

GENERAL SAFETY AND ENVIRONMENTAL RULES FOR DFS

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 – Welcome

- The safety and health of every employee is essential. Accidents, injuries or regulatory violations can have substantial impacts. The most significant of these impacts is our ability to enjoy life and earn a living in a safe and healthful work environment. An injury can also take away a person's ability to earn a living.
- Contractors and Vendors must conduct their work in a safe & efficient manner consistent with standard regulations and accepted work practices consistent with their contract and company policies.
- All individuals have a requirement to stop work immediately to correct any dangerous condition or at-risk work practice.
- All individuals are empowered to take corrective action so that work may proceed in a safe manner.
- Smoking and/or vaping is **NOT PERMITTED** in indoor areas/buildings, Cooperative vehicles, Cooperative mobile equipment, or outdoors within 35 feet of flammable and/or combustible materials, i.e. propane tanks, propane filling area, gasoline, diesel, fuel oil tanks & pumps, coal system, hydrogen tank, anhydrous ammonia tanks and other sign posted areas. Smokers will dispose of cigarette/cigar butts in provided butt cans or other equivalent means.
- Expectoration of tobacco and food items is prohibited throughout the plant.
- Good housekeeping is essential to the safe and efficient working environment of the workplace and is the responsibility of each individual on-site.
- Failure to address safety items may result in a breach of contract.
- Contractors will solely supervise and direct the work of their employees. Dry Fork Station (DFS) Management will only intervene if personal injury or equipment damage is imminent.

Security Guidelines – Site Access and Parking/Vehicle Operating Rules

- Loitering and group activity are not allowed in the parking lot.
- Only vehicles with a vehicular permit will be admitted on-site. Vehicles must have visible company identification, a fire extinguisher, insurance and must be used for work. Parking on-site will only be in designated areas. All personal vehicles will park in the gravel parking lot.
- Vehicles will be driven at or below the posted speed limits on plant site. Vehicle speeds will be slower in work areas where conditions create additional congestion. Obey all traffic signs and rules. **Seatbelts will be worn by the driver and passengers in all equipped vehicles.**
- Contractors/Vendors must be made aware that vehicles, lunch boxes, and other personal property may be subject to inspections while on Basin property.
- Fighting, gambling, graffiti, horseplay, harassment, fireworks, firearms, unauthorized explosives, alcoholic beverages, and illegal drugs are prohibited onsite.
- Contractor and vendor employees are restricted to those areas specifically designated for their work assignments and break periods.
- Prior to any work at DFS, a list of contract employees shall be given to the On-site Coordinator along with their Contractor Employee Training Record (SAF-6020). The training records are required for badge access.
- Badges are required for entry into the plant premises and everyone is required to badge in and out any time they access or exit the site. Piggy backing through the turnstiles is not permitted.
- If a vendor or contractor employee does not have a badge, then they need to be 100% escorted by a trained employee and need to sign in/out at the front desk during normal business hours and in the control room during off-shift hours.
- Entering Dry Fork Mine Property is prohibited unless prior authorization is given from the Mine or DFS.

Emergency Action Plan

- For medical or other emergency conditions immediately notify the Main Control Room by Radio 202/220 or Gai-Tronics (Channel 1), or telephone at 8401. Give a detailed location (such as plant area, building, and area within the building). Describe the situation as well as possible and stay on the phone until you are released.
- The Alert System will be sounded at the direction of supervision. Instructions will be communicated through the alert system of the location, source of the problem, wind direction and the need for personnel to immediately evacuate to a designated shelter or assembly area(s).
- Depending on the emergency, the Safety Coordinator, Plant Manager and/or Operating Authority may direct personnel, which are not directly involved in the emergency, to report immediately to their Designated Indoor Shelter or Outdoor Assembly Area. Personnel should report to their assigned Designated Indoor Shelter as follows:
 - Warehouse 1, Issue/Office Area: Administration building personnel, Warehouse personnel, Headquarters personnel, **all Contract personnel, Visitors and Vendors.**
 - Maintenance Shop, Conference Room: Mechanics, E&I's, Utility Operators, Lab personnel, Maintenance Supervisor, Fuel/Water Supervisor, Maintenance Superintendent and E&I Supervisor.
 - Control Room: all Operations Personnel, Product Delivery Drivers, Operations Superintendent and Plant Manager.
- If the emergency is such that either an area or the entire plant must be evacuated, DFS will determine which outdoor assembly area(s) to evacuate to. They are as follows:

- Area 1: Admin Parking Lot 1
- Area 2: Grassland between the plant and propane storage area
- Area 3: Cold Warehouse # 1 / Warehouse 3
- If the emergency involves the Anhydrous Ammonia System, then ALL plant personnel shall evacuate to the Meeting Room located on the ground floor of the Administration Building.
- During off shift hours (nights and weekends) all individuals on-site shall evacuate to the Control Room. This includes DFS employees, visitors, vendors and contractors. The Operating Authority shall assume the Designated Personnel position for accountability.
- Only Basin vehicles or emergency response vehicles may be used once the alert system has been activated until the All-Clear has been announced.
- After the emergency alert has been sounded, the plant site will remain under emergency conditions until the All-Clear has been announced.
- In the event of a DFS gas or ammonia release, always move crosswind or upwind depending on your location relative to the area of the release. There are stack plumes and steam vents located on-site to help personnel determine the wind direction. The Plant Alert System will be tested periodically.
- The wind socks on-site will help personnel determine the wind direction. In the event of fire, smoke, fumes or vapor release always move crosswind or upwind, depending on your location relative to the area of the release.

Accident/Incident Reporting

- Any individual involved in an incident, near-miss, property and/or equipment damage while on the jobsite will be required to provide immediate notification to the Control Room and On-Site Coordinator or DFS Safety Coordinator.
- An Accident/Incident Report for Non-BEPC employees shall be filled out and submitted within 24 hours of notification.
- Contractors/Vendors will be required to perform an investigation and provide a formal report with effective solutions following any of the incidents listed above. Report must be provided within 48 hours following incident.
- DFS Safety and On-Site Coordinators are authorized to investigate all incidents.
- Falsification of any report or record is prohibited while working on the DFS plant site.

PPE Requirements

- Contractors/Vendors will provide all necessary personal protective equipment, tools and equipment to safely perform their job as specified in the contract. In some cases specialized tools may be provided by the cooperative.
- While on-site eye protection with side shields shall be worn. Dark glasses are not permitted indoors, at night and in other low-light areas.
- Head protection is required on-site once you pass through the turnstiles. All hard hats will meet ANSI standards. Do not alter or modify the shell or suspension system.
- Hearing protection is required in all buildings and other posted areas.
- Safety Boots meeting the ANSI standards are required on-site once you pass through the turnstiles. Tennis shoe or casual safety footwear is not allowed. Exceptions may be made for delivery drivers and identified services, contact On-Site Coordinator.
- Arc Rated (AR) / Flame Resistant (FR) Clothing is required for all Class A contractors. Long sleeves and full-length pants are required. Shorts, sweat pants, tank tops or excessively torn clothing are not allowed. Exceptions may be made for delivery drivers and identified services, contact On-Site Coordinator.
- When workers are on or near roadways with exposure to moving vehicles or equipment, high-visibility clothing will be required.
- Loose clothing, jewelry and long hair are dangerous when working around moving machinery or protruding parts. Precautions should be exercised during these conditions.
- Harnesses are required on all entrants for confined space entry.

Risk Management Plan – Anhydrous Ammonia

- Risk Management Program; EPA 40 CFR 68 and Process Safety Management; OSHA 29 CFR 1910.119
- The purpose of these regulatory elements is to ensure that facilities with processes containing highly hazardous chemicals maintain a complete and detailed collection of written process safety information for their processes.
- 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.
 - Detectable at 5 ppm, if detected, notify the Control Room Immediately.
 - Evacuate upwind/crosswind.
- Contractors shall advise the On-Site Coordinator of any unique hazards presented by the contract employer's work or any hazards found by the contract employer's work.
- If needed, DFS shall familiarize the contractor with the system-specific terms used for ammonia systems. Contractors shall be made aware of the toxic release and potential fire hazards by reviewing an existing Safety Data Sheet (SDS).
- When applicable and by contract requirements a Process Flow Diagram (PFD) of the Anhydrous Ammonia System may also be reviewed with the contractors, as appropriate for the project. A walk through of the process is conducted, and hazards associated with the Anhydrous Ammonia System are pointed out unless the contractor has been through this recently.
- Contractor's training must be equivalent to that which the standard requires DFS to provide for its own employees.
- Contractors shall communicate to their subcontractors all of the required Risk Management Plan information regarding the ammonia systems.
- Contractors must maintain the documentation of training received by contract employees.

Barricades, Tagging, and Signs

- Barricades are required around excavations, holes, openings in floor or roofs, roof edges, elevated platforms, around certain types of overhead work, whenever necessary to warn people against falling in, off or to warn individuals away from other hazards.
- Red, "DANGER, Do Not Enter" tape is to be used for serious, immediately life threatening hazards only. These barriers may only be crossed or entered by those employees directly involved in correcting the problem within the hazard area and are knowledgeable of and prepared to deal with the hazard.
- Yellow, "CAUTION" tape is to be used for less-serious hazards. Personnel may cross these barriers provided they are aware of the hazard and have taken action to protect them.
- All areas that are marked with yellow or red lines or curbing should have appropriate signs/tags detailing the type of protective equipment, special procedures, or hazard that is present. Large areas may require several signs spaced at reasonable intervals.
- All Red Barricade Tape and Do Not Operate Tags must be logged in the Control Room in the barricade tape/do not operate log.
- "Danger Do Not Operate" tags are used to identify equipment that has been tagged out of service and rendered inoperable and in no way should these tags be tampered. Mainly used on mobile equipment needing service or on equipment while a clearance is being placed.
- Individuals must adhere to all established signs and postings.

General Plant Rules Conditions

- Contractors whose work may subject them to hot work, confined space, clearance procedures (lockout/tagout), energy verification and control, portable gas monitors, spill prevention, control and countermeasures plan and other "hands-on" work will need to review the Contractor's Orientation Packet and all applicable procedures.
- Contractors whose work may subject them to the use of fall protection (4' rule), scaffolding, excavations, and respiratory conditions need to review their company policies and procedures prior to commencing work.
- The Waste Ash and Lime Silo are respirator recommended areas. Contractors must meet the OSHA requirements for respiratory protection with fit testing and usage.
- Class A contractors shall adhere to the BEPC Facial Hair Policy.
- Contract employees shall be instructed in the known potential fire, explosion, or toxic release hazards related to his/her job and the processes and applicable provisions.
- Contractors bringing any chemicals onsite must retain or furnish the On-Site Coordinator with copies of Safety Data Sheets. Chemicals must have complete labeling and lids on all containers.
- All hazardous materials, chemicals and products in addition to hazardous waste will be taken offsite by the independent contractor that brought them on and must be removed when not in use and by the end of the contract completion date. DFS will not accept any chemicals without prior consent and proper handling documentation.
- All walkways, aisles, stairways, exits and work areas shall be kept clean and clear of slip and trip hazards.
- All eye wash/shower stations and fire extinguishers/hoses shall be kept clear of equipment for accessibility.
- Portable electric tools will be in good working condition and protected with the use of a GFCI. GFCI's and tools will be inspected prior to use.
- Extension cords, hoses, and leads will be located out of the walkway and not exposed to sharp edges.
- Consumable items shall be properly disposed of in the proper containers.
- Portable grinders shall not be used without the guards in place and handles attached.
- Use of any plant equipment must be approved by the On-Site Coordinator.
- Prior to the use of any DFS mobile equipment individual's must obtain authorization, fill out a Contractor Mobile Equipment Training Verification form for that piece of equipment and complete an equipment inspection.
- Only authorized trained personnel will be permitted to use the belt manlifts.
- Malicious destruction and/or theft of BEPC and/or contractor property are prohibited and may result in prosecution to the full extent of the law.
- Taking photographs on the DFS plant site is forbidden unless authorized by BEPC.
- Contractor will ensure they have all adequate training prior to commencing any work.

Air Quality

- Only coal and propane will be burned in the boiler. Rags, oil, etcetera must not be put in the boiler.
- Visible Emissions (VE) such as dust, coal dust, and ash dust shall be minimized.
- Prevent visible emissions from leaving the building. This may mean you need to change how a task is completed, close doors, or seek advice on how to proceed.
- Offloading trucks must desist when visible emissions are being caused by the offloading of product. Report this VE to the control room and stand by for direction.
- Drive on paved roads to prevent excessive dust.

Waste Water Pond

- The Waste Water Pond cannot ever be discharged.
- All of the plant's "process water" and all of the drain sumps in the buildings are plumbed to one of the two oily water separators and then to the Waste Water Pond.
- This water may not be used for land application (ex. dust suppression)

Storm Water Pollution Prevention Plan

- It is the responsibility of everyone to follow the Storm Water Pollution Prevention Plan. The only water we are allowed to discharge offsite is storm water.
- Everyone has responsibility to prevent process water, contamination, and spills from entering our storm drains.
- Secondary containment is required when loading and offloading products.
- All storage tanks and storage piles must be managed as to prevent contamination. This includes using secondary containment and minimizing dust around silos, proper preventative maintenance, and regular wash downs to process water sumps.
- The sump underneath the vehicle fuel island is piped to the storm water system. It is imperative to keep the valve locked and closed. If there is ever a spill, it must be pumped to the oil water separator. The same goes for the valved containment under the

ACC. It is piped to the storm water system so the valve must be locked at all times, and all soapy or oily water must be pumped to the waste water pond. The valve near the sulfuric tank unloading area needs locked closed.

- Vehicles will be taken offsite for most maintenance and cleaning. If this activity is performed onsite, you must have permission from Basin, the maintenance and cleaning must occur indoors, or where the runoff will enter process water systems rather than storm water.
- All waste streams are managed as to prevent storm water contamination.
- Chemicals and oils are stored indoors and have the proper containment to prevent leaks and spills.
- We have a jurisdictional wetlands east of the property. There is a 300 ft buffer between the plant and the wetlands.

Spill Prevention, Control and Countermeasures Plan

- DFS has a SPCC plan to help prevent contamination to waters of the state.
- It is the responsibility of everyone to follow the Storm Water Pollution Prevention Plan.
- All oil tanks (diesel, gas, etc.) equal to or greater than 55 gallons must have secondary containment, must be labeled, and must have a lid. If you see this has not occurred, please fix it or bring it to attention.
- All chemicals and oils being used outside must have secondary containment, and be moved indoors for storage.
- We operate and maintain equipment to minimize discharges. Best management practices include proper and timely maintenance, minimizing leaks, and keeping containment clear of product, water, and trash.
- 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.
- Everyone is responsible for reporting and cleaning up spills.
- When spills and leaks occur, be aware of the hazards; look at the SDS; involve Safety and Environmental when necessary, determine what type of proper personal protective equipment is required to clean up the spill safely.
 - Some chemical spills may require assistance; contact a Supervisor, Safety or Environmental.
- Be prepared for the spill:
 - 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.
- Petroleum contaminated soil will be disposed of properly offsite. This cannot be disposed of in the ash landfill.
- Spill Reporting:
 - All outdoor oil spills (gasoline, diesel, etc) must be reported.
 - All outdoor spills over 25 gallons must be reported to Environmental within 24 hours.
 - Report all hazardous chemical and material spills immediately.

Acknowledgement of Receipt

I acknowledge that I have been made aware of and understand Dry Fork Station's General Safety and Environmental Rules. By signing below, I agree that:

- I am responsible to comply with Dry Fork Station's General Safety and Environmental Rules.
- The Dry Fork Station General Safety and Environmental Rules provide information to comply with federal and state rules and regulations, but is not all inclusive. Dry Fork Station programs and policies along with federal and state law may be subject to change at any time. I understand that although the rules are an important tool for both the On-Site Coordinator and myself, it does not account for all regulations that may need to be addressed.
- I agree to comply with all Occupational Safety and Health Administration (OSHA) standards that apply for my scope of work and through the duration of my contract.

Contractor Company: _____ Date: _____

Print Name: _____ Sign Name: _____