



February 15<sup>th</sup>, 2023

## **Texas Petroleum Group Commitment & Policy on HSSE and Work Safe Campaign**

Texas Petroleum Group (TPG) fully endorses and adopts all elements of the TPG Work Safe Campaign, Shell plc Commitment and Policy on Health, Security, Safety, the Environment and Social Performance (HSSE & SP), the Group HSSE Golden Rules of complying with the law, standards, and procedures, intervene on unsafe or non-compliant actions, and respect for our neighbors, and the International Association of Oil & Gas Producers (IOGP) Life-Saving Rules as mandatory for the Texas Petroleum Group community.

### **Commitment**

In Texas Petroleum Group we are all committed to:

- Pursue the goal of no harm to people;
- Protect the environment;
- Use material and energy efficiently to provide our products and services;
- Respect our neighbors and contribute to the societies in which we operate;
- Develop energy resources, products and services consistent with these aims;
- Publicly report on our performance;
- Play a leading role in promoting best practice in our industries;
- Manage HSSE & SP matters as any other critical business activity; and
- Promote a culture in which all employees share this commitment.

In this way we aim to have an HSSE & SP performance we can be proud of, to earn the confidence of customers, shareholders and society, to be a good neighbor and to contribute to sustainable development.

### **Policy**

Texas Petroleum Group:

- Has a systematic approach to HSSE & SP management designed to ensure compliance with the law and to achieve continuous performance improvement;
- Sets targets for improvement and measures, appraises and reports performance;
- Requires contractors to manage HSSE & SP in line with this policy;
- Engages effectively with neighbors and impacted communities; and
- Includes HSSE & SP performance in the appraisal of staff and rewards accordingly.

### **Work Safe Campaign**

Safety is a TPG business priority and is a fundamental guideline to follow when completing a job on Texas Petroleum Group properties, through regular engagements, safety stand-downs, tail gate meetings, and safety observation visits. Work Safe means relentlessly pursuing no harm to people and no significant environmental incidents. The goal is to achieve Work Safe sustainably so that everybody goes home safely, and the environment is clean for the neighborhood and our next



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generations. All TPG Staff and its' contractors have leadership support to STOP WORK by intervening in any unsafe act and condition without hesitation. TPG has established requirements for contractors proven knowledge and competence for risk identification and mitigation, as well as requirements for personal protective equipment (PPE) and safety equipment. All contractors are responsible for giving the appropriate tools to perform their activities safely referring to Occupational Safety and Health Administration OSHA, The Environmental Protection Agency (EPA), local regulations, and high-risk standard operating procedures. PPE and Safety Equipment Standards are required for every job performed on TPG property (*appendix 1*). A completed TPG Permit to Work is required for every job performed and to be submitted with all invoices (*appendix 2*). TPG Leadership and Supervisors retain the right to update and revise these requirements through physically reviewing site operations for continuous improvement.

**Brooke Nelson**  
HSSE Manager

**John Salerno**  
Construction Manager

**Mike Zubel**  
Director of Maintenance

**Joris Van Brussel**  
Chief Executive Officer



## Texas Petroleum Group Safety Standards

These are Texas Petroleum Group's (TPG) minimum Safety Processes, Personal Protective Equipment (PPE) and Safety Equipment required for every job performed on TPG property.

Additional safety equipment must be used when necessary to mitigate risks not addressed by the equipment listed below.

Follow all **Life Saving Rules**.

Perform **Last Minute Risk Assessment** before starting every job and whenever conditions change.

**Stop Unsafe Work.** Everyone has the Authority and Responsibility to stop any activity or action that may result in injury, death or damage until the issue is resolved.

### **Required Personal Protection Equipment (PPE) to be worn at all times:**

- High visibility outerwear (shirt, jacket, safety vest) all or part safety yellow, orange, or green. Must be reflective from dusk until dawn.
- Safety toe footwear
- Long pants
- Shirt with sleeves

### **Required Personal Protection Equipment (PPE) available at all times and used when task warrants:**

- Eye protection (Z87)
- Hearing protection
- Gloves appropriate for tasks performed (nitrile, cut resistant A3 or better, material handling abrasion resistant)
- Hard hat

### **Required Safety Equipment available at all times and used when task warrants:**

- Eyewash (32 oz minimum)
- First Aid Kit
- Caution Tape
- Safety Cones (minimum 6 cones at least 28" tall)
- A-B-C Fire Extinguisher with current certification (5 pound minimum)





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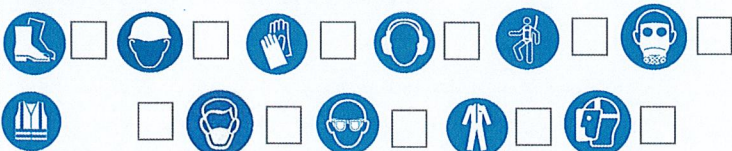
## Appendix 2

### General Information

Date: \_\_\_\_\_ Job / Work Order No.: \_\_\_\_\_  
Personnel undertaking work: \_\_\_\_\_

Company: \_\_\_\_\_

#### Check PPE worn for this work / Job



### Check the applicable IOGP Life Saving Rules for this activity



Task to be performed: \_\_\_\_\_

Hazards: \_\_\_\_\_

Hazard(s) Mitigation (JSA # or Title or Description of Mitigation Actions): \_\_\_\_\_

### The activities below apply to the work ( Check those activities that apply )

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Hot Work in Hazardous areas | <input type="checkbox"/> Work on Flammable Gas Systems | <input type="checkbox"/> Explosive Blasting    |
| <input type="checkbox"/> Confined Space Entry        | <input type="checkbox"/> Live Electrical Work          | <input type="checkbox"/> Other (Specify) _____ |
| <input type="checkbox"/> Excavations > / = 4 Feet    | <input type="checkbox"/> Asbestos Work                 | _____  |
| <input type="checkbox"/> Inerting or Gas Freeing     | <input type="checkbox"/> Barricading                   | _____  |

### Equipment Isolation Responsibility (LOTO)

Equipment to be Isolated:	Isolation Established by:			Isolation Withdrawn by:			
	Electrical / Mechanical / Fluid	Date	Time	Printed Name, Signature & Company	Date	Time	Printed Name, Signature & Company

Closest Hospital / ER/ Urgent Care: \_\_\_\_\_

Special Tools / equipment to be used (e.g. hand tools, mechanical tools, plant etc): \_\_\_\_\_

Fire extinguisher(s) located \_\_\_\_\_

### ACKNOWLEDGEMENT OF WORK – CONTRACTOR / TPG EMPLOYEE

The contractor or TPG employee acknowledges that the job will be performed in line with the precautions listed above, that all proposed work has been discussed with the Site Representative and the **Last Minute Risk Assessment** will be performed before this task is started and when there is a change.

**Contractor Site supervisor / TPG Employee certify that the work crew have valid Safety Training and can perform work safely at a TPG location**

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ TIME: \_\_\_\_\_ DATE: \_\_\_\_\_

**ACKNOWLEDGEMENT OF WORK CREW** - The work crew acknowledges that they understand and will comply with the precautions listed above (not required for medium and high risk activities)  
SIGNATURES \_\_\_\_\_

### ACKNOWLEDGEMENT OF WORK - SITE REPRESENTATIVE

The Site Representative witnesses the Contractor's / TPG Employee's signature and agrees to inform the Contractor / TPG Employee of any change in site conditions.

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ TIME: \_\_\_\_\_ DATE: \_\_\_\_\_

**The above must be completed prior to work start and below information completed after work is completed**

### WORK CLEARANCE CLOSE OUT - CONTRACTOR

The contractor / TPG Employee acknowledges that the job has been completed / suspended and the site has been left in a safe and satisfactory condition.

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ TIME: \_\_\_\_\_ DATE: \_\_\_\_\_

### WORK CLEARANCE CLOSE OUT - SITE REPRESENTATIVE

The Site Representative acknowledges that the job has been completed / suspended

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ TIME: \_\_\_\_\_ DATE: \_\_\_\_\_