



## EHS Briefing

### Overview

Welcome to Seneca Resources. The top priority for Seneca Resources is not in directing the details on how to do the job but rather, ensuring compliance with all local, state and federal regulatory requirements, industry best practices, and company policies, procedures and guidelines.

All personnel—Seneca Resources employees, contractors, and visitors—have the responsibility and the authority to stop work in any situation that could impact the environment or that is unsafe.

### Responsibilities:

1. All personnel must check in and check out, where applicable.
2. Work permits shall be completed and safety meetings shall be conducted to identify and communicate potential hazards and coordinate activities.
3. Perform routine inspections of equipment and worksites.
  - a. Address deficiencies as soon as practicable.
  - b. Any deficiency with an environmental or a safety implication shall be *red tagged* and rendered out of service until the deficiency is addressed.
4. Report all near misses/near hits and incidents (e.g., first aid, injuries, equipment/vehicle damage, and releases) immediately. In addition, Seneca Resources shall be notified verbally, followed up with a written report.
5. Minimum personal protective equipment (PPE) requirements include:
  - a. Proper clothing, which may include flame-resistant clothing;
  - b. Hard hat (helmet);
  - c. Work boots;
  - d. Protective eyewear; and
  - e. Other specialized PPE based on location and/or type of work being performed. This may include hearing protection, hand protection, welding gear, etc.
6. Jewelry shall not be worn if it could result in an injury.
7. Fall protection with adequate anchor points shall be used while working in elevated areas that are not guarded in accordance with OSHA fall protection requirements.
8. Confined spaces—such as tanks, pits, sumps, and cellars—require a permit.
9. Sources of ignition are not allowed within 75 feet of combustibles and flammables.
  - a. A Hot Work Permit is required for sources of ignition within 75 feet.
10. Smoking is permitted at designated areas only.



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11. Adhere to hazardous energy requirements before maintaining and servicing equipment by following proper lockout-tagout procedures.
12. Follow proper rigging criteria. For example, all suspended loads shall have a tagline.
13. Operators of cranes, forklifts, and man-lifts shall be trained and certified pursuant to OSHA criteria.
14. Horseplay and practical jokes are neither permitted nor tolerated.
15. Vehicles:
  - a. Drive slowly and obey all posted speed limits;
  - b. Back in and park at designated area(s); and
  - c. A vehicle larger than a pickup shall have a spotter.
16. Weapons, firearms, and explosives are prohibited.
17. The possession and/or the use of alcoholic beverages, drug paraphernalia, and illegal drugs are prohibited.
18. Everyone on location shall be fit-for-duty and able to perform their job responsibilities in a safe, appropriate and effective manner that is free from the adverse effects of physical, mental, emotional and personal problems.
19. All equipment, areas, vehicles, employees, and employees' personal items are subject to search at any time based on reasonable suspicion. Prior to conducting any search, approval will be obtained from the one-up supervisor or PIC.
20. All areas are to be maintained in good condition, free of hazards, and kept clean and orderly.
21. Good environmental practices shall be observed.
  - a. Equipment that has a potential for release shall be double walled, bermed, installed with secondary containment, and/or staged to mitigate environmental impacts.
  - b. Open ends are to be capped and/or plugged at all times when not in use.
  - c. Environmental protective devices shall not be bypassed or compromised.
22. Good chemical management is required. This includes proper labeling, SDS availability and worker training.
23. Use the proper tool for the proper job. Neither inferior nor defective tools shall be used.
24. Stay on location. Do not collect wood, vegetation, or other materials. In addition, do not feed or handle any wildlife including snakes, bears, and others.
25. Personal animals (e.g., cats and dogs) are not permitted on location.
26. Visitors, salespeople, etc. are not permitted on location unless approved in advance and accompanied by Seneca personnel.



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27. Follow protocols for extreme weather (i.e., hot and cold conditions). For example, dress appropriately and stay hydrated.
28. Cell phone use is permitted on location under the following circumstances:
  - a. The phone does not distract a user from his/her work;
  - b. The phone does not distract a user from work going on around them; and
  - c. The phone is used away from operating areas and areas where vehicles or equipment may be travelling

### Other Issues
