



ATV/UTV/LSV Procedure

1. PURPOSE

This Procedure provides the minimum requirements to utilize All-Terrain Vehicles (ATVs), Utility-Task Vehicles (UTVs), and Low-Speed Vehicles (LSVs) in the workplace.

2. SCOPE

This Procedure is applicable to employees of Expand Energy (EXE), its affiliates or subsidiaries performing work on Expand properties or on the company's behalf.

3. DEFINITIONS

All-Terrain Vehicle (ATV) – a motorized, off-highway vehicle designed to travel on four low-pressure or non-pneumatic tires, having a seat designed to be straddled by the operator, and handlebars for steering control.

Low-Speed Vehicle (LSV) – a motorized vehicle, including a golf cart, which is designed and manufactured to transport personnel on even terrain at a low rate of speed, not to exceed 25 miles per hour (mph).

Utility-Task Vehicle (UTV) – a motorized, 1-6 person vehicle designed to travel off-road, typically with seating allowing multiple users to sit next to each other and a steering wheel for steering control. Also known as a side-by-side.

4. ROLES & RESPONSIBILITIES

Supervisors

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- Do not allow employees to operate ATV/UTV/LSVs unless trained to do so
 - Coordinate employee training and review of owner/operator manual
 - Ensure the proper vehicle is used for the application
 - Ensure no modifications are made to vehicle safety features
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Employees

- Operate ATVs/UTV/LSVs only if properly trained
 - Acquire and wear manufacturer recommended Personal Protective Equipment (PPE) whenever operating, loading, or unloading ATV/UTV/LSVs; maintain PPE in a usable condition
 - Conduct a visual pre-use inspection prior to using ATV/UTV/LSVs and notify a supervisor if defects are found
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- Provide training and evaluation for employees that will operate ATV/UTV/LSVs
 - Inform employees and contractors of areas where use of ATV/UTV/LSVs is prohibited
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5. REQUIREMENTS

5.1 SAFETY EQUIPMENT AND PPE

The following PPE is required to be used by operators and passengers of ATV/UTV/LSVs:

- Eye, face and head protection (i.e., DOT approved helmet), gloves and safety-toe footwear are required for ATV's
- Seatbelts (UTV/LSV)

ATV/UTV/LSVs should be equipped with a fire extinguisher and first aid kit.

5.2 LOADING AND TRANSPORTATION

- ATV/UTV/LSVs must be transported by trailer.
- Ramps, trailer drop gates or tilt deck trailers must be used when loading any ATV/UTV/LSVs.
 - Trailers/ramps should be located so the loading angle is minimized.
- Ramps are required to be secured with tie downs.

5.3 PRE-USE INSPECTION

Prior to using ATV/UTV/LSVs, the Operator is required to visually inspect the equipment to ensure proper operation and maintenance:

- Tires are inflated to the proper pressure.
- Tires are not damaged (e.g., cuts, gouges, undue wear, etc.).
- Lug nuts are tight and none are missing.
- Brakes are working properly (cables and linkages move smoothly; controls are positioned so that they are easy to reach and use).
- Throttle operates smoothly and snaps back to the idle position when released.
- Foot shifter is firmly attached and positioned in a way that shifting is comfortable.
- Ignition switch and kill switch work properly where provided.
- All lights are working properly.
- No leaks are apparent in the oil or fuel system.

Any issues noted during the inspection are to be reported to the supervisor. The vehicle will be removed from service until any condition which affects safety or could cause damage is repaired.

5.4 SAFE OPERATION OF EQUIPMENT

- Dangerous driving and horseplay is prohibited.
- Seatbelts are required to be worn for UTVs/LSVs, and they must **not** be operated with more passengers than seating provided with seatbelts.
- ATV/UTV/LSVs should always be operated at speeds less than 25mph; posted speed-limits inside of EXE facilities/sites will be observed.
- Legal requirements regarding use of ATV/UTV/LSVs on public roadways are required to be followed. When ATV/UTV/LSVs are to be operated on public roadways they must be “street legal” and comply with applicable state and local requirements.
- ATV/UTV/LSVs are **not** to be overloaded (i.e., overloading the vehicle’s recommended cargo carrying or load capacity).
- Cargo should be secured and positioned to prevent the load from shifting; never load tailgates and avoid top-heavy loading.
- ATV/UTV/LSVs should be parked in a safe location with parking brake set.

6. TRAINING

Employee(s) whose job requires the operation of ATV/UTV/LSVs are required to receive training on EXE requirements and safe operations.

Re-training will be provided if needed (i.e., change in procedure, equipment, or driver’s performance).

7. REFERENCES

- Expand Personal Protective Equipment Standard
- OSHA ATV Safety and Health Information Bulletin (SHIB 08-03-2006)
- OSHA eTool: Oil and Gas Well Drilling and Servicing Transportation - All-Terrain Vehicles (ATVs) and Utility Task Vehicles (UTVs)

8. DOCUMENT CONTROL TABLE

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