



Job Safety Analysis Standard

1. PURPOSE

The purpose of this standard is to provide minimum requirements for assessing work activities, identifying job steps and associated hazards, and establishing adequate control measures, as well communicating those hazards and control measures to all persons involved in the work.

2. SCOPE

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

Contractors **shall** have their own JSA processes.

3. DEFINITIONS

Hazard – Has the potential to cause harm, loss or damage to people, assets, the environment, or EXE's reputation.

Job Safety Analysis (JSA) - A documented process to identify potential hazards, assess the risks, and specify the controls for a planned activity, as a first step to developing a work instruction, permit or other job aid. The JSA is performed prior to starting a certain job task, allowing the integration of appropriate control measures, and communicated to all affected personnel.

Person in Charge (PIC) – EXE's representative of the work site, e.g., maybe an employee or Well Site Supervisor.

Pre-Job Safety Meeting (PJSM) – A meeting occurring before the job begins that ensures all personnel involved understand the job scope, safety information as defined in the JSA, and any additional requirements, also referred to as a tailgate meeting. Employees arriving after the initial PJSM **shall** report to the PIC to review and sign-off on the JSA and be briefed on the current job status.

Shall – Denotes a minimum requirement to conform to the Standard. To aid the reader, "shall" requirements are identified in bold. Any deviation from a minimum requirement must be approved via the Standard Exception Form.

Should – Denotes a recommendation, or that which is advised, but not required to conform to the Standard.

Standard Operating Procedure (SOP) - A document specifying a step-by-step sequence of actions to be followed in a uniform, repeatable manner to achieve consistent results when performing a specific process. SOP's outline how to do the task to ensure safety, quality, and security.

Supervisor - A person employed by EXE that has been assigned authority and responsibility for financials, production, maintenance, projects, and personnel for a defined area, which may include a Supervisor, Superintendent, Foreman, or Assistant Foreman.

Task – A sequence of separate steps or activities.

Workplace - An establishment, location, job site or project that contains one or more work areas.

4. ROLES & RESPONSIBILITY

Supervisors / PIC

- Must be knowledgeable of this Standard and ensure compliance within their area of responsibility
- Ensure employees are familiar and competent in all applicable SOPs
- Ensure all personnel associated with the work onsite participate in the JSA discussion and document key items on the JSA form
- Ensure all affected EXE personnel and contractors who arrive after the initial pre-job safety meeting are briefed on the current job status and review the JSA

Employees

- Understand and comply with the requirements in this standard
- Knowledgeable of SOPs
- Document relevant items on the JSA form
- Identify potential hazards and risks before performing tasks and ensure control measures are in place
- Employees arriving after the initial PJSM shall report to the person in charge, be briefed on the current job status and review the JSA
- Complete required JSA training

HSER Department

- Support supervisors and employees with the implementation of this Standard
- Facilitate and provide JSA training

5. REQUIREMENTS

5.1 GENERAL REQUIREMENTS

Complete a JSA if the job task meets one or more of the following criteria:

- Non-routine task outside normal duties
- Life Saving Rule (LSR) activities
- Tasks performed infrequently
- Task does not have a documented procedure or SOP
- Task performed different from the documented procedure or SOP
- Task never performed before by individuals involved
- Any task that presents a hazard that requires the use of additional specialized personal protective equipment (PPE)

***Note:** Regarding Life Saving Rules, the intent is not to have a JSA completed for routine tasks such as daily driving.

5.2 JSA PROCESS

A sequence of steps must be followed when conducting and completing the JSA (See Appendix A – JSA Process Flow Chart). These steps include:

- *Assessing* hazards
- *Documenting* the job steps, hazards, controls, etc. on the JSA form
- *Communicating* the JSA to all personnel assigned to or affected by the task
- *Closing* the JSA

5.2.1 ASSESSING HAZARDS

1. Select the job to be analyzed for the JSA.
2. Break the job down into individual tasks (this includes key steps in the tasks).
 - a. Analyze the job scope to ensure no task is missed.
 - b. Give a general description of each task that must be completed.
 - c. Use action verbs to describe tasks: e.g., *remove*, *position*, *tighten*, etc.
3. Identify the hazards associated with each task:
 - a. Study each task separately to identify safety, health and environmental hazards or potential incidents.
 - b. Consider various aspects of the task, e.g., workers, tools, equipment, weather, surrounding environment, etc.
 - c. Record known hazards or those that may occur while performing the task.

4. Develop control measures to mitigate hazards.

If possible, a solution should be developed for each identified hazard. Solutions may affect work procedures, the work environment or both.

5. Assign ownership for each control measure.

Stop Work Authority is granted to and is the responsibility of all personnel. If conditions arise during work activities that present unexpected hazards, the job should be stopped until those hazards are addressed and included appropriately on the JSA form.

5.2.2 DOCUMENTING THE JSA FORM

JSA's may be documented on the JSA form (Appendix B) or by using the electronic form in the management systems database.

When completing the JSA form, the following steps should be completed:

- A. Fill out all general information (date, work location, work description, etc.).
- B. LSRs – Identify any LSRs that apply to the job being planned. Ensure hazards and critical controls associated with each applicable LSR are considered.
- C. Permits/Plans/Checklists - Identify any Permits, Plans or Checklists that will be utilized while performing work, and ensure those forms are filled out prior to beginning the job.
- D. Equipment Required for the Job – Consider what PPE may be needed for the planned work.
- E. Environmental Controls Required for the Job - Consider what environmental control equipment may be needed for the planned work or to mitigate the potential environmental hazards.
- F. Personnel Involved in JSA – List by name all EXE employees who are involved in the JSA. Note any Short Service Employees (SSEs) and/or Mentors.
- G. Work Sequence / Potential Hazards / Preventative Measures / Ownership
 - Document the Work Sequence Steps necessary to complete the planned work.
 - For each step, note any potential safety or environmental hazards.
 - For each potential hazard, note the control measures that will be implemented.
 - Note who will be responsible to ensure the indicated control measure(s) are implemented.

5.2.3 COMMUNICATION

JSA's shall be communicated to all persons involved in the job, affected by the job or on location as applicable. This communication shall be done as part of the pre-job safety meeting which is attended by all EXE personnel at the worksite.

Contractors and third-party vendors are required to provide their own JSA form when performing work.

It is the responsibility of the PIC to ensure that all affected EXE personnel and contractors who arrive after the initial pre-job safety meeting are briefed on the current job status and review the JSA.

5.2.4 CLOSING THE JSA

It is the responsibility of the PIC to verify the task was completed as planned.

Any lessons learned from the task or JSA should be communicated as appropriate to persons involved in the job.

6. TRAINING

All employees who may need to complete a JSA as part of their assigned duties must complete JSA training.

7. AUDIT REQUIREMENTS

Audits **shall** be periodically conducted by HSER in order to confirm compliance with this Standard.

8. STANDARD EXCEPTIONS

Requirements outlined in this Standard **shall** be followed, unless a Standard Exception is filed on behalf of, and with the approval of the Operations Manager. The Company's Standard Exception Form is to be utilized to properly document any exceptions.

9. REFERENCES

- Life Saving Rules Standard (HSER-SAF-EXE-STD-043)

10. DOCUMENT CONTROL TABLE

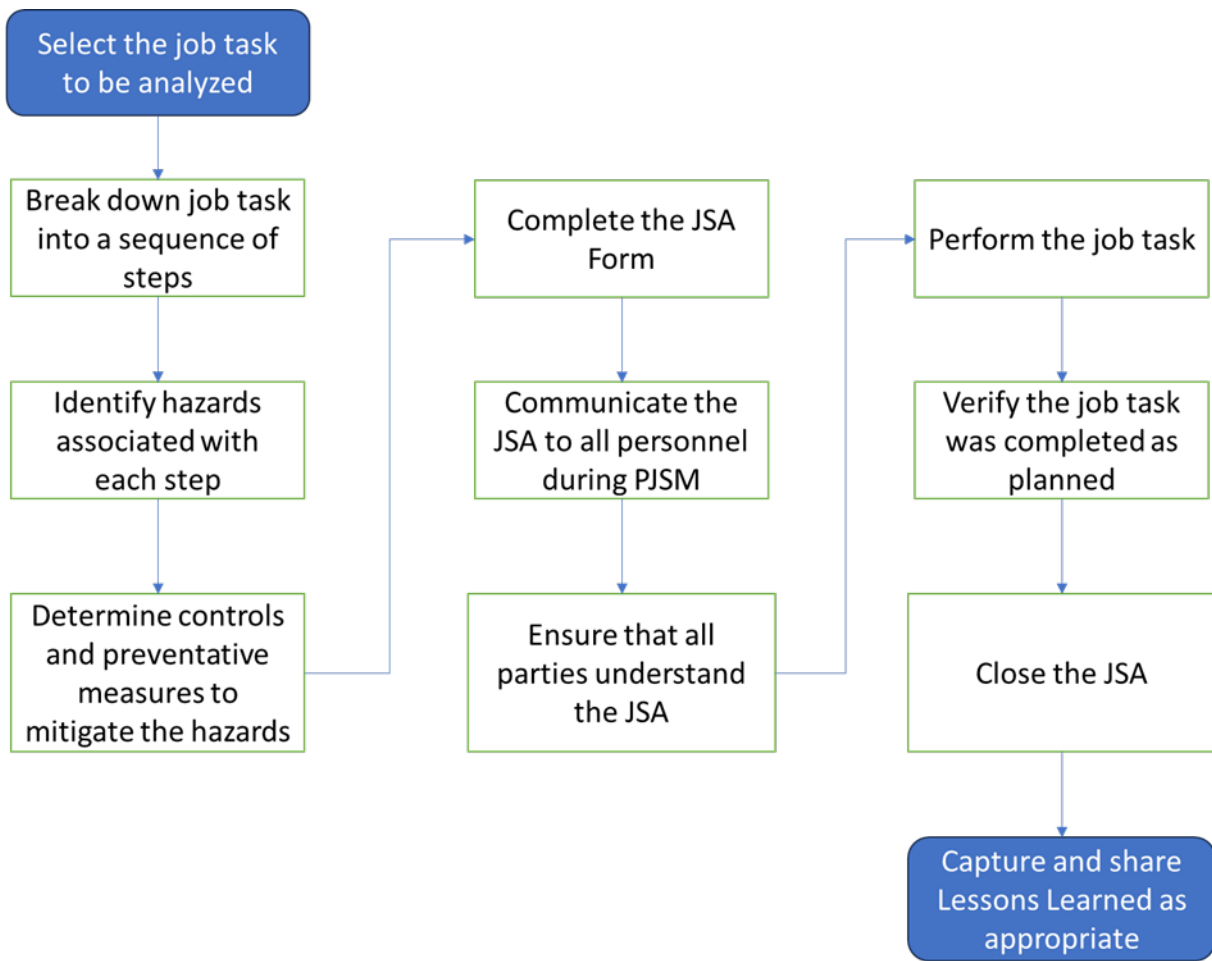
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1.0	04/28/2025	Initial Issue of EXE JSA Standard	Katie Rhoads	OGB

11. APPENDICES

Appendix A – JSA Process Flow

Appendix B – JSA Form (HSER-SAF-EXE-FRM-032)

Appendix A – JSA Process Flow





JOB SAFETY ANALYSIS FORM

Document Number: HSER-SAF-EXE-FRM-032
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Date: _____ Time: _____ am pm Weather: _____
Location: _____
Work Activity (Job): _____
Division / Area: _____

JSA Written By: _____
JSA Reviewed by PIC: _____
911 Address Information: _____
Nearest Hospital: _____

Life Saving Rules (Check all that apply) Refer to the LSR Standard to understand and mitigate these hazards:

- BYPASSING SAFETY CONTROLS
- CONFINED SPACE ENTRY
- DRIVING
- ENERGY ISOLATION
- HOT WORK
- LINE OF FIRE
- MECHANICAL LIFTING
- WORK AUTHORIZATION
- WORKING AT HEIGHT

- Permits/checklist**
- Hot Work
 - Confined Space
 - Lockout Tagout
 - Excavation
 - Electrical
 - SIMOPS
 - Other _____

- Equipment Required for the job**
- Fire Extinguisher
 - Fall Protection
 - Barricade Tape
 - Respiratory Protection
 - Safety Goggles/Glasses
 - Drinking Water
 - Face Protection
 - Gas Monitor
 - Hearing Protection
 - First Aid Kit
 - Hand Protection
 - Insect Repellent/Controls
 - Lifting Equipment
 - Other _____

- Environmental Controls Required for the job**
- Emission Control
 - Erosion Control
 - Secondary Containment
 - Waste Container
 - Catch Pan
 - Spill Response Kit
 - Absorbent Pads
 - Other _____
 - Absorbent Booms
 - Other _____
 - Berm
 - Check Dam

Personnel Involved in JSA (Print Name) Check SSE or Mentor if applicable					
1	SSE <input type="checkbox"/>	2	SSE <input type="checkbox"/>	3	SSE <input type="checkbox"/>
5	SSE <input type="checkbox"/>	6	SSE <input type="checkbox"/>	7	SSE <input type="checkbox"/>
9	SSE <input type="checkbox"/>	10	Mentor <input type="checkbox"/>	11	Mentor <input type="checkbox"/>

