SAFETY & ENVIRONMENTAL GUIDELINES

SAFETY ALWAYS

▪ Every Person  |  ▪ Every Location
▪ Every Vehicle  |  ▪ Every Day
WELCOME TO WHITING,

Safety Always is a core value that is foundational to Whiting’s culture. These guidelines are provided as a resource and a reminder that working safely requires knowledge, thoughtfulness and diligence.

As a safety resource, this guide contains valuable technical information and life-saving instructions. Keeping this guide accessible and being knowledgeable of its contents, are vital components of Whiting’s safety training and planning.

As a safety reminder, carry this guide to stay focused on the importance of this core value. Begin each workday at Whiting with the following pledge to each other and for each other:

SAFETY ALWAYS

▷ Every Person  |  ▷ Every Location
▷ Every Vehicle  |  ▷ Every Day

Let this pledge serve as our rally cry every day. And let’s be reflective of our performance at the end of each workday, when we can measure our achievements and learn from our challenges.

Success is a simple measurement – it is when each of us returns home every day to be with our families. Thank you for your commitment to Safety Always at Whiting.

Bradley J. Holly
Chairman, President and Chief Executive Officer
WHITING VALUES

HIGHEST INTEGRITY
Exhibiting the highest ethical standards.

ENGAGED LEADERSHIP
Leading, serving and inspiring others.

BUSINESS EXCELLENCE
Achieving operational excellence.

EFFECTIVE COMMUNICATION
Exchanging information in a purposeful and productive way.

MEANINGFUL STEWARDSHIP
Preserving our environment and enriching our communities.

SAFETY ALWAYS
Protecting people, property and communities.
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## LIFE-SAVING RULES

### SAFE MECHANICAL LIFTING

- Plan lifting operations and control the area

### WORK AUTHORIZATION

- Work with a valid permit when required

### WORKING AT HEIGHT

- Protect yourself against a fall when working at height
STOP WORK AUTHORITY POLICY

Whiting Oil and Gas Corporation

Stop Work Authority Policy

Whiting Oil and Gas Corporation (Whiting) is dedicated to protecting the Health and Safety of all personnel on its facilities and the environment in which it conducts its business. Each Employee, Consultant, Contractor, Third Party Service Provider, or Visitor has a responsibility to contribute to a safe and healthful workplace and to protect the environment. Whiting believes that Health, Safety, and Environmental goals do not conflict with economic goals.

At Whiting, we expect that our Employees, Contract Personnel, and Third-Party Service providers will act in a manner that is consistent with the above expectations. Stop Work Authority (SWA) is one of many tools to be used to meet these goals.

This SWA Policy grants all personnel on a Whiting site, facility, location, or property the Right, Responsibility, Obligation, and Authority to stop any work or actions that are unsafe to personnel, equipment, or that if continued may damage the environment. Once invoked, and safe to do so, it is expected that the activity or task in question will be stopped and reviewed by those performing the work, their immediate supervisor(s), and the appropriate Whiting representative on site, to determine if the SWA is warranted. Appropriate actions will be taken to remove the hazard(s) or prevent environmental damage. Persons or groups invoking the SWA will communicate the reasons for the SWA to Whiting’s representative to better understand why or how the hazards can be mitigated.

Invoking a SWA by ANYONE on a Whiting location will not be considered a negative action and there will be no retribution to the person or company for which that person works. No person will be expected or coerced into performing work they consider unsafe or damaging to the environment.

This policy applies to all Whiting operations and shall be distributed to and periodically reviewed with Whiting Employees and active consultants and contractors.

Bradley J. Holly
Chairman, President & Chief Executive Officer
Whiting Oil and Gas Corporation

Charles (Chip) Rimer
Chief Operating Officer
Whiting Oil and Gas Corporation
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ENVIRONMENTAL, HEALTH AND SAFETY STATEMENT

Whiting Oil and Gas Corporation (Whiting) is dedicated to protecting employee safety and health, as well as the environment. We do this by conducting our operations in compliance with applicable laws and regulations, by fostering a work culture that rewards and holds employees and contractors accountable for working safely, by reducing discharges and waste, by minimizing land disturbance, and by encouraging the efficient use of natural resources.

Our guiding principles are:

Compliance - Comply with Environmental, Health and Safety (EH&S) rules and policies along with internal standards by identifying the applicable requirements and putting viable practices in place to meet these requirements.

Communications - Communicate EH&S performance expectations with employees, contractors and the public to ensure our decision-making process addresses these issues.

Safe Work Environment - Maintain facilities, provide training and conduct operations to protect our employees, our contractors and the public. We ensure our employees and contractors are aware of EH&S issues through training and communication.

Pollution Prevention and Chemical Safety -

Manage our business with the goal of preventing pollution and using land and materials effectively. We take proactive steps to prevent spills, implement good housekeeping practices and conserve resources by continually monitoring and reducing waste streams and emissions.

Continual Improvement - Continually improve our EH&S programs by monitoring and evaluating our safety and environmental performance.
Whiting understands strong EH&S principles properly integrated into our management processes and day-to-day practices greatly contributes to our business success.

**Whiting EH&S and Management Responsibilities**

Whiting management includes managers and supervisors with office, department, plant and team or project responsibilities. In conjunction with these responsibilities, Whiting management will:

- Coordinate and oversee work teams’ overall safety effort.
- Communicate work or policy changes in a timely manner.
- Comply with all EH&S laws and regulations.
- Comply with all requirements of the Whiting safety program and communicate EH&S standards, practices and procedures to company and contractor employees.
- Integrate EH&S practices and safe operating procedures (SOPs) into all operations and work.
- Enlist employee participation and involvement in safety-related decision-making.
- Provide adequate safety equipment for all work locations.
- Train all employees in procedures, regulations, safe work practices and safety-related devices and equipment.
- Facilitate inspections, audits and incident investigations designed to ensure compliance with company, Federal, State and Local regulations and standards.
- Implement corrective actions in a timely manner following inspections, audits and incident investigations.
• Enforce the use of disciplinary action when necessary.
• Develop EH&S goals and objectives for each work group.
• Measure EH&S performance against goals and objectives and industry standards.
• Conduct regular meetings where EH&S is the main topic.
• Correct unsafe acts and conditions promptly.
• Periodically review facility and employee EH&S performance and provide feedback.
• Maintain facility emergency plans and conduct regular emergency drills.
• Review contractor’s safety performance and verify training.

**Employee Responsibilities**

Along with Whiting Managers, the employees of Whiting have a responsibility to promote and encourage safety on the job. A Whiting employee has a responsibility to:

• Comply with Whiting programs, practices, SOPs, applicable laws and regulations.
• Communicate EH&S standards and practices to contractor employees.
• Report injuries, spills, unsafe conditions and acts, near hits and incidents immediately.
• Help review and modify work procedures.
• Strive daily for incident free performance.
• Assist in incident investigation, audits and reviews, as necessary and help implement corrective actions.
• Inspect and maintain facilities in environmentally sound and safe conditions.
• Maintain knowledge of EH&S requirements including emergency response actions.
• Participate in EH&S drills, meetings, exercises and help identify areas of improvement.

**CONTRACTOR MANAGEMENT**

**Key Responsibilities for Whiting Contractors, Subcontractors and Consultants (Contractors)**

**Health and Safety Section**

Whiting considers EH&S performance to be a cornerstone of its business. Meeting our commitment to EH&S excellence is a responsibility shared by everyone working with Whiting, including contractors. Contractors maintain primary responsibility for the safety of their employees while working with Whiting.

If there is a conflict with Whiting’s EH&S practices and that of the contractors’ practices, all contractors are expected to follow the more stringent of the two policies. Whiting strives for continuous improvement in its Contractor Management Program and identified the following expectations for Contractor Management.

**At a minimum, contractors shall ensure their employees and subcontractors:**

• Examine, understand and comply with all local, state and federal health and safety laws, rules, codes, standards and regulations applicable to its services. In addition, contractors are expected to understand and follow all Whiting requirements to ensure worker safety and compliance.

• Maintain written health and safety standards/practices and effectively communicate those standards/practices to its employees. All contractors or its agents shall provide Whiting the right of access to audit all aspects of health and safety compliance during normal business hours.
• Ensure all employees are adequately trained on the hazards associated with the duties/tasks expected to be performed. There may be additional training requirements specific to each individual Whiting asset and the services of which the contract company is engaged.

• Document required training of employees and provide appropriate records of training to Whiting or Whiting’s Representative upon request.

• Provide employees with and train on appropriate personal protective equipment (PPE) and any other requisite safety equipment to conduct the work. The minimum PPE required on Whiting locations include: ANSI approved safety toed footwear, hard hats and safety glasses with side shields. Depending on which Whiting asset the contractor is working, the outer most layer of clothing must be flame resistant clothing (FRC) and a 4-gas monitor for O2, LEL, H2S and CO may be required. Exceptions may only be granted with Whiting management approval and a completed PPE hazard assessment showing just cause as to why 4-gas monitors and FRC should not be required.

• Ensure all operating equipment used on Whiting locations are following appropriate manufacturer and regulatory standards and is properly maintained, inspected and operated in a safe manner by properly trained employees.

• Immediately report to a Whiting Representative all contractor near hits, security concerns and incidents resulting in injuries, illnesses, fires, property damage and environmental spills or releases.

• Report and correct all observed unsafe acts and conditions along with additional or potential hazards to the appropriate Whiting Representative.
• Understand the use or possession of illegal drugs, legal drugs used illegally or drug paraphernalia by anyone while on Whiting owned or leased property is strictly prohibited. The use or possession of alcoholic beverages, firearms or weapons is also prohibited. All persons and vehicles on Whiting owned or leased property are subject to search, including drug and alcohol screening/testing, at any time.

• Ensure contractors performing services on Whiting locations are subscribers to the drug and alcohol compliance monitoring system TPS Alert. Acknowledge and commit to the specific expectations and requirements Whiting has established by adopting the Whiting Contractor Drug and Alcohol-Free Workplace Policy Addendum.

Environmental Section

At a minimum, contractors shall ensure their employees and subcontractors:

• Examine, understand and comply with all federal, state and local environmental laws, rules, standards and regulations applicable to its services. In addition, contractors are expected to understand and follow all Whiting requirements to ensure environmental compliance.

• Maintain written environmental standards/practices and effectively communicate those standards/practices to its employees. All contractors or its agents shall provide Whiting the right of access to audit all aspects of environmental compliance during normal business hours.

• Maintain good housekeeping practices at the site to prevent safety and environmental hazards.

• Utilize good air quality practices applicable to the task or operation being performed (e.g., re-latch thief hatches after opening, minimize release of hydrocarbons to air, minimize combustion emissions, minimize dust generation, ensure all air pollution control devices will never be bypassed and are functioning properly).
• Prevent spills and releases.
• Immediately report all spills to water and/or soil to the appropriate Whiting Representative.
• Properly handle and dispose of any spilled material and contaminated soil.
• Properly manage and dispose waste in an environmentally sound manner. Contractors shall ensure all waste is properly contained and labeled until final disposition and ensure disposal is made at Whiting-approved disposal facilities that are at a minimum permitted and licensed to handle the waste at issue.
• Follow all federal, state or local regulations and maintain Whiting-required documentation when handling waste. Contractors are not to mix exempt (RCRA Subtitle C) waste with hazardous and non-exempt waste.
• Do not bring hazardous waste to Whiting facilities. Contractors shall alert the appropriate Whiting representative if a process generates or potentially generates hazardous waste.
• Upon request, provide the appropriate Whiting Representative with documentation certifying that waste has been stored, shipped and properly labeled in accordance with federal, state or local shipping and storage regulations to ensure proper disposal.

SAFETY COMMUNICATION

Safety Meetings
Structured and documented safety meetings are essential in making Whiting employees and contractors aware of the hazards and risks inherent to our work environment. Safety meetings serve as an excellent venue to discuss hazards, recent injuries, near hits, safety alerts, environmental concerns and industry best practices. Contractors at job sites are expected to conduct daily pre-job safety meetings
reviewing all hazards associated with the day’s work activities and environmental conditions.

**Incident Reporting and Investigation**

Whiting employees and contractors shall report all incidents, accidents, spills, near hits, good catches and the use of Stop Work Authority to a Whiting Representative to evaluate cause and initiate an incident investigation if needed. Data gathering should start immediately, if practical, incident investigations should begin no later than 48 hours from time of incident. Whiting Representatives will coordinate information to ensure the correct classification and management of each reported event. Consult your Whiting Representative for any additional guidance that may be needed.

**Tailgate/Job Safety Analysis (JSA)**

Contractors shall conduct and document tailgate/JSA meetings daily, or more frequently if necessary. Meetings should include discussion of hazards involved in the task(s) to be performed and controls or procedures used to address these hazards.

**Examples of topics to be discussed as applicable include, but are not limited to:**

- Site-specific emergency response and notification procedures;
- Review Safety Data Sheets (SDS) for chemicals and products used during task(s);
- Job/site specific PPE requirements;
- Equipment specific lockout/tagout procedures;
- Work permit requirements (LOTO, Hot Work, Confined Space Entry, etc.);
- Site or equipment specific hazards (pinch points, struck by, electrical, etc.).
Contractors shall retain documentation of EH&S meetings, including the topics covered and employees in attendance and shall provide documentation to Whiting upon request.

**SIMOPS Meetings**

Simultaneous Operations (SIMOPS) involve one or more work activities conducted on the same location at the same time. When, as determined by a Whiting Representative, a project requires contractors to perform a non-routine or high-hazard task during SIMOPS, the Whiting Representative and contractor will conduct a SIMOPS meeting prior to the beginning of work. This meeting is intended to allow Whiting Representatives and contractors to identify and discuss any known or potential hazards that may be encountered during the project and to familiarize contractors with any job/site specific requirements.

**Examples of when a SIMOPS meeting will be conducted:**

- Construction, operations or maintenance work performed on the same pad while other operations are being performed may include but are not limited to:
  - Drilling operations;
  - Workover operations;
  - Completions operations;
  - Any other work activity involving a non-routine or at-risk activity, as determined by the designated Whiting Representative.

**HAZARD COMMUNICATION (HAZCOM)**

29 CFR 1910.1200 of the Occupational Safety and Health Association’s (OSHA) HAZCOM Standard requires the communication of chemical hazards to employees and contractors. It is also known as the “Right to Know Act”. The standard applies to all Whiting facilities, properties and
operations as well as contractors bringing chemicals to these locations. Whiting has a written Hazard Communication Practice of which employees and contractors shall be informed. It is Whiting’s responsibility to ensure employees and contractors understand:

• How to handle chemicals safely;
• How to interpret chemical labels;
• How to use an SDS.

Safety Data Sheets (SDS)
OSHA requires a SDS to be readily available when working with hazardous chemicals. Each production area is responsible for ensuring SDSs comply with the Global Harmonization System’s (GHS) 16-section format and exists for every non-consumer quantity chemical. Employees and contractors shall be trained on SDS usage and properties. Safety Data Sheets shall be maintained and updated with the most current information. Safety Data Sheets can be kept in either electronic format or hard copy and must be made readily available when needed.

Labeling
• All labels shall comply with the GHS requirements for manufacturers, distributors and workplace guidelines.
• Labels must be in English and can be multi-lingual as long as English is included on the label.
• Manufacturer and distributor’s labels shall have the chemical name, signal word, hazard statement, precautionary statement, appropriate pictograms, as well and the manufacturer’s name and contact information.
• Whiting labels shall have chemical name, National Fire Protection Association (NFPA) diamond, signal word, hazard statement, precautionary statement and appropriate pictograms.
• If a label is removed, destroyed or covered, a new label must be installed on the container with the above information.
• If material is being transferred from one container to another and not being used immediately, it must be labeled.

Pictograms for Chemicals

Sample NFPA label for production tanks/equipment

Signage Overview
Proper signage selection and placement is an integral part in ensuring a safe work environment. All Whiting locations shall have proper signage. There are numerous signs
from H₂S warnings to “No Smoking” signs and each serve as a significant part of keeping work sites safe. All Whiting employees and contractors should be aware of all signage while on location and not only heed what the signs say, but also work to improve the signage in their particular area.

SAFE WORK ENVIRONMENT

General Safety Precautions

• Proper PPE shall be worn to limit the effects of job site hazards.

• All employees not assisting in an operation shall stand clear of the operation. Truck drivers and other employees shall not assist in any work activity other than their own.

• All employees shall adhere to applicable laws, regulations, company policies and procedures applicable to the operation.

• All employees are expected to be fit for duty when they report for work and capable of performing essential duties of the job/task.

Weapons, Alcohol, and Illegal Drugs

The use or possession of alcoholic beverages, illegal drugs, weapons or firearms on Whiting locations will result in disciplinary actions for Whiting employees and contractors.

Horseplay or Workplace Violence

All Whiting employees and contractors are expected to perform work in a safe and professional manner. Horseplay, fighting or other unprofessional behavior that jeopardizes safety in the work environment will not be tolerated.

Housekeeping

The job site shall be kept clean and free of clutter and trash so work may proceed in a safe and orderly manner. Tools shall be promptly put away after use. Firefighting and life-
saving equipment shall be clearly identified and the path
to such equipment shall not be obstructed. Cleanliness
of machinery, tools and other equipment are important
housekeeping requirements. When cleaning machinery,
detergents and water or steam are the preferred cleaning
agents. Minimize use of solvents when cleaning. **Never** use
gasoline for cleaning.

**Smoking**

Generally, smoking is prohibited on Whiting locations. In rare
circumstances, smoking may be allowed in designated areas
selected by a Whiting Representative. In addition, smokers
must use care when disposing of all smoking materials.

**Security**

Contractors shall be responsible for the security of their
own equipment and held accountable for their actions
while on Whiting locations. Cameras are not permitted on
Whiting locations without prior approval from a Whiting
Representative. Employees shall not bring unauthorized
individuals onto a Whiting location. Employees shall observe
landowner requirements for site security (e.g., close/lock
doors and gates).

**Fire Prevention**

Use only approved explosion-proof equipment in locations
where flammable mixtures may be present. Do not handle
flammable materials around open flames or exposed electrical
conductors. Use extreme caution in areas where flammable
vapors are present or suspected. Be aware of clothing and
equipment containing static electricity that may spark a fire.

**In the event of a fire:**

- Protect Yourself First!
- Assess and evaluate the incident.
- Call 911.
• Extinguish incipient stage fires (can be put out with available extinguishers) only if properly trained and it is safe to do so.
• Contact your Supervisor.
• For major fires or fires beyond the incipient stage, follow the instructions below:
  • Implement the emergency evacuation alarms and procedures.
  • Evacuate all non-essential employees on site to a safe area.
  • Isolate fuel source(s) or activate the Emergency Shut Down (ESD) device.

**Note:** Extreme caution should be used in attempting to extinguish pressure-fed fires. The ignition potential may be too great and could increase risk of damage or injury. Ensure adequate source of extinguishing agent.

**Adverse Weather Conditions**
Whiting expects all employees and contractors to use good judgment when adverse weather conditions create a potentially unsafe working environment. Work near process equipment, tanks and rigs should be suspended when lightning is present.

**Cold Weather Recommendations**
Employees exposed to extreme cold conditions and harsh weather should take the following steps to prevent hypothermia or frostbite:
• Check weather conditions at the beginning of each day;
• Understand signs and symptoms of cold-induced illnesses and injuries and how to treat them;
• Wear proper clothing for cold, wet, and windy conditions, including layers that can be adjusted to changing conditions;
• In extremely cold conditions take frequent, short breaks in warm dry shelters to re-warm the body;
• Try to schedule work for the warmest part of the day;
• Use the buddy system; work in pairs so one employee can recognize danger signs;
• Drink warm, sweet beverages (sugar water, sports-type drinks) and avoid drinks with caffeine (coffee, tea, soda or energy drinks).

Remember that risk of hypothermia or frostbite increases with certain medications, poor physical condition, diabetes, hypertension or cardiovascular disease. If the cold-related illness appears to be more than minor, call 911 immediately for advanced medical support.

Hot Weather Recommendations

Employees exposed to extreme heat, sun exposure and high humidity should take the following steps to prevent heat stress:

• Wear loose-fitting, breathable clothing such as cotton when FRC is not required;
• Gradually build up to heavy work and take more frequent breaks in early summer;
• Schedule heavy work during the coolest parts of day;
• Take frequent breaks in shaded or cool areas when possible;
• Drink plenty of water;
• Avoid drinks with caffeine and large amounts of sugar;
• Be aware that protective clothing or PPE may increase the risk of heat stress;
• Monitor your physical condition and that of others.
In the event of a minor heat related illness, take the following steps:

- Stop Work and sit or lay in a cool place;
- Drink plenty of water or other cool beverages;
- Notify your Supervisor and Whiting Representative;
- Do not return to strenuous work for a few hours, if possible. Further exertion may lead to heat exhaustion or heat stroke;
- If the heat related illness appears to be more than minor, call 911 immediately for advanced medical support.

Driving and Vehicle Safety

Defensive driving techniques shall be used at all times. Drive at a safe and reasonable speed and obey all posted signs on Whiting locations. Any unauthorized employee in a company vehicle is prohibited. Driving while under the influence of alcohol or other drugs is prohibited. Park all vehicles in a safe area. Whenever possible, vehicles shall be parked so the driver can exit by driving forward. **Conduct a 360-degree check around vehicle before leaving parked position.** When leaving a vehicle, make sure the vehicle is secure, i.e., brake set, transmission in park, doors closed and engine off. Whiting’s company vehicles shall be equipped with a hand-held dry-chemical fire extinguisher and a first aid kit.

Seat Belts

Driver and passenger restraint systems will be worn by all Whiting employees when engaged in company business or when in a company vehicle (including rental vehicles), or when operating motorized equipment (if seat belt is provided). Whiting employees and contractors shall wear seat belts anytime they are in a moving vehicle on well and facility locations.
Cell Phone Safety

Cell phones may create a hazardous ignition source for a fire or explosion, phones must be turned off when carried into a hazard area. Some exceptions may occur. See Low-Risk Electronic Devices section of this document. (pg. 71) Cell phones should not be used while operating any vehicle or equipment unless hands-free capabilities are available. It is preferred vehicle or equipment operators pull off the road or stop work to talk on cell phones.

Note: Texting or emailing is prohibited while driving.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: When working with hazardous chemicals or substances, refer to the product’s SDS for additional PPE requirements.

Employees shall at all times comply with the most up to date and applicable industry standards when working on Whiting locations.

Work Attire on Location

It is the employee’s responsibility to wear appropriate PPE while performing services on Whiting locations. Employees shall wear FRC coveralls or long sleeve shirt and pants unless an exception is granted by Whiting Management. Tank tops, sleeveless shirts and short pants or cutoffs are not permitted. Loose or floppy clothing is prohibited around rotating or moving equipment. Rings, neck chains and other jewelry shall be removed while at work. It is recommended all employees apply sunscreen to all exposed skin prior to working outdoors.

Head Protection

While on Whiting locations, employees, contractors and visitors shall at all times must wear a Class E (non-conductive) hard hat that complies with the most up to date and applicable
industry standards. Head protection is not required when in enclosed vehicles, rig doghouses, control rooms, office spaces, living quarters, warehouses, shops and garages if no overhead impact hazards are present.

**Eye and Face Protection**

While on Whiting locations, employees, contractors and visitors are required to wear safety glasses with side protection at all times. Additional eye protection, (splash/impact goggles, face shields, welding hood, cutting goggles, etc.) may be required depending on the task being performed. All eye protection equipment must meet the requirements of the most up to date and applicable industry standards. Eye and face protection is not required when in enclosed vehicles, rig doghouses, control rooms, office spaces, living quarters, warehouses, shops and garages if hazards from flying objects are not present.

**Hearing Protection**

Hearing protection shall be worn in all work areas where “Hearing Protection Required” signage is present and in areas where the noise level is likely to reach or exceed 90 decibels (dBA). These areas may include, but are not limited to: heavy equipment operations, compressor locations, gas plants/processing areas, drilling/work over rigs and operations such as venting pressure from lines or production wells. Hearing protection should be worn if there is a question as to whether the noise level exceeds 90 dBA.

**Protective Footwear**

Protective safety-toed footwear that complies with the most up to date and applicable industry standards shall be worn at all times when working on Whiting locations and anytime there is potential for foot injuries from dropped objects. Where liquid or chemical splash hazards exist, appropriate chemical-resistant protective footwear must be worn. Protective footwear
made of materials that may absorb hazardous substances or hydrocarbons must not be worn in environments where splash or spill hazards exist. Employees whose duties require them to climb ladders must wear footwear with at least a ¼” external heel.

Note: Under special circumstances, when kept away from hazardous areas, protective footwear may not be required for casual visitors if approved by a Whiting Supervisor.

Hand Protection

Hand protection shall be worn to protect employees from hazards including, but not limited to: contact with harmful substances, crushing, abrasions, cuts, lacerations, puncture wounds, chemical burns and temperature extremes. Types of hand protection commonly used in oil and gas operations include:

- **Neoprene** – Provide excellent tensile strength and heat resistance. Compatible with some acids and caustics. Moderate abrasion resistance.
- **Nitrile** – Offer chemical and abrasion resistance and is a good general-duty glove. Also provides protection from oils, greases, petroleum products and some acids and caustics.
- **PVC (Polyvinyl Chloride)** – Provide excellent resistance to most acids, fats and petroleum hydrocarbons. Good abrasion resistance.
- **Cotton** – All-purpose light duty glove that does not offer any protection against chemicals. Limited cut resistance.
- **Leather/Synthetic Leather** – All-purpose heavy-duty glove that offers a level of abrasion protection but is limited against cut protection.
- **Kevlar** – Provide heavy duty cut resistance.
- **Thermoplastic Foam** – Provide impact protection when working around pinch points.
Respiratory Protection

Respiratory protection is required when working in areas where respiratory hazards are present. Engineering controls, such as ventilation and substitution of less toxic materials, are the first line of defense at Whiting. Unfortunately, engineering controls are not always feasible for some operations or may not completely control the identified hazards. In these situations, respirators and other protective equipment must be used.

Employees who are required to wear respiratory protection shall be medically cleared to wear a respirator, annually fit-tested and trained in the use and limitations of the respiratory equipment.

Respirator use:

- Employees are only qualified to wear respirator masks of the same make, model and size to which they were fit-tested.
- Employees who are required to wear supplied air respirators will participate in annual refresher training.
- Employees are not permitted to wear respirators if they have any condition, such as, facial scars, facial hair or missing dentures that prevent a good seal. Employees are not permitted to wear headphones, jewelry or other articles that may interfere with the seal of the face piece.

Chemical Protective Clothing (CPC)

Chemical resistant aprons, coveralls or slicker suits and disposable chemical resistant boots will be worn whenever an employee is working with acids, caustics or other hazardous chemicals. Chemical protective clothing will be selected in accordance with the applicable SDS for the material being used.
Flame Resistant Clothing (FRC)
Clothing made of synthetic materials such as polyester have increased the severity of burns received in fires and are discouraged or prohibited in areas where a fire potential exists. Clothing made of certain fabrics such as 100% cotton, can provide additional burn protection in flash fires and is recommended in areas not requiring FRC. Flame resistant clothing must cover the entire body. Shirt sleeves and coveralls must always remain rolled down and buttoned while on location. Whiting requires FRC to be worn as the outermost layer unless Whiting Management grants an exception. PPE hazard assessments shall also be used to determine additional tasks that require FRC.

Personal Fall Arrest Systems
A personal fall arrest system is the complete system used to stop a person in a fall from a working level. The system consists of anchorage, connectors, body harness, lanyard, deceleration device, lifeline or related equipment.

The following highlights some points for using a personal fall arrest system:

- Lanyards and lifelines shall have a minimum breaking strength of 5,000 pounds.
- Self-retracting lifelines shall automatically limit free-fall distance to two (2) feet and shall be capable of holding a minimum static tensile load of 3,000 pounds.
• Free-fall distance is required by OSHA to be less than six (6) feet. When considering the distance one can fall, add the length of the lifeline, the expansion length of any shock absorption device and the free-fall distance.

• Harnesses and fall protection hardware shall be properly sized to the individual. It is acceptable for multiple people to use the same harness and fall arrest system if the required safety checks are done by a competent person before each use.

• Safety belts are not acceptable for use in Whiting operations; instead, a body harness must be used.

• Anchorages to which the lifeline will be connected (e.g., a pad-eye on a tank or a structural member of a lift bucket) shall be capable of supporting at least 5,000 pounds per employee attached.

• Employees working from aerial or scissor lifts shall don the appropriate fall arrest system and tied off to qualifying anchor points. Hand and guard rails do not qualify as anchor points.

**Calculating Fall Distance**

• Free-fall distance – the distance from the anchor point to the top of the deceleration device.

• Deceleration distance – Distance of the deceleration device – Limit maximum deceleration distance to 3.5 feet.

• Total fall distance – Distance from the anchor point to the full extension of free-fall and deceleration device.

• Total Clearance Required – Calculate distance from D-ring to the bottom of the user’s feet.
GENERAL HEALTH AND SAFETY PRACTICES

Confined Spaces

Employees and contractors shall not enter a permit-required confined space without a properly completed entry permit in compliance with their company’s Confined Space Entry program or Whiting’s permitting program; whichever is more stringent. Permit-required confined space entries supervised by Whiting employees shall follow Whiting’s Confined Space Entry permitting program. In cases where entry is being supervised and performed by contractors, the contract company shall follow their confined space entry program provided it is, at a minimum, as stringent as Whiting’s program. Only qualified Whiting and contractor employees shall be allowed to work in a permit required confined space. Entrants, attendants and rescue employees must be able to provide documentation of confined space training.

Confined Space:

1. Is large enough and so configured that an employee can bodily enter and perform assigned work;
2. Has limited or restricted means for entry or exit; and
3. Is not designed for continuous human occupancy.

Note: Confined spaces may include, but are not limited to: storage tanks, process vessels, mud tanks, rig cellars and open top space/excavations > 4 feet in depth.

Permit-Required Confined Space:

A confined space that has one or more of the following characteristics:

1. Contains or has a potential to contain a hazardous atmosphere;
2. Contains a material that has the potential for engulfing an entrant;

3. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or

4. Contains any other recognized serious safety or health hazard.

A confined space entry permit shall be completed before work is performed within a confined space containing atmospheric, engulfment or other serious safety and health hazards.

A “Non-permit confined space” means a confined space that does not contain or have the potential to contain atmospheric hazards or any hazard capable of causing death and/or serious physical harm.

At a minimum, the following procedures for confined space entry shall be observed:

• Before confined space entry can occur, the method of rescue shall be established. All employees performing rescue must have documentation of annual training including means of simulated rescue operations.

• For permit-required confined spaces, a rescue team must be available that is properly trained for entry rescue.

• The air in a confined space shall be tested for oxygen content, lower explosive limits (LEL) and toxins such as H₂S with an approved device (in that order) by a competently trained person. See table below for acceptable ranges of atmospheric conditions. (pg. 43-44)

• The confined space will be ventilated to remove toxic and/or explosive vapors. The space will be continuously ventilated if the work in progress tends to create fumes
Ventilation may also be required to control temperature conditions within the space. Oxygen or inert gases shall not be used to ventilate a confined space. When mechanical ventilation is necessary, the equipment should be suitable for use in hazardous locations and shall be bonded, when applicable, to avoid a static charge buildup.

- Entry without a supplied air respirator is acceptable, provided that the concentration is within established occupational exposure limits for all contaminants and there is no oxygen deficiency. For concentrations in excess of established limits, entry is authorized when appropriate respiratory protection equipment is worn.

- There shall be an effective means of communication established and maintained between employees in the confined space and the attendant. Communication shall be visual, voice or a signal line.

- Before entry is allowed into a confined space, the space must be properly isolated to eliminate or control hazards and shall be locked and tagged out by following the written LOTO procedure for that piece of equipment. All employees entering confined spaces shall be instructed as to the nature of the hazards involved, the necessary precautions to be taken, and the use of required protective and emergency equipment.

- Non-entry rescue shall be performed from outside the confined space utilizing an acceptable retrieval system (unless the retrieval equipment would increase overall risk of entry or would not contribute to the rescue of the entrant) when an entrant cannot perform self-removal. Determining the appropriate means for rescuing entrants safely shall be part of the planning process for every permit space entry.
• When the use of a retrieval system is not possible or would not be effective, and other non-entry rescue methods are not available or are ineffective, a qualified rescue service (two or more persons properly trained & equipped) will be present and able to enter the space immediately.

• At least one crew member, other than the authorized entrants, shall have current and accredited CPR/First Aid training.

• In permit-required confined spaces, the confined space atmosphere shall be monitored on a continuous or periodic basis depending on the nature of the hazard in the confined space.

Hazardous Atmospheres/ Monitoring Guide

<table>
<thead>
<tr>
<th>GAS TEST</th>
<th>COMMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oxygen ($O_2$)</td>
<td>Less than 19.5% oxygen is considered to be immediately dangerous to life and occupants will need supplemental breathing air. More than 23.5% is considered to be a flammability/explosion hazard and requires suspension of work.</td>
</tr>
<tr>
<td>LEL (Lower Explosive Limit)</td>
<td>If hot work is being performed in a confined space, a hot work permit will be required. Hot work is to be suspended at an atmosphere above 10% of the LEL.</td>
</tr>
<tr>
<td>Hydrogen Sulfide ($H_2S$)</td>
<td>Work performed in areas with the potential to have &gt; 10 PPM shall be suspended or performed under supplied air by qualified individuals.</td>
</tr>
<tr>
<td>Carbon Monoxide (CO)</td>
<td>Monitoring is required when confined space work is performed adjacent to internal combustion engines and their exhaust systems.</td>
</tr>
<tr>
<td>GAS TEST</td>
<td>COMMENT</td>
</tr>
<tr>
<td>------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Toxic Gases</td>
<td>Greater than the Threshold Limit Value (TLV) will require engineering or PPE to control employee exposure. Many toxic compounds are also flammable and should be evaluated for the flammability hazard.</td>
</tr>
</tbody>
</table>

**Electrical Safety**

All electrical work shall be done in accordance with the latest codes, standards and regulations including but not limited to NEC, OSHA Subpart S and any local/state requirements. Only qualified electricians using proper electrical protective equipment shall perform hazardous electrical maintenance.

A qualified person shall discharge all stored energy prior to beginning work. The qualified person shall verify the equipment is de-energized and proper LOTO procedures implemented prior to working on the equipment. All electrical work shall be reviewed with a Whiting Representative to determine if a safe work permit is required.

**Electrical Signage examples**

All electrical panels, controls and switch gear boxes require max voltage to be clearly displayed. Electrical panels and boxes 600V nominal or greater must also include “Danger High Voltage” on the sign or decal. Control panel boards/boxes must also display the name of the equipment it services unless the equipment being controlled is obvious.
Power Lines

All power lines shall be considered energized unless proper measures have been taken to de-energize. When work is performed near energized overhead power lines, equipment shall not be permitted within 10 feet of power lines rated 50 (kilovolts) kV or below.

For energized lines rated above 50 kV, the minimum distance between power lines and the boom, mast, crane or its load shall be 10 feet plus 4 inches for each 10 kV over 50 kV.

Lockout/Tagout

LOTO applies to all Whiting employees and contractors whose duties require them to work in or around equipment where there is a potential for hazardous energy to be released during servicing or maintenance activities.

Types of power sources include but are not limited to:

- Electrical
- Pneumatic
- Hydraulic
- Thermal
- Chemical
- Mechanical

A written LOTO procedure is required for each piece of equipment/process or identical groups of equipment prior to the application of LOTO devices and before servicing or maintenance can be performed.

Only authorized employees shall perform LOTO. The person in charge of a facility will determine which employees, by virtue of their training and experience are authorized employees.

Contractors shall exchange information with Whiting employees prior to the start of the work to ensure each employee is fully aware of the other’s LOTO Procedures.
LOTO Procedures

• All locks shall be accompanied by a tag identifying: the employee who applied it, the date the lock was applied and the purpose for LOTO.

• The key to each lock will be unique to that lock or will be common to a group of locks (keyed alike locks).

• A personal lock and tag will be applied to each lockout device (unless group LOTO is being used).

• A tagout system may be used ONLY when an energy-isolating device is not capable of being locked out. Tags will NOT be used in lieu of a lock ANYWHERE a lock can be used.

• If bolted blank flanges (i.e., blind flanges) or slip blinds (i.e., skillet blinds) are used for energy isolation, all members of the work party must each attach a tag with their name and date to the flange.

Energy Control Procedures

• Equipment is prepared for shutdown. This requires notification to all employees the equipment will be de-energized, identification of all hazardous sources and steps required to control them.

• The equipment is shutdown using normal shutdown procedures and all devices are in the proper position and all energy sources are isolated.

• All locks and tags have been individually placed or a group lockout is in effect (see group LOTO procedures below).
• All stored energy is released from equipment, systems have been bled, capacitors have been grounded and equipment has been re-positioned or blocked so it cannot move.

• Verification of isolation is made by attempting to restart the equipment using normal controls. Equipment should not start. All controls are then returned to the off position. Open additional bleed valves if needed to check for trapped pressure.

Application of group LOTO

• Equipment is locked out by authorized employees under the direction of the Task Supervisor.

• ALL keys to ALL equipment locks must be placed inside a lockbox.

• Task Supervisor attaches a job lock (if applicable) and a personal lock and tag to the lockbox.

• Authorized employees working on the equipment must attach their personal lock and tag to the lockbox.

• Additional hasps may be added to the lockbox as necessary to accommodate all personal locks.

LOTO Removal

• Inspect work area and ensure all tool and non-essential items have been removed and all machinery or equipment components are operationally intact.

• Ensure all affected employees in the area have been notified and cleared to a safe distance from the equipment.

• Each LOTO device must be removed from each energy-isolating device by the employee who applied the device.

• Task Supervisor removes personal lock and/or tag and job lock if using group LOTO. (This lock and/or tag will be the last to be removed)
Hand Tools
Site work often calls for use of hand tools. Tools must be properly used and maintained to prevent the risk of an accident. Most injuries involving tools are caused by misuse of the tool or using a defective tool. Three general guidelines to follow when using hand tools:

- Select the proper tool for the job.
- Use tools in a correct manner.
- Maintain tools in good operating condition.

Lifting
Many serious injuries are caused by improper lifting techniques. Follow these guidelines to avoid injuries:

- Use hoists, cranes, winches or other mechanical equipment or get help to lift any load that is too bulky or too heavy (typically > 50 pounds).
- Test the weight of the load by lifting one corner or side. Bend your knees to pick up any object. Lift with your legs, not your back. Be sure to space your feet for good balance.
- Get a good grip on your load before lifting. Take a deep breath to help support your spine. Do not twist your body at the waist while lifting. Slips, trips, falls and overexertion can also injure your back.

Guarding
Any machine part, function or process which may cause injury, must be safeguarded. When the operation of a machine or accidental contact with the machine part can injure the operator or others in the vicinity, the hazards must be either eliminated or controlled. Guards shall be in place before starting and during operation of the equipment.
Grinding Wheel Tool Rests

These must be adjusted per manufacturer’s recommendations of the grinder wheel. The tool rest should only be adjusted when the wheel is stopped.

If guards are damaged, they shall be repaired before returning the equipment to operation.

Power Transmission Points

These specific power transmission points shall be guarded:

• Counterweights on pumping units
• Flywheels
• Rotating shafts
• In-running pinch points
• V-belt drives
• Gears and moving parts

Note: LOTO procedures shall also be followed when removing machine guards for servicing and maintenance.

Excavation and Trenching

Working in or around excavations is a common practice that can be potentially dangerous. Before work requiring ground disturbance of any kind begins (i.e. staking, installing grounding rods, shoveling, pile driving, etc.) a One-Call (811 “Call Before You Dig”) notification shall be made by the company conducting the ground disturbance. The site must be evaluated to identify any conditions that might increase the danger of cave-in’s or other accidents. Employees must know the location of underground pipelines, cathodic protection system components and utilities before beginning any excavation. Appropriate markers shall also be in place prior to start of excavation.

Reference Whiting’s One-Call and Excavation and Trenching Practices for additional information.
Example Pipeline Markers/Signage
Trenching and Excavation Safety

• All trenching and excavation shall comply with OSHA’s Excavation Standard, Whiting Practices and state One-Call requirements.

• When excavating where water may accumulate, extra supports and water removal equipment may be required.

• Vibration from vehicle traffic may create a cave-in. Minimize vehicle traffic.

• Avoid standing between a ditch and pipe resting on skids. The bank could give way and let the pipe or skids fall into the ditch.

• Employees entering a trench or excavation exceeding 4 feet in depth may require a Confined Space Entry Permit.

• All excavations where employees will enter shall be evaluated using Whiting’s “Competent Person Excavation Checklist” found in Whiting’s Excavation Standard
. All unattended trenches and excavations shall have barricades that are visible after dark. At a minimum, barricades should include reflective caution tape set well away from the edge of the excavation. Barricades next to roadways should include reflective cones, A-Frame barricades or equally effective means to identify the excavated area.

**Sloping**

**TYPE A SOIL**
Simple Slope Excavation

20' Maximum

**TYPE B SOIL**
Simple Slope Excavation

20' Maximum
Benching

There are two basic types of benching: simple and multiple. As a general rule, the bottom vertical height of the trench must not exceed 4 feet (1.2 m) for the first bench. Subsequent benches may be up to a maximum of 5 feet (1.5 m) vertical in Type A soil to a total trench depth of 20 feet (6.0 m). All subsequent benches must be below the maximum allowable slope for that soil type.
For type B soil, the bottom vertical height of the trench must not exceed 4 feet (1.2 m) for the first bench. Subsequent benches may be up to a maximum of 4 feet (1.2 m) to a total trench depth of 20 feet (6.0 m). All subsequent benches must be below the maximum allowable slope for that soil type. For Type B soil, the trench excavation is permitted in cohesive soil only:

All other sloped excavations shall be in accordance with the other options permitted in 1926.652(b).
Shoring

- **TYPE A Soil**
  - Support or shield system
  - 20’ Max.
  - Total height of vertical side

- **TYPE B Soil**
  - Support or shield system
  - 20’ Max.
  - 18” Min.

- **TYPE C Soil**
  - 20’ Max.
  - 18” Min.
  - Total height of vertical side
Crane and Sling Safety

Only trained operators shall operate cranes. Using a crane or derrick to hoist employees is prohibited except when the erection, dismantling or conventional means of reaching the worksite is more hazardous. Cranes or derricks used to lift employees shall be equipped with an “anti-two-blocking” device. All lift lines, rigging and slings shall be inspected, maintained in good working condition and be properly rated for the intended load.

When working with cranes, employees shall face the crane and stand away from the lift in full view of the operator and/or signal person.

Cranes shall be load marked per OSHA 29 CFR 1910.179 and shall have the current inspection records posted in the cab.

A safe distance must be maintained when a load is suspended in the air. Employees shall not go between the load and other objects where they may become trapped or crushed.

Non-conducting taglines (rope or nylon strap—not chains or steel cables) will be attached and used to control all suspended loads. If taglines are impractical during final positioning of the load, caution shall be used to ensure no part of the person’s body is between the load and any stationary object.

No attempt to guide a load shall be made with the tagline wrapped around a hand or waist. A tagline with a knot in the end shall not be used.

Use a tagline of sufficient length so no part of the person guiding the load shall be under the load at any time.

When lifting a load with a gin-pole truck, a snub line from the load to the truck may be used in lieu of a hand-held tagline. A designated signal person shall always be utilized to move and spot loads. When using hand signals, use a standard method per OSHA guidelines.
Hoisting
Anyone on the site must always be in the clear and must not walk, stand or work under a suspended load. Employees must be alert, watch the crane block, sling and load and be able to move freely. Never ride on a hosted load. The load must not be left hanging. Use a hoist or crane to lift a heavy load. Always rig the hoist down and secure it after the work is done. Never place any part of the machine or load within fifteen feet laterally or vertically of an energized voltage line. Qualified riggers are required to be used during hoisting activities. Qualified riggers are required whenever workers are within the fall zone and hooking, unhooking, guiding a load or doing the initial connection of a load to a component or structure.

Pressure Systems
Pressure systems contain a significant amount of energy. Opening a pressure system can release toxic or flammable materials and can generate heat or cold that may be harmful. All pressure should be relieved and verified before working on equipment.

Warning: Under no circumstances should you attempt to tighten hammer unions, flanges, etc. while under pressure.

Bleeding/Venting
When it is necessary to release gas into the atmosphere, extreme caution shall be taken. Make sure all ignition sources are addressed. Make sure there is not a strong wind that will carry the material blown into the atmosphere. Bleeding down a gas line should always precede repair operations.

When relieving pressures and/or blowing down lines, protection should be taken against the release of sand or line scale. If a valve is frozen closed, install a second valve before attempting to open the primary valve. Use the secondary valve to control flow and to avoid cutting. Never assume a line
is blown down because there is not flow. Ice (hydrates), scale or paraffin may have plugged the line. Do not stand in front of a bleeder or gas stream. Do not place hands in these streams to test fluid or other materials.

Stock Tanks

Tank roofs are not walkways and may appear solid when they are, in fact, unsafe to walk on. Planks or other means, in conjunction with the appropriate fall protection, shall be used when it is necessary to get from one tank roof to another.

Do not enter a tank until it has been prepared and the atmosphere has been tested. After preparing the tank for entry, complete the Confined Space Entry Permit and post at entrance. Do not stand directly in front of a hatch while opening it. Keep ignition sources away. Continuous atmospheric monitoring is required when opening hatches. Ensure bonding of metal parts when working around tanks that contain or contained hydrocarbons. **Keep thief hatches closed and latched when not in use!**

Hot Work

Hot Work Permits

Hot work includes maintenance or construction activity where the heat, spark or flame generated is of sufficient intensity to cause ignition of any flammable liquids, gases or other combustible matter. A hot work location includes the following:

- Any area within **35 feet** of a flammable/combustible liquid or lighter than air gas source. Additional safe distance should be considered for hot work performed near highly volatile liquids such as NGLs, propane and butane etc.

- An area with the potential for spark travel.
• Any location (such as enclosed or inadequately ventilated buildings/structures) where there is a potential for an explosive atmosphere or a release of flammable liquid or gas.

**Examples of hot work include, but are not limited to:** welding, cutting/burning, soldering, use of open flame, grinding/chipping, sand-blasting, breaking concrete, hot tapping of lines or vessels, use of internal combustion engines and use of any electrical equipment that is not rated as explosion proof by the National Electrical Code and that is not appropriate for the hazards of the atmosphere.

When hot work occurs, appropriate atmospheric monitoring, engineering controls and PPE shall be used before work begins. Hot work shall not begin until all conditions required by the hot work permit have been met. If in the course of the hot work, circumstances change in a manner that develops into a potentially hazardous condition, hot work shall be suspended until conditions are safe.

**Hot Work Permit Duration**
A new hot work permit shall be issued at the beginning of each regular workday, not to exceed 12 hours and removed at the end of the day or at the completion of the job.

Hot work permits shall not be transferred from one shift to another or from one qualified person to another qualified person.

If the hot work operations are suspended, the worksite and surrounding area shall be re-inspected and the atmosphere monitored.

**Conditions Requiring a Hot Work Permit**
Hot work shall be suspended and the permit removed if the LEL exceeds 10%. Monitoring of an appropriate frequency is to be used to make sure LEL levels are below 10%.
The area shall be routinely monitored while the hot work is being performed. If the hot work is being performed in a confined space where a danger of atmospheric contamination or oxygen deficiency exists, the results shall be recorded on the hot work permit at a maximum of every two hours. If a hazardous condition develops while performing work requiring a hot work permit, the person whom initially notices a potential hazard shall notify employees to cease all work immediately and to leave the area. The qualified person shall remove and revoke the permit and record the nature of the hazard.

**Special Precautions**

A fire watch shall be required whenever welding, cutting or heating is performed in locations where a fire might develop or where any of the following conditions exist:

- Flammable or combustible materials within **35 feet** of any hot work.
- Wall or floor openings within a **35-foot** radius of hot work which exposes flammable or combustible material in adjacent areas including concealed spaces in walls or floors.
- Combustible materials are adjacent to the opposite side of metal partitions, walls, ceilings or roofs and are likely to be ignited by condition or radiation.

Fire watch shall be a minimum of 30 minutes and must meet federal, state and local requirements.

**Low-Risk Electronic Devices**

Under the following conditions, electronic devices such as mobile phones and tablets may be used without a Hot Work Permit within the 35-foot demarcation zone of the Hot Work Permit Area:

- Device is of a sealed design with no electrically powered, motor driven parts, unmodified and free of damage with intact outer shell having no visible cracking or damage to screen;
• Device does not enter a Class 1 Division 1 area;
• Device is not allowed in buildings or around process areas where servicing, maintenance or repair is taking place;
• Regardless of area classification, devices are not allowed on catwalks or other areas where sudden release of vapors are likely;
• All posted facility specific prohibitions are observed;
• Device user is at all times wearing a 4-gas monitor equipped to alert for possible hazardous atmospheric conditions and flammable atmospheres with lower explosive limit alerts set at 10 percent LEL;
• The 4-gas monitor is turned on and current in calibration/bump test to manufacturer specifications or Whiting recommended usage practices;
• All Stop Work protocols are strictly followed when conditions change. These protocols include: evacuating an area in the event of an alarm and re-assessing the area for flammable or other hazards atmospheres before re-entry.

**Note:** All other conditions not listed above will require a Hot Work Permit process to be utilized prior to the use of an electronic device.

**Walking/Working Platforms**

There are three basic categories of fall protection devices to help keep you safe when you’re working at heights:

• Guardrails
• Safety nets
• Personal Fall Arrest Systems [See Personal Fall Arrest Systems section for additional information.](pg. 37)

It is Whiting’s policy open platforms or structures greater than 4 feet from the adjacent surface shall be provided with guard
rails and toe-boards in accordance with OSHA's Walking Working Surfaces standard.

Where it is not practical to install rails and toe-boards, any Whiting employee or contractor performing work at heights greater than 4 feet is required to be equipped with and using personal fall arrest devices. For employees who use fall protection equipment, training on the use, care and maintenance of the fall arrest system must be done before the equipment is used.

**Ladders**

- Ladders must be maintained in good condition.
- Inspect ladders prior to each use.
- Ladders shall not be used as a scaffold member or for any other purpose than the intended one.
- Combined weight of the person and the load does not exceed the load limit of the ladder.
- There shall not be more than one person on a ladder at the same time.
- Permanent ladders shall be fastened at both top and bottom.
- Long ladders shall be secured at midpoint.
- Portable straight and extension ladders shall be equipped with nonskid footing.
- The ladder should either be secured or held by another person.
- Never extend further than an arm’s length to reach work.
- Do not leave unsecured portable ladders unattended.
- Do not extend extension ladders beyond the manufacturer’s recommendation.
- Do not place a ladder in front of a door that opens toward the ladder unless the door is locked or guarded.
• When ascending or descending a ladder, face the ladder and maintain a firm grip. Do not carry tools on a ladder; use a tool belt or pouch. Use a hand line to raise or lower heavy objects.

• Always maintain 3 points of contact; 2 feet and 1 hand or 2 hands and 1 foot.

• When using a stepladder, do not stand on the top two steps or the spreader.

• Make sure the ladder does not come into contact with an energized electrical source.

• Metal ladders shall not be used.

The following diagram shows the “One Quarter Rule” or the 4:1 Ratio Rule (both are the same). This rule states the base of a straight ladder should be one foot out for every four feet in height to the point of support. (i.e., if eave of house is 12 feet, the ladder should be three feet from the base of the house)
**Scaffolding**

Scaffolding shall be used when appropriate. Climbing or working from the handrail, mid-rail or brace members of the scaffolding is prohibited. Scaffolding greater than 10 feet shall have top and mid-rails or employees will be required to wear personal fall arrest systems 100% of the time. All scaffolding shall be erected according to OSHA scaffold requirements listed in 29 CFR 1926 Subpart L.

Only heavy-duty pole scaffolds along with tube and coupler scaffolds shall be purchased or rented.

Footing shall be sound, rigid and capable of carrying the maximum intended load.

Outriggers shall be used when the scaffold is four times higher than the narrowest base dimensions. When work is being performed over employees, barricades and head protection are required.

Fixed or portable ladders shall be utilized to gain access to the working platform. Portable ladders shall not be used on the scaffold platform.

Guardrails will be utilized for every height. Toe boards shall be installed when the platform is 10 feet (3.05 m) above ground level. Scaffolds shall be secured at intervals not greater than 25 feet (7.6 m) vertically and horizontally.

Scaffolds shall be erected by qualified employees only and shall be inspected daily (green tagged).

**BIological Hazards**

**Blood-borne Pathogens Protection**

Normal operations at Whiting do not involve exposure to blood or body fluids. Exposure would most likely occur during an accident. As human blood and body fluids can potentially be infected with blood-borne pathogens,
universal precautions such as non-permeable gloves, masks, protective eyewear and hand washing should be used whenever there is a potential for an occupational exposure.

If a potential exposure of blood or other bodily fluids occurs, the exposed employee shall notify their supervisor immediately. All Whiting employees should have a blood-borne pathogen kit in their company assigned vehicle.

Employees whose job duties require them to administer first aid or respond to medical emergencies as part of their job duties are covered under the Blood-borne Pathogens Exposure Control Plan and the Hepatitis B vaccination will be made available to all trained employees. Please contact the Corporate EH&S department for additional information.

Hantavirus

Hantavirus is a rare, serious and sometimes deadly respiratory disease carried by rodents. Primarily, the virus is contracted by contact with rodent urine, saliva, feces or by inhaling contaminated dust. The most common infection route is breathing in the virus, however infection can occur by touching the mouth or nose after handling contaminated materials. A rodent’s bite can also spread the virus. High risk environments include, but are not limited to: working around nesting materials, burrows or droppings. Initial symptoms are flu-like with fever, fatigue and muscle aches. The primary symptom is difficulty in breathing. Medical treatment should be sought quickly if Hantavirus exposure is suspected.

Prevention methods include:

- Avoiding infested areas and creating dust.
- Using appropriate rodent control.
- Using appropriate clean-up methods.
- Using appropriate PPE in high-risk areas.
• Sealing enclosures, replacing damaged parts and plugging conduits and holes in equipment to prevent infestation by animals.

For clean-up and disposal, please contact the Corporate EH&S department for additional guidance.

HEALTH HAZARDS

Hydrogen Sulfide (H₂S)

H₂S or sour gas is one of the most prevalent and concerning health and safety concerns among employees in the oil and gas industry. It is a flammable, colorless gas that is highly toxic at extremely low concentrations. It is heavier than air and may accumulate in low-lying areas. It smells like “rotten eggs” at low concentrations and causes you to quickly lose your sense of smell.

It forms explosive mixtures with air over a wide concentration range (4.5% to 46%). H₂S is corrosive both as a gas and when dissolved in water. At low concentrations, H₂S is an eye and respiratory tract irritant and may cause headache, fatigue, irritability, dizziness, upset stomach and insomnia.

For an area, well site or other facility capable of having ambient H₂S concentrations reaching or exceeding 10 ppm, the following requirements shall apply:

• The use of a personal 4-gas monitor having an H₂S sensor is required for all employees while on location unless an exception granted by Whiting Management.
• H₂S training is required for all employees in a Whiting designated H₂S area (>10 ppm).
• Respiratory protection for emergency escape shall be readily available where the area is dangerous or has a restricted means of exit.
• If the H₂S concentration reaches or exceeds 10 ppm at any time, all employees shall evacuate to a safe area
and shall not re-enter the area without an approved positive-pressure self-contained breathing apparatus (SCBA) or supplied-air respirator (SAR) with a full-face piece and emergency egress bottle.

- One or more standby employees are required when work is being conducted under an air supplied respirator in an immediately dangerous to life and health (IDLH) H$_2$S atmosphere of 100 ppm or greater.
- One or more wind indicators shall be visible at all vantage points on the location.
- Ignition sources are not allowed without use of a hot work permit in likely H$_2$S environments.
- A JSA shall be completed prior to preforming task(s) where H$_2$S is likely to be present.
- Casual visitors to an H$_2$S location must have the approval from a Whiting Supervisor and must receive general site safety orientation before access is allowed. A casual visitor is not required to have a Personal Air Monitor (PAM) but must be accompanied by a trained and properly equipped Whiting Representative at all times.

Asbestos

Asbestos was generally used as pipe and vessel insulation, in brake pads and on structural materials such as transite panels, pipe, floor tiles and roofing felts. It is often difficult to differentiate between Asbestos Containing Material (ACM) and Non-asbestos Containing Material (NACM) without laboratory equipment. All existing insulation should be treated as ACM unless it has been determined not to contain asbestos. ACM shall be adequately labeled to communicate its presence to employees and contractors.

**Asbestos Containing Material (ACM)**

ACM can be dangerous if not handled properly. Breathing asbestos fibers is very hazardous. Asbestos insulation that is
not damaged will generally not produce asbestos fibers at a dangerous level. To minimize the health risk, **do not** drill, cut, remove, tear, step on, brush against, hammer on or in any way disturb suspected asbestos or material containing asbestos. Only trained employees with proper equipment may remove asbestos.

**Non-asbestos Containing Materials (NACM)**

Numerous insulation and abrasion resistant materials have been used in place of asbestos. These products include refractory ceramic fibers, fiberglass, crystalline silica, mineral wool, calcium silicate and perlite. While these are believed to be less harmful than asbestos, precautions must be taken to minimize exposure. Employees installing or removing these materials must wear proper PPE. Refer to the material’s SDS for PPE requirements.

**Technically Enhanced Naturally Occurring Radioactive Materials (TENORM)**

TENORM refers to materials present throughout the environment that are radioactive in their natural state. Naturally occurring radioactive material (NORM) is present in the earth’s crust, in certain types of food and in some formations that produce oil and gas. In most cases, NORM, measured as µR/hour (micro-roentgens per hour) in air and pCi/g (Picocuries per gram) in solids, is very low and will not present an exposure hazard. In oil and gas industry operations, TENORM may concentrate in sludge and scale, produced sand, produced water and in the ethane and propane portions of natural gas. When these materials collect, TENORM may present a potential health hazard to employees if exposure is prolonged and/or TENORM is inhaled or swallowed. When performing maintenance or repair on equipment where TENORM may collect, special precautions are required. The presence of TENORM must be communicated to everyone who may potentially be exposed.
during the servicing and maintenance of equipment. Avoid direct skin contact and avoid eating, drinking, smoking or chewing in TENORM contaminated areas. Thoroughly wash hands and face following work and discard, wash or decontaminate protective outer garments when finished working. If you see signage identifying a tank or vessel as containing TENORM, contact a Whiting Representative or the EH&S department before performing repairs or maintenance.

**POLLUTION PREVENTION**

**Spill Prevention, Control and Countermeasure Plan (SPCC)**

This oil pollution prevention regulation requires the preparation and implementation of a SPCC Plan for oil and gas facilities that store greater than 1,320 gallons of oil-containing materials and which due to their location, could reasonably be expected to discharge oil in harmful quantities into or upon navigable waters. If one of these conditions is not met, the facility is not regulated under the SPCC rule.

In addition to maintaining a SPCC Plan, facilities that are regulated under this rule must install properly sized secondary containment around all tanks containing oil materials that are greater than 55 gallons. These containment structures must be able to hold the capacity of the largest tank plus the precipitation from a significant rain or snow event. Flow-through process vessels such as separators are also required to be in containment. Certain states may have additional requirements. Please contact the Corporate EH&S department for additional guidance.

**Spill Response**

Whiting policy requires the following types of releases are immediately reported to a Whiting Representative and Environmental Coordinator for the area:
• Any release greater than 1 barrel (42 gallons)
• Any release that reaches or threatens water, regardless of quantity
• Any release of chemicals that might generate hazardous waste, regardless of quantity
• Any release of waste, regardless of quantity

This includes any type of oil (crude, lube, used, slop, gasoline, diesel), produced water, and any chemical that may be used onsite. The Whiting EH&S department will help make the determination if additional reporting to a regulatory agency is required.

In the event of a spill, the following information is required:

• Facility name;
• Name and contact information of the person to be contacted for follow up questions;
• Date and time when the release occurred and was discovered;
• Weather conditions;
• Location of the release;
• Surface owner (e.g., fee, local, state, federal, tribal, etc.);
• Surrounding land use of the location of the release;
• Released substances and quantities;
• Has the release reached water, or does it threaten to reach water;
• Is the release contained on the location (pad), or within a berm (secondary containment or perimeter berm);
• Surface area the release affected;
• Other companies involved;
• Description of the incident, including cause and root cause of the incident;
• Has the release been controlled? If so, how;
• Have clean-up operations started? If so, what.

**Spill Response Steps**

1. Spill discovered.
2. Protect yourself.
3. Eliminate ignition sources and follow safety procedures.
4. Restrict access.
5. Stop the source if it can be done safely.
6. Assess the spill.
7. Make internal notifications (Supervisors, EH&S employees).
8. Contain the spill if possible or obtain additional assistance if necessary.
9. Initiate cleanup (with outside assistance if required).

Please remember, Operations employees are responsible for cleaning up all spills and releases in a timely fashion and in accordance with the standards required by the regulatory agencies in the state where the spill occurred. If you have questions or need help on this subject, please contact a Whiting Representative and Environmental Coordinator for the area.

**Waste Management**

All solid and liquid wastes generated by Whiting employees or contractors on a Whiting location must be handled in accordance with all applicable local, state and federal regulations, where handling of waste includes storage, transportation and disposal. To do this effectively, every employee on a Whiting location should be able to identify the differences between hazardous, non-hazardous, universal and E&P exempt wastes. Once the waste has been identified,
the proper handling requirements applicable to that type of waste can be applied. To learn more about these types of wastes and the proper way to handle them, please contact the Whiting Environmental Representative for the area or request and review Whiting’s Waste Management and Minimization Plan. Also, please remember Whiting’s policy requires all “onsite” vendors providing waste handling or disposal services must be an approved vendor with Whiting in accordance with Whiting’s Contractor Management Program.

In addition to properly handling waste, Whiting believes Whiting employees and contractors should always be evaluating options for waste minimization through source reduction, reuse, and recycling. By using alternative materials that reduce the impact of waste generation, Whiting reduces its disposal costs and overall liability. No waste materials shall be left on any Whiting location. This means all items, including but not limited to: cleaning solutions, unused paint, used rags, drums of liquids or solids and general trash.

**Air Quality Compliance**

Whiting is committed and responsible for operating our facilities in compliance with all applicable state and federal air regulations. Whiting expects our employees and contractors will adhere to our policies to minimize emissions while operating in a safe and responsible manner.

- **All thief hatches** on oil and produced water tanks are to remain closed after any work is done requiring opening of a thief hatch. Please verify before leaving a location all thief hatches are closed and latched.
- Any identified leaks must be fixed as soon as possible.
- Ensure all pressure relief valves (PRV) are properly reseated, tested and sealed after any release.
- Ensure all separator dump valves are operating normally and are not stuck in the open position.
• Do not bypass any emission control devices. If work is being performed on a control device, limit downtime and ensure it is working properly after work is completed.

• Each time a location is visited that has a spark-ignited flare, ensure it is on and operating as intended in the event of gas being routed to this device during upsets.

• Install only low-bleed or no-bleed pneumatic devices at production facilities. An even better option is to use electric valves and pumps where electricity is available. If a high-bleed pneumatic device is warranted, please contact a Whiting Representative to verify and document why such a device is needed.

• A consistently smoking combustion device (flare, combustor, engine, heater, etc.) is a compliance liability and violates state and state air regulations. Please notify the appropriate Whiting Representative as soon as possible if a smoking device is discovered.

• If an abnormal condition or malfunction occurs that results in the release of emissions, please contact a Whiting Representative and Environmental Coordinator for the area immediately. The EH&S department will provide reporting guidance.

Management of Change

It is extremely important to keep both the Operations and EH&S departments up-to-date on changes occurring in the field. These changes include but are not limited to: facility design, equipment installation or relocation, equipment replacement, process or operational changes, throughput changes and major maintenance activities. Facility equipment and emission control devices are required to be registered/permitted with the state. When changes occur on Whiting locations, steps must be taken to ensure compliance is still being achieved. If you have questions about change
management or have information regarding a change that has been made at a Whiting facility, please contact a Whiting Representative for the area.

**General Housekeeping**

General housekeeping practices expected from all Whiting employees and contractors include:

- All staining, leaks and spills must be addressed and cleaned up immediately and should never be left onsite when leaving a job.

- Trash, garbage and miscellaneous debris should never be left onsite. Any waste generated or brought onsite must be handled properly, and under no circumstances left at the site after a job is complete.

- Weeds inside containment or around equipment can pose both an environmental and safety concern. Please notify a Whiting Representative if weeds are creating a hazard.

- Be aware of, and learn to identify threatened and endangered species on or around Whiting locations. It is illegal to hunt, kill, harm or harass any of these species.

- Whiting Policies are in place to keep employees, contractors, the public and the environment safe. If you are aware of any environmental or safety policies being violated, please contact a Whiting Representative immediately.

- At the end of each workday, anyone leaving a Whiting location should ensure the site is tidy and no safety or environmental hazards exist.

- If an agency inspector that is not accompanied by a Whiting Representative is encountered on a location:
  - Introduce yourself and ask for their identification.
  - Take a business card or take a photo of their identification card.
• Notify your Supervisor and Environmental staff.
• Review site safety and hazards with them.
• Let them continue their work, but respectfully monitor them from a distance.

CHEMICAL & SIGNAGE REFERENCE

Quick Chemical Safety Reference Table

The following information and charts describe possible consequences from exposure to the chemicals shown. **Note:** The information listed is not intended to be all inclusive. Always refer to the SDS of the chemical you or your employees are working with to obtain exposure information, physical properties, proper handling procedures and first aid measures.
<table>
<thead>
<tr>
<th>ACID TYPE</th>
<th>DANGERS</th>
</tr>
</thead>
</table>
| Hydrochloric acid (HCl) | • Produces chlorine gas (a colorless, pungent, irritating gas)  
• Harmful to eyes, skin & clothing  
• Vapors are poisonous when inhaled & may cause irritation, burning, & coughing  
• Skin contact may cause burns & inflammation  
• Eye contact may result in irritation, burns, & permanent damage  
• Not explosive, but reacts with metals and may cause explosive mixtures |
| Hydrofluoric acid (HF)  | • Extremely corrosive to the eyes, skin & clothing  
• Extreme respiratory irritant which may cause congestion & difficulty breathing  
• Exposure may result in severe, possibly delayed burns  
• Skin, eyes & respiratory contact requires immediate medical attention & neutralization with a Calcium Gluconate solution  
• Vapors are poisonous when inhaled or swallowed  
• Not explosive, but reacts with metals and may cause explosive mixtures |
| Sulfuric acid (H$_2$SO$_4$) | • Likely to cause fire when in contact with combustible material. Hydrogen produced from reaction with metals may generate an explosive mixture  
• Skin & eye contact may result in severe burns  
• Mists & vapors may be irritating to eyes, nose & upper respiratory tract  
• Poisonous if ingested. May cause severe burns to mouth & throat |
<table>
<thead>
<tr>
<th>OTHER CHEMICALS</th>
<th>DANGERS/PRECAUTIONS</th>
</tr>
</thead>
</table>
| Carbon Dioxide (CO₂) | • CO₂ will displace oxygen & exposure can cause nausea, unconsciousness & death  
• CO₂ in solid state (dry ice) causes burns from frostbite  
• When venting trapped CO₂ from a line, proper PPE must be worn  
• Work due to the extreme cold temperatures & venting must be performed from the lowest point  
• Oxygen levels should be monitored  
• Employees should avoid low lying areas in a known CO₂ region  
• Any evacuations should be upwind. |
| Carbon Monoxide (CO) | • Symptoms of CO exposure are headache, dizziness & nausea  
• Lethal doses can occur without warning symptoms  
• Fresh air or oxygen is the remedy for the effects of CO poisoning |
| Caustic Soda | • Most dangerous of the alkali family  
• May cause irritation & burns to skin or eyes  
• Can cause blindness  
• Can be deadly if swallowed  
• Contact with some metals can generate Hydrogen (a flammable and explosive gas)  
• Never add water directly to Caustic Soda  
• Should not be used to remove paint  
• Wear face shield, splash goggles, apron & neoprene gloves |
<table>
<thead>
<tr>
<th>OTHER CHEMICALS</th>
<th>DANGERS/PRECAUTIONS</th>
</tr>
</thead>
</table>
| Iron Sulfide (FeS)          | • Should be kept wet with water until it can be disposed of properly  
• PPE must be worn  
• Is pyrophoric & may auto-ignite in air                                                                                                                                                                      |
| Methanol (CH₃OH)            | • PPE must be worn when handling  
• Flush exposed areas of the skin with water  
• Ignition sources must not be present in areas where methanol is handled, processed or stored                                                                                                                                 |
| Soda Ash                    | • Avoid swallowing or inhaling  
• Minimize skin contact  
• Wear PPE including purifying respirators when particles are suspended in the air                                                                                                                                 |
| Sulfur Dioxide (SO₂)        | • Eye irritant.  
• Respiratory hazard  
• At concentrations of 100 ppm or more is an immediate danger to life and health  
• In combination with moisture (incl. perspiration) will form sulfurous acid. Moist skin should be washed immediately                                                                                                     |

**Common Signage**

*Use for:* Hazardous situations which have some probability of death or sever injury

*Do not use for:* Property damage unless personal injury is present
**NOTICE**

**Use for:** Indication a statement of company policy as the message relates directly or indirectly to the safety of personal or protection of property

**Do not use for:** Hazardous situations where death of severe injury may occur

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**CAUTION**

**Use for:** Hazardous situation which may result in minor or moderate injury

**Do not use for:** Situations when there is a possibility of death or severe injury

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**SAFETY FIRST**

**Use for:** Indication general instruction relative to safe work practices, reminders of proper safety procedures and the location of safety equipment

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**Use for:** Multi-sign for site entrance
Hydrogen Sulfide (H$_2$S) Signage

In the oil industry, H$_2$S is a major threat to the health and safety of employees. In order to keep employees, contractors and the public fully aware of this, appropriate H$_2$S signage is imperative. H$_2$S signage and regulations vary from state to state so it is important H$_2$S signage is in accordance with the applicable state rules and Whiting’s Hydrogen Sulfide Practice.

FORMULA/CONVERSION TABLES

Conversions

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<tr>
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<td>TO OBTAIN</td>
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