

Please review the following information, as each topic is reviewed please check the box signifying acknowledgement that this information was reviewed on the date indicated on the back page.

### Introduction

1. The safety and health of every employee is essential. Accidents, injuries or regulatory violations can have substantial impacts, including our ability to enjoy life and earn a living.
2. The Wyoming Infrastructure Authority (WIA) is committed to protecting the safety and health of all personnel at the ITC by providing safe working conditions and requiring that safe work practices be employed
3. All personnel must conduct their work in a safe manner in compliance with regulations, accepted work practices and applicable policies.
4. Appropriate job planning is expected by everyone involved in all tasks to minimize exposure to potential hazards and prevent accidents.
5. All individuals have a requirement to stop work immediately to correct any dangerous condition or at-risk work practice.
6. All individuals are empowered to take corrective action so that work may proceed in a safe manner.
7. Failure to address safety items may result in a breach of contract and termination of lease.
8. Lessees will supervise and direct the work of their employees and contractors. ITC personnel may intervene if personal injury or equipment damage is imminent.

### Accident (Incident) Reporting

1. Any individual involved in an incident, near-miss, property and/or equipment damage is required to provide immediate notification to the Lessee Safety Lead and the ITC Operations Manager.
2. The Lessee Safety Lead will complete and submit an Incident Report within 24 hours.
3. Lessee's and their contractors are required to perform an investigation and provide a formal report with effective solutions following any incident which requires medical care beyond basic first aid. Reports must be provided within 48 hours following the incident.

### General Rules

1. Any lessee or contractor performing Class A work must have their own applicable safety procedures and training program and meet the minimum ITC requirements for performing such work.
2. Lessees whose work may subject them to hot work, confined space, hazardous energy isolation(lockout/tagout), portable gas monitors, fall protection, scaffolding, excavations, and respiratory conditions need to review their company policies and procedures prior to commencing work.
3. Lessees shall instruct their employees and contractors regarding fire, explosion, or toxic release hazards related to the job at hand.
4. Lessees bringing chemicals onsite must retain or furnish copies of Safety Data Sheets. Chemicals must have complete labeling and lids on all containers.
5. All hazardous materials, chemicals and products in addition to hazardous waste will be taken offsite by the lessee, and will be removed when not in use and by the end of the contract/lease completion date.
6. All walkways, aisles, stairways, exits and work areas shall be kept clean and clear of slip and trip hazards.
7. All eye wash/shower stations and fire extinguishers/hoses shall be kept readily accessible.
8. Portable electric tools will be in good working condition, inspected prior to use and protected with the use of a GFCI.
9. Extension cords, hoses, and leads will be located out of the walkway and not exposed to sharp edges.
10. Consumable items shall be properly disposed of in the proper containers.
11. Portable grinders shall not be used without the guards in place and handles attached.

12. Smoking is not permitted in indoor areas, or outdoors within 35 feet of flammable and/or combustible materials and other sign posted areas. Smokers will dispose of cigarette/cigar butts in butt cans or other equivalent means.
13. Expectorating of tobacco and food items is prohibited.
14. Good housekeeping is the responsibility of all personnel and is essential to a safe working environment.
15. Lessee will ensure they have adequate training prior to commencing any work.

### **Site Access, Parking and Vehicle Operating Rules**

1. Loitering and group activity are not allowed in the parking lot.
2. Parking on-site will only be in designated areas.
3. Vehicles will be driven at or below the posted speed limits on site. Seatbelts will be worn by all vehicle occupants
4. Be aware that vehicles, lunch boxes, and other personal property may be subject to inspections while on the property.
5. Fighting, gambling, graffiti, horseplay, harassment, fireworks, firearms, unauthorized explosives, alcoholic beverages, and illegal drugs are prohibited onsite.
6. Personnel are restricted to areas specifically designated for their work. Site access is permitted for the ITC only. Entry into DFS is not permitted unless invited and accompanied by DFS personnel.
7. Completed training records (Lessee Safety and Environmental Training Record and ITC General Safety and Environmental Rules Form) are required for badge access.
8. Badges are required for entry into the premises. Please badge in and out each time you enter or exit the ITC.
9. Any person without a badge must be 100% escorted by a trained (badged) employee and must sign in/out using the ITC visitor log.

### **PPE Requirements**

1. Lessees will provide all necessary personal protective equipment, tools and equipment to safely perform their job.
2. Minimum PPE required in the testing bays includes eye, head, and foot protection.
3. When personnel work with exposure to moving vehicles or equipment, high-visibility clothing is required.
4. Shirts with sleeves (4 inch minimum) and full-length pants are required. Shorts, sweat pants, tank tops, excessively torn or loose clothing is not allowed.

### **Emergency Action Plan (EAP)**

1. Lessees are responsible for their own safety and for recognizing and responding to emergencies impacting their personnel
2. The ITC does not have a general alert system, central emergency command center, or in-house emergency response team. Lessees must have the resources (personnel, equipment, training, procedures, etc.) to recognize when emergencies occur and to effectively respond to such emergencies.
3. For medical or other emergency conditions immediately contact emergency services at (911)
4. After emergency services has been contacted, contact the Dry Fork Station control room using the ITC facility radio system or by phone at 307-687-8401.
5. Know your location: The Integrated Test Center (ITC) at the Dry Fork Station, 12480 North Highway 59, Include the name or identifier of the individual test bay
6. All personnel are authorized to contact emergency services when fire, chemical, medical, or other emergencies deem it necessary. Personnel who contact emergency services are also responsible for further communications as described in the EAP.
7. Lessees must have an emergency plan for securing (shut-down) their facilities during an emergency.
8. The Dry Fork Station (DFS) Alert System will be sounded during DFS emergencies and instructions will be communicated through the alert system.

9. Lessees must train their personnel and practice entering and securing the severe storm shelters.
10. Lessees should remain attentive to the DFS loud speaker system. Notification of an anhydrous ammonia leak will be communicated using this loud speaker system. Other DFS instructions and warnings may be useful, however, they are normally intended for DFS personnel.
11. In the event of a DFS ammonia release, always move crosswind or upwind depending on your location relative to the area of the release. The propane tank wind sock and ITC flags will help personnel determine wind direction. All personnel must determine the best shelter location depending on the specifics of the situation (temperature, wind, amount of ammonia released, etc.).
12. The DFS plant alert system will be tested the third Thursday of each month.

### **Risk Management Plan – Anhydrous Ammonia**

1. Dry Fork Station maintains a Risk Management Program for the plant's Anhydrous Ammonia System.
2. Anhydrous Ammonia: Colorless gas or compressed liquid with a pungent, suffocating odor. Liquid ammonia reacts violently with water and vapor cloud is produced. Avoid contact with vapor and liquid. Stay upwind and use water spray to absorb vapor. Evacuate upwind/crosswind.

### **Barricades, Tagging, and Signs**

1. Barricades are required and constructed to isolate hazardous areas and to warn personnel of hazardous conditions.
2. Barricade tape is a warning line only and should not be considered as a guardrail.
3. Barricade tape and supplies must be supplied by the lessee\contractor.
4. Red, "DANGER, Do Not Enter" tape is to be used for serious, immediately dangerous to life or health.
5. Yellow, "CAUTION" tape is to be used for less-serious hazards.
6. Barricades are required when personnel may encounter potential hazards including: conditions above personnel, openings, tripping hazards, excavations, hazardous substances, exposed electrical components, vehicles, cords, hoses, painting, rotating equipment, etc.

### **Hazardous Energy Isolation**

1. The ITC Hazardous Energy Isolation (lockout/tagout) program covers hazardous energy isolation of ITC owned\controlled equipment.
2. Lessees and their contractors must have hazardous energy isolation programs and procedures for energy isolation of their equipment.
3. Hazardous energy isolation is required prior to any work, servicing, or maintenance of/on machines and equipment in which the unexpected start up or energization of the machine or equipment, or the release of stored energy, could cause injury or death.

### **Air Quality**

1. Visible emissions (dust) shall be minimized.
2. Prevent visible emissions from leaving buildings and enclosures. This may mean closing doors and openings.
3. Offloading trucks must cease when visible emissions are being caused by the offloading of product. Report this to the ITC Operations Manager.
4. To prevent excessive dust, remain on paved roads when possible and travel slowly on unpaved surfaces.

### **Waste Water Pond**

1. The ITC's waste water returns (large test center and KHI test bay) are plumbed to a sump and then to the waste water pond. Dry Fork Station must first approve any use of the waste water return.
2. Water from the waste water pond may not be used for land application (ex. dust suppression)

**Storm Water Pollution Prevention Plan**

1. Lessees must follow the Storm Water Pollution Prevention Plan. A copy of this plan is available in the ITC office.
2. Prevent process water, contamination, and spills from entering the storm drainage system (drainage ditches). Any water that has been used in a lessee process, including for non-contact cooling is considered process water.
3. Secondary containment is required when loading and offloading products.
4. Lessee vehicles will be taken offsite for maintenance and cleaning.
5. All waste streams will be managed as to prevent storm water contamination.
6. Chemicals and oils will be stored indoors and have the proper containment to prevent leaks and spills.

**Spill Prevention, Control and Countermeasures Plan**

1. The ITC works under and adheres to DFS's SPCC plan to help prevent contamination to waters of the state.
2. All oil tanks (diesel, gas, etc.) equal to or greater than 55 gallons must have secondary containment, be labeled, and have a lid.
3. All chemicals and oils being used outside must have secondary containment, and be moved indoors for storage.
4. Operate and maintain equipment to minimize discharges. Best management practices include proper and timely maintenance, minimizing leaks, and using drip pans and containment.
5. Take precautions when loading/offloading products. Best management practices include securing the product, inspecting systems, hoses, and connections; using drip pans and containment; and, draining and capping the end of the hose to prevent uncontrolled leaks.
6. Lessees are responsible for reporting and cleaning up spills.
7. When spills and leaks occur, be aware of the hazards; look at the SDS, determine what type of proper personal protective equipment is required to clean up the spill safely.
8. Spills: All spills must be cleaned up. Eliminate potential discharge sources. If it is possible and safe to do so, identify and shut down the source of the discharge to stop the flow. Contain the discharge with sorbents, berms, dirt, etc. Dispose of the recovered products according to regulation. Contaminated soil will be disposed of offsite.
9. Spill Reporting: All outdoor spills (gasoline, diesel, chemicals etc.) must be reported immediately. A spill report must be completed by the Lessee within 24 hours.

**Acknowledgement of Receipt**

I acknowledge that I understand the ITC General Safety and Environmental Rules. By signing below, I agree that:

1. I am responsible to comply with the ITC's General Safety and Environmental Rules.
2. The ITC General Safety and Environmental Rules provide information to comply with federal and state rules and regulations, but is not all inclusive. ITC programs and policies along with federal and state law are subject to change. I understand that although the rules are an important tool they do not account for all regulations that may need to be addressed.
3. I agree to comply with all Occupational Safety and Health Administration (OSHA) standards that apply for my work at the ITC.

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_