issues on a continual basis throughout this Project.** The essential job function will be to monitor the workplace conditions and employee tasks to ensure that CLIENT standards are met. This will be done by recognizing potential hazards and determining the appropriate prevention methods, including procedures, training, physical guards and personal protective equipment (PPE). Other proactive measures to accomplish this will include the use of Job Safety Analyses (JSA), Safety Audits (ASA) and the work permitting process where necessary. The HSE Representatives will provide support to the worksite management team in a coordinated effort. Communication with CLIENT and Survey Contractor Project Manager will be ongoing regarding implementation of safety policies, corrective actions and necessary documentation.



Safety Roles and Responsibilities

- Program leadership will be visible and supportive of the team in their efforts to meet HSE expectations.
- The goal for the project shall be zero OSHA Recordable Injuries.
- **Everyone on the project is empowered to take action to prevent unsafe acts and/or situations including stopping work.**
- All team members are responsible for achieving HSE excellence. This includes the willingness to provide resources and personally lead the team to meet project HSE expectations. Effective leadership and a strong commitment to the project are vital to the successful management of HSE.
- It is the responsibility and right of every project team member to work safely and to promote a safe work environment for all.
- All accidents and injuries are preventable.
- Safety is the first priority and will not be sacrificed for schedule or operations.
- Although it is anticipated that the project will be successfully completed without injury or accident, should one occur the incident must be immediately reported to the CLIENT Senior Representative, GFS Project Manager, and Tulsa, OK Corporate Office. The incident shall be investigated to prevent its recurrence.
- The CLIENT Project Manager may conduct Safety Audit(s) during the project execution.
- The CLIENT senior representative and Safety Manager shall perform at least two safety audits during the project execution. CLIENT may perform additional safety audits. The Survey Contractor shall report all incidents including injuries, first aid, and near hit incidents to the CLIENT senior representative. The goal of near hit incident reporting is to learn and share the information from the incident so that future incidents and potential accidents can be prevented. Safety Manager will conduct or have conducted an investigation to all safety incidents or near hit incidents. **ALL SAFETY INCIDENTS AND NEAR HIT INCIDENTS MUST BE REPORTED AND DOCUMENTED.**
- All GFS Personnel Total Labor Hours and all Mileage will be reported to CLIENT on a monthly basis.
- All personnel will wear the proper Personal Protective Equipment (PPE) on this project. PPE required for this project will include **Leather Hiking (reinforced toe) Boots for appropriate foot wear. (No Tennis Shoes allowed)**, safety glasses with side shields, goggles, hearing protection (which must be readily available and worn as applicable), leather work gloves on the person of each worker. **All Personnel will wear Safety Hats throughout the duration of this Project.** One Hundred Percent (100%) cotton clothing will be worn with 4' sleeves. Fire resistant clothing (FRC) may be required for specific activities. Workers must not wear loose clothing or jewelry.
- When lifting materials for any reason using mechanical lifting equipment, proper lifting equipment shall be used. Any slings that are to be used should be in good condition (no fraying) and shall have current certification not less than one year old. Tag lines also shall be used during the lifting and moving process.

- Communications will be maintained between everyone on site, between sites, with the GFS Field Survey Project Office located at:
- All GFS Personnel will report to the GFS Field Survey Project Office each morning before going to the field to check in with Project Manager and download data.
- A GFS Personnel Roster will be provided to Field Office. All GFS Personnel will check in and out at the Field Office each day. Field Office will be notified immediately of any GFS Personnel not accounted for at the end of each day.
- All GFS Personnel will report to the GFS Field Survey Project Office at the end of each day before going to lodging facilities.
- Any GFS employee who does not report to Office in a timely manner will automatically initiate an immediate Search and Rescue.
- All GFS Field Personnel will use Cell Phones and Radios as the Primary and Secondary means of communication. CB Radios will be used by all Survey/Field Personnel to communicate with Loggers. Once started, if insufficient, GFS will set up emergency Satellite Phone.
- The Maximum Speed Limit will be 25 MPH unless posted otherwise.
- It is the Project Superintendent responsibility to:
 - Ensure implementation of the program HSE Plan
 - Ensure resources are in place to execute an effective HSE program (i.e. HSE organization, permitting, training, equipment, personnel, finance, and time)
 - Ensure that all required regulatory, technical, and project specific training is completed and documented for each project worker.
 - Ensure suitably trained and qualified personnel are available to implement the HSE Plan
 - Develop and assign personnel performance objectives for implementing the HSE Plan
 - Ensure project, contractor, and supplier facilities and locations are in compliance with the HSE goals of the project
 - Report all incidents to the CLIENT Field representative
 - Ensure that all changes in Project Personnel will be reviewed and reported to CLIENT Management as to secure Safety and Risks of this Project.
- The Project Team members will:
 - Perform job functions in a manner that prevents accidents, eliminates harm to people , and does not damage the environment
 - Identify, correct, and report all recognized hazards
 - Recognize and reward safe and environmentally responsible behaviors
 - Locate and apply shared learning to specific job responsibilities and tasks
 - Assist in the development and implementation of safe work practices
 - As requested, participate in audits, inspections, and incident investigations

6. Safety Training, Awareness & Competence

All Golden Field Services, Inc. employees will be initially trained and certified in safe inspection-work practices, hazard communication and assessment, accident/incident reporting, the

emergency action plan, or other requirements necessary to perform their job, prior to job assignment. In addition, ongoing safety training during each employee's tenure to include hands-on training or pre-job safety meetings will be routinely conducted, and each employee will be required to attend a site-specific orientation at each host-facility job-site as required by that particular facility's training guidelines.

Documented training will be conducted by certified training institutions, host-facility operators, and/or by Golden Field Services, Inc. management. **All GFS Project Personnel will complete the following Training for this Project by _____:** Written or oral testing methods will demonstrate that each employee has received and understood this information. Documentation will be located in Survey Contractor Corporate Office Safety Training Files. A copy of all Training Records for this Project will be forwarded to CLIENT.

7. Safety Communication and Consultation

The following table illustrates the types of safety meeting that shall be conducted prior to and during the execution of the project:

Project Stage	Type of Meeting	Frequency
Pre	Contractor Project Kick-Off Pre-Job	Once per project
During	Tailgate/Tailboard Safety Crew Time Out Crew Shut Down Project Shut Down	Daily Weekly, Monthly Incident specific Incident specific Incident specific

8. Emergency Response Plan (ERP)

Even though it is the intent of Golden Field Services, Inc. to provide and maintain a workplace free of safety and health hazards, and to establish policies for safe work practices and procedures, and expect its employees to perform their work in a safe manner, the potential for accidents and injuries to occur still exists. The following is a brief list of the emergencies that may occur during the execution of the project and the steps that will be taken to respond to the emergency.

Hydrocarbon Release

- Evacuate personnel to a safe location
- **Smoke Grenades and flares will be used in emergency evacuation when all communications have failed.**
- Shut down equipment
- Notify the AMEC Paragon senior representative.
- Any spill shall be reported to **CLIENT AND GFS MANAGEMENT.**

Illegal Drugs/Activities

- Evacuate personnel to a safe location

- Meth Labs, Marijuana, drug harvests, etc. will be reported immediately to CLIENT for immediate action.
- Cease Field work and wait for CLIENT Management to give clearance for work to continue.

Unusual Objects/Human Remains

- Upon discovery of any unusual objects or human remains personnel will evacuate to a safe location.
- Contact Proper authorities and CLIENT Management.
- Cease Field work and wait for CLIENT Management to give clearance for work to continue.

Medical Emergency

- Move victim to safe location if necessary
- Administer first aid as necessary
- **Smoke Grenades and flares will be used in emergency evacuation when all communications have failed.**
- Notify the CLIENT senior representative as soon as possible

It should be noted that before work begins at any location, all employees will be made aware of all emergency phone numbers if needed for the transportation of injured personnel (**See Appendix C**). These numbers shall be conspicuously posted at job-sites, or as communicated by Company Management.

In the event of a serious injury requiring medical attention other than minor First Aid, only qualified, certified personnel shall manage the injured person until professional medical help has arrived. All employees shall follow the Golden Field Services “MEDICAL SERVICES and FIRST AID PROGRAM” at all times.

Project Manager and All Party Chiefs will be CPR – First Aid Certified. A List of all Certified GFS Personnel will be posted in GFS Field Office.

Severe Weather

- GFS Field Office will monitor weather and will alert ALL GFS Personnel in a timely manner by mean of communication set forth in the above Communications Section of Roles & Responsibility.
- Evacuate personnel to safe location
- **Smoke Grenades and flares will be used in emergency evacuation when all communications have failed.**
- Wait for instruction from the CLIENT senior representative prior to returning to work

Fire Emergency

- Evacuate personnel to safe location
- **Smoke Grenades and flares will be used in emergency evacuation when all communications have failed.**

- Notify the CLIENT senior representative, GFS Project Manager, GFS Field Office immediately.
- CLIENT senior representative will be responsible for notifying the local fire department immediately
- Wait for instructions from CLIENT senior representative prior to returning to work

9. Safety Inspections, Audits and investigations

All injuries, illnesses, HSE incidents, and near hit incidents, which could have resulted in an HSE incident, will be promptly reported to the Senior CLIENT Field representative. Examples of incidents that will be reported include the following:

- Days Away From Work (DAFW) injuries or illnesses
- OSHA recordable injuries or illnesses
- First Aid cases
- Vehicle accidents
- Environmental releases and spills
- Near hit incidents
- Unsafe acts
- Unsafe conditions
- Property damage
- Security incident
- Fire or explosion

All incidents may be investigated using Root Cause Analysis. It is never a goal of the incident investigation process to accuse or to affix blame. It is essential that reporting of all incidents is encouraged; otherwise important information may not be captured, leaving the situation or condition that caused the original incident as it was.

The following types of safety inspection/audits may be conducted:

- GFS Project Manager will perform documented Informal Site Inspections weekly to insure Crews have appropriate PPE and are following all safety measures.
- GFS Project Manager (with the assistance and communication of GFS Safety Manager) will address all ON Site Safety issues and Environmental Issues. The appropriate personnel with CLIENT will be notified of all communications by following Chain of Command Flow Chart.
- Non Conformance Issues will be corrected immediately.
- Informal Work Site/Project Reviews - A “walk-through” safety review may be performed by CLIENT Employee. This is an informal review that does not have to be documented.
- Unannounced Workplace Inspection - Periodic inspections, with a frequency that is dependent upon the level of risk associated with the work, may be conducted and documented by CLIENT to monitor a Contractor’s safety performance, and address deficiencies. Serious conditions or issues of Non-Conformances (NCR) should be documented and corrected immediately.

- Field Planned Inspection - Field HSE inspections constitute a basic building block to identify real potential hazards, including personnel exposures, substandard conditions and/or practices and determine the appropriate corrective actions to minimize the potential for loss. These inspections may be conducted and documented by CLIENT to monitor a Contractor's safety performance.
- A Post Work Debriefing will occur in a Final Meeting with all Field Personnel and GFS Management at the end of Project to discuss all conduct during the Project, any safety incidents or near hit incidents, progress and grade of Project.

Appendix A - Golden Field Services Safety Policy
(Submitted Under Separate Cover)

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Appendix B – Emergency Phone Numbers

NOTIFY APPROPRIATE MANAGEMENT: once it is safe to report the incident, reporting shall be promptly done and the following personnel shall be notified.