



Concho Contractor Safety & Environmental Expectations 2020



Objectives

Contractor employee(s) are to follow all Federal, State, and local laws, rules and regulations **when** working on COG properties. Including but not limited to the following:

1. Identification of Concho's warning signs and their meaning.
2. Hazard recognition and documentation process.
3. How to apply stop work authority –
Concho personnel will fully support stop work initiatives by any worker on a Concho location.

Objectives

4. Requirements for Personal Protective Equipment, Fall Protection and Hydrogen Sulfide.
5. Concho's requirements for performing "Hot Work", "Confined Space Entry" and "Lock Out / Tag Out".
6. Concho's expectations for Fire Response, Hot Oiler Operations and Incident / Accident Management.

Objectives

7. Concho's expectations for operating motor vehicles on lease roads.
8. Concho's drug, alcohol and firearm guidelines.
9. Concho's requirements for environmental protection and spill reporting.

Contact COG at the number on the sign in case of an emergency



Concho Warning Signs On Pumping Units

Observe and follow these warnings when working on or around “Pumping Units”.

1. Pay attention to where you park in case unit fails.
2. Do not attempt to work on unit while it is energized. (LOTO)



Hazard Observation / Identification

1. A hazardous condition or behavior was observed and reported so it may be corrected.
2. No damage or injury occurred. (Incident)
3. There was not a near miss. (Incident)

Hazard Recognition

1. Prior to commencement of any job, a hazard recognition and risk assessment must be performed.
2. Contractors must have a well-defined procedure for hazard recognition and risk assessment to eliminate or control hazards.
3. This procedure must be followed at every job site.
4. Compliance with this procedure must be documented. (examples: Job Safety Analysis, Job Hazard Analysis)

Hazard Recognition

Identify the Hazards (Fall protection)

Where are their safety harnesses?



This shouldn't be attached here!



How do you Stop Work at Concho?



Why we use a Time-Out:

- Simple
- Non- Confrontational
- Visual
- No Language Barrier
- Familiar to most people

Stop Work

1. Work was actually stopped after a hazardous condition or behavior was observed so it may be corrected.
2. No damage or injury occurred. (Incident)
3. There was not a near miss – OSHA defines a near miss as an incident in which no property was damaged and no personal injury was sustained, but where, given a slight shift in time or position, damage or injury easily could have occurred. (Incident)

Stop Work Authority

1. All personnel on a COG location has the authority to **Stop Work** to prevent unsafe conditions or behaviors from leading to an injury, property damage or environmental impact.
2. Stopping work to prevent incidents is a positive action on Concho locations.
3. Stop Work will always be fully supported by Concho.
4. Please notify a Concho representative of any stop works.

OSHA Required Training

Contractor's employee(s) must have the basic training as applicable to their job scope, **prior** to working on COG properties. Examples:

- Confined Spaces
- Emergency Action Plan / Post Incident Plan
- Fall Protection
- Excavation / Trenching
- Fire Safety and Hot Work
- Hazard Communication
- Lock Out / Tag Out
- Medical and First Aid
- Personal Protective Equipment
- Respiratory / H₂S/ IDLH atmospheres
- Forklift / Man Lift
- Crane
- Well Control

Personal Protective Equipment

All OSHA directives (1910 Subpart I and 1926 Subpart D) must be followed in reference to PPE including, but not limited to FRC, Footwear, Hard Hats, Eye Protection, and H2S monitor.



Personal Protective Equipment

1. Minimum PPE Requirements on Concho Locations: FRC, protective safety footwear (ASTM F2413), hard hats, eye protection (ANSI Z87.1), and H2S monitor.
2. All items **Must** be worn on **ALL** Concho field locations by all personnel! **Job title** does not exempt any contractor's employee(s) or representative(s) from complying.
3. Additional PPE may be required per hazard assessment. (example: two forms of eye protection face shield & safety glasses when grinding).

PPE - Electrical

All authorized personnel working with electrical circuits must be trained, licensed or Qualified (NFPA 70E).



PPE - Fall Protection

Fall protection will be used in accordance with:

1. OSHA 1910 Subpart D- Walking/Working surfaces & 1910.140 Personal Fall Protection
2. OSHA 1926 Subpart E- Personal Protective and Lifesaving Equipment & 1926.104 Safety belts, lifelines, and lanyards



H2S Requirements

1. If a H2S monitor alerts, evacuate the area immediately.
2. Contact your company and a COG representative.
3. All work should be “**Stopped**” until the hazard is corrected.
4. Never attempt to rescue anyone you suspect is “**Down**” due to H2S unless you have been trained, equipped, and have back up personnel.

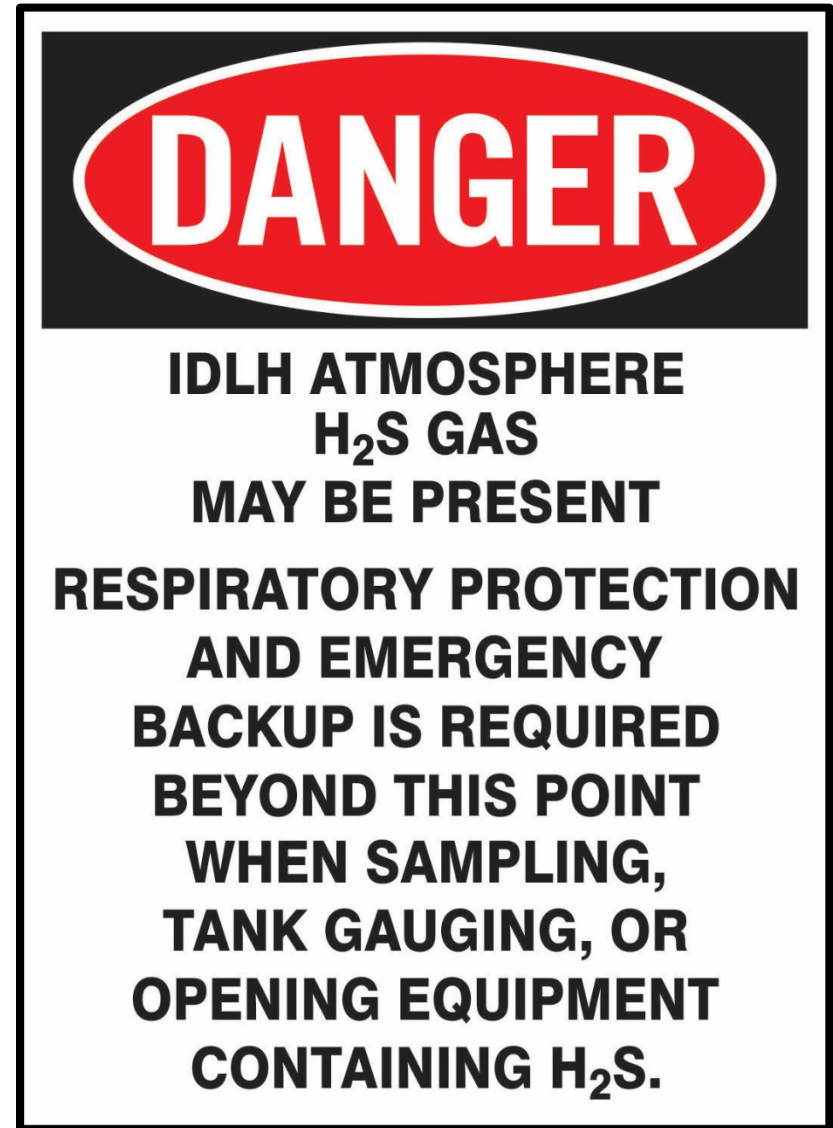
H2S - IDLH Requirements

1. Contractor's employee(s) must meet OSHA's requirements for both working in Hydrogen Sulfide and compliance with Respiratory Protection Standard. (29 CFR 1910.134)
2. Any facial hair, sideburns, corrective lenses or other PPE that interferes with face to facepiece seal or valve function will not be permitted if the employee is in the Respiratory Protection Program.
3. Contractor must be able to provide documentation of compliance if requested.

Concho Warning Sign at IDLH Batteries Only

Emergency back up is required if the job scope could release any gas into the atmosphere.

The job will be “Stopped” until Emergency back up arrives on location.



Hot Work Permitting Requirements



Hot Work Permitting Requirements

1. An OSHA compliant Hot Work permitting process (29 CFR 1910.252) is **required prior to any work** that involves welding, heat treating, grinding, abrasive blasting and other similar applications using spark, flame, or heat within 35 feet of a flammable or combustible source. Check with COG area management for additional requirements.
2. In addition, any activity using **tools or equipment not rated for hazardous atmospheres** will require the use of a Hot Work Permit when working inside of a facility's containment (berm or firewall) if that facility is active or has ever been exposed to hydrocarbon liquid or gas. A COG approved third party safety company is **required** to complete the Hot Work Permit and oversee compliance.

Inside Firewall 3rd Party Safety Company Required to write the permit and supervise the Hot Work



35' or less from
source of fuel,
Hot Work Permit must
be completed

An aerial photograph of a red building. A red circle is drawn around a portion of the building. A horizontal white line with a red dot at its center extends from the center of the red circle to the right, ending at the edge of the circle. The text "35 Feet" is written in white above this line. The text "© 2018 Google" is visible in the bottom left corner of the red circle.

35 Feet

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Hot Work Permitting Requirements

3. Designated personnel will continually monitor the atmosphere with a calibrated gas detector. If a flammable or combustible gas exceeds 10% of the lower explosive limit (LEL), the work must be stopped.
4. Work and equipment should be relocated outside of the hazardous areas, when possible.

Compressed Gas Cylinders

5. All compressed gas cylinders used in hot work or welding applications must have flame arrestors down stream of the regulators to prevent flashbacks.
6. Compressed cylinders shall be secured in an upright position and valve protection caps on all cylinders not in use (29 CFR 1910.101).

Confined Space Permitting Requirements



Confined Space Permitting Requirements

ALL confined spaces on Concho locations are **entry by Permit ONLY**.

1. In addition, entry into any vessel at an active facility requires a Concho approved 3rd party safety company to function as the Entry Supervisor and responsible for the required permit.
2. Concho will schedule the 3rd party safety company when required.

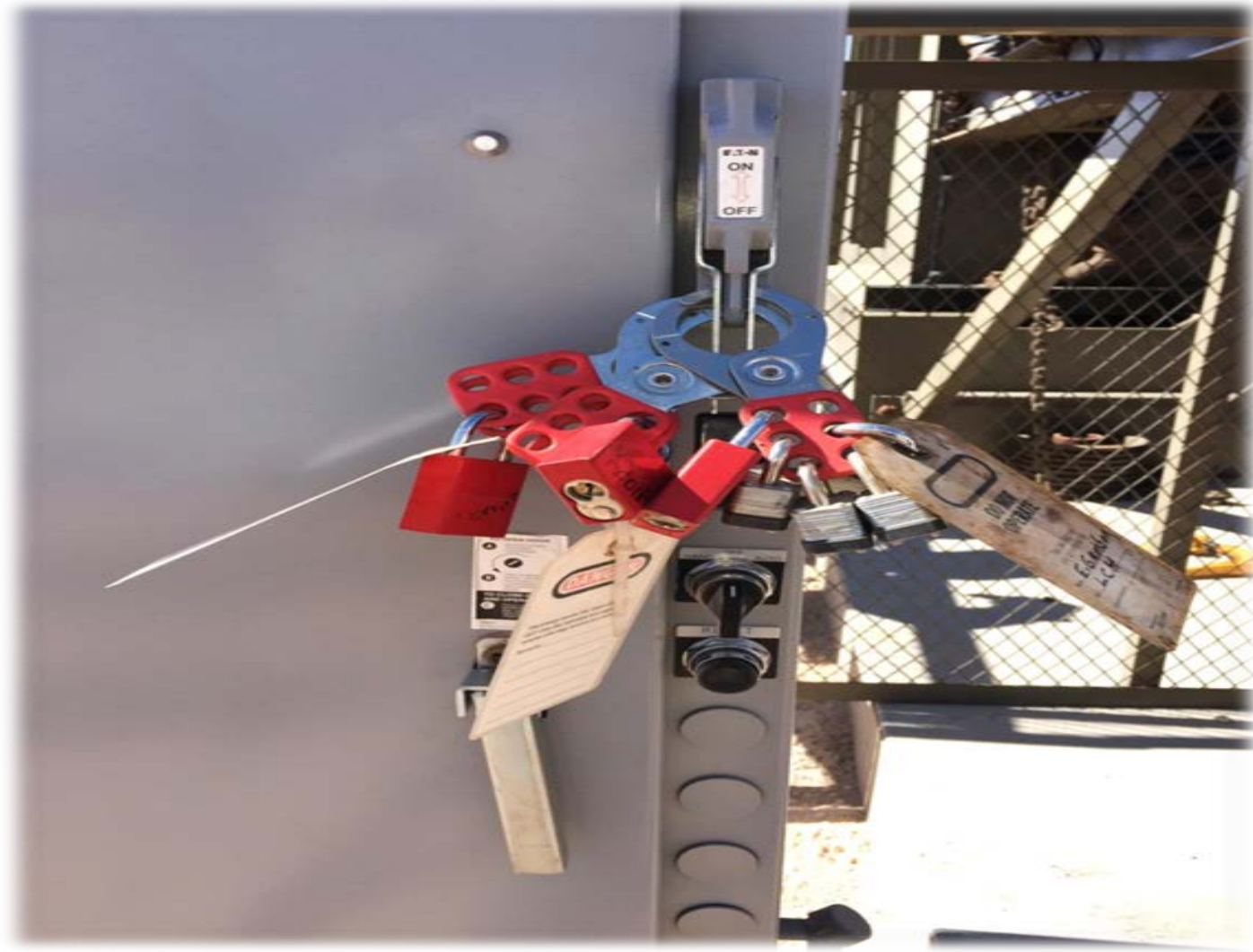
Confined Space Permitting Requirements

3. Every contractor employee participating in Confined Space Entry is required to be trained according to OSHA's Confined Space Standard.(29 CFR 1910.146)
4. Never allow or conduct entry into a confined space if the atmospheric conditions are not suitable as defined in 29 CFR 1910.146.

Non – Entry Vessel (Tank) Cleaning

1. Third Party Safety Company is required to provide safety supervision.
2. Continuous monitoring should be implemented at the opening.
3. No Entry into the space is allowed!
4. Use of supplied air, **to be determined by third party safety company**, when removing the hatch.

Lock Out / Tag Out (LOTO)



Lock Out / Tag Out Requirements

1. Lock Out Tag Out (LOTO) must be performed by all contractor's employee(s) when working in an area where the unwanted release of harmful energy must be prevented.
2. Contractor(s) must have a Lock Out Tag Out Program including training, locks and tags. (29 CFR 1910.147)
3. Direct any questions regarding energy isolation to Concho Foreman or Lease Operator who scheduled the job, and a Concho representative will assist in identifying energy sources and flow.

COG Fire Response



COG Fire Response

1. Follow your companies policy for fighting a fire involving your equipment.
2. Do not attempt to extinguish a fire that is burning COG property, equipment or products. Evacuate, Call 911, Contact COG representative immediately.



Concho's Hot Oiler Expectations



Concho's Hot Oiler Expectations

1. The minimum spacing required for trucks to be located from the wellhead is **100 feet**.
2. At locations where this may be impractical ensure appropriate safety measures are taken, such as a four gas monitor, continuous monitoring, and a wind sock.



Concho's Hot Oiler Expectations

3. Follow your company's policy and or procedure in operating valves and discharge lines.
4. Follow your company's policy and or procedure if the wind direction changes during operations.
5. Operator required to be at controls when hot oiling a well and or a flow line.

Concho's Hot Oiler Expectations

6. The internal and external fire extinguisher system must be inspected per regulations.
7. Follow your company's policies when hydrocarbons, volatile fluids, or wellhead natural gas is bled back into the tank on the hot oiler.
8. The valve from the wellhead must be in the closed position when bleed down is performed.

Post Incident / Accident Management



Post Incident / Accident Management

1. All contractor(s) are required to immediately make a verbal report of incident to your designated Concho representative.
2. Incident(s) include but are not limited to: injuries, equipment / property damage, motor vehicle incidents, spills, fires, and near misses.
3. A post accident drug and alcohol screen must be conducted immediately on any worker that is involved in an incident while working on a Concho location.

Post Incident / Accident Management

4. As part of any post accident investigation by Concho, all contractor(s) shall allow on-site interviews as requested by Concho employees, investigators, and other authorized Concho representatives of all witnesses at the site where the accident occurred.
5. Vendor's management will be required to submit a formal incident investigation report, to include causal factors, corrective actions and date of completion of actions.

Operating Motor Vehicles on Concho Property

1. A maximum speed limit of 25 MPH, unless otherwise posted.
2. All occupants of vehicles (including industrial equipment: forklifts) are expected to wear seatbelts any time the vehicle is in motion.
3. Drive responsibly, as conditions permit.

Drugs, Alcohol and Firearms Restrictions



Drugs, Alcohol and Firearms Restrictions

The use, possession, transportation, promotion, or sale of illegal drugs or drug paraphernalia, and/or otherwise legal but illicitly used substances by anyone while on Concho sites or performing any work for Concho is **absolutely prohibited**.



Drugs, Alcohol and Firearms Restrictions

Possession or transportation of alcoholic beverages, firearms, live ammunition, explosives, or weapons are also prohibited.



Drugs, Alcohol and Firearms Restrictions

Vehicles and living quarters are subject to search on Concho locations **at any time.**



Drugs, Alcohol and Firearms Restrictions

1. Contractor personnel who are found in violation of these prohibitions **will not be allowed** on COG sites and may be referred to law enforcement agencies.
2. Please notify your Supervisors and a Concho representative of any potential violations of Concho's drug, alcohol and firearms restrictions.
3. Do not confront potential violators of these restrictions. Let management address these issues.

Environmental Protection

1. Concho is committed to protecting the environment and expects the same from all contractor(s) working on COG locations.
2. Compliance with all applicable Federal and State environmental regulations is **mandatory**.



Environmental Protection

3. All spills/releases must be reported to a Concho representative immediately.
4. If a contractor's hired 3rd party contractor(s) and/or employee(s) contribute or cause a spill/release, the contractor with the MSA will be responsible for the cost of remediation and restoration.



Liquids Loading and Unloading Guidelines



Liquids Loading and Unloading Guidelines

COG is communicating the following minimum general guidelines for the performances of routine loading and unloading of oil products (fuel, lubricating oils, etc.) and oil-containing materials (produced water, condensate, etc.) into and out of cargo vehicles.



Liquids Loading and Unloading Guidelines

In consideration of the hazards associated with this type of operation it is imperative that the transport driver maintain continuous observation of the process from beginning to end.

1. Park vehicle (upwind, if possible) and set brakes.
2. Upon exiting vehicle wear all required PPE.
3. Use wheel chocks or equivalent measures to prevent unexpected movement during transfer of materials.
4. Properly connect grounding cable.

Liquids Loading and Unloading Guidelines

5. Check hoses and couplings for damage and repair/replace as needed prior to loading or unloading.
6. Gauge tank or observe liquid level gauge to assure adequate cargo capacity to accept material. Connect vehicle loading/unloading hose and vent line; if vent is absent, open all appropriate valves in storage tank and cargo trailer. Ensure vent line is routed to a safe area.
7. Position spill bucket or similar drip catch if one is not available under hose connections at both the vehicle and facility load line ensuring any drips are captured.

Liquids Loading and Unloading Guidelines

8. After the material is loaded, close valve to storage tank.
9. Disconnect facility loading hose completely, close load valve, plug and fasten securely and disconnect vent line.
10. Close all thief hatches opened during the loading or unloading process.
11. Close all vehicle valve caps, disconnect hoses, and safely manage any remaining liquids including load line containment, catch pans, drip buckets, etc.

Liquids Loading and Unloading Guidelines

12. Replace all valve caps after pumping is finished, make sure all connections are isolated and capped, and install any required seals.
13. Disconnect facility ground cable.
14. Inspect lowermost drains and valves of the vehicle for discharge/leaks and ensure that they are tightened, adjusted, or replaced as needed to prevent discharges while vehicle is in transit.



Thank You

