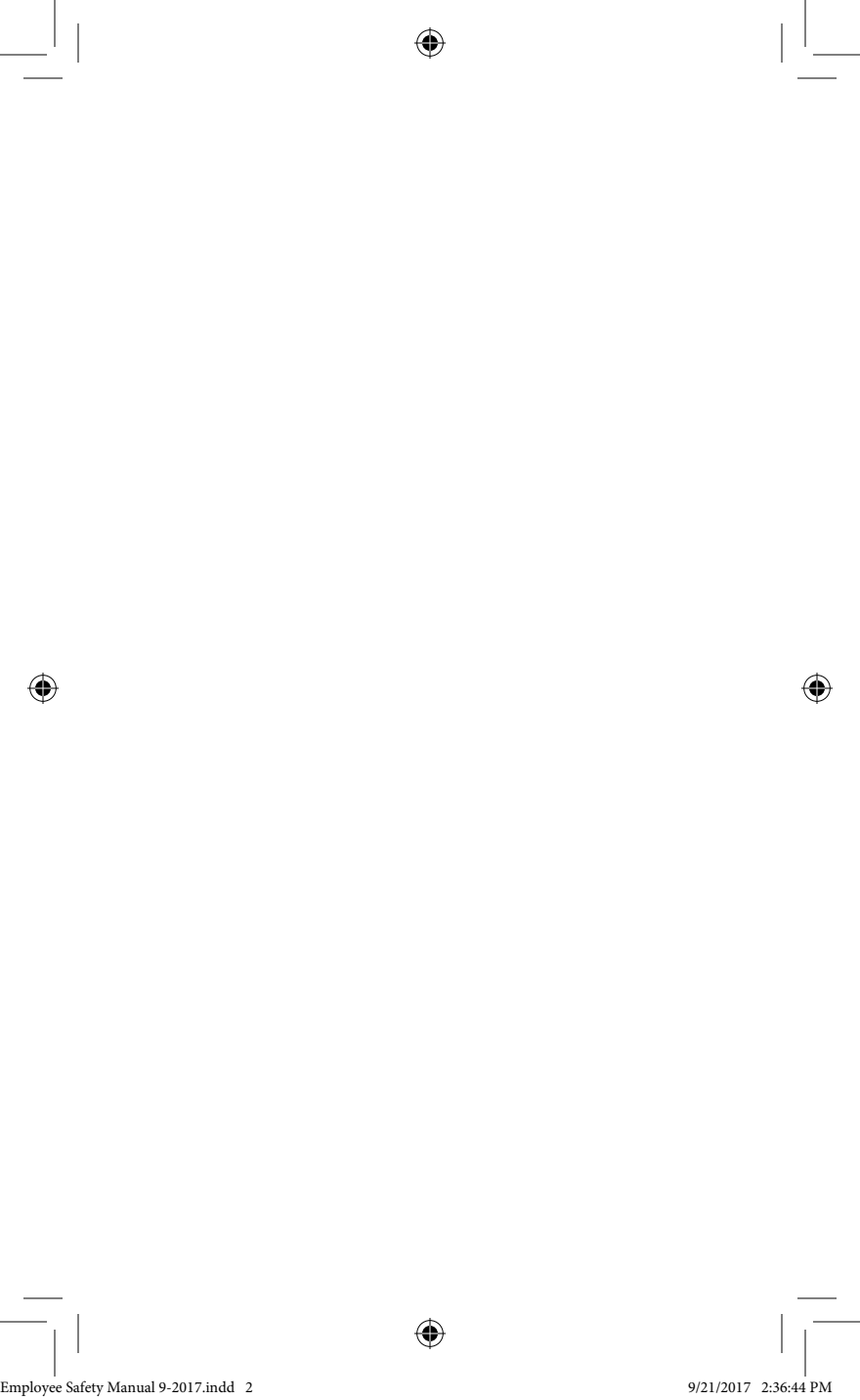


EMPLOYEE SAFETY MANUAL



citizens
energy group™

SEPT 2017





CERTIFICATION OF RECEIPT OF SAFETY MANUAL

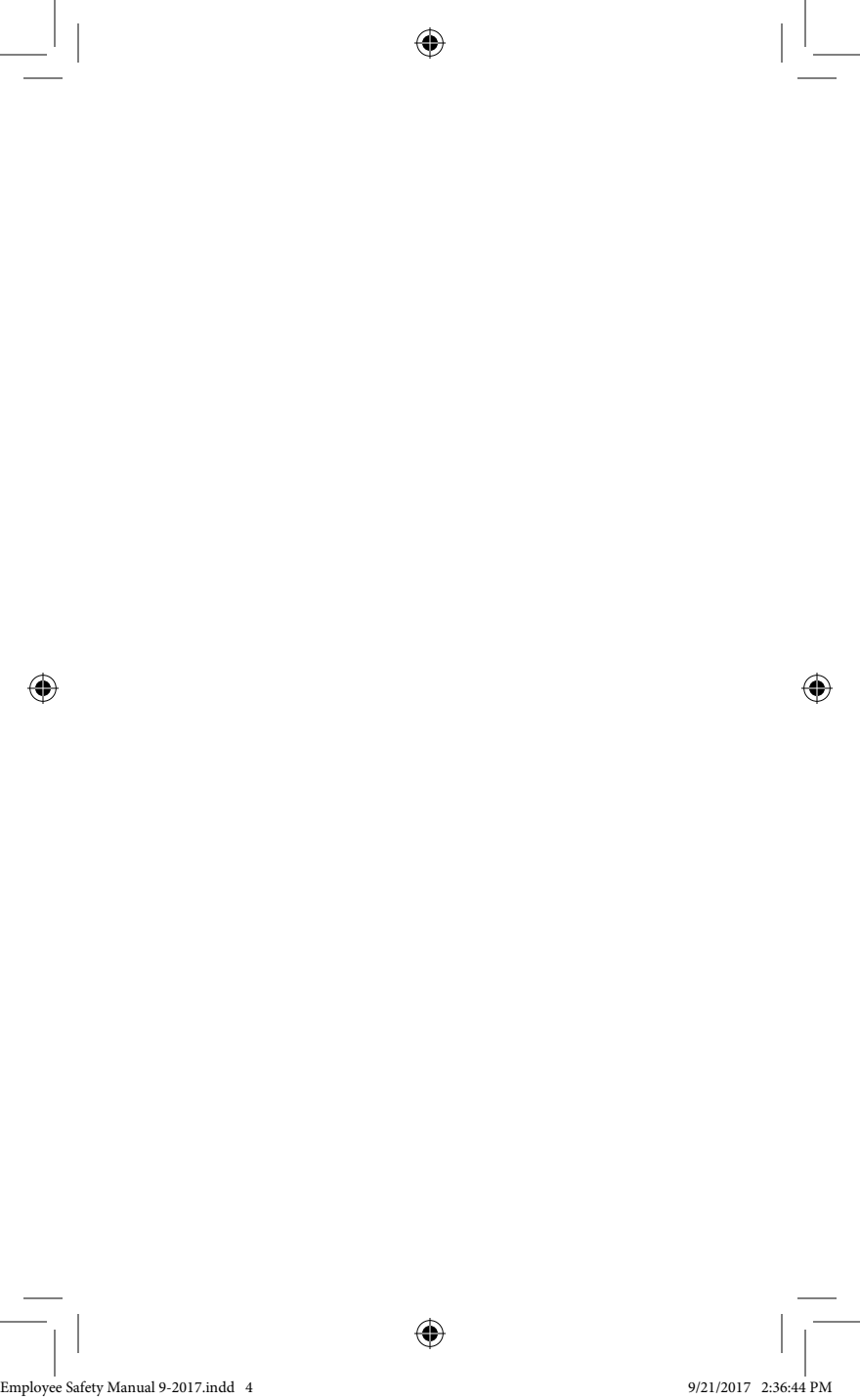
I hereby certify that the Citizens Energy Group Safety Manual was discussed with me and I have been given a copy for my own personal reference. I understand and will comply to the best of my ability with the provisions set forth in this manual.

Printed Name _____

Signature _____

Employee # _____ Date _____







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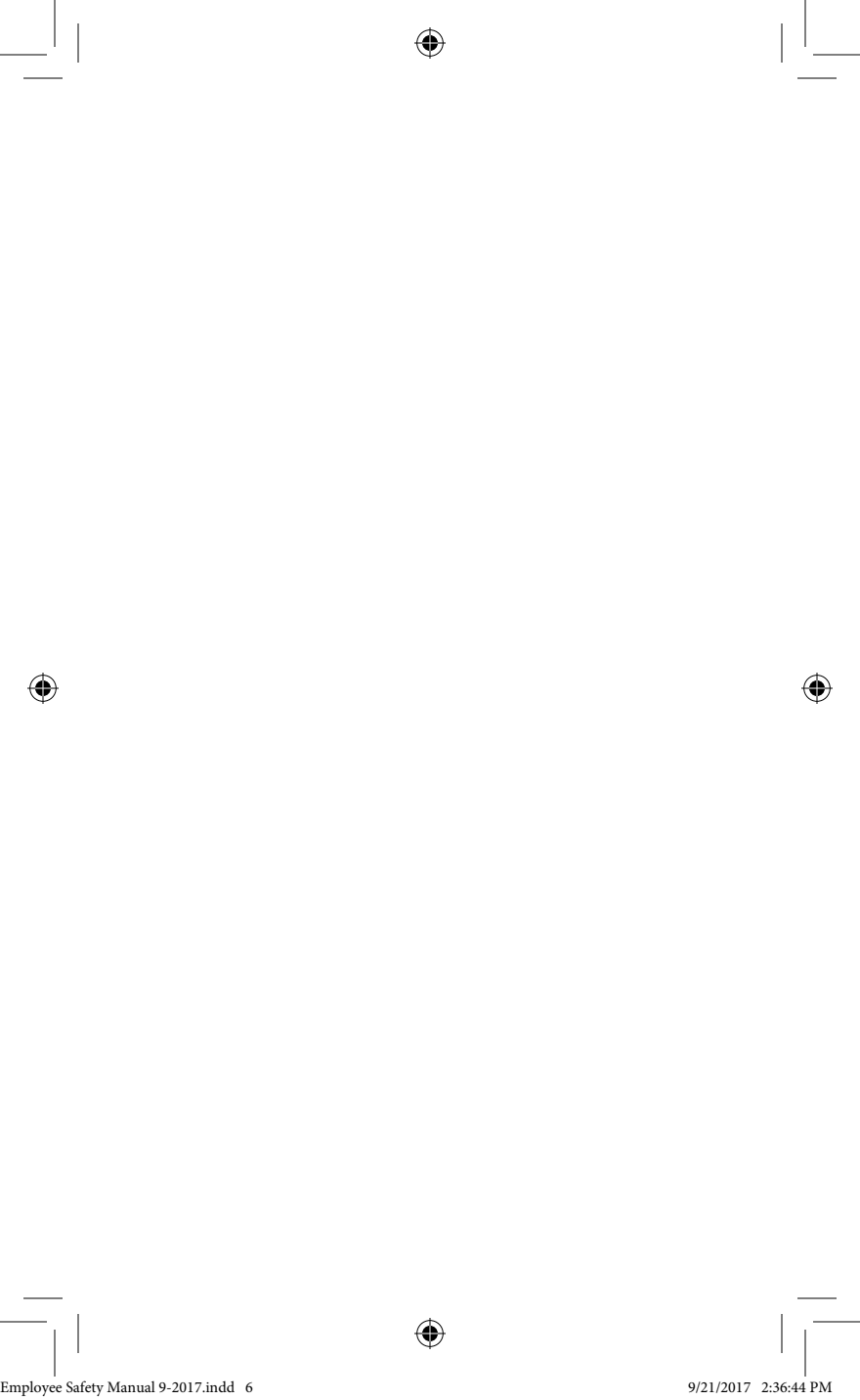


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FOREWARD

The primary aim of this manual is **ACCIDENT PREVENTION**.

Every employee should become thoroughly familiar with, and will be expected to follow, the rules and regulations as stated in this Citizens' Energy Group (hereafter referred to as "Citizens'") Safety Manual. Each employee should use this book as a guide to help him/her in carrying out his/her work.



This book is not intended to supersede departmental or work area safety rules and all employees are expected to adhere to such rules and regulations. It is not practical to include safety procedures to meet all contingencies. Should any doubt arise as to the meaning or interpretation of any safety rule and the proper procedure to follow, the employee should obtain advice and direction from supervision or the person(s) in charge of the work. Ultimately, it is you that is responsible for your safety.





Citizens Energy Group Safety Policy

In order to promote, achieve, and insure the safe conduct of Citizens' operations for the benefit of all employees, customers and the general public, the following safety policy has been established:

1. We believe in the dignity and importance of each employee and each employee's right to derive personal satisfaction from work. This can be realized only when safety is the first consideration in conducting all operations.
 2. We expect a continuous awareness of safety considerations as an integral part of all operations. The goals of accident prevention and efficient operations must be inseparable.
 3. We will provide proper material, tools, equipment, and facilities in safe operating condition with proper material and sufficient training to achieve a safe work environment. This will allow all employees to devote their energies toward productive work performance, without fear of possible harm to life and health.
 4. We will require each employee to understand and strictly observe all safety rules and regulations. Enforcement of these safety rules and regulations is mandatory.
 5. We encourage all employees to participate in company safety committees to assist in continually improving employee safety.
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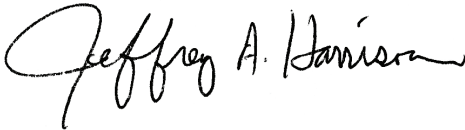
Dear Fellow Employee:

This manual has been developed to provide a guide for each of us to follow to assure a safe work environment.

The safety of our employees is my highest priority. It is absolutely critical that we provide an environment in which all employees can work without accident or injury. We owe that to all employees and, just as importantly, to their families.

Therefore, please study this book, and understand its contents. Please also join me in making safety your utmost priority.

Sincerely,

A handwritten signature in black ink that reads "Jeffrey A. Harrison". The signature is written in a cursive style with a large, flowing "J" and "H".

Jeff Harrison


President and Chief Executive Officer




COMPLIANCE

Citizens' fully complies with all applicable laws (federal, state, and local) and with all applicable rules and regulations related to health and safety. In some cases, our programs and policies may exceed legal requirements to protect our employees, our communities and to better serve our customers.

Each division of the organization sponsors training programs for employees. These programs are either required by law or in addition to the minimum legal requirements for training. Training records are documented and maintained for each employee of the company.





All employees are expected to understand and comply with all safety and health policies and procedures. Violating established safety rules and regulations as stated in the Citizens' Work Rules will be proper cause for disciplinary action. It shall be understood that any employee that engages in serious, unsafe behavior that endangers self or others, can result in disciplinary action up to and including termination.





EMPLOYEE QUESTIONS, CONCERNS AND SUGGESTIONS

Safety is every employee's responsibility at Citizens Energy Group. If an employee has a concern or questions about safety, he/she should notify their supervisor or any member of management immediately. Employees will receive feedback to their question/concern promptly. Bargaining employees may choose to discuss the issue with their union steward. In addition, all Divisions have safety committees that meet periodically to review concerns and improve processes and policies in the area of safety that are specific to their division. The division safety committees involve both management and union representation. Employees are free to raise concerns to these committees as well. If desired, the employee may submit his/her question or concern in writing. Citizens also sponsors a Central Safety Committee; the members are representatives from each division of the organization and the Corporate Office. This team is an oversight committee and reviews trends and legislative updates in the area of safety. The Central Safety Team also makes policy recommendations to corporate and division management regarding company-wide issues. For more information about your safety committee contact your divisional Safety Department representative.









SECTION ONE

Employee Safety Responsibility

Following is an outline of the organizations basic safety expectations of all employees. Each division and area has their own specific policies and expectations as well that employees are required to know before working in that area. Also, please reference that organizations Work Rules booklet that lists additional expectations.

- 1.1 Each employee is responsible for performing his/her duties in a manner to minimize the possibility of damage to property or injury to employees or to the general public.
 - 1.2 Each employee is required to have a thorough knowledge of all safety rules applying to his/her work areas
 - 1.3 If an employee is instructed to perform work that he/she considers unsafe or observes any hazardous condition, it is his/her responsibility to immediately bring the matter to the attention of his/her immediate supervisor or any other member of management.
 - 1.4 Before starting assigned work, each employee must thoroughly understand the work and any known potential hazards he/she may encounter. He/She will be responsible to employ the necessary safety measures to safeguard themselves and fellow employees. When applicable, a job safety analysis (JSA) for the task should be reviewed to identify hazards, assess the risks, and outline the safest way to perform the work.
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- 1.5 It will be the responsibility of each employee to report to his/her job in good mental and physical condition to perform his/her tasks without jeopardy to themselves or fellow workers.
 - 1.6 Intoxicants or narcotic drugs will not be used while on duty and are forbidden on the company premises or at any job location. Employees reporting for duty under the influence of intoxicants or drugs that impair physical or mental reflexes will not be permitted to work. Employees that are taking prescription medication that may interfere with their ability to safely perform their jobs must report taking those prescription medications to their Supervisor. Please see the Drug and Alcohol Policy for the individual divisions.
 - 1.7 Practical jokes, horseplay, fighting and rowdyism are dangerous, unnecessary, and strictly forbidden at all times.
 - 1.8 Under no circumstances will safety be sacrificed for expediency or speed. Safety will be considered the prime factor at all times.
 - 1.9 Jewelry Restrictions/Dress policies - Please refer to separate divisional sections regarding specific details on jewelry restrictions and appropriate dress requirements.
 - 1.10 Failure to comply with the Safety Manual is in direct violation of company work rules.

SECTION TWO

Management Safety Responsibility

The purpose of this section is to ensure that management supports and takes responsibility to uphold this policy. The following is management's expectations in the area of safety.

- 2.1 Management will provide safety instructions for employees under their supervision.
- 2.2 Management will meet or exceed all regulatory training requirements.
- 2.3 Management will review incidents and root cause(s), and make corrections to work areas to prevent future accidents.
- 2.4 Management will require safe work habits from their employees.
- 2.5 Management will be aware of potential hazards in their respective areas of operation.
- 2.6 Management will support safety in its entirety.
- 2.7 Management will be responsible to carryout disciplinary actions when required in the event of a safety rule violation.

SECTION THREE

Occupational Injuries

Reporting and Treatment Options for Employee Injuries

All work related injuries, whether minor or serious, shall be reported immediately via telephone

or in person to supervision without exception. Supervision will report all injuries immediately to their divisional safety representative and Certified Early Intervention Specialist (CEIS). Supervision (with safety representative and CEIS) will determine if the injury needs medical treatment. Details of the injury will be documented and reviewed by the safety department.

Injuries requiring treatment for Greene County employees will be provided by Greene County General Hospital Emergency Room, located at the corner of Hwy. 54 and Lonetree Road just east of Linton, Indiana.

Emergency Cases Requiring an Ambulance: Call 911 if possible and then call an authorized person (dispatch at Langsdale, Main Control Room at the Thermal Energy Division, and Security at the corporate office). All hospital cases will be sent to IU Health for treatment.

For all work-related injuries or illnesses, supervision must submit appropriate documentation within **24 hours** of incident to division safety representation for review.

- 3.1 The company retains a number of Occupational Treatment Centers for consultation and/or treatment of injuries and illness. Refer to the back cover of this manual.
- 3.2 **Reports:** All injuries must be reported on the appropriate injury form located on Safety's iTrust page by the injured employee and his/her Supervisor within 24 hours of the injury.
- 3.3 Divisional safety representatives will assist

- and follow-up with all injuries.
- 3.4 The division safety representative must be notified immediately of all emergency case(s).
 - 3.5 Important Emergency Numbers: refer to the back cover of this manual.

SECTION FOUR

Personal Protective Equipment (PPE)

Below are general requirements: Departments may have additional safety and procedural requirements. Contact divisional safety representation for area safety specific requirements.





Note: Citizens' will furnish Personnel Protective Equipment (PPE) as needed or required by divisional safety requirements.


Jewelry or any type of personal accessory shall not impede the proper use of PPE.

- 4.1 **Head Protection:** Approved hard hats will be worn by employees in designated areas or as required by divisional standards.



Headwear (i.bandannas) shall not interfere with hard hat fit; loose ends beyond knot shall be secured inside outer shirt or jacket. Hair style or hair length shall not interfere with the fit of the hard hat.


- 4.2 **Eye Protection:** ANSI approved safety glasses, full cover goggles or face shields will be worn by employees in designated areas or as required by divisional standards.

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- 4.3 Hearing Protection: Approved hearing protection will be worn by employees in designated areas or as required by divisional standards.
 - 4.4 Welding Hoods: Welding hoods, or welding goggles, will be worn by employees in designated areas or as required by divisional standards.
 - 4.5 Sand Blasting Hoods: Sand blasting hoods will be worn by employees in designated areas or as required by divisional standards.
 - 4.6 Respiratory Protection: Proper breathing apparatus will be used by employees as required by company standards and State and Federal Regulations.
 - 4.7 Safety Shoe Program: See division safety representative for requirements under this program.
 - 4.8 Appropriate Footwear for Employees: All employees will wear appropriate footwear that will provide adequate and secure footing. When required, safety toe shoes will be subsidized by divisional requirements under the safety shoe program and will be worn by employees.
 - 4.9 Protective Clothing General:
 - A. Arc flash clothing required by division will meet or exceed NFPA standards.
 - B. Employees are required to wear sleeved shirts which cover the shoulders, when engaged in construction, maintenance, and other phases of operations.



Employees are required to wear full length sleeves while performing certain designated work assignments. Uniforms may be provided.

- C. Safety vests or other Hi-Viz, class 2 protective vests, shirts or outer wear are required when employees are exposed to moving vehicular traffic while on a company worksite, or when employees are engaged in traffic control at any worksite.
 - D. Employees working in the presence of escaping natural gas will be required to wear flameproof coveralls and hoods with complete face protection.
 - E. Protective gloves will be worn when engaged in specified work operations.
 - F. Leather welding sleeves will be worn when engaged in welding operations except when supervision determines that the employee's personal clothing provides adequate protection.
 - G. When engaged in any operation, not specified above, employees are required to wear such protective clothing as required. Contact divisional safety representation and supervision to develop and review the Job Hazard Analysis (JHA) for the task.
 - H. In addition to the personal protective equipment provided for in Section Four, employees will provide and wear sufficient clothing and apparel to
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protect themselves from the elements and weather conditions such as extreme cold or exposure to the sun.



- I. Employees that work outside are also encouraged to use sun screen, sun glasses and other means to protect themselves from the harmful UV rays of the sun.

SECTION FIVE

Housekeeping

- 5.1 Employees will cooperate in keeping all company facilities, buildings, equipment, and work sites in a clean, neat, and orderly condition.
 - 5.2 Waste material, trash, and refuse will be deposited in containers provided and disposed of in the proper manner. Paper and other combustible materials will not be allowed to accumulate at facilities, job sites, or in company vehicles or equipment.
 - 5.3 Materials, tools, and chemicals will be stored in their proper places in a manner that assures their safe storage.
 - 5.4 Stairways, floors, walks, runways, platforms, hallways, and job sites will be kept free of anything that can create tripping or slipping hazards.
 - 5.5 All facilities such as restrooms, lunchrooms, and drinking fountains will be maintained in a neat and sanitary condition. Food and drinks will not be permitted in restrooms.
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- 5.6 Combustible materials, such as oil soaked rags, waste, and shavings will be kept in approved metal containers with lids. Containers will be labeled to indicate the material being stored. Containers will be emptied as soon as practical.
 - 5.7 Storage of supplies, materials, equipment, and tools will not obstruct or prevent access to exits, fire-fighting equipment, or signs installed to insure the safety of personnel or property.
 - 5.8 Citizens' employees are prohibited from using tobacco products on any property owned or leased by Citizens at all times, including breaks and meal times. This includes all walkways, buildings, grounds, and parking lots. Employees are also prohibited from using tobacco products while in company owned or leased vehicles and privately owned vehicles while on company property.
 - 5.9 During working and non-working hours, employees are required to be respectful of residents and businesses neighboring premises by refraining from using tobacco products within one half mile of any company property except when patronizing the specific business, or by discarding tobacco products in such a way that negatively reflects on the organization.
 - 5.10 Whenever a job is in progress involving open floors, excavations, or any tripping or falling hazards, adequate guarding and warning devices will be utilized to protect employees and the public from such hazards.


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- 5.11 Operators and certified contractors of company mechanized equipment, such as motor vehicles, digging equipment, and cranes will be responsible for maintaining the operating compartment in a neat and orderly condition. All windows will be periodically cleaned to insure adequate vision for the safe operation of such equipment.
 - 5.12 Good housekeeping is a prime factor in eliminating hazards on the job and will be afforded top priority at all company facilities and job sites.
 - 5.13 When work is performed on a customer's premises, the work area will be restored to a clean and orderly condition when the job is complete.





SECTION SIX

Fire Prevention

- 6.1 Good housekeeping is a prime factor in minimizing fire hazards.
- 6.2 Combustible materials will not be placed within 3 feet of electrical panels or 5 feet of combustion appliances such as furnaces, boilers, or other flammable materials.
- 6.3 Paper and other combustible materials will not be allowed to accumulate. Weeds or other rank vegetation will be controlled in or around the vicinity of regulator stations, pipe storage yards, buildings, tank farms or other structures.
- 6.4 Flammable liquids such as gasoline,



benzene, naphtha, lacquer, thinner, etc., will not be used for cleaning purposes unless adequate ventilation and approved methods are employed for their safe use.

- 6.5 In any building (except one provided for their storage) flammable liquids such as gasoline, benzene, naphtha, lacquer, thinner etc., will be limited to a total of five gallons (a flammable liquid is a liquid which has a flashpoint of no more than 93°C). These flammable liquids will be stored in U.L. approved containers properly labeled. Do not put gasoline into plastic containers. For specific information regarding a liquid's flammability refer to the SDS for that liquid.
 - 6.6 Labeled containers will be used only for the product for which they are labeled.
 - 6.7 Petroleum products such as motor oil, hydraulic fluid, etc., will not be allowed to accumulate in pools on garage floors or in service cages at Company installations.
 - 6.8 The use of open flame devices will be prohibited in areas where flammable liquids are used, stored, transferred, or in any other area where a combustible gaseous atmosphere could potentially prevail. This applies both on and off company property.
 - 6.9 Hot Work Permits will be completed and hot work procedures shall be adhered to per divisional requirements.
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SECTION SEVEN

Fire Protection

- 7.1 The Facilities Department, in conjunction with the Safety Department, will make provisions for preventing and combating fires in his/her area of control or responsibility.
- 7.2 Properly maintained firefighting equipment is essential. It will be located in the most accessible places and each employee will be familiar with its location and the use of such equipment.
- 7.3 All firefighting equipment will be periodically inspected as required by OSHA to ascertain that it is in its proper location and has not been tampered with or otherwise damaged or rendered inoperative. Portable fire extinguishers shall be inspected monthly by a Citizens' employee or outside contractor (as determined by Facilities) to verify that extinguishers are in the proper location and in satisfactory operating condition. Vehicle mounted extinguishers must be inspected monthly by the vehicle operator. All portable extinguishers must be inspected annually by an approved outside contractor. A tag attached to such firefighting equipment will show the date of the last inspection and the identification of the person performing the inspections.
- 7.4 Installed fire hoses will be used for housekeeping only and shall not be used for firefighting.

7.5 After any fire extinguisher has been used or damaged in any way, the fire extinguisher will IMMEDIATELY be returned to the storeroom by the employee for proper servicing before it is returned to its designated location. Citizens' Storeroom personnel will be notified and provide for a suitable replacement extinguisher until the designated extinguisher is serviced and returned to its proper location. NEVER RETURN A FIRE EXTINGUISHER THAT HAS BEEN USED TO ITS LOCATION UNTIL IT HAS BEEN PROPERLY SERVICED.

7.6 Fire doors will be inspected annually for the condition of the fusible links, frames, overall condition and for obstructions that would interfere with their proper operation.

7.7 Persons in charge of company installations having Emergency Fire Fighting procedures will periodically review such plans to ascertain that they are updated and functional.

7.8 Fire hydrants, standpipe, sprinkler, and alarm systems will be inspected according to the following schedule:

Standpipe & Sprinkler Systems	Monthly
Alarm Systems	Monthly
Hydrants	Monthly
Gauges	Weekly

7.9 Appropriate operational personnel will receive periodic training in firefighting to maintain proficiency in combating fire emergencies. The Safety Department or

outside service provider will provide this training.

- 7.10 Fires are divided into five general classifications. The type of extinguisher to be used on these types of fire is as follows:

Class A: For fires in ordinary combustible materials such as wood, paper, rags, etc., use pressurized water extinguisher, foam extinguisher, or any other type of water yielding device such as a garden hose, fire hose, etc. Extreme care must be exercised when using water near electrical devices.

Class B: Fires in flammable liquids and gas where a blanketing effect is essential. Use a dry chemical, carbon dioxide, or foam type of extinguisher.

Class C: Fires in electrical equipment where use of a non conducting extinguishing agent is of primary importance. Use dry chemical or CO₂ extinguisher. **DO NOT USE WATER OR AN EXTINGUISHER THAT HAS A WATER COMPONENT IN THE EXTINGUISHING AGENT.** Computer rooms, Control Rooms and other areas with significant electronic equipment should be protected by extinguishing agents designed for those areas.

Class D: Combustible Metals, especially alkali metals like lithium and potassium, alkaline earth metals such as magnesium, and group 4 elements such as titanium and zirconium.

Class F: Cooking oils and fats





- 7.11 Employees will not enter confined spaces

where carbon dioxide, Freon or other fire extinguishing agent has been used until the area has been properly ventilated.



SECTION EIGHT

Operation of Motor Vehicles and Work Equipment

- 8.1 Only authorized employees who possess a valid state operator's license of the proper classification will operate Company owned motor vehicles on company business. The policies and procedures outlined in the Citizens' Fleet Safety Program will be followed.
- 8.2 Company owned mechanized work equipment will be operated by only those employees authorized to do so.
- 8.3 Drivers will be familiar with and obey all state and local motor vehicle laws.
- 8.4 A driver will not permit unauthorized persons to drive, operate, or ride in a company vehicle.
- 8.5 Seat belts must be worn at all times where applicable this includes construction equipment and vehicles when in motion.
- 8.6 Employees will ride only in proper passenger space in company trucks and equipment. They will not ride on running boards, open truck beds, tail gates, or any other unsafe place on vehicles.
- 8.7 Employees will not jump on or off company vehicles and/or work equipment.


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- 8.8 Fuel tanks on company vehicles and equipment will be filled to the point of the automatic shut off of the nozzles on the fuel dispensers.
 - 8.9 When refueling company vehicles and equipment, the motor must be turned off, no smoking is permitted, and no cell phone use is permitted.
 - 8.10 Windshields and windows of company vehicles and equipment will be kept free of any substance that will obscure the driver's vision. No unsecured items will be left on the dashboard.
 - 8.11 Each vehicle shall be inspected by a "walk around" inspection at least once each day. All equipment necessary for the safe operation of company vehicles and equipment such as lights, horn, mirrors, brakes, and tires will be inspected daily. Unsafe vehicles should be presented or reported to the garage for repair. Do not operate unsafe vehicles. Persons employed in the Underground Storage Department in Greene County will report such defects to the immediate supervisor. Recommended checklists are online at:

https://itrust.citizensenergygroup.com/departments/safety/safety_documents/_layouts/15/WopiFrame.aspx?sourcedoc=/departments/safety/safety_documents/Shared%20Documents/Fleet%20Safety/Vehicle%20Inspection%20Checklist.docx&action=default

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- 8.12 Loads on company vehicles and equipment will be properly secured so that they do not protrude, shift, leak, or fall from the vehicles.
 - 8.13 Company equipment having booms, buckets, or any other type of out rigging will have such equipment secured in a safe manner before operating on the streets or highways or before being parked or left unattended.
 - 8.14 Company work equipment will only be operated or moved when the operator is properly positioned or seated at the controls of such equipment. Under no circumstances will another person be allowed to ride on work equipment while the vehicle is in motion.
 - 8.15 Employees will not be permitted to ride in buckets of digging equipment or the lifting and lowering devices of material handling machines such as cranes, high lifts, etc.
 - 8.16 Servicing, adjusting, or repair of moving parts of machinery, i.e., belts, pulleys, drive shafts, power take off, etc., will not be performed when the machine is running.
 - 8.17 Company vehicles and equipment will be operated at a speed which will insure full control and safe operation at all times regardless of the weather and other conditions
 - 8.18 Backing of company vehicles and equipment should be avoided whenever possible. When necessary to back, a guide or helper will be used whenever possible. Under all




circumstances extreme care and caution will be exercised when backing.

- 8.19 Defensive driving will be practiced at all times and right of way is something which will always be yielded and not contested with other drivers.
- 8.20 Company vehicles and work equipment, if left running, will be secured in a safe condition.
- 8.21 The speed limit in all plant areas and other company properties will be 15 mph unless posted otherwise. All other traffic signs and controls posted in the facility will be obeyed.
- 8.22 Operators of company vehicles and equipment will operate such vehicles and equipment in such a manner so as not to cause undue stress, strain, or damage to the vehicle and/or equipment.
- 8.23 It is impossible to describe in detail the many ways company drivers and operators might prevent an accident without being primarily or legally responsible. The following definition of Defensive Driving will be the criteria whenever operating company vehicles and equipment. “A DEFENSIVE DRIVER” is one who commits no driving errors himself/herself and makes allowances for the lack of skill or improper driving practice of the other driver. “A DEFENSIVE DRIVER” adjusts his/her own driving to compensate for unusual weather, road and traffic conditions, and is



not tricked into an accident by the unsafe actions of pedestrians and other drivers. By being alert to accident inducing situations he/she recognizes the need for preventive action and takes the necessary precaution to prevent the accident. As “A DEFENSIVE DRIVER”, he/she knows when it is necessary to slow down, stop, or yield his right of way to avoid involvement.




- 8.24 All vehicular accidents must be immediately reported on an appropriate company vehicle accident form. Regardless of the amount of damage, ALL ACCIDENTS WILL BE REPORTED.
- 8.25 Whenever damage occurs to property due to the operation of company work equipment, it will be immediately reported to supervision. This refers to all damage other than that sustained as the result of a motor vehicle accident.
- 8.26 Whenever a company vehicle is involved in an accident the driver must stop, render aid and assistance to any injured, exchange information with other parties involved, obtain the names of witnesses, and notify the appropriate dispatcher or supervisor, who will contact the appropriate law enforcement agency.
- 8.27 Company drivers will not engage in discussion with other parties involved as to who is responsible for the accident. Additionally, they will not make any concessions or promises pertaining to liability or settlement.

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- 8.28 When operating or servicing motor vehicles or work equipment, adequate ventilation of carbon monoxide gases will be provided.
- 8.29 Company employees shall not use Mobile Communication Devices while operating a motor vehicle on company business. Employees also shall not use Mobile Communications Devices for business purposes related to Citizens' Energy while operating any motor vehicle for any reason. Refer to Policy Release #1038
- 8.30 Mobile Communication Devices refers to: smart phones, GPS units, pagers, two-way radios or any other mobile device that makes or receives phone calls, sends or receives text or e-mail messages, or surfs the internet. Mobile Communication Devices includes both company-owned and personally owned devices.
- 8.31 Exceptions to 8.29 Mobile Communications policy:
1. Calls placed to 9-1-1,
 2. The use of two-way radios limited, as much time as possible, to use while the vehicle is NOT in motion.
 3. Company declared emergencies
- 8.32 Headphones shall not be worn unless required for hearing protection.

SECTION NINE

Protection of the Public



- 9.1 While doing work of any kind, every precaution will be taken to protect life and property. In the case of obstruction in the streets or walkways, warning in the form of danger signs, barricades, traffic cones, and other control devices will be displayed as specified in departmental operating manuals.
- 9.2 The employee will exercise care to protect the customer's property. Any damage inflicted to a customer's property will be reported to management.
- 9.3 When it is necessary to leave pipe or equipment at a work site adjacent to a highway, street, or alley, it should be stored away from the traveled portion thereof and in such a manner so as not to create undue hazard or impairment. Such pipe and equipment will be adequately secured so that it will not roll or move.
- 9.4 Unauthorized persons will be prevented from approaching locations or work sites where hazardous work is being performed. This may be accomplished by the use of signs, barricades, fencing, etc. Citizens' employees may never use physical force in removing or preventing the presence of an unauthorized person in work zones or hazardous locations unless the unauthorized person is in imminent danger of being seriously injured.

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- 9.5 Employees will not permit the customer or the public to assist in the performance of their work except in emergencies when life is endangered.
 - 9.6 Street cuts and excavations that must be left open and unattended will be properly guarded and lighted so as to warn the public of danger.
 - 9.7 Employees responding to a gas emergency will, as soon as possible, inform the customer of the situation and suggest what emergency measures should be taken. Citizens' employees may not require evacuation of an area or building but should contact the fire department via 911 to have any hazardous area evacuated.
 - 9.8 Contractors and service providers must comply with all rules, regulations, and the Citizens' Contractor Safety Manual. Contractors and service providers must obtain authorization and notify applicable Citizens' personnel prior to beginning work.

SECTION TEN

Material Handling - Manually

- 10.1 An employee will obtain assistance in lifting excessively heavy or large unwieldy objects or use power equipment if available.
- 10.2 When two or more persons are carrying one object, each employee, if possible, will face the direction in which the object is being carried.

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- 10.3 Employees handling material should wear appropriate protective equipment such as gloves, safety shoes, etc., to protect him/her from sustaining injuries such as cuts, bruises, etc.
 - 10.4 The operator will visually inspect winch lines, ropes, and/or cables prior to using material handling equipment, if so equipped.
 - 10.5 Employees shall be trained and utilize proper lifting techniques when lifting regardless of the weight or configuration of the item being lifted. Get help with heavy loads, when lifting keep your back straight and break large loads down into smaller sections.



Material Handling Fork Lift Type Equipment





- 10.6 Operators will be trained, tested, and in compliance with IOSHA requirements and according to division requirements and procedures prior to operating such equipment.
- 10.7 Fork trucks must be inspected at least once daily when in use. This inspection must be documented on the form provided by the Storeroom or Safety Department. Inspection forms should be kept on file either in the Storeroom or in the Maintenance Department. Fork trucks found to be unsafe must be taken out of service and the garage notified for service.
- 10.8 Materials must be stored in a manner that prevents sliding, falling or collapsing.



SECTION ELEVEN





Compressed Gases Cylinders

- 11.1 Compressed gas cylinders shall be stored and secured in approved areas.
 - 11.2 Compressed gas cylinders shall be clearly marked for the type of gas contained.
 - 11.3 Oxygen and fuel gas cylinders must be stored at least 20 feet apart or separated by a five (5) foot high fire wall with a 30-minute fire rating. Oxygen-acetylene bottles on welding carts are considered to be “in use” and are not subject to this rule.
 - 11.4 All cylinders are to be stored and transported in an upright/vertical position. Caps are required to be securely in place when cylinders are not in use.
 - 11.5 Cylinders used in association with oxy-gas welding or cutting activities must be equipped with flashback arrestors.
 - 11.6 Cylinders can only be secured upright/vertical by using steel chain, metal straps, steel cable or synthetic material designed for securing Compressed Gas Cylinders. Unacceptable material includes rope, electrical wire, tie wraps, bailing wire, etc.
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SECTION TWELVE

Welding and Cutting Operations



Welding and Cutting Operations must comply with Division and Regulatory requirements

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- 12.1 The area surrounding and below a cutting or welding operation must be kept free from material such as paper, wood, cardboard, flammable liquids, etc. Cylinders shall be located so that sparks, hot slag, or flame will not reach them or fire resistant shields shall be provided.
 - 12.2 A fire extinguisher (minimum 20 lb. with ABC fire rating) and a qualified fire watch shall be stationed near the cutting or welding operations with the exception of open shop areas.
 - 12.3 Welding cables and connectors shall be properly insulated, flexible, and rated for the type of current that is used.
 - 12.4 No welding cables with splices or repaired areas within 10 feet of the electrode holder shall be used.
 - 12.5 Welders shall not be grounded on pipelines containing flammable gases, liquids or electrical current. Also welders shall not be grounded to fencing.
 - 12.6 Employees shall be protected with the proper personnel protective equipment in accordance with IOSHA or divisional safety requirements when performing cutting or welding operations.
 - 12.7 Whenever practicable, all arc welding and cutting operations shall be shielded with noncombustible or flameproof screens to protect employees and other persons (who are not wearing appropriate PPE) working in the vicinity from the direct rays of the arc.




SECTION THIRTEEN

Hazardous Materials

- 13.1 It is each employee's responsibility to read and comply with the container label, note the instructions for proper use and precautions, as well as, personal protective equipment, prior to handling hazardous chemicals.
 - 13.2 The company will comply with all applicable OSHA regulations pertaining to hazardous materials.
 - 13.3 The company will make available Safety Data Sheets (SDS) for those chemicals in each employee's work area and provide training for safe use.
 - 13.4 Employees will consult with the Supervisor and/or Safety Representative concerning any chemical or solvent for which there is no SDS or where employee is not familiar.
 - 13.5 If a question arises concerning the proper disposal procedures for hazardous materials, the employee must contact the division's safety representative who will defer to the environmental department when appropriate.
 - 13.6 All chemicals must be procured through Supply Chain or be approved by the Safety Department or Environmental Stewardship.
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SECTION FOURTEEN

Ladders and Scaffolds






The use of ladders and scaffolds must comply with Division and Regulatory requirements

Ladders

- 14.1 Only ladders provided by Citizens will be used. Each ladder shall be visually inspected prior to use.
- 14.2 Employees will not use a ladder that has broken, loose or cracked rungs, side rails, or braces.
- 14.3 When ascending or descending a ladder the user shall face the ladder and use both hands, maintaining 3-point contact at all times.
- 14.4 Straight ladders will not be used unless equipped with approved safety shoes/ cleats. The distance from the foot of the ladder to the support it rests against should equal one fourth the length of the ladder.
- 14.5 Employees will not work or stand on either of the two top rungs of the ladder.
- 14.6 Ladders in use will be secured to prevent slipping or being displaced. Whenever possible, the ladder should be tied or blocked.
- 14.7 Boxes, crates, or chairs will not be used to stand on while working.
- 14.8 All ladders that are not in use must be stored in approved areas or in an orderly manner away from foot traffic.

Scaffolds





The use of scaffolding must comply with Division and Regulatory requirements




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- 14.9 Scaffolding shall be erected, moved, altered or dismantled only under the supervision and direction of a competent person qualified in these activities. Only experienced and trained employees selected for such work by the competent person shall perform such activities.
 - 14.10 Scaffolds shall be equipped with top rails, mid rails and toe-board and shall be fully planked.
 - 14.11 All planking shall be scaffold grade material and must not be cracked, painted, or chipped in any way.
 - 14.12 Scaffold and scaffold components shall be inspected by a competent person for visible defects before each work shift and after any occurrence which could affect the scaffold's structural integrity.
 - 14.13 All scaffolding shall be erected on base plates, and mud-sills or adequate firm foundation and shall be rigid and capable of carrying the maximum intended load without settling or shifting.

SECTION FIFTEEN

Hand and Power Tools

- 15.1 All hand and power tools will be maintained in good condition with guards in place
- 15.2 Employees must use the correct tool for the job. If modifications are needed to make use of tools ergonomically correct employees should notify the supervisor.

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- 15.3 The employee will satisfy himself/herself that all tools that are used on the job are in safe condition and that any unsafe or defective tools are tagged for repairs or replaced.
 - 15.4 Tools will not be thrown from place to place or person to person under any circumstances.
 - 15.5 Tools with sharp edges will be stored so that they will not cause injury or damage.
 - 15.6 When impact tools such as chisels, punches, or drills become mushroomed or cracked they will be dressed, repaired or replaced.
 - 15.7 When faces of hammers, sledges, or similar tools become chipped or rounded they will be repaired or replaced.
 - 15.8 Wood handles that are loose, cracked, or splintered will be replaced. Taping or winding with wire will not be permitted.
 - 15.9 All files, rasps, and other hand tools that have a sharp tang will not be used without approved handles.
 - 15.10 Tools will not be stored or left lying where they present a hazard to other employees.
 - 15.11 Before making adjustments or changing air tools (unless equipped with quick-change connectors) the air will be shut off at the air supply valve ahead of the hose. The hose will be bled at the tool before breaking its connection.
 - 15.12 Practical jokes with compressed air are strictly forbidden. Compressed air entering or blown against the body may result in serious injury or death.

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- 15.13 Compressed air will not be used for cleaning purposes except where reduced to less than 30 psi and then only with sufficient protective equipment such as eye protection.
 - 15.14 Compressed air will not be used to clean wearing apparel or directed toward any part of the employee's body.
 - 15.15 The use of hoses for hoisting or lowering of air tools will not be permitted.
 - 15.16 Portable electric tools (except battery-powered drills, saws, etc.) will be effectively grounded at all times while connected to a power source. The insulation on hand tools will not be depended on to protect users from shock.
 - 15.17 All tools will be used with the correct shield guard or attachment, and properly adjusted as recommended by the manufacturer or as required by OSHA.
 - 15.18 Push sticks or other protective devices will be used when pushing stock into or through power tools such as bench saws, band saws, planers, etc. Employees will keep their hands from within the proximity of power driven cutting devices wherever possible.
 - 15.19 Employees will not operate or work near unguarded, revolving shafts, augers, etc., while wearing loose clothing and/or jewelry.
 - 15.20 Powder Actuated Tools (Tools which use a powder charge for fastening). Only employees who have been trained in its use will be allowed to operate a powder

actuated tool, such as a Hilti gun. See Divisional Safety Representative for details.


SECTION SIXTEEN

Electrical

- 16.1 When performing maintenance* or repair on electrically powered work equipment or machinery, the power service to such equipment or machinery will be locked out, tagged out, or disconnected. The employee(s) performing such work are responsible to see that the power is locked out or otherwise disconnected.

** Maintenance would include, but is not limited to, replacing bits, blades, tools, and dies.*

- 16.2 Only qualified and authorized employees shall work on energized electrical systems and parts and only in compliance with that Division's electrical safety program.
- 16.3 Extension cords. Portable cord and plug connected equipment and flexible cord sets (extension cords) shall be visually inspected before use on any shift for external defects (such as loose parts, deformed and missing pins, or damage to outer jacket or insulation) and for evidence of possible internal damage (such as pinched or crushed outer jacket). Cord and plug connected equipment and flexible cord sets (extension cords) which remain connected once they are put in place and are not exposed to damage need



not be visually inspected until they are relocated. Flexible cords are generally for temporary use and may not be used in place of permanent wiring.

All 120-volt, single-phase, 15 and 20 ampere receptacle outlets on construction sites, which are not a part of the permanent wiring of the building or structure and which are in use by employees, or cords used outdoors or in damp or wet locations shall have approved ground-fault circuit interrupters for personnel protection...

- 16.4 A three (3) feet, area must be kept clear in front of all Electrical panels.










SECTION SEVENTEEN

Office Safety



- 17.1 All employees will be familiar with the location of fire extinguishing equipment on their floor or work area.
- 17.2 All employees will be familiar with the location of fire alarm pull stations on their floor or work area.
- 17.3 Employees will not place material or equipment where it will obstruct exits, fire extinguishers, light switches, and fuse boxes. Areas in front of fire extinguishers must be kept clear.
- 17.4 Care will be used in walking on waxed floors, more particularly if floors or shoes are wet.

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- 17.5 Running in building and parking areas is prohibited.
 - 17.6 When ascending or descending stairways, always use handrails where provided.
 - 17.7 Defective floor covering, stair treads, or rough spots should be reported at once for repairs.
 - 17.8 Chairs, wastebaskets, electrical cords, and other articles will not be placed or left in aiseways where they constitute a tripping hazard.
 - 17.9 Fans will be kept out of aisles and placed where they will not be a hazard.
 - 17.10 All defective electrical fixtures such as plugs cords, etc., must be reported immediately and will not be used until repaired.
 - 17.11 Good housekeeping will be practiced. Spills and other slipping hazards will immediately be wiped up or reported.
 - 17.12 Filing drawers, desk drawers, cabinet drawers, doors to storage areas and closets will be kept closed except when actually attended.
 - 17.13 Fire doors and security doors will not be propped open or rendered inoperable.
 - 17.14 Care should be used in pulling out top drawers of filing cabinets to avoid tipping of the file case. At no time will two file drawers in the same case be pulled out at one time.
 - 17.15 Boxes, chairs, or other makeshift devices will not be used for climbing or to reach elevated places.
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- 17.16 Furniture and equipment will be kept in good repair. Casters in chairs and other portable equipment should be fastened so they will not fall out. Any defects should be reported immediately.
- 17.17 Care should be used in being seated on a chair with casters. (It might roll out from under you.) Chairs with casters will not be used as a means of locomotion over office floors or as a truck to move equipment or material. When sitting in a straight chair, all four legs of the chair must be on the floor.
- 17.18 Adjustments to machinery will not be made with the machine running. Guards and protective devices will not be removed or rendered inoperable.
- 17.19 Cleaners and solvents used by office personnel should be of the approved type and will be used with care and with adequate ventilation. Such products will be properly stored in the proper-labeled container when not in use.
- 17.20 Paper cutters will be used with caution. The cutter blades will be fully closed when not in use, unless designed to lock in the open position.
- 17.21 Portable heating devices are prohibited in all areas of the organizations with the exception to company approved devices. These devices are approved by facility management. Please contact them for more information about heating devices for your work area.
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- 17.22 All other appliances must be approved by Facility Management.

SECTION EIGHTEEN

Ergonomics



- 18.1 “Ergonomics” generally refers to the analysis of the job environment and tasks and the employee’s anatomical, physiological, and psychological characteristics.
- 18.2 The company will take reasonable actions to reduce risks associated with Musculoskeletal Disorders (MSD). An MSD is any physical disorder that results from or is aggravated by the cumulative effect of stress to tendons, lubrication of tendon sheaths and related bone, muscles, nerves of the hands, wrists, elbows, shoulders, neck and back.
- 18.3 If an employee feels he/she may be suffering from an MSD or has concerns about the ergonomic aspects of his/her work or work environment, he/she should report this to the supervisor or the division safety representative.
- 18.4 Upon receiving notification of a potential ergonomics issue, the supervisor and the division safety representative will review the matter. In addition, the division safety representative will include a qualified ergonomic professional in this review if needed.
- 18.5 The employee will receive feedback on the status of the issue from the supervisor or the division safety representative.

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- 18.6 Proper lifting techniques shall always be utilized and employees are encouraged to report situations where unsafe lifting technique is required.

SECTION NINETEEN

Confined Space Entry

Confined Space Entry must comply with Division and Regulatory requirements

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- 19.1 Confined space refers to a space which by design has limited openings for entry and exit, unfavorable natural ventilation which could contain or produce dangerous air contaminants, and which is not intended for continuous employee occupancy. Confined spaces include, but are not limited to storage tanks, pits, vats, degreasers, boilers, ventilation and exhaust ducts, sewers, tunnels, underground company vaults, and pipelines.
- 19.2 Employees should not enter a confined space unless properly trained and authorized by their divisional safety representative.

SECTION TWENTY

Excavation and Trenching

Excavation and Trenching must comply with Division and Regulatory requirements

- 20.1 Citizens' will comply with all applicable IOSHA "Excavation" rules. See division trenching and excavation procedures for

more information. All trenches must be approved by a “competent person” before entering.

SECTION TWENTY - ONE

Energy Gas Operations Requirements

21.1 Hard hats and vests approved and furnished by the company, will be worn by all employees as follows:

Hard hat and Vest

- All maintenance employees - when on a job site, outside the vehicle
 - Exceptions
 - Welders during welding operations
 - Non Flame-retardant vests must not be worn when in a gaseous atmosphere
 - When on break outside of a defined hazard zone (see below).
 - Employees must have PPE within reach during these exceptions
- All employees - Code Red
- All employees - Working fire or fire investigation
- All employees - Disaster site such as tornado, flood, etc.
- All employees - When working in a defined hazard zone (see below).
- All employees - When working in a posted construction area

21.2 Traffic Vest

- Class II vest, jacket or outerwear
- Working in the right of way, including obtaining

- tools or materials on the street-side of a vehicle
- Working in a parking lot
- Exposed to vehicular traffic

21.3 Traffic Control - Traffic control devices, signs, and channelizing devices (cones, barrels, barricades, etc.) alert and warn motorists of hazards created by construction or maintenance activities in or near the roadway. Due to the variety of conditions encountered with each unique work area, The Manual on Uniform Traffic Control Devices (MUTCD) should be followed when setting up and maintaining traffic control zones.

21.4 Hard Hat - Pipe Yard and other areas designated as “Hard Hat Required”.

21.5 Hazard Zone:

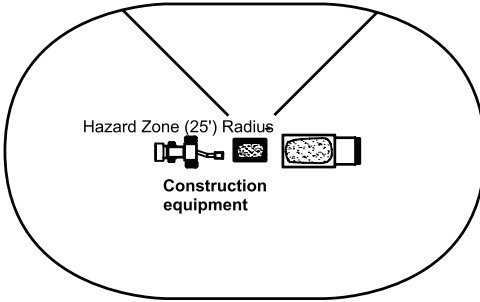
A Hazard Zone is defined as follows:

The larger distance of the following:

- A radius of 25 feet of any piece of equipment (Backhoe, work truck, dump truck) associated with the work being performed. (See Example 1)
- The farthest reach of any one piece of equipment on the jobsite (Cranes etc.). (See Example 2)

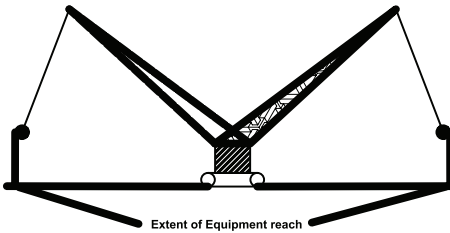
Example 1

A radius of 25 feet of any piece of equipment (Backhoe, work truck, dump truck) associated with the work being performed



Example 2

The farthest reach of any one piece of equipment on the jobsite (Cranes etc)



Hazard Zone Examples

21.6 Hard hats also required:

- a) When working in the field at the Underground Storage facilities.
- b) When entering the LNG facilities. (Hats available at the office.)
- c) When working in any area not specified above, as directed by proper authority.




Bandannas: Headwear of this type shall not interfere with hard hat fit; loose ends beyond knot shall be secured inside outer shirt or jacket.

Exceptions:

- During lunch or break periods, provided the employee does not remain in a hazardous area.
- When inside office areas, an enclosed cab of a vehicle, construction equipment, or other similar equipment.
- When in the judgment of supervision, a specific work area makes the use of a hard hat impractical.

21.7 Eye Protection: Eye protection approved by the Company will be worn by all employees when performing the following tasks:

- a) The breaking or chipping of stone, concrete, brick, asphalt, paint, pipe coatings, metal, frozen ground, or other similar material.
- b) The operation of a cad welder.
- c) Power grinding, buffing, wire brushing, sanding, or powder actuated tool use.



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- d) The removal of fittings or the use of tapping machines, or any other procedure where the possibility of escaping high pressure gas or compressed air is present.
 - e) A job site requiring fire extinguisher(s) to be manned on a standby basis.
 - f) During the handling or working around caustic chemicals and corrosion inhibitors.
 - g) Any other operation when in the judgment of supervision, the possibility of eye injury exists.
 - h) When entering any area where it has been designated that eye protection is required, i.e., industrial plants, construction projects, see divisional requirements for more information.

21.8 **Welding Hoods: Contact Departmental Safety Representative for safety requirements.**

21.9 **Respirators: Contact Departmental Safety Representative for safety requirements.**

21.10 **Jewelry Restrictions: Employees shall not wear watches, rings, or any other jewelry when performing any task that could result in an injury by these jewelry items getting caught on or smashed in the work area. Jewelry prohibited tasks would include the following:**


- Any Citizens' employee working on equipment or machinery where jewelry could come into contact with moving




parts. This would include, but would not be limited to, anyone working on boring or drilling equipment, rotary equipment such as lathes, compressors or pumps, or other pieces of equipment that move such as powered gates, hoists, etc.

- Anyone working in a location where their hands are near or could come into contact with energized electrical parts or equipment.
- Other tasks where jewelry could create an additional hazard for the employee.

Employees should check with their supervisor for specific job functions that may create a hazard if wearing jewelry. Jewelry shall not impede the proper use of PPE.



Certain Gas Division employees will be required to wear cotton outer wear uniforms as provided and all cotton or natural fiber under garments.



21.11 Hair: If shoulder length or longer, it shall be braided, tied, or tucked inside collar or under hardhat when working around moving or rotating equipment and must not interfere with the effectiveness of the hardhat.

21.12 Many tasks require the use of personal protective equipment and employees must be trained in the selection, use, maintenance, donning and doffing of PPE. See your divisional safety representative for more information.

SECTION TWENTY - TWO

Energy Thermal Operations Requirements




Note: Jewelry or any type of personal accessory shall not impede the proper use of PPE.




Bandannas: Headwear of this type shall not interfere with hard hat fit; loose ends beyond knot shall be secured inside outer shirt or jacket.

22.1 Head Protection: Hard hats approved and furnished by the Citizens Energy Group, will be worn by Citizens' employees in designated areas or as required by divisional standards or task hazard assessments. PPE Exceptions: hard hats must be worn at all times at Perry K except where noted below:

- a) Parking Lots
- b) Locker Room
- c) Restrooms
- d) Lunchrooms
- e) Offices
- f) Control Rooms
- g) Walking through the turbine room to the passenger elevator
- h) Walking to and from the locker room at the start or end of the shift

Hard hats are required at Chilled Water any time there is a risk of head injury from overhead hazards and includes any time any employee works from scissors lifts, man lifts or boom lifts or other times where overhead hazards exist.

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- 22.2 Safety glasses: Safety glasses with side shields or full cover goggles are required at Perry K and at all Chilled Water Plants. Tinted lenses (sunglasses) may be worn at the discretion of the area supervisor for specific job tasks. However, sunglasses shall not be worn for normal maintenance or operating functions. Contact lenses shall not be worn in the Perry K plant.
- 22.3 Hearing Protection: Approved hearing protection will be worn by Citizens' employees in designated areas or as required by divisional standards. At Perry K, at all times except as noted above for exceptions to hard hat requirements.
- 22.4 Welding Hoods: Welding hoods, or welding goggles, will be furnished by the Citizens' and will be used as required by divisional standards.
- 22.5 Sand Blasting Hoods: Sand blasting hoods will be furnished by the Citizens' and will be worn by employees engaged in sandblasting.
- 22.6 Respiratory Protection: Proper breathing apparatus will be furnished by the Citizen' sand will be used by employees as required by Citizen' sand State and Federal Regulations.
- 22.7 Appropriate Footwear for Employees: Perry K (Steam) employees are required to wear 6" safety toed boots when working in the Plant or on the Distribution system. Chilled Water employees are required to wear safety toe shoes.

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- 22.8 Safety vests: Safety vests or outerwear are required when employees are exposed to moving vehicular traffic while on a Citizens' worksite, or when employees are engaged in traffic control at a Citizens' worksite.
 - 22.9 FR Clothing: Employees engaged in work where there is a potential for a fire hazard will be required to wear flameproof coveralls and hoods and other PPE as furnished and required by Citizens.
 - 22.10 Gloves: Protective gloves, furnished by the Citizens Energy Group, will be worn when engaged in specified work operations.
 - 22.11 Welding: Leather welding sleeves, furnished by Citizens, will be worn when engaged in welding.
 - 22.12 Other requirements for working at Perry K plant include a company furnished uniform with long sleeve shirt, safety glasses with permanent attached side shields, and employees will carry with them a battery powered light.
 - 22.13 Other PPE may be required for specific tasks.

SECTION TWENTY - THREE

Water and Wastewater Operations Requirements

Note: Jewelry or any type of personal accessory shall not impede the proper use of PPE.

Bandannas: Headwear of this type shall

not interfere with hard hat fit; loose ends beyond knot shall be secured inside outer shirt or jacket.

23.1 Hard Hats: Approved hard hats are provided to employees and are to be worn when working or visiting areas where there is a reasonable probability of injury that can be prevented by such equipment. Employees are responsible for visually inspecting their hard hat for any signs of dents or cracks that could reduce the degree of safety originally provided. Any deficiency noted should be reported and the hard hat replaced. Hard hats are required to be assembled and worn per the manufacturer's instruction. Some of the many areas that require employees to wear a hard hat include, but are not limited to:

- a) All construction and maintenance sites
- b) All basins, filters, pits, trenches, and vaults
- c) Pipe Yard and other areas designated as "Hard Hat Required"
- d) Any "hazard zone" as defined above in Section 21.3
- e) Near material handling equipment
- f) Where there is danger of falling or flying objects or the danger of striking one's head.

23.2 Safety Glasses, Goggles and Face Shields: Citizens provides employees with eye and face protection when there is a reasonable

likelihood of injury that can be prevented by such equipment. Appropriate eye or face protection shall be worn when exposed to hazards from molten metal, liquid chemicals, gases or vapors, or flying particles. Prescription safety glasses must have side shields. Some of the many jobs requiring eye and/or face protection include, but are not limited to:

- Breaking pavement, rock, etc.
- Buffing or caulking
- Chemical handling
- Chipping, drilling, grinding, lathe work, machine threading
- Construction and maintenance operations
- Pipe cleaning or scraping
- Pouring or handling cement
- Sand blasting or spray painting
- Using jack hammer, power saws, and drills
- Vacuuming valve boxes and curb boxes
- Wastewater operations and investigations of wastewater overflow and back-ups
- Welding, wire brushing
- Working under vehicles

23.3 Safety Shoes: Employees exposed to foot injuries from falling or rolling objects are required to wear safety shoes that meet ASTM Standards for foot protection.

23.4 Respiratory Protection: Proper breathing apparatus will be furnished by Citizens' and will be used by employees as required by Citizens' and State and Federal Regulations.

23.5 Traffic Vest: Traffic safety vests that meet ANSI standards must be used as follows:

- Working in the right of way, including obtaining tools or materials on the street-side of a vehicle
- Working in a parking lot
- Exposed to vehicular traffic

23.6 Traffic Control: Traffic control devices, signs, and channelizing devices (cones, barrels, barricades, etc.) alert and warn motorists of hazards created by construction or maintenance activities in or near the roadway. Due to the variety of conditions encountered with each unique work area, The Manual on Uniform Traffic Control Devices (MUTCD) should be followed when setting up and maintaining traffic control zones.

23.7 Wastewater Exposure: Employees should avoid direct contact with sanitary wastewater to prevent exposure to waterborne pathogens and biohazards associated with wastewater. Rubber gloves and protective clothing should be worn. Employees should wash their hands frequently with anti-bacterial soap.

SECTION TWENTY-FOUR

Shared Field Services Requirements

Note: Jewelry or any type of personal accessory shall not impede the proper use of PPE.

Bandannas: Headwear of this type shall not interfere with hard hat fit; loose ends beyond knot shall be secured inside outer shirt or jacket.

24.1 Respiratory Protection: Proper breathing apparatus will be furnished by Citizens' and will be used by employees as required by Citizens' and State and Federal Regulations.

24.2 Safety glasses: Employees with prescription glasses shall be worn with side shields or full cover goggles. Tinted lenses (sunglasses) may be worn at the discretion of the area supervisor for specific job tasks.

24.3 Hair: If shoulder length or longer, it shall be braided, tied, or tucked inside collar or under hardhat when working around moving or rotating equipment.

24.4 Traffic Vest: Safety vests are required when employees are exposed to moving vehicular traffic while on a Citizens' worksite or when employees are engaged in traffic control at a Citizens' worksite. Vest shall be worn when working in the right of way, including obtaining tools or materials on the street-side of a vehicle or working in a parking lot.

Hard hat and Vest

- All employees - Code Red
- All employees - Working fire or fire investigation
- All employees - Disaster site such as tornado, flood, explosions, other.
- All employees - When working in a defined hazard zone (See Below).

- All employees - When working in a posted construction area

24.5 Head Protection: Hard hats approved and furnished by Citizens Energy Group, will be worn by Citizens' employees in designated areas or as required by divisional standards.

Headwear (i.e., bandannas) shall not interfere with hard hat fit; loose ends beyond knot shall be secured inside outer shirt or jacket.

24.6 Hearing Protection: Citizens' approved hearing protection will be worn by Citizens' employees in designated areas or as required by divisional standards.

24.7 Protective Clothing - General:

- a) In addition to the personal protective equipment, employees will provide and wear sufficient clothing and apparel to protect themselves from the elements and weather conditions such as extreme cold, exposure to the sun, etc.
- b) Appropriate footwear for Employees: All employees will wear appropriate footwear that will provide an adequate and secure footing. When required, full toe protectors will be furnished by the company and will be worn by employees.

Many tasks require the use of personal protective equipment and employees must be trained in the selection, use, maintenance, donning and doffing of PPE. See your divisional safety representative for more information.

SECTION TWENTY-FIVE

Emergency Action Plan

- 25.1 During an emergency incident (i.e. fire, severe weather, bomb threat, active shooter, etc.), the facility's and/or department's Emergency Action Plan (EAP) will be implemented and followed.

Occupational Treatment Centers

U.S. Health Works Medical Group

**1101 Southeastern Avenue
Indianapolis, IN 46202
8:00am - 5:00pm, Monday - Friday
(317) 955-2020**

**5603 West Raymond St.
Indianapolis, IN 46241
OPEN 24hrs. 7 days a week
(317) 241-8266**

Important Emergency Numbers:

Marion County (317 area code)

Other Emergency numbers

Ambulance:911
Distribution Dispatcher: 927-6000
CEIS (Athletic Trainer):..... 790-7795
Energy - Gas Safety: 927-6006
Energy - Thermal Safety: 927-4693
Corporate Office Safety: 927-6006
SFS Safety: 927-4593

Water Safety: 263-6342
Prospect Guard: 264-8707
Thermal Safety Office: 927-4693
Thermal (Steam) Control Room: 261-8804
Thermal (Chilled Water) Control Room: .. 236-6700

Hamilton County

Westfield After-Hours Treatment:
(317) 773-0760 (Riverview Hospital)

Greene County

Emergency Ambulance
Service: (812) 384-4457 Bloomfield, IN
Greene Co., General Hospital
(Emergency Room): (812) 847-2281 Linton, IN
Bloomington Hospital & Healthcare System:
Center for Occupational Health
 Promptcare West: (812) 353-3443
 Promptcare East: (812) 353-6888
Lyons Medical Center: ... (812) 659-3395 Lyons, IN
Sheriff Dept.: (812) 384-4411 Bloomfield, IN
Gas Operations
Safety Office: (317) 927-4693 Indianapolis, IN
Cell Phone for
Emergencies: (812) 887-5029 Greene Co. IN
Worthington Family Medicine: (812) 875-2000

