



**CONTRACTOR**

**ENVIRONMENTAL, HEALTH & SAFETY**

**REQUIREMENTS**

**2014**

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## I. PURPOSE

The LINN Energy Contractor Environmental, Health and Safety (“EH&S”) Requirements (“Requirements”) are designed to be used as a tool for the safe, healthful and environmentally sound performance of work by contractors on property or at facilities owned or leased by LINN Energy. The Requirements do not relieve or supplant the responsibility of the contractor to develop and implement comprehensive environmental, health and safety programs. The Requirements do not supersede contractual specifications and, where a specific EH&S plan exists, further requirements may be described. Contractors shall comply with all applicable local, state, regional, federal regulations as well as industry standards. In the event of a conflict, the more stringent standard will be enforced.

The Requirements shall be provided to all applicable contractors and their employees by various means, including distribution at pre-job safety meetings and as attachments to agreements and work orders.

## II. GENERAL RESPONSIBILITIES OF CONTRACTORS AND THEIR EMPLOYEES

A. Contractor responsibilities include:

1. Exercising the right to safely **STOP the job**, at any time, if the work cannot be performed safely.
2. Training all of your employees and subcontractor employees in accordance with applicable regulatory and industry environmental, health and safety standards, including applicable LINN Energy job specific procedures and requirements.
3. Verifying that all of your employees and subcontractor employees are properly trained and capable of performing assigned job duties.
4. Verifying that all of your employees and subcontractor employees comply with all applicable regulatory and industry environmental, health and safety standards.
5. Verifying that applicable personal protective equipment is provided for and used correctly by all of your employees and any subcontractor employees while on property or at facilities owned or leased by LINN Energy when necessary.
6. Providing suitable living, catering and sanitary facilities for employees at the worksite.
7. Prohibiting unauthorized visitors from entering the work site.

8. Reporting to a LINN Energy representative ALL incidents that occur on property or at facilities owned or leased by LINN Energy, including all injuries, illnesses, releases to the environment, vehicle accidents, thefts, acts of vandalism, property damage, or hazardous situations as soon as possible, but no later than within 24 hours. "Near misses" or close calls shall also be reported.
9. Cooperating with LINN Energy in investigating any incidents.
10. Taking corrective action to address hazards identified in the normal course of work, and in response to incidents or near misses, that are within the control of the contractor.

B. Contractor employee responsibilities include:

1. Being thoroughly familiar with and having a clear understanding of the Requirements and all applicable regulatory and industry environmental, health and safety standards, including applicable LINN Energy job-specific procedures and requirements.
2. Maintaining a high level of safety awareness while performing work assignments.
3. Reporting to your supervisor ALL incidents that occur on property or at facilities owned or leased by LINN Energy, including all injuries, illnesses, releases to the environment, vehicle accidents, theft, acts of vandalism, property damage, or hazardous situations as soon as possible, but no later than within 24 hours. "Near misses" shall also be reported.

### **III. SMALL CONTRACTORS**

- A. Companies with fewer than 10 employees, although exempted from certain recordkeeping and OSHA inspection, and enforcement provisions, are at a minimum expected to comply with the following when working on LINN locations.
1. Utilize this booklet as a means of raising EH&S awareness. Carefully review the contents of this booklet and ask your LINN Energy contact for clarification if anything is unclear. Communicate LINN EH&S Requirements to all personnel who perform work for LINN.
  2. Coordinate your work with your LINN representative and other contractors working in the area and ask for clarifications when EH&S or job requirements are not clear.
  3. Actively utilize a pre-job hazard identification system (example inside back cover).

4. Prior to performing hot work (e.g. welding), excavation, or confined space entry, utilize a permit to work system (including ground disturbance checks) and obtain a LINN EH&S orientation from your LINN representative.
5. Prior to commencing work, utilize energy isolation methods (LO/TO)
6. Identify proper personal protective equipment and actively use it as required.
7. Utilize safe rigging & lifting procedures with devices that have a known capacity and design.
8. Notify LINN of incidents, close calls, or unsafe conditions observed on our locations.
9. Stop any unsafe acts.

B. Additionally, the small contractor must:

1. Establish your own clear EH&S expectations within your company including a plan for obtaining appropriate training.
2. Maintain all required licenses, certifications, etc. that are particular to the work you perform.
3. Participate in a drug testing program or consortium to satisfy the requirements for pre-employment, random and post-accident drug testing.

#### **IV. AERIAL LIFTS AND PERSONNEL PLATFORMS**

A. Aerial Lifts

1. Aerial lifts (e.g., bucket trucks, man-lifts, scissors lifts, platforms with controls) used to elevate personnel for above-ground work may not be modified for any use other than that intended by the manufacturer, unless modification has been approved by the manufacturer.
2. The construction of aerial lift devices is prohibited unless the devices are designed, constructed, approved and certified by a Registered Professional Engineer.
3. The platform operating manual must be in the platform or on the equipment.
4. Refer to and comply with manufacturer's literature for documented inspection procedure and frequency.
5. The lift operator must be a qualified person with respect to the use, limitations and hazards of equipment operation.
6. Inspection prior to use is required, including:
  - Lift controls (daily testing prior to use to determine that such controls are in safe working condition).
  - Attachment welds between actuating cylinders and booms or pedestals.

- Exposed cables, sheaves and leveling devices for both wear and security of attachment.
  - Hydraulic system for leaks and wear.
  - Lubrication and fluid levels.
  - Boom and basket for cracks or abrasions.
  - Operation of boom from ground controls through one complete cycle.
7. Any unsafe condition shall be corrected prior to operating the aerial lift.
  8. Equipment shall not be used if tests indicate controls are not working properly.
  9. Hoisting of personnel while equipment is traveling is prohibited.

## B. Personnel Platforms

1. Personnel platforms suspended from cranes or derricks shall not be used unless conventional means of reaching the worksite (e.g., ladders, stairways, scaffolding, elevating work platforms) would be more hazardous or cannot be used.
2. The personnel platform and suspension must be designed by a qualified person familiar with structural design and welding of the personnel platform & components must be performed by a certified welder.
3. The weight of the platform & its rated capacity must be conspicuously posted on the platform with a plate or other permanent marking.
4. Refer to and comply with manufacturer's literature for documented inspection procedure and frequency.
5. Inspection prior to use is required, including an "unoccupied" trial lift meeting regulatory requirements. A pre-lift meeting must be conducted.
6. The personnel platform shall not be loaded in excess of its rated capacity.
7. Bridles & associated rigging must not have been used for any purpose other than hoisting personnel.
8. A competent person must determine that equipment safety devices are activated and functioning properly, that all pre and post lift inspections are conducted and that light and weather condition is acceptable for a personnel lift. If an impending or immediate danger exists, the competent person must stop the lifting operation.
9. Personnel platforms shall not be used to lift tools and equipment when unoccupied.
10. The equipment operator shall remain at the controls at all times when the engine is running and the platform is occupied.
11. Hoisting of personnel shall be promptly discontinued upon indication of hazardous weather conditions or other impending danger.

12. Personnel being hoisted must remain in direct communication with the equipment operator or signal person.
13. Except when over water, personnel in the platform shall use fall protection equipment. When over water, personal floatation devices shall be worn.

C. Boatswain's Chair

1. Personnel must be hoisted in a slow, controlled descent and ascent.
2. Personnel must use fall protection equipment, including full body harness, independently attached to the lower load block or headache ball.
3. The chair itself must be capable of supporting its own weight and at least 5 times the maximum intended load.
4. Only 1 person at a time shall be hoisted.

D. Personnel must utilize fall protection equipment, including full body harness, when utilizing aerial lifts and personnel platforms.

## **V. COMMUNITY RELATIONS**

Contractors shall conduct themselves in a manner that respects the rights of the surrounding community. Community relations are critical to LINN Energy's success. The contractor and LINN Energy, where appropriate, shall work together to support this activity. All such activities shall be coordinated through the designated LINN Energy representative. Contractors are not to represent themselves as speaking on behalf of LINN Energy.

## **VI. COMPLIANCE AND ETHICS**

Our Compliance and Ethics efforts seek to verify that interactions with each other and with external stakeholders (including customers, suppliers, business partners, unitholders and shareholders) reflect LINN's values and the highest standards of ethical behavior. These values and standards of behavior are outlined in LINN's Code of Business Conduct and Ethics and LINN's other policies and procedures. In short, this means we intend to do business the right way and to be in compliance with applicable laws and regulations and LINN's policies and procedures.

We want to know if you have concerns about something you've seen or heard that makes you uncomfortable. These questions and concerns can be discussed

with your LINN contact or you can contact us directly by using LINN's ethics hotline at (888) 475-8376.

## **VII. CONFINED SPACE ENTRY**

- A. Confined space entry procedures are intended to protect personnel entering areas not designated for continuous human occupancy, that have limited access or that present a toxic environment (e.g., tanks, sumps, well cellars, valve boxes, pits, trenches, bell holes, process vessels).
- B. Contractor shall provide advance notice of all confined space entries.
- C. Prior to entering into any permit-required confined space, steps shall be taken to minimize atmospheric hazards.
- D. Prior to entering any permit-required confined space, a LINN Energy Confined Space Entry Permit, or equivalent permit which has been previously approved by the LINN EHS representative or LINN contractor supervisor, must be completed. This permit is to be signed by a LINN Energy representative or his/her designee and by the contractor(s) who will be performing the described task. Note: A "Hot Work Permit" is required prior to any welding, cutting, grinding, or similar operations within a confined space.

## **VIII. DRUGS AND ALCOHOL**

As used herein, "Premises" includes any land, property, buildings, structures, equipment, facilities and means of transportation used in providing services for LINN Energy or located on property owned or leased by LINN Energy.

- A. The use, distribution, or being under the influence of prohibited drugs while on a job or Premises is prohibited. Possession of drugs or drug paraphernalia on Premises is prohibited. Prohibited drugs include, but are not limited to marijuana, cocaine, opiates, phencyclidine, amphetamines and/or any other controlled substance not prescribed for current treatment. A person reporting for work under the influence of prohibited drugs or alcohol is in violation of LINN Energy's policy. "Under the influence" shall mean that an individual is affected by prohibited drugs or alcohol in any detectable manner, including but not limited to, 0.02 blood alcohol level (as tested by an evidential breath testing device) or the for any drug metabolites set forth in LINN Energy's policy.
- B. It is each person's responsibility to notify his or her supervisor when taking any medication or substance that may adversely affect his or her ability to perform the essential functions of the job.

- C. Contractors shall comply and shall verify that their subcontractors comply with all applicable drug and alcohol testing rules and regulations adopted by relevant governmental agencies and the provisions of LINN Energy's policy. A copy of this policy will be made available upon request.
- D. LINN Energy reserves the right to search vehicles and equipment for prohibited items and to conduct drug and/or alcohol tests on any person. Entry onto Premises constitutes consent to and recognition of the right of LINN Energy and its representatives to perform such searches and drug and/or alcohol tests. Searches and tests may be performed at any time and from time to time without notice. LINN Energy reserves the right to remove immediately and permanently bar from any of LINN Energy Premises and jobsites anyone who receives a confirmed positive drug and/or alcohol test result, refuses a drug and/or alcohol test, is determined to be in possession of drugs and/or alcohol or who refuses to be searched.

## **IX. ELECTRICAL SAFETY**

- A. The following safety precautions shall be followed by the contractor or subcontractor when working with or around electrical equipment within their control.
  - 1. Only qualified and authorized persons (i.e., those persons trained in accordance with applicable electrical safety standards) shall work on electrical equipment and devices. Contractors shall designate their employees accordingly as being qualified for a specific task that involves electrical work.
  - 2. All electrical equipment shall be properly grounded and in good working condition.
  - 3. Contractor's electrical switch panels on location shall be labeled as to function.
  - 4. Electrical equipment shall be de-energized prior to performing work on the equipment.
  - 5. Ground Fault Circuit Interrupters (GFCI) shall be used with all portable electric tools.
  - 6. All installations shall conform to applicable electrical safety standards, applicable electrical codes and any industry standards.
  - 7. All electrical equipment shall be maintained in the condition required to meet its applicable electrical standard classification. Do not allow electrical shock hazards to be exposed. Label all high voltage (i.e., greater than 600 volts) equipment according to applicable electrical code or regulatory safety standards.

8. Introduction of electrical equipment or performance of electrical work that violates the hazard class of that area (e.g. Class I, Div. I or II) shall require specific authorization from the on-site LINN Energy representative or designated authority.
9. When working on the ground or in an elevated position near overhead power lines, personnel and any conductive object they may contact cannot come within the following distances of an unguarded energized overhead line:
  - a. For voltages to ground 50 kV or below - 10 feet/3 meters.
  - b. For voltages to ground over 50 kV - 10 feet plus 4 inches/3 meters plus 10 centimeters for every 10 kV over 50 kV.
10. At least one individual per nine crew members shall be trained in First Aid/CPR (e.g. a crew with 1 to 9 members shall have at least 1 trained person; a crew with 10 to 18 members shall have at least 2 trained persons).
11. Contractors using equipment such as cranes, cherry pickers, track hoes, side booms, dump trucks, gin pole trucks, or other equipment of sufficient height to contact power lines must take precautions to comply with applicable regulations and maintain minimum safe distances from power lines, including the use of spotters when equipment is in the proximity of overhead lines.

## **X. EMERGENCY RESPONSE**

- A. LINN Energy has both corporate and site-specific response procedures for handling emergencies which could occur on the job site. An emergency is defined as any event capable of causing death, serious injury, property damage or environmental contamination.
- B. LINN Energy will provide awareness of emergency response procedures for contractors as required.
- C. All contractors shall learn and follow emergency response procedures and, where appropriate, may be required to develop an emergency response plan.

## **XI. ENVIRONMENTAL PROTECTION**

- A. Comply with all applicable regulations related to the protection or conservation of the air, land, water or other aspects of the environment.
- B. Comply with LINN Energy's area-specific environmental procedures.
- C. Immediately report any spill, discharge, release or migration of a substance of any quantity to air, land or water, to the LINN Energy representative. The

contractor shall be responsible for cleaning-up all spills, discharges or releases resulting from their operations on property or at a facility owned or leased by LINN Energy. The disposal of wastes resulting from spills, discharges or releases caused by the contractor shall be the responsibility of the contractor, handled and disposed in compliance with regulatory requirements.

- D. Trash and waste may not be left on location and shall be placed in appropriately labeled and covered containers. Disposal of contractor-generated waste is the responsibility of the contractor and shall be done in compliance with all applicable regulations.
- E. Contractors involved in an emergency response and/or the clean-up of an oil or hazardous substance spill shall have the appropriate level of training to meet applicable regulatory standards.
- F. In certain instances, such as drilling operations, contractors shall comply with the requirement to develop and implement spill control plans for their operations, and a copy of such SPCC plans shall be maintained on location and made available to LINN Energy upon request.
- G. No environmental emission control devices such as a flare, vapor recovery unit, etc. will be bypassed or taken out of services without permission by LINN supervision. All venting of gas shall be minimized as much as feasible and not without permission of LINN supervision.
- H. Contractors shall account for and report all of their fossil fuel fired equipment while on LINN properties and track fuel usage, run time, etc.

## **XII. EXCAVATION AND TRENCHING**

### **A. Excavations and Trenches**

- 1. Before initiating any excavation, trenching or earth disturbance using mechanized equipment, a ground disturbance checklist and/or Work Permit (as applicable) must be completed or obtained from a LINN Energy representative or his/her designee.
- 2. As specified by state or local law, the contractor shall have responsibility to make or assure that all applicable "one-call" notifications are made within required timeframes.
- 3. In addition to "one-call" notification, efforts shall be made, to determine if there are underground utilities installations in the area, and such utilities shall be located and marked prior to beginning work. During the excavation operations, care shall be taken to support any equipment or utilities that could be destabilized due to the excavation or trenching activity. When excavations are within close proximity of known lines, efforts shall be made

to safely approach the line using a probe, side excavation approach, hand excavation, or other methods that do not cause a threat of line damage.

4. All excavations shall be suitably marked and lighted.
5. Utilize fall protection or barricades for trenches and excavations that are obscured from view, left unattended, or have walkway provisions for personnel to cross over them.

#### B. Excavations and Trenches Entered by Personnel

1. For excavations greater than 4 feet, a trained, Competent Person must supervise all aspects of the excavation and assure the following:
  - a. Utilize a personnel protection system (i.e., shoring, sloping or shielding) per applicable regulatory safety standards. If conditions warrant, a Confined Space Entry Permit shall be completed prior to personnel entry.
  - b. Prior to personnel entering an excavation, the contractor shall verify that the work environment is safe.
  - c. Effectively store and retain excavated or other material at least 2 feet/.6 meters from the edge of the excavation.
  - d. Perform daily inspections. If evidence of possible cave-ins or slides is apparent, all work in the excavation shall cease until the necessary precautions have been taken to safeguard personnel.
  - e. Maintain an adequate means of exit (e.g., ladders, steps) located so as to require no more than 25 feet/7.5 meters of lateral travel.

### **XIII. FIRE PROTECTION**

#### A. Fire Watches

1. Fire watches shall be posted where required (e.g. Hot Work) or as appropriate. Fire watches must remain at least 30 minutes after hot work has been completed.

#### B. Fire Extinguishers

1. Portable fire extinguishers suitable to the conditions and hazards involved shall be provided and maintained by the contractor in an effective operating condition.
2. Portable fire extinguishers shall be conspicuously and appropriately located and mounted where they will be readily accessible. Extinguishers shall not be obstructed or obscured from view.

3. The contractor shall provide training to all their employees on the general principles of fire extinguisher use and the hazards involved with early stage fire-fighting.

#### C. Storage and Transfer of Flammable or Explosive Materials

1. Flammable or explosive materials shall be kept in appropriate and covered containers or tanks when not in use. Approved portable containers must have self-closing lids, flame arrestors, internal relieving devices and proper labeling as to contents and associated hazards.
2. Outdoor storage areas of flammable liquids shall be graded in such a manner as to divert spills away from buildings or other exposures including sensitive environmental areas. Dikes or walls may be needed to contain spills in environmentally sensitive areas. The storage area shall be kept free of weeds, debris, and other combustible material not necessary to the storage.
3. Adequate precautions shall be taken to prevent the ignition of flammable or explosive vapors. Sources of ignition include, but are not limited to, open flames, lightning, smoking, cutting, welding, hot surfaces, vehicle engines, frictional heat, static, electrical and mechanical sparks, spontaneous ignition, including heat-producing chemical reactions, and radiant heat.
4. Class I liquids (i.e., those liquids with flashpoints less than 73 degrees Fahrenheit or 23 degrees Celsius) shall not be dispensed into containers unless the nozzle and container are electrically bonded. The nozzle shall preferably be a self-closing type system.
5. Lines used for the purpose of transferring flammable or combustible materials for fuel or lube oil purposes shall be hard-piped or constructed of appropriately flexible hose. In all cases, suitable bonding between the lines and receiving container shall be utilized.

#### D. Ignition Sources

1. Proper precautions (i.e., isolating welding and cutting, removing fire hazards from vicinity, providing a fire watch) for fire prevention shall be taken in areas where welding or other "hot work" is being done.
2. The introduction of ignition sources in areas with flammable and combustible sources, or in other designated areas, is permitted only after obtaining a Hot Work Permit.

**XIV. FORKLIFTS, BACKHOES AND OTHER OFF-HIGHWAY EQUIPMENT (See Also Sections XII, XXI and XXII)**

- A. Only trained and authorized operators shall be permitted to operate powered forklifts, backhoes, loaders, excavators, or other heavy construction or off-highway equipment, and such equipment shall only be used for its intended purposes. Contractors shall train their operators in the safe operation of this equipment and this training shall be documented.
- B. The brakes of highway trucks shall be set and wheel chocks placed under the rear wheels to prevent the trucks from rolling while they are boarded with forklift trucks.
- C. Forklifts, backhoes and other off-highway equipment shall be equipped with back-up alarm devices to provide warning to nearby personnel.
- D. If, at any time, a powered forklift, backhoe or other off-highway equipment is found to be in need of repair, defective, or in any way unsafe, the equipment shall be taken out of service until it has been restored to a safe operating condition.

**XV. HAND AND POWER TOOLS**

- A. The contractor shall provide training to all employees on selecting and using the proper tools for the job.
- B. Tools should be inspected regularly and any defects (e. g. worn, broken or sprung jaws, damaged power cords, handles and springs) eliminated.
- C. Defective tools or the lack of proper tools should be reported to your supervisor.
- D. The driving faces of hammers, chisels, drift pins, bars or similar tools should be kept free of mushroom heads, breaks and other defects, and handles should be sound and securely wedged or fastened to the tool.

**XVI. HAZARDOUS MATERIALS AND WORK AREA HAZARDS**

- A. Contractor shall notify a LINN Energy representative before bringing any hazardous materials on site and shall provide the Safety Data Sheet (“SDS”) for each such item upon request.
- B. Contractor shall provide employees and subcontractor employees with appropriate training regarding hazard identification, proper handling procedures, personal protective measures, physical characteristics and proper clean-up and disposal procedures for each chemical or product which they may come in contact with during the course of their work activity.

- C. Contractor shall inform its employees and subcontractor employees of the various hazards that may be present in work areas, including explosive, flammable and/or toxic liquids, gases or other materials and substances or equipment at extreme temperatures and pressures, and shall use extreme caution in the presence of such hazards. LINN Energy shall advise of any additional hazards in a work area through signage or training. LINN Energy shall make the SDS of any of its materials available upon request.
- D. All chemical containers shall be properly labeled with the labels visible.
- E. Proof of training for areas discussed in Section B shall be made available to LINN Energy upon request. At a minimum, this proof shall include employee name, employee identification number, brief description of training, signatures of employees in attendance, company name, date, duration of training, and instructor's name.
- F. Detonators shall be stored in appropriate containers separately from explosive materials. Explosives shall be stored in the magazines authorized for that purpose. Daily inventories of explosives stored in the magazines shall be performed. Any loss of explosives shall be immediately reported to the designated LINN Energy representative.
- G. Incompatible materials shall not be stored together (e.g. acids and caustics).

## **XVII. HOUSEKEEPING**

- A. Materials shall be stored only in designated areas in properly labeled containers with the labels visible.
- B. Areas shall be kept clear around safety-related equipment (e.g., sprinklers, control valves, fuse boxes, electrical switch panels, fire extinguishers, and other fire appliances) to allow safe access in case of an emergency.
- C. Tools, fixtures and all other equipment shall be maintained in good condition and kept in the proper place when not in use.
- D. Indoor aisles, exits and work areas shall be clearly defined and kept free of material and hazardous obstructions.
- E. All stored materials stacked in tiers shall be stacked, blocked, interlocked, and limited in height so that it is secure against sliding or collapse.
- F. At the end of each workday or when the job is completed, the work area shall be left in a clean and orderly condition.

## **XVIII. HYDROGEN SULFIDE**

- A. Anyone working on property or at a facility owned or leased by LINN Energy, where hydrogen sulfide may be present, shall have completed an approved

hydrogen sulfide training program. Refresher training shall be repeated annually. Proof of training is required prior to entry.

- B. In areas where H<sub>2</sub>S exposure levels may reach or exceed 10 ppm, contractors shall utilize continuous air monitoring devices in the work area to warn of high levels.
- C. When personnel must work in areas where the sustained H<sub>2</sub>S exposure levels exceed 10 ppm, contractors shall provide and require the use of respiratory protection that meets applicable regulatory standards. Cartridge and demand-type respirators are not allowed. Breathing air must be of suitable quality and instrument air is not acceptable. This requirement applies to all personnel who will be working in the affected area.
- D. When H<sub>2</sub>S levels can reasonably be expected to reach or exceed 100 ppm in the worker's breathing zone, the contractor shall provide a standby Competent Person, as defined by OSHA who shall be equipped to work under air and to provide emergency response.

## **XIX. INSPECTIONS AND AUDITS**

- A. Contractors should periodically conduct environmental, health and safety inspections and audits of their operations, equipment and work areas as recommended by industry standards. Subcontractors should be included in such inspections. Contractor management shall review audit findings and corrective action plans with LINN Energy representatives.

## **XX. LOCK/OUT AND TAG/OUT**

- A. Lock/Out and Tag/Out procedures are designed to prevent personal injury and property damage due to the start-up of electrically-driven or other types of machinery and equipment which is under repair or upon which maintenance is being performed.
- B. When an electrically-driven or other type of machinery or equipment is to be maintained or repaired, it is the responsibility of the person performing the work to:
  - 1. Notify the person in charge of the machinery or equipment.
  - 2. Survey the work area and study the system to identify all sources of stored energy and verify that such equipment can be locked out or secured. Request assistance from the person in charge of the facility if needed.
  - 3. De-energize the equipment power supply at the source (e.g., breaker, block and bleed, neutral position) and verify that the equipment shall remain de-energized by testing the start/stop control before work begins. If more than

- one person is working on any piece of equipment, then each person shall attach a lock to a multiple lock clasp, or a lock box system shall be utilized.
4. A Lock/Out tag shall accompany each locked out breaker or disconnected line. Tags shall be signed, dated, and include an explanation of why the equipment is locked out.
  - C. Each contractor and/or LINN Energy lock will remain intact until that portion of the job is completed. Upon completion of the job, the person(s) performing the work shall inspect the area to provide for a safe start-up prior to removing a lock or tag. No one is permitted to remove another person's lock except as stated in the following paragraph.
  - D. If a person is unavailable for an extended period of time and that person's lock is ready for removal, the person in charge of the facility or a designated alternate can remove the lock; however, the area must be inspected to determine if the work is complete and to verify that equipment start-up is safe.

## **XXI. MATERIALS HANDLING**

### **A. Lifting Devices and Rigging**

#### **1. Generally:**

Only trained and authorized personnel shall be permitted to operate lifting devices or to perform rigging operations.

#### **2. Equipment Selection**

- a. Know the rated capacities of slings and lifting devices before the lift. Use work load or rated capacity charts for reference.
- b. Shop, field, or home-made fittings, specialized tools, lifting eyes or other equipment of unknown or undocumented origin or capacity is specifically prohibited from use in a load path.
- c. Slings are made of several different materials such as wire rope, metal mesh, natural fiber rope, synthetic fiber rope and synthetic web. Never exceed the rated capacity, which should be marked on the device.
- d. Alloy steel chain slings require special inspection criteria. Contact the manufacturer for testing and inspection criteria. Chain used for loads shall be grade 80 or better.

#### **3. Equipment Inspections**

- a. Booms, cables, rigging, foundation mountings, control cables and safety devices are to be inspected and determined to be operating properly by the operator of the lifting devices each day before starting operations. Visually inspect for:
  - Cracked welds

- Stranded or cut cable
  - Bent braces
  - Sheaves condition and
  - Any other defects
- b. Load hooks opened more than 15% of the normal throat opening or 10 degrees out of the plane must be removed from service.
  - c. Inspect all slings prior to use.
  - d. Damaged slings shall be cut up prior to disposal.
  - e. Remove synthetic web slings from service for the following reasons:
    - Missing or illegible sling identification
    - Acid or caustic burns
    - Melting or charring
    - Holes, tears or snags
    - Broken or worn stitching in load bearing splices
    - Visible red warning switch
    - Excessive abrasive wear
    - Knots
  - f. Check lifting gear, hardware and shackles for wear, distortion, cracks, nicks, gouges, corrosion, abrasion and other mechanical damage.
  - g. Verify that shackles have safety pins or are wired secure.
  - h. Inspect slings to verify that certification tags are available and secured.

#### 4. Equipment Use

- a. Confirm the weight of the load, radius of lift, and the load chart prior to lifting.
- b. Use tag lines on loads. Avoid tying the tag line to the lifting gear.
- c. Do not lift loads using one leg of a multi-leg sling until unused legs are secured.
- d. Determine the size, weight, configuration and center of gravity of the load.
- e. Accurately determine the weight and balance of the load before lifting. Be aware of sling angles. Avoid sling angles less than 30 degrees. Angles greater than 45 degrees are recommended. Use spreader bars to increase angles.
- f. Use “softeners” made of cover saddles, burlap padding or wood block to cushion the area where slings contact sharp objects or may be exposed to bending.

- g. Secure slings to loads properly. Do not drag loads along the ground. Position the hook directly over the load and seat the sling squarely on the hook bowl.
- h. Make sure the load is not bolted or clamped to the surface before attempting a lift.
- i. Guard against shock loading by taking up slack slowly. Always keep hands clear of rigging as the slack is taken up.
- j. Never allow anyone to ride the load. Keep personnel away and clear of the load while the load is being hoisted.
- k. Provide a signalman, using the standard signal system, when the lift operator does not have a full view of the entire operation. Only one person should provide signals to the lift operator except to warn of a hazardous situation.
- l. Never leave a load suspended in the air. Before landing a load, check the lay down area to verify adequacy of size and ability to hold the load. The load should never be lowered so as to trap the slings since this can damage the slings. Use timber to land the load to prevent slings from being crushed by the load.
- m. Store slings in a designated dry and well-ventilated storage area when not in use.

#### B. Handling Pipe

- 1. Do not place your hands or fingers in or on the ends of pipe when it is being moved.
- 2. Do not walk or stand under a suspended load.
- 3. Use a tag line on suspended pipe to keep a safe distance from the load.
- 4. Do not stand between joints of pipe being rolled. Do not stand in immediate areas when pipe is being handled.
- 5. Racked pipe must be secure.
- 6. Layers of pipe should be separated with sturdy timber to prevent pipe from resting on pipe.
- 7. Stay out from under a loaded pipe rack.

## XXII. MOTOR VEHICLES

#### A. All Drivers

- 1. Vehicles shall be selected, equipped and maintained for the applicable operating conditions.
- 2. The driver shall have a valid license appropriate for the vehicle being driven.

3. The driver shall observe all posted signs and traffic laws.

**B. Drivers of Vehicles with Two-Way Radios and Cellular Phones**

1. Use of cell phones or two-way radios while driving is strongly discouraged. The radio or phone should only be used when it does not interfere with driving. Generally, it is safer to pull over and stop before transmitting.
2. When driving on production leases, be cautious when approaching drilling, workover, well-servicing or seismic operations. Assume that perforating or explosive handling operations may be in progress. Do not transmit radio or cellular phone signals while such operations are in progress.

C. Lease road speed limit varies by field location. Follow regulatory or policy limits which are posted or otherwise communicated when driving vehicles.

**XXIII. NATURALLY-OCCURRING RADIOACTIVE MATERIAL (NORM)**

NORM is a low specific activity material that exists naturally in the environment. Solid NORM is typically found in the form of scale and sludge. Gaseous forms of NORM are found in some natural gas production streams.

- A. In a NORM-contaminated environment, eating, drinking, and tobacco product use are not allowed.
- B. In NORM-contaminated areas, appropriate personal protective equipment shall be used to protect from mist, dust, vapors, and fumes associated with welding, cutting, grinding and cleaning operations.
- C. Where applicable laws require, an approved training course shall be provided to employees working in or around NORM-contaminated equipment and areas.
- D. Transportation and disposal of NORM-contaminated materials shall be in accordance with applicable regulations.

**XXIV. OFFICE SAFETY**

Contract workers who will work within an office owned or operated by LINN Energy shall familiarize themselves with and abide by requirements established by that office for the following:

**A. Emergencies**

1. Emergency procedures established for a specific office regarding evacuation, fire safety and/or medical response shall be obtained and

thoroughly reviewed so that each worker knows what to do in an emergency.

2. Any fire or threat to the safety of the occupants within the building shall be immediately reported to the building administrator and the designated LINN Energy representative.

#### B. Ergonomics

1. Lifting of heavy equipment or materials should be done utilizing methods and tools that prevent back or similar injuries. Back belts are not a substitute for proper lifting methods or feasible engineering controls.
2. Workers who will work for extended periods of time at a computer workstation should be aware that injuries associated with repetitive motion and trauma can occur. Any difficulty with the configuration of workstation shall be brought to the attention of the EH&S Representative at that office immediately.

## **XXV. PERSONAL PROTECTIVE EQUIPMENT**

#### A. Hazard Assessment

1. Contractors shall perform hazard assessments for their activities and work areas in order to properly select personal protective equipment. The assessments shall comply with applicable governmental regulations, but be at least as protective as the LINN Energy minimum requirements outlined below.

#### B. Equipment Requirements

##### 1. Head Protection

- a. Hard hats meeting specifications of an appropriate international standard shall be worn by all personnel at all field locations. One exception to hard hats is where the use of hard hats has been precluded in the hazard assessment of a specific job function. The use of metallic hard hats is prohibited.

##### 2. Eye and Face Protection

- a. Personnel in work areas are required to wear safety glasses including side shields. Personnel engaged in or observing welding, grinding, machining, chipping or chain saw usage, handling hazardous and/or toxic materials and acetylene burning or cutting shall wear eye and face protection appropriate for protection against the hazards identified.

- b. Each eye and face protector must be maintained in good condition and meet the appropriate international standard, for that operation.
- 3. Eye Wash and Safety Shower Facilities
  - a. Facilities in compliance with applicable regulatory or industry standards shall be provided for flushing of the eyes and the body at all locations where personnel may be exposed to hazardous materials.
- 4. Protective Footwear
  - a. Safety toe boots/shoes shall be worn by all personnel at all work sites or where required in designated areas. Wearing boots/shoes with heels is advisable in areas where ladders are prevalent.
- 5. Clothing
  - a. Fitted FRC clothing in good condition, which covers the legs, body, and arms, is the minimum requirement at all field locations and most tasks. For those tasks where individuals may come into contact with flammable or explosive substances, workers shall wear suitable clothing that minimizes the potential for electrostatic spark accumulation and minimizes burn potential in the event of a flash fire.
  - b. Jewelry (e.g. rings, chain bracelets) shall not be worn while working with energized or moving equipment or in designated areas.
- 6. Fall Protection
  - a. Fall protection shall be provided and used when work conditions require its use and all components shall meet applicable safety standard specifications. These work conditions include, but are not limited to, unguarded working surfaces where individuals have the potential to fall at least 6 feet/1.8 meters.
- 7. Hearing Conservation
  - a. Contractors shall meet all provisions of applicable safety standards for hearing conservation.
  - b. Approved hearing protection devices shall be provided and worn in all designated high noise areas and during operations where high noise levels occur (e.g., well blow-down, engine maintenance).
  - c. Contractors who provide noise-generating equipment on property or at facilities owned or leased by LINN Energy must provide signs designating a “high noise area” when noise levels exceed 85 dBA.
- 8. First Aid/CPR
  - a. One or more First Aid Kits shall be readily accessible for all contractor employees.

- b. At a minimum, one contractor employee per crew on location shall have received current First Aid/CPR training (e.g. a crew with 1 to 9 members shall have at least 1 trained person; a crew with 10 to 18 members shall have at least 2 trained persons etc.).
9. Hand and Skin Protection
  - a. Proper hand and skin protection shall be used when applicable (e.g., while handling chemicals, welding, grinding).

## **XXVI. SCAFFOLDING AND LADDERS**

### **A. Scaffolding**

1. Scaffolding shall be designed by a qualified person and shall be constructed and loaded in accordance with the design and applicable safety standards.
2. No scaffolding shall be erected, moved, dismantled or altered except under the direct supervision of a Competent Person.
3. The Competent Person shall affix a tag to the scaffolding stating it has been erected correctly and inspected. No alteration shall be made without approval and re-tagging by a Competent Person.
4. No work shall be performed from a scaffold until it has been inspected and approved by a Competent Person.
5. Scaffolding shall be inspected and approved daily.

### **B. Portable Ladders**

1. Ladders should be checked visually prior to use.
2. Ladders shall also be inspected following any occurrence which may cause damage to the ladder (e.g., being dropped).
3. Do not use defective ladders. Any ladder having damage affecting its safe use shall immediately have a warning sign affixed to it with wording to the effect of "Danger – Do Not Use." If repair is not possible, then the ladder shall be destroyed and discarded. Makeshift repairs to ladders are not permitted.

## **XXVII. SHORT SERVICE EMPLOYEES**

- A. Personnel with less than six months service in the same job or position with his/her current employer are considered short service employees.
- B. Drilling, workover, completion and construction contractors shall have a written program regarding short service employees, including procedures regarding identification, training, and supervision.

1. Short service employees shall be identified by a unique and visible designation (e.g. visible sticker on his/her hardhat, a different color hardhat)
  2. The training process shall include minimum requirements for each job classification, on-the-job training requirements, criteria for promotion to a higher job classification and a formalized method of conducting well control training (for applicable employees), including documentation that the training was received.
  3. The supervision process shall include minimum competency requirements, on-the-job requirements, a mentoring process and criteria for promotion out of the short service employee program.
- C. The short service employee program may be audited during contractor EHS audits by LINN Energy.

## **XXVIII. SMOKING**

There shall be no smoking allowed on any property or at any facility owned or leased by LINN Energy except where a specific area has been established and posted for smoking. Where no signs have been posted by LINN Energy, it shall be the responsibility of the contractor to designate a “safe” area for smoking, if any, and such areas shall be limited according to the hazard potential of that specific area.

## **XXIX. VIOLENCE IN THE WORKPLACE**

It is one of the Company’s key objectives to provide a workplace environment free from violence, threats, harassment, coercion, and intimidation for all personnel including, employees, contractors, vendors and visitors. The Company prohibits any conduct that is sufficiently severe, offensive or intimidating to cause an individual to reasonably fear for his or her personal safety or the safety of his or her family, associates and/or property (“workplace violence”). Examples of conduct which may be considered as workplace violence include but are not limited to the following:

- A. Threatening an individual, his or her family, associates or property with physical harm.
- B. Engaging in behavior that creates a reasonable fear of harm.
- C. The intentional destruction or threat of destruction of Company property.
- D. Possession of weapons, including but not limited to firearms and unauthorized knives.
- E. Stalking.

Acts of workplace violence will not be tolerated by the Company. Any contractor who is found to have violated this policy will be subject to immediate removal from Company property and/or prosecution if warranted.

### **XXX. WORK PERMIT**

Where required under applicable jobs (at a minimum for hot work, confined space, excavation), work permits shall be obtained prior to the start of the job. These permits shall be issued by the LINN Energy representative or the appropriate authority who, by training and testing, is authorized to issue work permits.

Acknowledgement by Contractor

I acknowledge receipt of the LINN Energy Contractor Environmental, Health and Safety Requirements ("Requirements"). By signature below, I acknowledge that I have read and understand the contents, including the incident reporting requirements, which require that all hazardous situations or incidents, including near misses, injuries, illnesses, releases to the environment, vehicle accidents, thefts, acts of vandalism or property damage, be reported as soon as possible, but no later than within 24 hours.

I further acknowledge that the Requirements will be distributed or conveyed in an appropriate form to all \_\_\_\_\_ (Company name) employees working on property or at facilities owned or leased by LINN Energy, the employees will be trained on the information contained in the Requirements and documentation related to the training will be maintained and made available to LINN Energy upon request.

Name:

\_\_\_\_\_

Title:

\_\_\_\_\_

Company Name:

\_\_\_\_\_

Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

**Return this signed page to the LINN Energy Legal Department.**



### Procedures

- What are the procedures for the task?
- What is unclear about the procedures?
- What permits are needed for hazard controls?
- Are there Short-Service employees who need additional instruction?



### Equipment and Tools

- What are the right tools for the job?
- What is the correct way to use them?
- What is the condition of the tools?



### Positions of People

- What could we be struck by?
- What could we strike ourselves against?
- What could we get caught in/on/between?
- What are the potential trip/fall hazards?
- What are the potential hand/finger pinch points?
- What extreme temperatures will we be in/around?
- What are the hazardous substances exposure risks?
- What electrical current could we come in contact with?
- What would be a cause for overexerting ourselves?



### Personal Protective Equipment

- What is the additional proper PPE?  
(Glasses/Goggles, Face Shield, Ear Plugs, Gloves, Respiratory Protection, Fall Protection)



### Work Changes

- What would cause us to have to stop or rearrange the job?
- What would cause us to change our tools/equipment?
- What would cause us to have to change our position?
- What would cause us to have to change our PPE?

**YOU HAVE THE RIGHT AND THE OBLIGATION  
TO STOP UNSAFE ACTS**