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## 1.0 Purpose & Scope:

1.1 The purpose of this standard is to outline the procedure for the pre-qualification and management of **Contractors** with regard to safety and health, and to outline certain mandatory requirements for **Contractors** of all **EQT** companies “**EQT**”.

1.2 The Scope of this procedure applies to all work performed by **Contractors** as well as their **Subcontractors** throughout **EQT**’s operations and/or facilities. A **Contractor** is an entity or individual who performs contract services in the areas of drilling, construction, maintenance and operation of **EQT** facilities (This program does not apply to **Visitors**. **Visitors** include, but are not limited to landscaping and lawn moving services, minor office maintenance and services, auditors, consultants, janitorial services, engineers, delivery services, vending machine operators, office employees or other visitors). **Contractors** are classified as one of three types:

- 1.2.1 **Service Contractors** are **Contractors** performing services under a blanket or master services contract.
- 1.2.2 **Project Contractors** are **Contractors** performing services under a specific contract for a particular project.
- 1.2.3 **Technical Support Contractors** are **Contractors** who are representatives from an equipment manufacturer who may perform commissioning, troubleshooting and warranty work.

**Note:** Unless otherwise specific in this policy, reference to **Contractors** shall include all three categories on contractors.

## 2.0 References:


2.1 29 CFR 1910 - OSHA’s General Industry Standard

2.2 29 CFR 1926 - OSHA’s Construction Standard

## 3.0 Responsibilities:

3.1 The **EQT Responsible Person** shall be responsible for the following:

- 3.1.1 Providing each prospective **Service or Project Contractor** with a copy of **EQT’s Contractor Safety Questionnaire** with instructions to return the completed form to **EQT’s Safety Department**.

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- 3.1.2 Providing the **Procurement** representative (or identified EQT representative) with a completed **Hazard Assessment Form** for any work which is to be contracted out.
- 3.1.3 Determining if a **Site-Specific Safety Plan** is required, with assistance from EQT’s Manager, Safety.
- 3.1.4 Ensuring only **Service or Project Contractors** who have met the prequalification requirements of this document are awarded work.

3.2 The **EQT Procurement Department** (or identified EQT representative) shall be responsible for the following:

- 3.2.1 Ensuring only **Project and Service Contractors** who have been pre-qualified are issued a contract or agreement.
- 3.2.2 Ensuring the completed **Hazard Assessment Form** is included in bid and contract documents.
- 3.2.3 Ensuring that insurance requirements are met prior to awarding work.
- 3.2.4 Ensuring that all required contract documentation is in place.


3.3 The **EQT Safety Department** shall be responsible for the following:

- 3.3.1 Reviewing, evaluating and communicating prequalification data as required by this policy.
- 3.3.2 Assisting the **EQT Responsible Person** as needed. This includes, but is not limited to, assisting with investigation of **Contractor** related incidents, determining the need for and reviewing **Site-Specific Safety Plans**, assisting in the completion of the **Hazard Assessment** and job site inspections.
- 3.3.3 Developing and executing an audit program of **Contractors**.

3.4 All **Contractors** shall be responsible for the following:

- 3.4.1 Developing and implementing safety policies and procedures (that are in compliance with all applicable regulations, laws and standards) for its employees, subcontractors and agents.
- 3.4.2 Conducting all necessary inquiries and inspections of the worksite and relevant premises as often as needed to ascertain whether any conditions thereon, including any conditions created by work performed by **Contractor** or others may pose any hazards to **Contractor** or others.

3.5 **Service and Project Contractors** shall be responsible for the following:

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- 3.5.1 Completing the documentation as required by the prequalification section of this policy.
- 3.5.2 Managing both **Contractor** and any **Subcontractor** employees to ensure adherence to this policy.
- 3.5.3 Providing all **Contractor** and **Subcontractor** employees with a site orientation as well as training to meet regulatory requirements and assure safe work practices.
- 3.5.4 Developing and submitting a **Site-Specific Safety Plan**, if requested.
- 3.5.5 Conducting and documenting daily **Tailgate Safety Meetings** with all **Contractor** and **Subcontractor** employees, and be able to produce the completed documents upon request.
- 3.5.6 Notifying the **EQT Responsible Person** of any intention to introduce work-related hazards or hazardous materials into the workplace and provide MSDS's for any hazardous materials in advance of the work.
- 3.5.7 Notifying the **EQT Responsible Person** of any injuries and incidents that occur and assist with related investigations as well as perform their own.
- 3.5.8 Performing work in accordance with federal, state and local regulations.

3.6 **Technical Support Contractors** shall be responsible for the following:

- 3.6.1 Conducting and documenting daily **Tailgate Safety Meetings** and be able to produce the completed documents upon request.
- 3.6.2 Notifying the **EQT Responsible Person** of any intention to introduce work-related hazards or hazardous materials into the workplace and provide MSDS's for any hazardous materials in advance of the work.
- 3.6.3 Notifying the **EQT Responsible Person** of any injuries and incidents that occur and assist with related investigations as well as perform their own.
- 3.6.4 Performing work in accordance with federal, state and local regulations.

**4.0 Prequalification:**

- 4.1 All **Service or Project Contractors** must meet prequalification requirements prior to starting work. A flow diagram of the prequalification process is located in Appendix A.
- 4.2 The **EQT Responsible Person** must provide each prospective **Service or Project Contractor** with a copy of **EQT's Contractor Safety Questionnaire**, located in Appendix B, with instructions to return the completed form to **EQT's Safety Department**.
- 4.3 **EQT's** Safety Department will review and score the Form and summarize the results.

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4.4 **Service or Project Contractors** who receive a total score of less than 70% will be classified as a **“Non-qualified Contractor”**. Any **Contractor** who is classified, as a **“Non-qualified Contractor”** will not be permitted to perform work.

4.4.1 A **“Non-qualified Contractor”** can apply for qualified status under the recommendation of an **EQT Responsible Person**. This request must be submitted to the applicable Business Unit Vice President and the Manager, Safety.

4.4.2 Both the Business Unit Vice President and the Manager, Safety must approve any **Non-qualified Contractor** before the **Contractor** can begin work.

4.4.3 Depending on the circumstances, additional safety controls may be required by a **“Non-qualified Contractor”** seeking approval. These controls may include, but are not limited to, the following:

- Site-specific health and safety plan (addressing site specific hazards related to the scope of work).
- Full time health and safety professional onsite.
- Third party audits.
- Additional Training.


4.5 **Service or Project Contractors** must inform EQT’s Safety Department when there are any material changes to the answers in the **Contractor Safety Questionnaire**.

4.6 The **Contractor Safety Questionnaire** must be re-submitted on an annual basis.

## 5.0 Hazard Assessment:

5.1 The purpose of the **Hazard Assessment Form** is to identify and communicate known safety concerns associated with the upcoming contracted work. The **EQT Responsible Person** is required to complete a **Hazard Assessment Form**, found in Appendix C, and provide the completed form to **Procurement Department** (or identified EQT representative) prior to issuing contract documents. At a minimum, the following items must be included in the **Hazard Assessment Form**:

- Potential Safety and Health Hazards (MSDS for any required chemical products needed to complete the project must be included in the **Hazard Assessment**).
- Required Personal Protective Equipment.
- Equipment needs requiring specialized training and/or licensing to operate.
- Requirement for Operator Qualifications in accordance with DOT requirements?
- Requirement for the **Contractor** to submit **Site-Specific Safety Plan**, dependent on the scope of work, hazards present and the complexity of the job.

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5.2 The **Procurement Department** (or identified EQT representative) is required to ensure the **Hazard Assessment Form** is included with all contract documentation.

5.3 The **Hazard Assessment Form** identifies the known potential hazards for the task being performed. Each **Contractor** must complete their own hazard assessment prior to and during the work activity to identify any additional or unanticipated hazards. **Contractors** must address the hazards as appropriate to assure safety and compliance.

## 6.0 Contractor Safety Requirements

### 6.1 Contractor Safe Work Rules

6.1.1 All **Contractors** are required to adhere to the contents of the **EQT Contractor Safe Work Rules**, found in Appendix D.

### 6.2 Contractor Competent Person


6.2.1 All **Contractors** are required to provide a **Competent Person**, as defined and required by OSHA, who possesses the ability to recognize hazards on the jobsite and also has the authority to correct those hazards. Each **Contractor** is required to designate a **Competent Person** at every work location familiar with the site-specific hazards.

6.2.2 The **EQT Responsible Person** has the right to require the **Contractor** to designate a replacement **Competent Person** if they determine the **Competent Person** to be deficient in their duties.

### 6.3 Safety Orientation

6.3.1 **Project Contractors** are required to provide a safety orientation to all **Contractor** and **Subcontractor** employees prior to beginning the project. For **Service Contractors** and **Project Contractors** performing work on a long-term project, the site orientation is valid for the length of the contract or service agreement. At a minimum, the following items must be addressed during the orientation:

- Contents of the **Hazard Assessment**
- **Applicable elements of EQT Contractor Safe Work Rules**
- MSDS for all hazardous materials to be used
- PPE requirements

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- Specific regulatory requirements (e.g. confined space entry, excavation, fall protection, etc.)
- Emergency procedures to be followed

6.3.2 The **Contractor** is responsible for conducting the orientation and the content of information provided. **Contractors** must document and be able to verify that **Contractor** and **Subcontractor** employees on site have received a safety orientation via a card, sign-in sheet or other means.

6.3.3 The **Contractor** is responsible for communicating any changes in scope of the work, procedures or hazards to employees and **Subcontractor** employees.

#### 6.4 Site Specific Safety Plan


6.4.1 Depending on the scope, potential hazards and complexity of the job, a **Contractor** may be required to develop a **Site –Specific Safety Plan**. Jobs or activities that may require a plan include, but not limited to, the following:

- Crews of 25 employees or more
- Confined space entry
- Demolition of buildings or infrastructure
- Construction in steep or complicated terrain
- Handling or working with hazardous materials (H2S, Asbestos, Lead, PCB’s, etc.)
- Construction projects or compliance upgrades of \$500,000 or more in value
- Blasting
- Excavations 10 feet deep or greater

6.4.2 If a job or task involves any of the aforementioned activities, the **EQT Responsible Person** must consult with EQT’s **Manager, Safety** to determine if a **Site-Specific Safety Plan** is required.

6.4.3 The need for a **Site-Specific Safety Plan** must be identified on the **Hazard Assessment Form**. If required, the **Contractor** must submit their plan to **EQT’s Safety Department** for review prior to beginning work. The items that must be addressed in the site specific plan include, but are not limited to, the following:

- 6.4.3.1 Hazards related to the scope of work and safety controls to protect personnel and equipment.
- 6.4.3.2 Specific regulatory and training requirements (e.g. confined space entry, excavation, fall protection, etc.).

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- 6.4.3.3 Emergency procedures to be followed.
- 6.4.3.4 Identification of **Competent Person(s)**.

### 6.5 Tailgate Safety Meetings


- 6.5.1 The purpose of a **Tailgate Safety Meeting** is to convey site-specific hazards, discuss observed unsafe work practices and conditions, and discuss safety requirements for the tasks being completed that day.
- 6.5.2 **Tailgate Safety Meetings** must be conducted by the **Contractor** when there are two or more employees present.
- 6.5.3 **Tailgate Safety Meetings** must be conducted by the **Contractor** for all **Contractor** and **Subcontractor** employees prior to beginning work on a daily basis.
- 6.5.4 The **Contractor's Competent Person** or designee is responsible for conducting these meetings and assuring that they occur daily and are documented.
- 6.5.5 **Contractors** may use the **Tailgate Safety Meeting Form**, located in Appendix E, or a similar form, to document the employees present and the topics discussed. Completed forms must be kept on site and be available upon request.

### 7.0 Contractor Oversight

- 7.1 Formal auditing of **Contractors** shall be performed by **EQT** personnel. Results of formal audits will be forwarded to the **EQT Responsible Person**. Serious or repeat violations observed during auditing may affect a **Contractor's** qualification status. Audits will take place based upon the following criteria:
  - 7.1.1 A percentage of **Contractors** will be randomly selected per quarter and audited. The percentage of audits will be determined on an annual basis and will be incorporated into the Safety Department's Annual Audit Plan.
  - 7.1.2 An audit can also take place upon request of an EQT Manager or Supervisor.
- 7.2 Any issues of non-compliance will be communicated to the **Contractor** by the auditor, **EQT Responsible Person** or designee.

### 8.0 Visitors

- 8.1 **Visitors** must be made aware of any known hazards in the area they are visiting and be informed of any applicable procedures or rules required for their protection. They must also adhere to Equitable's

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Personal Protective Equipment standards. **Visitors** do not always need to have a company representative with them, but the **EQT Responsible Person** or company representative that permitted the visit must take into consideration the area being visited and the hazards present before allowing any **Visitor** to be on site unaccompanied.

## 9.0 Definitions

9.1 **Contract** describes a written agreement between **EQT** and an entity to perform a specified scope of work throughout all of **EQT**'s operations and/or facilities. With respect to this policy, a contract is (but not limited to): vendor agreements, awarded purchase orders (POs) and/or project contracts.

9.2 The Scope of this procedure applies to all work performed by **Contractors** as well as their **Subcontractors** throughout **EQT**'s operations and/or facilities. A **Contractor** is an entity or individual who performs contract services in the areas of drilling, construction, maintenance and operation of **EQT** facilities (This program does not apply to **Visitors**. **Visitors** include, but are not limited to landscaping and lawn moving services, minor office maintenance and services, auditors, consultants, janitorial services, engineers, delivery services, vending machine operators, office employees or other visitors). **Contractors** are classified as one of three types:

9.2.1 **Service Contractors** are **Contractors** performing services under a blanket or master services contract.


9.2.2 **Project Contractors** are **Contractors** performing services under a specific contract for a particular project.

9.2.3 **Technical Support Contractors** are **Contractors** who are representatives from an equipment manufacturer who may perform commissioning, troubleshooting and warranty work.

9.3 **Contractor Competent Person** describes the individual designated by the **Contractor** who possesses the ability to recognize hazards on the jobsite and also has the authority to correct those hazards, as defined by OSHA. Each **Contractor** is required to designate a **Competent Person** at every work location.

9.4 **Contractor Evaluation and Prequalification Process** describes the process that all **Service and Project Contractors** must take part to obtain and maintain their status of an approved **Contractor**.

9.5 **EQT Responsible Person** describes the **EQT** employee (e.g., Project Manager, Project Engineer, District Manager, Station Operator, etc.) responsible for overseeing **Contractor** activities.

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9.6 **Hazard Assessment** describes the form that must be completed by the **EQT Responsible Person** prior to the awarding of a contract. The purpose of the **Hazard Assessment** is to identify potential safety concerns associated with upcoming work and provides a means of communicating these hazards to **Contractors** prior to awarding work.

9.7 **Non-Compliant Hazardous Work Condition** describes any work related hazard or condition that is considered to be non-compliant with federal, state or local environmental, health and safety guidelines as well the **EQT Corporate Health and Safety Program**.

9.8 **Scope of Work** describes the documented, legal description of the project.

9.9 **Site-Specific Safety Plan** may be required depending on the scope, potential hazards and complexity of the job. The need for a plan is identified through a joint discussion involving the **EQT Responsible Person** and EQT's **Manager, Safety**.

9.10 **Subcontractor** describes entity or individual who performs contract services under an agreement with a **Contractor** providing **Contract** services to **EQT**.

9.11 **Tailgate Safety Meeting** is an informal process to convey site-specific hazards, discuss observed unsafe work practices and conditions, and discuss safety requirements for the tasks being completed that day

9.12 **Visitor** describes individual such as auditors, consultants, janitorial services, engineers, delivery services, vending machine operators, office employees or other visitors, who are not performing physical work on EQT facilities.

## 10.0 Appendices

10.1 Appendix A – EQT Contractor Safety Questionnaire Flow Diagram

10.2 Appendix B – EQT Contractor Safety Prequalification Form

10.3 Appendix C – Hazard Assessment Form

10.4 Appendix D – EQT Contractor Safe Work Rules

10.5 Appendix E - Tailgate Safety Meeting Form