To our Employees, Contractors, and Subcontractors:

Rice Energy is committed to creating a culture where we continuously FOCUS on a workplace that is safe, healthy and injury-free. Our employees and contractors are our most valuable assets, and their safety and health is our first priority. Safety is essential to all activities and under no circumstances should it be compromised.

All employees and contractors have the personal responsibility to protect their own health and safety. Each employee and contractor should also strive to protect the health and safety of their fellow workers and that of the public by increasing a safe environment for all.

Our industry is inherently dangerous; therefore, our FOCUS is on the prevention and management of hazardous situations and the appropriate proactive strategies essential to continuously improve all aspects of health and safety. FOCUS represents these fundamental beliefs that ultimately drive the behaviors Rice Energy expects from our employees, contractors and subcontractors.

**Family** not only includes the traditional sense at home but also, employees and contractors at work who are united by our common affiliations

**Obligation** is our ethical and legal duty to perform our jobs, which includes our efforts to protect the health and safety of our fellow workers and that of the public by increasing a safe environment for all

**Communication** is recognizing our industry is inherently dangerous and therefore, the exchanging of information within and between departments, vendors and contractors is imperative in the prevention of dangerous and hazardous situations and appropriate proactive strategies

**Understanding** Rice Energy’s goals, and how we each contribute towards these goals through our personal actions and choices, is critical in our efforts towards achieving them

**Support** each other in ways that create a safety culture where we have a direct line of sight to our vision of being the best and safest operator

I appreciate your contributions to our culture of safety and cooperation in following our safety requirements to make our workplace safe, healthy and injury-free.

Sincerely,

*Michael J. Lauderbaugh*

*Michael J. Lauderbaugh*
Vice President of Environmental Health and Safety
Environmental, Health and Safety Commitment

Rice Energy is committed to being an industry leader in Environmental, Health and Safety practices, maintaining a safe and healthy workplace, and protecting the environment. We believe excellence in Environmental, Health and Safety practices is vital to the well being of our employees, contractors, subcontractors, and the general public and essential to all aspects of our business.

The following principles guide and measure our corporate goals and objectives in Environmental, Health and Safety:

- We conduct our business so it meets or exceeds all applicable laws and regulations and minimizes risk to our employees, contractors, subcontractors, the public and the environment;

- We are committed to continuously improving our Health, Safety and Environment performance;

- We continually promote employee, contractor / subcontractor safety on and off the job;

- We believe all occupational injuries and illnesses are preventable;

- We respect the diverse environments and cultures in which we operate;

- We endeavor to do business with companies and contractors which share our Environmental, Health and Safety commitment and we regularly assess their performance;

- We encourage reporting of all Environmental, Health and Safety related hazards, potential hazards, incidents and near-misses. We take every report seriously, investigate to identify facts and share these lessons learned with our employees, contractors and subcontractors.
Introduction

This handbook contains general information concerning safety rules, known hazards, personal protective equipment, and safety requirements at Rice Energy locations. Depending on the circumstances of the job (location, tasks performed, special hazards, etc.) additional site-specific health and safety information may be provided to the contractor / subcontractor. The policies outlined herein are minimum requirements; additional precautions should be taken as appropriate. Compliance with safety policies established in the Environmental, Health and Safety Handbook is a condition of employment. Should an employee, contractor, or subcontractor knowingly violate such policies and consequently cause a threat to themselves or others, the individual will be subject to disciplinary action up to and including termination. Such disciplinary action will be taken to ensure that an employee’s action will not compromise the safety of others.

This handbook is only to be used as a reference guide. For more detailed information on these policies and procedures please contact the Rice Energy EHS Department and request a copy of the Rice Energy Corporate EHS policies and procedures.

In the event that governmental rules and regulations conflict with any policies or procedures established by the Environmental, Health and Safety handbook, the governmental rules and regulations will take precedence.
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General Working Rules

These rules are designed to insure orderly behavior and to safeguard the health and safety of every person.

- Everyone working on a Rice Energy location has the Responsibility, Authority, and Obligation to stop any unsafe work or acts without fear of retribution or discipline in any manner.

- Rice Energy prohibits all personnel from the unlawful manufacture, possession, use, distribution, sale, or purchase of illicit drugs or alcohol on Rice Energy locations, and from working under the influence of illicit drugs or alcohol.

- All Rice Energy security measures (e.g., Sign In/Out, Report to Company Man, Locking Gates) must be adhered to at all times at all work locations.

- Horseplay, fighting, and acts of workplace violence are prohibited and will not be tolerated. Disciplinary action can be taken up to and including termination.

- Firearms, ammunition, explosives, and dangerous weapons are prohibited. Anyone found to be in possession of these materials can face disciplinary action can be taken up to and including termination.

- Smoking and vaping are only permitted in designated smoking areas.

- Rice Energy does not permit the use of any types of grills on any Rice Energy field locations.

- Understand operating instructions of tools, equipment, and machines prior to use.

- Follow manufacturer's guidelines for tools, equipment, and machines.

- Inspect all tools, equipment, and machines prior to use.

- Do not modify tools, equipment, machines, or safety features without the manufacturer's written approval.

- Only qualified or certified personnel shall be permitted to repair tools, equipment, and machines.
Know and obey all safety rules, warning tags and signs, and operating procedures.

Adhere to all stipulations and precautions noted on safe work permits.

Do not remove or disable safety equipment, devices or signage.

Lighting shall be provided for all work locations per OSHA requirements.

Pets or other animals are not permitted on any Rice Energy property.

If you’re unsure how to do a task safely, stop, and ask your supervisor.

All visitors must be cleared through the Rice Energy Safety Department, wear the required PPE, abide by all safety rules & instructions, and be escorted at all times.

The use of ear buds is strictly prohibited on any Rice Energy property.

The use of GPS devices are strictly prohibited. Employees, contractors and subcontractors **MUST** utilize the directions that are provided by Rice Energy.

Anyone traveling to a Rice Energy location must follow all of the posted Rice Energy signage, (ie. No well traffic, speed limits, No engine retarders, etc.)

Life vests **MUST** be worn at all times when inside the fenced area of any Rice Energy pond.

Anyone entering a Rice Energy location must present a valid form of photo identification to the guard before entering the location.

Motorcycles are not permitted on any Rice Energy location except for the corporate office.

**Basic Safety Rules**

Stop Work when you identify an unsafe situation and promptly report it to Rice Energy and your supervisor.

Immediately report all incidents, illnesses, unsafe acts & conditions, near misses to Rice Energy at **1-855-595-6606** and your supervisor.
• Rice Energy employees, contractors, and subcontractors are not permitted to operate any equipment or machines that they have not been trained on. Operators MUST hold a current / valid operator’s card for the specific equipment being operated.

• Follow all Environmental, Health, & Safety (EHS) regulations and procedures. This includes federal, state, local regulations. As well as, Rice Energy standards, and your company requirements.

• All PPE shall be worn in the correct manner and must adhere to Rice Energy and government regulations.

• Be a safe, courteous, and a defensive driver.

• Use the right tool, machines, and equipment for the job.

• Practice good housekeeping.

• Do not take short cuts.

• Look out for one another, safety through teamwork.

• Comply with all posted signs, warnings, decals, barriers, etc.

• Don’t assume things are someone else’s responsibility.

General Contractor / Subcontractor Rules

• Everyone must complete the Rice Energy Safety Training prior to entering ANY Rice Energy location. This training is to be completed on an annual basis.

• Based on job tasks, have all the necessary safe work permits before work begins.

• Attend and actively participate in all field safety meetings.

• Correct all safety and environmental deficiencies promptly.

• Contractors and subcontractors shall follow all federal, state, local statutory and regulatory requirements, your company EHS policies and Rice Energy EHS policies.
• Must ensure that personnel have appropriate EHS training relevant to their positions and duties and provide competent persons as required per OSHA.

• Shall not use camera or video equipment on Rice Energy locations or property unless written approval has been received from the Rice Energy VP of EHS.

• Not communicate with the media concerning any Rice Energy company matters.

• Rice Energy reserves the right to conduct search of anyone on Rice Energy locations or property.

• Contractors must send at least one EHS representative to every Rice Energy quarterly contractor safety meeting. (Note: these meetings are not to be used as sales calls)

**Drug and Alcohol Free Workplace**

Rice Energy is committed to providing a Drug and Alcohol free work place for all its employee and contractors. Personnel are required to comply with Drug and Alcohol programs that apply to their positions. This may include, but not limited to, pre-employment, random, post-accident, reasonable suspicion testing, & return to duty testing.

Personnel shall report to work fit for duty and remain fit for the duration of the workday.

Personnel must advise their supervisor, prior to starting work, of any performance impairment which might be expected due to the use of over-the-counter medication or prescribed drugs.

Anyone who is sent for a post-accident drug and alcohol screening is not permitted to return back to work until the EH&S department has been supplied the appropriate negative test results.

Contractors shall follow their Drug and Alcohol policy after an incident occurs. Rice Energy reserves the right to request any contract employee be Drug or Alcohol tested.

**Fatigue Mandate**

One of the hazards of our work is when individuals are required to work extended hours to complete a task. A person can become physically and mentally tired and may not be able to function safely while working.

Rice Energy has a Fatigue Mandate in place which states work shifts will generally not exceed 14 hours in a 24 hour period. The maximum number of consecutive hours of work on any single shift is 16 hours.
Extending work hours beyond a 14 hour shift is permitted only in unusual situations and can only proceed on the basis of compliance with the following:

- A documented risk assessment establishes that proceeding beyond the 14 hour shift does not create an unacceptable level of risk for the Worker or their workmates.

- Pre-approval from the Worker’s manager is required if a Worker’s hours extend beyond the 14 hour limit.

- A Worker shall work no more than 16 hours, except in emergency, life threatening situations.

All Workers who have worked a 14 hour shift must have an absence from work of at least 10 hours before commencing their next shift. The respective supervisor can approve exceptions to the 10 hour break rule, but must address and document the risk assessment requirements described above.

**Safety Meetings**

In addition to JSA’s safety meetings must be held and documented by each crew before work begins to review and discuss planned activities for the day. Additional safety meetings or informal pauses should be held again throughout the day as necessary to accommodate new activities or changes in conditions. The purpose of the HSE meeting is to:

- To identify the specific hazards associated with the tasks to be performed by completing risk analysis.

- To review the procedure/job safety analysis (JSA) to be followed to perform the tasks safely.

- To discuss and communicate any specific EHS requirements of the work permit.

- To discuss any environmental aspects relating to the day’s activities.

**Job Safety Analysis (JSA)**

Job Safety Analysis is the process of reviewing the work to be completed, identifying the hazards associated with the job task and creating a mitigation plan that will protect people and the environment from hazards. Conducting a JSA will also aid in adjusting the work plan to reduce risk.
Requirements:

- The JSA shall be completed before beginning any work task
- The JSA must be on site and readily available
- The JSA must be communicated to all personnel on site thru open dialogue
- The JSA shall be for a specific task, it is not a Tailgate safety meeting
- Must be documented
- Must identify job steps, hazards, and mitigations
- If a Stop Work is called you must revisit your JSA to ensure that no changes need to be made, also if new personnel enter the location, site conditions change, if there is a near miss, or an incident occurs.
- JSA’s must be closed out once completed
- The contractor is required to retain a copy of the JSA for a minimum of 1 year and must be able to produce to Rice Energy upon request

Stop Work Authority

All Rice Energy employees and contractors are obligated to utilize their STOP WORK AUTHORITY anytime there is an unsafe act, condition, or environmental concern. Stop Work Authority is used under the expectation that there will be no recourse for using Stop Work Authority. If you are unsure whether Stop Work Authority needs to be utilized, first call the stop and then contact your supervisor or any member of the EH&S Department.

- Stop work must be communicated at the site.
- Agreement must be sought on the appropriate interventions to resolve the issue.
- Confirm interventions have resolved the unsafe situation.
- Approve or seek approval to commence work.
• Communicate the re-start of work.

• Review and make changes to the JSA.

• A stop work order form must be filled out when work is stopped and completed when work returns to normal operations.

Hazard Communication (Haz-Com) / Globally Harmonized System (GHS)

The Haz-Com process enables Rice Energy to maintain a safe operating environment at our locations where all health and physical hazards are well documented and personnel are well informed on how to safely store, handle and use hazardous chemicals or materials. Requirements include:

• All personnel have been trained concerning the hazards and controls for safe chemical and product handling.

• Available and up to date SDS for all hazardous chemicals or materials present at the location.

• Containers used for storage, use and transportation of chemicals must be clearly marked and labeled.

• SDS sheet(s) must accompany any chemical upon transport to the field location.

• All chemicals must be stored in approved containers with lids, seals and closures in fully operational condition.

Reporting Incidents and Accidents

Employees, contractors, and subcontractors working on Rice Energy locations are required to report any and all incidents, near misses, spills, injuries / medicals, damaged equipment / property or any other issues to the Emergency Dispatch Center at 1-855-595-6606. Contractors / Subcontractors are required to completed and submit an initial incident investigation report within 24 hours. All incidents are investigated by a Rice Energy Representative.

Near Miss- An unplanned event having a potential but unrealized consequence for injury or damage to property, environment, financial impact or company reputation.

Incident- An unplanned event or exposure that has an impact or effect on an employee, contractor, or the environment. Including but not limited to:
• Injuries- bodily wound or damage resulting from an acute event in the work area

• Illness- any chronic bodily harm from work conditions

• Spill/Release- any accidental, unplanned release on or off containment of any product that are manufactured, stored, produced, used or transported

• Fires- any unplanned or accidental flame or smoke

• Property Damage- any unplanned event which causes damage or harm that reduces value or usefulness to company, contractor, or visitor property, motor vehicle, vessels, equipment, or facility

• Motor Vehicle- any damage caused to a company, contractor, visitor or other vehicle which involves a stationary object, another vehicle, itself resulting in injury or property damage

• Regulatory- fines, citations, or settlements

All Incidents must be reported immediately to the Rice Energy Emergency Dispatch Center at 1-855-595-6606

Emergency Safety Procedures
The best way to be ready for an emergency is to expect the unexpected and develop a well-thought out emergency action plan.

• Site specific emergency response plans for locations and projects shall be developed and discussed with personnel on a regular basis.

• All Rice Energy locations and projects shall have an adequate number of personnel on site that are trained in basic First Aid & CPR to meet the requirements of the job.

• First Aid & CPR providers should use universal precautions when treating injured personnel.

• A sufficient supply of first aid and life-saving equipment must be available to meet the requirements of the job. These items should be routinely inspected and replaced as needed.
• Personnel should know where the location of life saving equipment / information is. This includes, but is not limited to, fire extinguisher, first aid kits, AEDs, eye washes, safety showers, Safety Data Sheets (SDS), and emergency shut off’s.

• The nearest hospital to the work location, with an address, & driving directions must be communicated and posted at all offices, trailers, project locations, etc. This includes Ambulance, Fire, Police, Rice Energy Emergency phone numbers.

• Adequate communications at work locations shall be in place for summoning help.

• Drills should be done regularly to familiarize personnel with emergency procedures. This can be done by a combination of mock drills and table top exercises.

Emergency Management

All personnel working on Rice Energy locations should be knowledgeable of Muster points, Alarms, Emergency Contacts and Safety Data Sheets. Individuals with specific Emergency response roles should be trained, knowledgeable and able to fulfil their responsibilities.

Fire Emergencies

Only personnel who are trained to fight fires in the incipient stages may use portable fire extinguishers. Personnel who are not trained should only use a fire extinguisher for emergency egress. If a fire should occur:

• Activate any Emergency Shutdown Device (ESD)

• Move to a safe location

• Notify emergency responders and Rice Energy

• Monitor the situation from a safe distance and provide information to responders, if needed.

Fire Classifications - Be sure to utilize the proper fire extinguisher for the class of fire being extinguished:

• Class A - involves ordinary combustibles such as wood, paper, or cloth
- Class B - involves flammable or combustible liquids, gases (oil industry), and grease
- Class C - involves energized electrical equipment
- Class D - involves combustible metals such as magnesium, titanium, potassium, and sodium
- Class K - involves cooking appliances that use combustive cooking media

Site Specific Emergency Response Plans
Each Rice Energy location has a site specific Emergency Response plan. Within that plan you will find response actions for medical emergencies, well control events, fires (well and non-well), spill response, security, and process upsets.

Security
Where Practical, all Rice Energy sites and facilities will be kept secure by controlling access. All personnel are required to provide photo ID and proof of Rice Energy safety training from any unrecognized person(s) on any lease, property, or facility. Active Drilling, Completions, and other sites where required will have 24 hour security guards.

Short Service Employees (SSE) - Upstream
The purpose of the Short Service Employee (SSE) Policy is to ensure that contractor employees with less than six months experience are identified, adequately supervised, trained and managed so as to prevent injury to themselves or others, property damage, or environmental harm. SSE’s should be assigned a mentor who will train and evaluate the individual. The following examples are considered SSE employees.

- Contractor personnel with less than 6 months service with his/her present employer.
- Contractor personnel with more than 6 months service with his/her present employer, however has been assigned different job duties/tasks from previous assignments.
- SSE personnel will be identified by a green hard hat.

Personal Protective Equipment (PPE)
A basic level of PPE is mandatory to gain access to Rice Energy field locations. Dependent upon your specific job task. Hazards that cannot be eliminated through
engineering or administrative controls are the ones to control with personal protective equipment (PPE).

The basic PPE required to be worn on all Rice Energy locations at all times is a Hard Hat, Safety Glasses with Side shields, Metatarsal Boots, and Fire Resistant Clothing.

- **Hard Hat** - Hard hats shall be worn with the brim facing forward. Welders are not required to wear hard hats while welding but are required to put hard hat on immediately following welding. Bump caps and Cowboy style hard hats are not permitted to be worn. Hard Hat must meet ANSI Z89.1 requirements. Damaged hard hats that have lost their integrity or have expired must be replaced. Articles worn underneath the hard hat must be approved by the manufacturer.

- **Safety Glasses with Side Shields** - Dark tinted glasses are not to be worn at night or while working indoors. Prescription eye wear worn as eye protection must meet ANSI requirements including side shields. Safety glasses are required to be worn underneath face shields.

- **Fire Resistant Clothing (FRC)** - must be the outer most layer of clothing worn, if the outer most layer of clothing is rain gear, the rain gear must meet FRC standards. Damaged FR garments that have lost their integrity must be removed from service and not worn until properly repaired or replaced.

- **Safety Boots** – Steel toed boots are required. Metatarsal type safety boots are recommended.

- **Hearing protection** is required in areas where noise is in excess of 85 decibels and where signs are posted requiring hearing protection.

- **Except for breakaway watches, exposed jewelry such as rings, neck chains, wrist chains, key chains, chain wallets and exposed jewelry associated with body piercing must not be worn when working around operating equipment or when engaged in manual labor.**

- **All PPE worn must comply with current and applicable standards established by recognized governmental and/or industry groups.**

- **PPE to be worn must be inspected before each use.** Defective, damaged, or worn PPE shall not be used.

- **PPE shall properly fit workers.**
• Employees are responsible for the proper use, cleaning and storage of their assigned PPE

• Wearers of PPE must be trained in its use and maintenance.

• Respirator users must also be medically qualified, fit tested and specifically trained on respirator use.

• There is no “all purpose” glove. Choose the appropriate type of hand protection based on the task being performed.

• Employees working over or near water, where the danger of drowning exists, shall be provided and wear U.S. Coast Guard-approved life jacket or buoyant work vests. Also, ring buoys with at least 90 feet of line shall be provided and readily available for emergency rescue operations. Distance between ring buoys shall not exceed 200 feet.

• Jewelry should be removed, loose fitting clothing not worn, and long hair should be tied back when working around moving machinery parts.

• Hoodies are not permitted on any Rice Energy locations. This includes, hoodies on sweat shirts, winter coats and rain coats.

• When on a Rice Energy construction site you must wear a Hi-Viz shirt or vest with reflective stripes.

**Housekeeping**

Good housekeeping prevents accidents and is a continual process. Safe housekeeping practices are the responsibility of every employee. Listed below are some examples of best practices:

• Please place trash and unwanted material in approved containers and disposed of on a regular basis.

• Do not litter.

• Oils, grease, paints, chemicals, flammable liquids, and other hazardous materials shall be properly labelled and properly stored in approved containers.

• All solvents waste and oily rags shall be kept in fire resistant covered containers.
• Clean up all spills immediately.

• All work areas shall be kept neat and orderly.

• Jobsites shall have designated areas for tools, equipment and supplies. Keep tools, equipment, and supplies stored neatly.

• When possible, hang hose airlines overhead or group together to eliminate tripping hazards.

• Keep floors, aisles, stairways, walkways, platforms, and roads clear.

• Never block aisles, walkways, exits, emergency apparatus or vital equipment.

• Bend nails over or remove from scrap lumber.

• Cigarette butts must be disposed of properly.

• Toilet facilities shall be provided at worksites according to OSHA requirements. Facilities shall be kept in a clean and orderly condition.

• An adequate supply of potable water for drinking shall be provided at all worksites by the employer.

Insects, Animals, and Plants

Worksites are often found to have insects, animals and plants. Knowing how to avoid and treat these types of related injuries will make every jobsite safer. Follow the below practices.

• Use insect repellents.

• Move slowly away from stinging insects. Fast movement may provoke an attack or sting.

• If you are allergic to insects and have medication with you, alert others of your allergy so they can assist in the event of an emergency.

• For tick environments, inspect your body and clothing regularly while working and at the end of the workday. Any ticks that are found should be immediately removed. Shower soon after being outdoors and check your whole body again after showering.
Avoid contact with wild, stray, or dead animals.

For snakes, watch where you place your hands and feet. Avoid tall grass, weeds, and climbing over rocks. Wear leather gloves if possible.

If you see a snake, step back, and allow it to proceed.

If bitten by a snake, note the color, and shape of the snake’s head to help with treatment.

Know how to recognize leaf patterns of poisonous plants such as poison ivy, oak, and sumac and avoid them.

If you get bit by an animal, snake, have an allergic reaction, develop rash, or experience other side effects, seek medical attention immediately.

Environmental

Protection of the Environment is amongst Rice Energy’s highest priorities. Rice Energy strives to leave our sites in better condition than in which we began. All contractors working for, or contracted to, Rice Energy are expected to follow all guidelines and environmental regulations.

All contractors shall accept responsibility for environmental protection, including but not limited to, air quality, soil conservation, waste management, water conservation, wildlife awareness, through the use of best management practices.

All contractors and employees are required to take the necessary precautions to anticipate and control any accidental spills or leaks.

All contractors and employees are required to place containers or drip pans anywhere there is a potential for spills or leaks to ensure no liquids are allowed to flow onto the secondary containment. This includes but is not limited to:

- Breaking line connections where liquids have the potential to drain onto the ground or secondary containment.

- Leaks from trucks and equipment that display faulty seals or gaskets that would allow antifreeze, engine or transmission fluids or grease to drip onto the secondary containment.

- Transfer of liquids to or from containers.
NOTE: Secondary containment is intended to be used for Spill Prevention Control and Countermeasures, they are not to be utilized for controlled spills or leaks.

Some best management practices include but not limited to:

- Use small secondary containments when and where leaks can occur
- If a vendor is given permission by a member of the Rice Energy EHS Department to perform remediation activities, the vendor will need to properly dispose of all waste and provide Rice Energy with a copy of the Hazardous or Non Hazardous waste manifest
- Inspect erosion and sediment controls for deficiencies
- Utilize the Spill Prevention Control and Countermeasure Plan
- Utilize the Rice Energy Spill Sheds for clean-up

Severe Weather

Contractors should carry with them an approved lightning detector to determine the proximity of lightning strikes to the jobsite.

- If the lightning detector indicates that lightning is within 3-8 miles of the jobsite, all non-essential personnel shall be removed and evacuated to the Safe location.

Heat/Cold Stress

Prolonged exposure to elevated temperature and humidity can lead to issues such as dehydration, heat exhaustion and heat stroke. Prolonged exposure to cold temperatures can lead to issues such as hypothermia and frostbite. Preventative measures during daily work planning may include:

- Training personnel on the signs, symptoms and prevention of heat and cold related illnesses.
- Wearing appropriate PPE for summer/winter weather conditions.
- If/when possible utilize crew rotation or take breaks away from weather conditions.
- Proper hydration is key in both hot and cold conditions. Start the shift fully hydrated and stay hydrated throughout work.

Heat Index Chart

Likelihood of Heat Disorders with Prolonged Exposure or Strenuous Activity

- Caution
- Extreme Caution
- Danger
- Extreme Danger
Flammable and Combustible Storage

- Minor spills and leaks of flammable/combustible liquids must be controlled, contained, and confined promptly and the source of the spill/leak repaired by a trained and qualified individual.

- Bulk transporters or tank trucks loading or unloading flammable liquids must utilize grounding/bonding to prevent ignition of flammable vapors due to static electric discharge.

- Trigger locks are not permitted to be utilized on fueling nozzles. Also, the use of caps, rocks, or other objects to hold the fueling trigger in the open position are strictly prohibited.

- Gasoline and diesel fuel should not be used as a cleaning agent.

- Approved OSHA metal safety cans are required for flammable liquid storage on location.

- Portable tanks and drums for flammable liquid storage shall be:

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Wind Chill Chart

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| Temperature (°F) | -40 | -35 | -30 | -25 | -20 | -15 | -10 | -5 | 0 | 5 | 10 | 15 | 20 | 25 | 30 | 35 | 40 | 45 | 50 | 55 | 60 |
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| 20               | 18  | 14  | 10  | 6   | 2   | 0   | 4   | 8  | 12 | 16 | 20 | 24 | 28 | 32 | 36 | 40 | 44 | 48 | 52 | 56 | 60 |
| 25               | 16  | 12  | 8   | 4   | 0   | 4   | 8   | 12 | 16 | 20 | 24 | 28 | 32 | 36 | 40 | 44 | 48 | 52 | 56 | 60 | 64 |
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| 35               | 12  | 8   | 4   | 0   | 4   | 8   | 12  | 16 | 20 | 24 | 28 | 32 | 36 | 40 | 44 | 48 | 52 | 56 | 60 | 64 | 68 |
| 40               | 10  | 6   | 2   | 0   | 4   | 8   | 12  | 16 | 20 | 24 | 28 | 32 | 36 | 40 | 44 | 48 | 52 | 56 | 60 | 64 | 68 |
| 45               | 8   | 4   | 0   | 4   | 8   | 12  | 16  | 20 | 24 | 28 | 32 | 36 | 40 | 44 | 48 | 52 | 56 | 60 | 64 | 68 | 72 |
| 50               | 6   | 2   | 0   | 4   | 8   | 12  | 16  | 20 | 24 | 28 | 32 | 36 | 40 | 44 | 48 | 52 | 56 | 60 | 64 | 68 | 72 |
| 55               | 4   | 0   | 4   | 8   | 12  | 16  | 20  | 24 | 28 | 32 | 36 | 40 | 44 | 48 | 52 | 56 | 60 | 64 | 68 | 72 | 76 |
| 60               | 2   | 0   | 4   | 8   | 12  | 16  | 20  | 24 | 28 | 32 | 36 | 40 | 44 | 48 | 52 | 56 | 60 | 64 | 68 | 72 | 76 |

Frostbite occurs in 15 minutes or less
- Constructed of metal unless the contents are corrosive to metal
- Adequately vented with flame arresting capability whenever possible
- Located in excess of minimal spacing distances from ignition sources (See Chart)

- Staged fuel tanks on any Rice Energy location must be properly grounded and have a 20lb. ABC dry chemical fire extinguisher within a 10ft travel distance.

- Any contractor wishing to stage a fuel tank on a Rice Energy location MUST submit a “Hazardous / Non-Hazardous Substance Storage Request Form” to the Rice Energy EH&S Department. (Note: Drilling and Completion locations are exempt from this requirement)

**Simultaneous Operations- SIMOPS**

Simultaneous Operations (SIMOPS) is the execution of two or more tasks by two or more functional group activities (including two of the same functional group) on the same location at the same time. Functional groups are responsible for assessing their activities to determine if SIMOPS will be required. Prior to performing SIMOPS, the Rice Energy SIMOPS plan must be completed.

**Risks**

Important surface SIMOPS risk for consideration include (but may not be limited to): hot work, gas releases, lease traffic, movement of equipment, live wellheads, surface equipment, and surface lines.

Important down hole SIMOPS risk for consideration include (but may not be limited to) wellbore collision, and wellbore communication between completion’s wellbore and drilling’s or production’s wellbore.

** Controls**

- Every site conducting SIMOPS requires a single point of contact (SPOC). The supervisor of the function on-site who is conducting the most critical SIMOPS task shall be responsible for appointing the SPOC. The SPOC is responsible for being aware of all work onsite and ensuring hazards are appropriately mitigated.

- SIMOPS meetings shall be conducted daily by the SPOC and attended by all the Rice Energy onsite Representative’s. The purpose of the meeting
is to discuss the day’s SIMOPS scope of work and hazards associated with the work.

- **Safe Work Areas (SWA):** each functional group onsite must establish their SWA prior to commencing work.

- **Site Access Control:** access to a SIMOPS site must be controlled to ensure the SPOC knows who and how many people are on site in the event of an emergency.

**Key Functions**

- Define and ensure clear communications at all times.

- Define clear lines of accountability and responsibility.

**Work Zone Safety**

Proper setup and operation of temporary traffic control zones improves the safety of those working near traffic and is of the highest importance. Follow these fundamental principles for work zone safety.

- All traffic control devices/traffic control shall be done in accordance with applicable state (e.g., PA, OH) standards and/or Manual of Uniform Traffic Control Devices (MUTCD) requirements.

- All signs and related equipment must be in good condition and highly visible.

- Temporary work zone traffic control signs that are not needed at the end of the work day are to be covered, turned, or removed from the roadway.

- The traffic control devices / signs will be posted on the roadway prior to flagging operations.

- Flaggers need to have appropriate training and certification as determined by state (e.g., PA, OH) and/or MUTCD requirements.

- All flaggers and workers shall wear high-visibility safety apparel that meets Class 2 or 3 MUTCD standards.

- Flaggers shall have a good means of communication (e.g., visual, 2 way radio if line of sight is not good) and have an 18” stop/slow sign on a pole.
• Work vehicles in or near the work zone area should be equipped with flashing lights, such as a yellow rotating beacon or strobe light.

• Ensure proper illumination is provided for nighttime operations.

**Land Clearing**

Follow the below safety rules when performing land clearing.

• All equipment used in site clearing operations shall meet applicable OSHA requirements and be equipped with rollover guards.

• Maintain safe operating distances from all wood workers and other logging operations of at least two tree lengths.

• Determine the tree’s felling direction. Address forward lean, back lean, and/or side lean issues. Have a retreat path to a safe location prior to felling.

• Never turn your back on a falling tree. Be alert and avoid objects thrown back by a tree as it falls.

• If broken trees are under pressure, determine the direction of the pressure and make small cuts to release it.

• Use extreme care when felling a tree that has not fallen completely to the ground and is lodged against another tree.

• Brush chippers should only be fed in from the side.

• Employees engaged in site clearing shall be protected from hazards of irritant and toxic plants and suitably instructed in the first aid treatment available.

• Suspend land clearing operations during high wind conditions.

• In addition the standard Personal Protective Equipment needing to be worn, a face shield, gloves, hearing protection, and legs chaps must also be worn when operating a chain saw.

• To prevent kickback. Do not cut with the tip of the saw.

• When walking / carrying a chain saw, shut off or apply chain brake.
• Never “Air Drop-Start” a chain saw.

• Do not operate a chain saw above shoulder height.

• Never ever use a chain saw with only one hand.

Rock Blasting
A detailed written blasting plan must be submitted to the Rice Energy EHS Department in advance of any blasting activity occurring. The plan should include but no limited too, the scope of the project, materials to be used, safety and environmental concerns, qualifications of blasters, transportation & storage, drilling, blast signals, loading, & initiating explosives, and misfire procedures.  

24 hours prior to any actual any rock blasting activity, please contact the Rice Energy EHS Department to make them aware that this activity will be occurring. In your notification to Rice Energy EHS, please provide specific location as to where blasting will take place (nearest cross roads, township, zip code).

Heavy Equipment
Heavy equipment can be extremely dangerous if proper procedures are not followed. Heavy equipment includes, but is not limited to, backhoes, excavators, bulldozers, wheel loaders, skid steers, all-terrain forklifts, scrapers, road graders, and rock trucks. Below are some common safety rules for operators and near-by workers to follow.

Equipment & Operators:

• Heavy equipment shall have roll-over protection and protection from falling debris hazards as required by OSHA.

• Heavy equipment shall be maintained in accordance with the manufacturers’ recommendations.

• Heavy equipment shall be inspected before use to ensure that the parts, equipment, and accessories are in safe operating condition. Equipment that is not safe to use shall be tagged and removed from service until the proper repairs have been made.

• Operators shall be authorized and trained in the use of heavy equipment.
• Operators must be familiar with the capabilities as well as the limitations of the equipment they are operating.

• All heavy equipment operators shall wear their seat belt at all times when provided.

• Establish clear communications (e.g., hand signals, radios) with signal person. Operator and signal person should identify each other and agree on the communications to be used.

• Other controls and safe guards shall be in place and operational.

• Equipment operators shall not use cell phone, wear a headset, headphones, or similar electronic devices while operating heavy equipment.

• Hard Hat and safety glasses are required, along with other required PPE, if equipment cab is not totally enclosed.

• Passengers shall never ride on heavy equipment unless it has been designed to do so.

• Heavy equipment shall be equipped with a back-up alarm. The alarm must be capable of being heard above ambient noise levels.

• A spotter person shall be used when there is not full view of intended path of travel, backing with limited visibility or space, or maneuvering with limited space. Spotter should be located in an area where the equipment operator can easily see spotter.

• Cabs of heavy equipment and battery compartments shall be free of debris. Windows of cabs shall be kept clean and free of cracks.

• Heavy equipment shall be equipped at a minimum with a 5 pound multi-purpose fire extinguisher and a spill kit.

• When large pieces of heavy equipment need to go beneath overhead power lines, applicable clearance distances must be maintained, as well as safety goal posts, signs, and a spotter person present when crossing underneath.

• Barricade heavy equipment counterweight swing areas to prevent people from entering this danger zone.
When heavy equipment is not occupied or parked, lower all blades, buckets, hydraulics to the ground.

Prior to heavy equipment with tracks entering public roadways the road shall be properly protected to prevent road damage.

When loading heavy equipment onto a trailer near or onto a public roadways, flaggers and proper traffic signage / devices shall be used.

Heavy equipment shall be properly secured during transport per FMCSA Cargo Securement requirements.

Heavy equipment should be shut off and engine cooled before refueling.

Operators shall maintain 3 points of contact when getting on or off a piece of heavy equipment.

Keep heavy equipment walking / working surface free of grease, fluids, mud, snow, etc.

Working near Heavy Equipment:

- Do not get near moving equipment unless necessary.
- Do not approach heavy equipment operators until eye contact has been made with the equipment operator. Never assume you have the right of way.
- Do not walk along side heavy equipment. If it is necessary to travel with a piece of equipment, walk in front or behind it. Be sure the operator can clearly see you.
- Do not ride on heavy equipment.

Nearby employees shall not use cellular phones, wear a headset, headphones, or similar electronic devices while working near heavy equipment.

**Trenching and Excavation Safety**

Excavation and trenching are among the most hazardous operations. So it is important that every excavation be prepared correctly, allowing personnel to complete the job safely. General Excavation Rules:
• Excavations 5 feet deep or greater require a protective system (sloping, benching, shoring, or shielding).

• A competent person is responsible for inspecting the excavations daily before worker entry and as conditions change. The competent person must be present at the excavation site while workers are in the excavation at all times.

• Employees working in excavation 4 feet deep or more shall have an adequate and safe means of exit, such as ladders, steps or ramps available at no more than 25 feet of lateral travel.

• Keep spoil piles (excavated soil), equipment, and other materials at least 2 feet from excavation edges.

• In excavations greater than 4 feet deep with the potential for a hazardous atmosphere or oxygen deficiency a qualified gas tester must conduct air testing before workers can enter the excavation and as often as necessary to ensure the atmosphere remains safe.

• Do not work under suspended or raised loads and materials.
• Do not work in excavations in which there is accumulated water unless adequate precautions have been taken.

• Personnel shall wear high visibility clothing when exposed to vehicular traffic.

• Open excavations by roadways, close to the public, etc., will be barricaded with safety fence at the end of the workday.

• Adhere to state One Call Laws and call before digging. The national Call Before You Dig Number is 811. Mark proposed excavations with white spray paint or flags.

• Respect and protect the facility operator's marks and lines.

• Dig with care and hand dig within 18 inches on either side of any marked line.

• In cases of underground utility damage, contact the facility owner and/or the state one call system.

• If a natural gas or petroleum line is hit, or damaged or leaking, stop all digging & leave equipment in place, eliminate potential ignition sources, evacuate the area,
warn others to stay away, remain upwind at a distance of 500’ or more, call the appropriate natural gas or petroleum company, and do not operate any valves.

Drilling

General Drilling Precautions include but are not limited to:

- Drilling contractor is responsible for the complete installation of all equipment prior to spudding or well work.

- At a minimum each shift shall start with a pre-job safety meeting to review procedures, equipment and emergency plans.

- Establish muster points and have them properly labeled.

- Contractors must provide adequately sized fire extinguishers.

- Any open flamed hot work within 75 feet of the well bore must complete a Hot Work Permit.

- Where necessary, place barriers and signs to ensure unauthorized personnel will not enter high exposure areas.

- Equipment should be tested to the rated working pressure of the lowest rated component prior to beginning work.

- Safety Data Sheets for all chemicals used on locations shall be maintained in a central location for all to utilize.

- When practical all unnecessary personnel should be removed from the rig floor.

- Line restraints should be utilized on any pneumatic, hydraulic, or steel lines where applicable.

- When handling drill pipe or casing, pipe clamps on loaders and forklifts shall be used.

- Severe weather storms should be monitored appropriately for preparation to stop work or minimize rig activity.

- No trash may be put in solidification systems or pits.
Anyone working more than 4 feet above the ground or lower level shall wear fall protection.

No one shall ride the blocks.

All derricks with working boards shall have a Geronimo line or emergency escape line.

Rig floor must be kept clean and clear of debris, tools, etc. when not in use.

BOP’s and accumulators shall be tested after initial rig up and periodically during operations.

100 % hearing protection required.

Drilling employees who sleep on locations (Campers) must be back on location by 10 p.m.

Hydrogen Sulfide H2S

All drilling locations within the Utica are setup with fixed H2S detection equipment as well as Self Contained Breathing Apparatus’s.

Requirements for Utica Drilling locations:

- Clean shaved 100% of the time

- Must provide respirator fit test card

- Adequate respirator and cartridges (escape purposes only)

- H2S Awareness training

When drilling in known potential H2S zones a personal H2S monitor will be worn by all employees, contractors and vendors at all times.

For more information regarding Rice Energy’s H2S policy refer to the Rice Energy’s Corporate EHS Policies.

Respiratory Protection

The purpose of respiratory protection is to ensure that employees and contractors have adequate protection when engineering controls or work practices are
inadequate or not feasible to reduce the exposure of airborne contaminates. Contractors must have their own respiratory protection program to work in environments that require respiratory protection.

**Hazardous Atmospheres**
Each operation group should be evaluated to determine what exposures are present. This includes but not limited to hydrogen sulfide, benzene, VOC’s, asbestos, NORM and silica.

**Medical Evaluation**
Each employee enrolled in the respiratory protection program must have a medical evaluation before being fit tested or required to use a respirator in the workplace. If the OSHA medical questionnaire is utilized, it must be reviewed by a physician or licensed health care professional.

**Fit Testing**
Each employee subject wearing a respirator shall be fit tested before performing duties that require a respiratory protection with the same make, model, style and size of the respirator to be used and at least annually thereafter.

**Hygiene**
Each employee required to wear respirators must remain clean shaven to ensure a proper seal. Where practical respirators are assigned to individual workers for their exclusive use.

**Storage and Maintenance**
Respirators must be regularly cleaned and disinfected. Respirators should be stored in a convenient, clean and sanitary location and protected from heat, cold, moisture, dust, sunlight, and damaging chemicals. Respirators should be maintained per the manufactures recommendations.

**Qualified Gas Tester (QGT)**
Atmospheric testing should be completed by an individual that is competent in performing gas monitoring. The QGT should be both trained and have prior experience with performing gas monitoring for confined space and hot work activities. They should successfully demonstrated the use of the equipment in the field.

Responsibilities:

- Be familiar with the equipment using to perform the gas testing.
- Inspecting and zeroing the instrument before use.
• Documenting gas testing results on the appropriate documents including the dates and times the readings were taken.

• Perform the testing prior to beginning work.

• Document the readings every hour.

• Begin the hot work or confined space entry within 15 minutes of initial reading.

Ladders

Ladders in excess of 36” are prohibited on Rice Energy locations, with exception to well cellars and excavations. If it is determined that there is no other practical means of performing the job task, a variance may be granted. Guidelines of the variance include:

• The variance form is single use, it cannot be carried over to another job task, another location or to another contractor.

• The variance is only valid for the job task assigned.

• The variance is only valid until the expiration date listed on the form.

• A Rice Energy HSE representative must review and sign off on the variance before the job task commences.

• A copy of the variance form must be kept on location.

• When the ladder is not in use it must be locked so that no one else on the location is able to utilize it.

Before each use and during use, ensure the following requirements are met:

• Rungs, steps and side rails are free of major defects, bends, dents, cracks, are not covered with slippery substances, such as oil, grease, mud or ice and hardware (nuts, bolts, spreaders and locks) are secure.

• Ladder safety feet and anti-slip devices are present and in proper working order.

• Remove from service and disable any damaged or unsafe ladders.
- Store ladders where they will not be exposed to the weather, excessive heat, dampness, corrosive vapors or other damage.

- Ensure that the horizontal distance from the wall to the foot of the ladder is one-fourth the working height of the ladder (4 to 1 rule).

- Never stand on the top or the paint tray of a ladder.

- Never use a ladder for climbing distances greater than 30 feet.

- Only one person is permitted on a ladder at any time.

- Always face the ladder and avoid twisting. Keep your belt buckle within the inside of the ladder rails, and keep both feet on the same rung while working.

**Electrical Safety**

Only certified electricians may work on or near energized lines and/or equipment.

All electrical circuits should be de-energized whenever possible before working on or near the electrical equipment. Use suitable personal protective equipment and tools for the appropriate voltage and flash hazard. Uninsulated metallic items, such as rings, neck chains, watches, etc. are not to be worn while working on or near exposed energized electrical circuits.

Electrical work areas shall be established with barriers and signs to warn against unauthorized entry into the areas.

General Requirements:

- Always treat electrical equipment as energized until proven otherwise.

- GFCIs, ground-fault circuit interrupters are required for all 120-volt, single-phase, 15- and 20-ampere receptacle outlets on sites which are not a part of the permanent wiring of the building or structure and which are in use by employees.
• Make sure all power supplies, circuit boxes, and breaker boxes are properly marked to indicate their purpose.

• Electrical load shall not exceed load ratings of circuit wiring.

• All lighting shall be protected from accidental contact or breakage.

• Report any faulty electrical equipment immediately to your supervisor.

Extension Cords
• Extension cords and plugs are to be inspected prior to use and immediately removed from service if found to be damaged.

• Use extension cords that are the correct size or rating for the equipment in use.

• All outdoor cords shall be UL rated.

• Keep extension cords out of water.

• Use extension cords only when necessary and only on a temporary basis. Do not use extension cords in place of permanent wiring.

• Do not use a “cheater plug” adapters, as this removes the path to ground.

• Do not hang extension cords by staples, nails, or wire.

• Electrical cords can be a trip hazard. Avoid setting cords in walk areas, or set to one side.

• Do not run extension cords above ceiling tiles or through walls.

• All extension cords are protected from damage and keep electrical cords away from areas where they may pose a tripping or fire hazard (e.g., doorways, walkways, under carpet, etc.).

• Extension cords are not permitted to be daisy chained together.

Fluid Transfers
• JSA’s and Fluid Transfer Checklists must be completed and reviewed with the Company Man before any transfer can take place.
• Proper P.P.E. must be worn during the transfer.
• All hoses and fittings must be inspected prior to transfer operations.
• Ensure proper grounding and bonding measures have been taken prior to the start of operations.
• Individuals performing the transfer cannot leave the operation unattended for any reason.
• Trigger locks are not permitted to be utilized during transfer operations. Also, the use of caps, rocks, or other objects to hold the transfer trigger in the open position is strictly prohibited.

**Pipe Handling & Stacking**
Following are several important guidelines that need to be followed when it comes to pipe handling and stacking

• Develop a plan for pipe handling and stacking.
• Use properly rated synthetic straps or suction attachment to carefully hoist pipe.
• Stand clear when loading and unloading pipe.
• It is prohibited for anyone to place themselves on the opposite side of the trailer while unloading equipment is moving near the truck/trailer.
• Trailers must have a minimum of (2) metal pipe stakes per side.
• Pipe stacked must be adequately chocked or restrained to prevent sliding, falling or collapse. Shelves or racks must be properly designed and rated.
• Pipe and pipe tiers should not be walked or crawled on.
• Acceptable industry practices should be followed for proper height of pipe stacks.
• When stringing pipe, use skids sets to avoid pipe damage.
• Each joint of pipe will be supported by at least two cribbing supports of which one set will be a crotched cribbing.
- Use mats under cribbing in soft soil conditions.

**Acceptable Loader Tasks**

**Pallet Forks**
1. Moving, unloading or loading anything on a pallet that is secured
2. Storage bins, totes and baskets with properly designed fork guides
3. Moving and spotting pipe racks
4. Moving light towers around location
5. Unloading mud product from trucks and around location to mud tanks
6. Moving an item designed with engineered fork pockets
7. Unloading/loading pallets of freight from truck that are secured
*Note: Slings should never be used with a pallet fork attachment; stinger attachment must be used*

**Pipe Clamps**
1. Moving loading and unloading any tubular on location that is long enough to fit across forks
2. Moving planks or cribbing
3. Moving flow line
4. Moving rig mats
5. Moving high/low pressure hose
6. Moving containment

**Stinger**
1. Moving drums with certified lifting device
2. Moving drill bits and shorts subs with lifting
3. Unloading power tongs, slips and elevators
4. Lifting small items with a sling (i.e. night cap, valves ect.)
*Note: All lifts must be within loader/stinger and slings capacity*

**Bucket**
1. Removing shale and solids from bins
2. Loading shale trucks to go to disposal
3. Mixing sawdust into cuttings
4. Snow removal
5. Moving gravel and leveling location
6. Building ramps from containment to pad
7. Back drag when lease conditions deteriorate
Rough Terrain Forklift

Requirements for the use of rough terrain forklifts include:

- A trained and knowledgeable person designated to operate the equipment. Person must be able to produce a valid operator's card.

- A documented daily and pre use inspection must be completed prior to operation to ensure the machine is in good working order and that the load rating capacities will not be exceeded. Any deficiencies must be reported to the supervisor immediately. If any deficiency is determined by the manufacturer or end user to affect the safe operation, the equipment shall be locked and tagged out and taken out of service until necessary repairs are made.

- Operator should know and adhere to working load limits (WWL) of the machine and attachments and know the weight of all loads. Consult the load chart when in question.

- Travel with the load as low to the ground as possible.

- Use of a spotter is strongly suggested when picking or setting a load or traveling across location.

Lock Out / Tag Out (LOTO)

The intent of lock out/tag out is to ensure that the isolation of hazardous energy and the maintenance of equipment is performed in a safe and controlled manner. For additional information on lock out/tag out refer to the Rice Energy lock out/tag out program and the OSHA regulations, 29 CFR 1910.147

- Hazardous energy includes but is not limited to the following energy forms: electricity, kinetic energy, potential energy, pressurized liquid or gases, including air, chemical energy and thermal energy.

- Personnel performing LOTO must be trained and knowledgeable in the roles for which they are responsible.

- Isolation points must be locked, tagged and documented.

- A suitable means of communicating to personnel that the equipment is out of service and provide any details of safety or operational precautions to be taken.
• Attempt to start or reenergize equipment to ensure isolation before commencing work.

• No lock or tag shall be cut or forcibly removed without approval from Rice Energy management and the individual who placed the lock.

Confined Space Entry

A confined space is defined as containing **ALL** of the following:

- Is large enough and configured in such a way that a worker can bodily enter and perform assigned work, **and**

- Has limited or restricted means for entry and exit (i.e.: tanks, vessels, sumps, cellars excavations, pits), **and**

- Is not designed for continuous worker occupancy.

Permit Required Confined Space

A confined space requires permit entry when the space:

- Contains or has potential to contain a hazardous atmosphere.

- Material that has the potential to engulf an entrant.

- Has an internal configuration so that the entrant can become asphyxiated or entrapped by inward contracting walls or a floor that slopes downward to a smaller cross section.

- Contains any other serious safety or health hazard.

Required Confined Space Documents

- Confined Space Entry Permit provided by your employer

- Rescue Plan

- Job Safety Analysis (JSA)

Roles and Responsibilities
• Entry Watch- maintain and monitor entry log of personnel entering/exiting the confined space. Must remain present the entire time personnel are in the confined space.

• Entry Supervisor- Responsible for confirming that appropriate permit conditions are met before allowing confined space entry work and must remain on site while work is completed.

• Qualified Gas Tester- Must perform gas testing for entry and continuous confined space work. Must be trained and competent in gas testing

Confined Space Rescue Requirements

A rescue plan must be in place for each entry. It is important to select rescue services or teams, either onsite or offsite that are adequately trained and equipped to perform confined space rescues of the kind needed at the site and that can respond in a timely manner. If an off-site rescue team is being considered it must be approved by the Director or Vice President of the EHS Department.

If an offsite rescue service is being considered, the service must be contacted to plan and determine their capabilities to respond. Merely posting the service number or relying on the emergency phone number to obtain these services at the time of a permit-space emergency DOES NOT comply with this standard.

Issues to consider when determining which rescue approach to take (either onsite or offsite):

• **Rescue need** – Determine how quickly a rescue team must be able to respond. For example, if entry is to be made into an IDLH atmosphere or into a space that can quickly develop an IDLH atmosphere (if ventilation fails or for other reasons), the rescue team or service must be standing by at the permit space. On the other hand, if the danger to entrants is restricted to mechanical hazards that would cause injuries (broken bones, abrasions, etc.) a response time of 10 to 15 minutes may be adequate.

• **Response time** – This is the time it takes for the rescue team or service to receive notification, arrive at the scene, set up equipment, and be ready for entry. Determine how quickly the rescue team or service can get from their location to the confined space where the rescue is to take place. Relevant factors to consider include:
  
  o The location of the rescue team or service relative to the workplace
o The quality of the roads and highways to be traveled

o Potential bottlenecks or traffic congestion that may be encountered in transit

• **Availability of the rescue team** – Consider whether the rescue team is unavailable at certain times of the day or in certain situations.

• **Willingness to rescue on company premises** – For offsite services, verify that the service is qualified and willing to perform rescues at the designated workplace.

• **Availability of adequate communications** – For a timely rescue, it is important that an adequate method for communication between the Entry Watch and prospective rescuers be available.

• **Rescue equipment** – For rescues into spaces that may pose significant atmospheric hazards and from which rescue entry, patient packaging and retrieval cannot be safely accomplished in a relatively short time (15 to 20 minutes), consider using air supplying respirators (with escape cylinders) for the rescuers and supplying rescue air to the patient. If the decision is to use a SCBA, ensure that the prospective rescue service has an ample supply of replacement cylinders and that the procedures for rescuers to enter and exit (or be retrieved) fall well within the SCBA’s air supply limits.

• **Space entry and elevated rescue** – If the space has a vertical entry greater than five feet in depth, determine if the prospective rescue team or service has an approved mechanical retrieval device and can properly perform entry rescues. Furthermore, check if the team or service has the technical knowledge and equipment to perform rope work or elevated rescue, if needed.

• **Training / Verification** – Rice Energy requires all vendors who perform confined space rescue services on any Rice Energy location participate in a yearly hands on evaluation. This evaluation will allow Rice Energy to ensure that all personnel and teams providing rescue services possess the necessary skills and equipment.

• **All Rescue personnel MUST be clean shaven.**

**Completions**

General Completions Precautions include but are not limited to:

• Severe weather storms should be monitored appropriately for preparation to stop work or minimize site activity.
• Establish muster points and have them properly labeled.

• Any open flame hot work anywhere on the pad must complete a hot work permit.

• Avoid placing loose garbage into dumpsters, use garbage bags for loose items when applicable.

• Sand on the ground around equipment must be kept to a minimum.

• Secondary containments must be free of any defects that may affect the integrity of the containment. All defects must be repaired in a timely manner.

**Pressure**

The release of pressure is extremely dangerous and can be fatal. A 4 inch diameter pipe containing 50 PSI of pressure can produce 628 pounds of force. That is enough energy to be deadly if in the line of fire. Never open a piece of equipment that contains any pressure. Ensure that both sides of all piping connections are the same diameter, make, and thread type. Many fatalities have occurred due to using mismatched connections. For hammer unions, validate correct diameter with Go/No-Go ring.

• Always follow standard operating procedures.

• Never use mismatched connections (diameter, make, and threads do not match).
• Never use defective/damaged/improperly rated hoses and tubing.

• Always depressurize equipment or isolate pressure before starting work.

• Ensure pressure gages, relief valves, alarms, and shutoffs are working properly. Never rely solely on gauges/instrumentation to determine if pressure is present.

• Install physical barriers and buffer zones.

• Ensure proper communication prior to opening or closing valve(s).

• Ensure temporary piping is secured.

• Identify and mitigate line-of-fire hazards.
Pressure Testing

- Test equipment shall be properly rated, certified, and maintained.

- Ensure test lines and hoses are properly anchored and secured (e.g., whip checks).

- Provide barriers (e.g., barricade tape) and warning signs to define a danger zone that cautions personnel and the public from entering. Signs should read “DANGER High Pressure Testing in Progress”.

- Only testing personnel shall be allowed in the test area.

- No work may be carried out in the area during testing.

- Adequate communication must be maintained among all personnel involved in the test.

- Do not tamper with or tighten any fittings while under pressure.

- All end closures, flanges and drain location open to atmosphere shall have suitable containment underneath and any liquids caught in this containment shall be properly disposed of.

- Upon completing of the test, liquid test mediums must be properly disposed of. All disposal paperwork must be supplied to Rice Energy upon request.

Purging

To execute a safe purge, follow the below rules.

- All persons involved in this task shall be qualified according to the Rice Energy’s Operator Qualification program.

- Ensure job is adequately staffed with qualified operators and equipment to safely perform the procedure.

- A site specific purge procedure shall be developed and followed, as well as, communicated to all applicable workers. All shall understand their responsibilities.
- Notify workers in the area that venting operations will be occurring. Non-essential personnel should leave the area. Do not allow cutting, grinding, welding, ignition sources, or any other spark producing activity while pipeline purging is in progress.

- Vent purged gases only in well ventilated areas, away from people and ignition sources. Do not purge gas into an enclosed space or where gas can accumulate.

- All gas monitoring shall be done by a qualified person. Gas detection equipment shall be currently calibrated and maintained per the manufacturer.

- Gas readings shall be monitored throughout the purge, and readings should be taken at the end of the normal purging period.

- Have a 20 pound charged fire extinguisher on site and readily available.

- Lock Out and Tag Out valves as detailed site specific purge procedure. Applicable Lockout / Tagout requirements are to be followed.

- Ensure persons involved have suitable communication devices such as two way radios, cell phones, etc.

- Standard Rice Energy PPE requirement must be followed along with wearing hearing protection when noise is in excess of 85 decibels. Also, any additional PPE noted on the Job Safety Analysis must be worn.

- Notify the Rice Energy EHS Department 24 hours in advance of purging operations so the proper notifications can be made to emergency officials.

**Temporary Pipework**

Temporary pipework is piping and flow-line equipment that is mobilized to the well-site for connecting or hooking up equipment. Some examples include: general pumping operations, pressure tests, cementing and flow-back operations. Requirements for all temporary pipework include:

- Ensure there is no mismatching of size, pressure rating, wing nuts, components or mismatch of detachable and non-detachable components.

- Ensure a safety restraint system is installed on temporary pipework to avoid potential separation of pipework.
• Ensure proper anchor points have been selected for restraint installation.

• Ensure all pipework is properly banded and has been re-certified within 1 year.

• All iron must have an attached, legible band with identification marking, pressure rating and date of cert or date of expiration. Paper or electronic copies of certs must be available upon request.

**Tethered Tools**

Tools used while working at heights shall have a retention method employed whenever practical.

• All tools and materials transported in and used from the aerial lift platform should have secondary retention. All garbage or debris must be removed from the basket prior to operation.

• Tethers for secondary retention must have a working load limit (WLL) and be inspected prior to use.

• Tools weighing in excess of 5 pounds must be anchored to a structure, not personnel.

• Use a self-retracting tether where potential entanglement from multiple tools is present.

**Crane Operations**

• National Commission for the Certification of Crane Operators (NCCCO) certification is required for operation of mobile telescopic cranes above 1 ton capacity.

• Pennsylvania Crane Operators License is required when operating a mobile crane above 15 ton capacity.

• Required inspection paperwork includes:
  - Annual inspection performed by a qualified third party
  - Frequent inspection every 30 days performed by a competent person
  - Daily/shift inspection performed by a competent person
- Note: All completed inspection reports and records shall be readily available upon request.

- A documented lift plan is required for all critical lifts. Critical lifts include:
  - Lifts that exceed 75% of the rated capacity of the crane.
  - Lifts over or within 6’ of active or energized hydrocarbon containing equipment.
  - Lifts using more than one lifting appliance, including handing off loads.
  - Lifts requiring bypass of safety devices.
  - Lifting personnel with use of a personnel basket.
  - Any lift upon review determined to be a critical lift by Rice Energy.

### Crane Hand Signals

<table>
<thead>
<tr>
<th>Main Hoist</th>
<th>Auxiliary Hoist</th>
<th>Hoist Load</th>
<th>Hoist Load Slowly</th>
<th>Stop</th>
</tr>
</thead>
<tbody>
<tr>
<td>Raise Boom</td>
<td>Raise Boom &amp; Lower Load</td>
<td>Lower Load</td>
<td>Lower Load Slowly</td>
<td>Emergency Stop</td>
</tr>
<tr>
<td>Lower Boom</td>
<td>Lower Boom &amp; Raise Load</td>
<td>Swing Boom</td>
<td>Swing Boom Slowly</td>
<td>Travel (mobile eqpt)</td>
</tr>
<tr>
<td>Retract Boom 2 hands</td>
<td>Retract Boom 1 hand</td>
<td>Extend Boom 2 hands</td>
<td>Extend Boom 1 hand</td>
<td>Dog Everything</td>
</tr>
</tbody>
</table>

### Lifting and Hoisting

Lifting and hoisting activities, if not controlled, are extremely dangerous. To limit the potential and associated hazards, the following controls must be in place:

- Ensure testing, inspection, and certification of lifting equipment is complete.
Use a certified operator for the equipment involved (crane, tele-hander, boom truck etc.)

Use a qualified rigger and utilize proper communication and signaling.

Prohibit personnel from standing under suspended loads.

Establish and erect buffer zones and barricades.

Use non-conductive tag lines to control loads.

Use of non-certified locally fabricated or modified lifting and hoisting equipment is prohibited.

All slings must be inspected prior to use for any damage.

Slings must have tags that are attached and legible stating the working load limit of the device.

**Slings** – *(including lifting chains, synthetic slings, and wire rope)*

- All slings must have a documented, annual inspection.

- Rice Energy does not allow slings to be repaired (by manufacturer or in-house) and placed back in service.

- Rice Energy requires slings to be proof tested on an annual basis. Documentation is required.

- All slings must be visually inspected by a qualified individual prior to every use.

**Aerial Lifts**

Requirements for the use of aerial lifts include:

- A trained and knowledgeable person designated to operate the equipment. Person must be able to produce a valid operator’s card.

- A documented daily and pre-use inspection must be completed prior to operation to ensure the machine is in good working order and that the load rating capacities will not be exceeded. Any deficiencies must be reported to the supervisor immediately. If any deficiency is determined by the manufacturer or end user to affect the safe operation, the equipment MUST be locked and tagged out and taken out of service until the necessary repairs are made.
• A rescue plan, along with rescue equipment/machinery and rescue personnel must be in place and available.
• Use of a personal fall arrest system is mandatory while operating an aerial lift regardless of the working height.
• All garbage, debris, tools, etc., must be removed from the man basket prior to operation of the unit.

Working from Heights
Working at heights is work performed at four (4) feet or higher where there is a potential for a person to sustain injury from falling from one surface to another surface that is not the same level. Working from heights requires adequate fall protection such as a guard rail system that meets OSHA requirements. If fall protection is not available, an adequate fall arrest system must be in place.

• Personnel working at heights must be trained and knowledgeable in the roles for which they are responsible.

• Working at heights requires a full body harness and 100% tie off. A double lanyard may be required to achieve this level of safety.

• Anchor points must be engineered and capable of supporting at least 5,000 pounds of force per attached worker.

• Rescue procedures must be in place with the appropriate rescue equipment at the location and rescue personnel must be immediately available.

• Do not use anchor points that will cause a load to be applied to the snap hook keeper (gate) or snap hook lock.

• Do not join multiple lanyards together to reach an anchor point.

• Do not wrap a lanyard around a beam or other anchor point and attach it back on itself unless it is designed specifically for that use.

• Do not allow more than one worker to tie-off to the same anchor point unless the anchor point is designed to accommodate multiple workers.
• Always assess the hazard potential below the working surface, regardless of height. A fall protection or arrest system may be necessary for hazard mitigation when working below 4 feet.

Upstream Ignition Spacing Chart
The intent of a hot work permit is to protect workers from potential fires and/or explosions. The area in and around the Hot work area will be continually monitored.
for flammable or combustible vapors. Hot work will not be permitted if gas detectors indicate ANY L.E.L. reading. If possible consider alternative measures before performing hot work on Rice Energy locations.

Examples of Hot Work include but are not limited to:

**Open Flame** – *(Any open flame hot work requires hot work permit to be completed)*

- Welding, Cutting, Brazing, Grinding
- Torch cutting- Acetylene or gas
- Abrasion blasting

**Closed Flame** – *(Within 35’ of any potential gas containing equipment)*

- Powered electrical tools
- Using pneumatic, electric, or air driven impact hand tools that may generate a spark.
- Vehicles
- Heat sources in excess of 400 degrees
- Non intrinsically safe equipment

**Planning Hot Work**

- Ensure any flammable or combustible materials are removed from within 35’ feet of the area

- A hot work permit is good for a maximum of 12 hours, shift change, or as long as conditions at the time of issuance remain unchanged, whichever is shorter.

- Ensure that the fire watch is trained, competent, and not an SSE.

- Utilized a Qualified Gas Tester to conduct the atmospheric monitoring.
• If required, fire blankets will need to be provided by the vendor.

• A 20lb. ABC dry chemical fire extinguisher must be within a 10ft travel distance.

Performing Hot Work
• Conduct initial atmospheric testing and document readings every 15 minutes on the Hot Work Permit.

• Complete the hot work permit in its entirety.

• Hot work must begin within 15 minutes of the atmospheric testing.

• Fire Watch must remain present for 30 minutes after the Hot Work has been completed.

• If Stop Work Authority is utilized, the Hot Work Permit must be re-completed.

• If the JSA or scope of work changes the permit must be closed and a new Hot Work Permit with atmospheric testing must be completed.

• Continuous atmospheric monitoring must be done while the hot work is being conducted.

Completing Hot Work
• The contractor is required to retain a copy of this permit for a minimum of 1 year and must be able to produce to Rice Energy upon request.

• Ensure the fire watch remains at the hot work area for 30 minutes after the work is completed.

Hand & Power Tools (includes Chains Saws and Pressure Washing)

General
• Inspect hand and power tools & power cords before each use. Repair, replace, or remove damaged tools from service. Use tools that are only in safe and good condition.

• Select the right type and size tool for the job.

• Make sure all guards are kept in place and in proper working order.

• Maintain secure footing, a firm grip, and good balance using hand and power tools.

• Properly maintain tools and store them after use.

• Extension cords are not permitted to be daisy chained together.

**Hand Tools**

• Do not carry sharp or pointed tools in pockets. Use a tool bag.

• Keep cutting tools sharp. Sharp tools are safer and easier to use than dull tools.

• Do not cut toward your body with a cutting tool.

• Use only safety type (e.g., self-retracting, shielded knife surface) utility knives.

• Never throw hand tools from one person to another.

• Push rather than pull a wrench to loosen a tight fastener.

• Do not use cheater bars to increase leverage.

**Power Tools**

• Use only three pronged for electrical tools or double insulated tools.

• Grinder guards shall be in place and used at all times when operating portable grinders.

• Trigger locks are not allowed on portable powered hand tools.
• Unplug power tools before changing their attachments or making any adjustments.

• Before plugging or unplugging tools, make sure the power switch is turned off.

• GFCI’s must be in use when using power tools.

**Chain Saws**

• In addition the standard Personal Protective Equipment needing to be worn, a face shield, gloves, hearing protection, and legs chaps must also be worn when operating a chain saw.

• To prevent kickback. Do not cut with the tip of the saw.

• When walking / carrying a chain saw, shut off or apply chain brake.

• Never “Air Drop-Start” a chain saw.

• Do not operate a chain saw above shoulder height.

• Never ever use a chain saw with only one hand.

• Individuals operating chainsaws must be able to show proof that they have attended a “Chainsaw Safety Training”

**Pressure Washing**

• In addition the standard Personal Protective Equipment needing to be worn, a face shield must also be worn when pressure washing.

• Water temperature must not exceed 140°F and wand lengths must be a minimum a 4’.

• Pressure washers with 0° spray angle tips shall not be used.

• Pressure washers should not be utilized to clean PPE and/or boots

**Abrasive Blasting and Coating**
Abrasive blasting can be very dangerous. Below are a number of safety precautions that must be followed when performing this task.

- Never exceed the manufacturer recommended operating pressure.
- NIOSH approved air supplied blast hoods are required for abrasive-blasting operations.
- When using oil lubricated compressor as air source for blast hoods, a carbon monoxide and purification system must be used. Breathing air must meet OSHA Class D standards.
- Never point the blast nozzle at another person.
- Provide safety cables and tie wire/pins at all hose connections.
- Abrasive blasters must use a dead man switch at the blast nozzle. Dead man switches / valves must operate freely and without obstruction.
- To prevent the buildup of static electricity only use static dissipating blast hose and ground the blast pot. Make sure entire system is bonded and grounded.
- Barricade or post signs ‘No Entry” in abrasive blasting area to protect others and limit access to the area.

For coating, follow the materials Safety Data Sheet (SDS) to ensure understanding of the hazards, safety precautions, proper PPE to be worn, and waste handling & disposal information.

**X-Ray**

Potential exposures to radiation on Rice Energy worksites are limited to activities involving x-ray inspections of welds and metals.

- Personnel that perform x-ray activities shall be appropriately licensed, trained and qualified in accordance with applicable federal, state, and local regulations.

- Prior to performing x-raying activities, affected personnel shall be informed of the testing. X-ray area(s) shall be properly isolated and barricaded with appropriate signs posted at area perimeters.
• Other workers, vehicles and equipment shall stay clear of an area where radiographic inspection is being carried out and shall wait for the radiographic technician to indicate when it is safe to pass by.

Motor Vehicle Safety
Motor vehicles are amongst the highest risk activities one will undertake. Outlined below is a list of Rice Energy requirements:

• Vehicle inspections- all vehicles should be frequently inspected for defects and preventative maintenance.

• Seat belts must be worn at all times when operating vehicles or mobile equipment.

• Idling- no vehicle should be left unattended idling. Should you need to idle your vehicle the wheels MUST be chocked with an adequately designed wheel chalk. Idling is only allowed during inclement weather and while the vehicle is being used for the job task.

• A spotter person shall be used when there is not full view of intended path of travel, backing with limited visibility or space, or maneuvering with limited space. Spotter should be located in an area where the equipment operator can easily see spotter.

• All company vehicles on Rice Energy locations are required to be equipped with a working backup alarm.

• Distracted driving- when operating mobile equipment the use of cell phones or radios should be restricted. When operating motor vehicles cell phones are only allowed to be utilized when paired with a hands free device.

• Texting or emailing while driving is strictly prohibited.

Trailer Towing Safety
Safety is critical when towing a trailer or piece of equipment. Below are some rules to follow.

• The tow vehicle must be a proper match for the trailer and load to be carried.

• Know the manufacturers’ towing specifications for your tow vehicle, trailer, and all of the tow package components.
• Check the rating of hitch you will need for the type of trailer you will be carrying, as well as the rating of the drawbar and hitch ball. The hitch system rating is the lowest weight rating among these components.

• Always use and secure safety chains. Cross chains under the trailer tongue and fasten to a solid area of the framework or to the area of the hitch designed for that purpose.

• During your travels with the trailer, if you feel something maybe wrong with your towing or hear an odd noise, pull over and check.

• NEVER exceed the recommended maximum towing capacity of the tow vehicle, trailer or tow package components.

**Utility Terrain Vehicles**

Operators of UTVs are required to comply with the following.

• Adhere to UTV state laws.

• A helmet is not required on a UTV, if the UTV is equipped with ROPS (rollover protective structure) and has seatbelts. The seatbelts must be worn in UTVs if equipped, otherwise a helmet is required.

• A hard hat worn in replacement of a D.O.T. helmet is not acceptable head protection when operating a UTV without seat belts and R.O.P.S.

• Safety glasses must be also worn when operating an UTV unless a DOT full face helmet with face shield is worn.

• Operators shall have received specific training in the safe use, operation, loading and un-loading of UTVs.

• If there is no specific state training requirements then third party or in-house company training is acceptable.