

HSS-M02 Other Health and Safety Rules Manual

Applicability: All SI employees

Dept. Responsible: Health and Safety

Contact: Mario Cham mcham@sempraglobal.com.mx

Ramon Perez Seco raperez@sempraglobal.com

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Manual

The primary objective of this manual is to compile other supplementary Health and Safety requirements that every employee, contractor, and visitor who performs activities for Semptra Infrastructure and any of its Subsidiaries must be aware of and comply with.

The requirements that complement Health and Safety compliance in the activities of Semptra Infrastructure personnel are designed to safeguard their health and safety, as well as that of any co-worker performing activities for Semptra Infrastructure.

3.1 Other Health and Safety Rules

3.1.1 Written guidelines, training, PPE, and hazard analysis

To perform any task, there must be:

- a written work procedure,
- the required training and certifications,
- hazard analyses and controls implementation (JSA/AST),
- adequate supervision functions present,
- a valid work permit, when applicable.

These documents must be communicated to the affected staff and made available (e.g., physically, digitally) to users in each area where operation, maintenance or construction activities are performed, as well as in general, where activities are carried out through strategic partners or third parties.

Safety Controls

Personal Protective Equipment (PPE)

The type of PPE to be used must be in accordance with the nature of the task or the area to be visited and the PPE matrices. It must be worn until the task is concluded and the area where it is required has been left. If the required PPE is unavailable or in poor condition, the task must be **suspended without exception until a suitable PPE is obtained.**

All PPE, whether basic or additional, must be provided or distributed by the supervisor or immediate superior at no cost to the employee. The employee is responsible for the proper use and care of PPE, as well as for requesting replacement when it meets the replacement criteria.

PPE criteria:

- Personnel requiring medical prescription eyeglasses must have a frame that complies with ANSI/ISEA Z87.1 to be considered safety glasses. **Wearing traditional safety glasses over prescription glasses is only allowed for visitors and new staff for a period of no more than 30 days unless approved by exception (e.g., delay in fabricating prescription safety glasses).**
- In process areas with the presence of hydrocarbons or facilities electrically classified as Class I/DIV I or Class I/DIV II, FRC (Flame Resistant Clothing, or equivalent) clothing (shirt, pants or overalls) must be worn.
- In areas with exposure to electrical arcs, clothing with the level of protection according to the corresponding analysis must be worn.

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- Long-sleeved shirts must be worn on all sites where tasks are performed unless Hazard Assessment determines short sleeves are acceptable.
- In projects under construction, non-FRC clothing may be worn until the commencement of the commissioning stages.
- In areas of vehicular transit on projects, and construction areas, a high-visibility vest that complies with ANSI 2 standards must be worn.
- Every task requires safety footwear according to the risk of the task.

Work Procedures

Tasks can only be assigned and executed if there is a written procedure in place that guides and details how the worker or third party must perform the work. The worker or third party must then perform the work in accordance with this procedure.

The applicable procedures for the task must be understood, and safety controls should be followed as outlined in the procedure. Procedures must be followed even if a task is considered routine.

The contractor is solely responsible for providing the work procedure for the task being performed and must authorize it. It is the responsibility of the SI Representative to review and verify the work procedure to ensure that it falls within SI guidelines.

All “High Risk/High Severity” work shall be required to have a work permit authorizing the work being performed.

Task Hazard Analysis

Although it is recommended, task hazard analysis is not a hazard identification for a particular role, position, shift, or work area. A hazard analysis is conducted **for each task** to be performed. Procedure or work instruction typically includes information related to various tasks and activities.

Each location must have an inventory of possible tasks and a list of the corresponding Job Safety Analyses (JSAs) that have been completed in advance. In any case, the task analysis (e.g., JSA) must be done prior to its execution.

Additionally, immediately before performing each task, the analysis must be updated with relevant information on the current conditions and communicated in full to the affected personnel, to ensure they are aware of the hazards and controls associated with the task.

Training and Certifications

Staff must be adequately trained for their function prior to performing any task. Workers can be considered qualified when the required skills and training are validated.

Before performing a task, the direct supervisor overseeing the task, and in case of tasks to be performed with the participation of third parties, the contractor’s coordinator, should validate the credentials and competencies of the personnel involved. Every employee has the **right** to refuse to perform a task for which he or she lacks the required credentials or training.

Responsibility for compliance is shared by the area responsible for recruiting personnel and the immediate supervisor, who must only assign tasks for which an individual is competent and trained.

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The supervisor must establish the minimum requirements through a job profile, competency analysis, and a training plan, which must be verified and validated for each instance.

All employees, contractors, and visitors must attend **an inductor** health and safety orientation session (also known as induction) and a yearly refresher session for each facility at which they work.

3.1.2 Incidents and findings

Any person involved in the development of activities protected by these Rules must report any situation that has arisen, may arise which could lead to an **incident without the fear of retaliation or adverse consequences**.

If you see something, say something.

Reporting findings (unsafe acts and conditions) and incidents contributes to a safer and more secure company and builds a learning safety culture.

Upon becoming aware of an incident or finding, information associated with it must be shared with the immediate supervisor **and** with HSS personnel, a, or through the dedicated electronic platforms. This notification must be made **as soon as possible** (i.e., at the end of the incident itself or the resulting emergency response) but no later than 24 hours.

Incident notifications should avoid adjectives that minimize the severity of the occurrence (e.g., small leakage, minor spill, slight blow, minor injury, minor damage), as this can divert or reduce the organization's attention to an incident with significant potential.

Safety is everyone's responsibility, as well as intervening within the scope of their function when identifying unsafe acts and conditions, by applying the **I See, I Fix** methodology.

3.1.3 Guards

All workers must be vigilant and ensure that equipment is used only under circumstances where guards are present, intact, and of the appropriate size providing sufficient protection. As a precaution, hair should be tied back, and wearing jewelry such as watches, necklaces, and rings should be avoided.

3.1.4 Occupational health

Occupational health and well-being practices, including but not limited to fatigue prevention, ergonomics, pre-existing medical conditions, the use of alcohol and drugs, and public health contingencies, must be followed.

Personnel in Mexico must be affiliated with the Mexican Social Security Institute (IMSS) or its equivalent for foreign employees, and with the fees corresponding to their salary paid and current.

Sempre Infraestructure prohibits personnel under 18 years of age from working in its facilities and projects.

In the case of contractor personnel, the contractor's employer must notify Sempra Infraestructure of any incidents and occupational diseases and work jointly to prevent such occurrences from happening in the future.

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If you may require or have been referred to attention by the Mexican Social Security Institute (IMSS), you are obligated to share the associated documentation (e.g., ST-7, ST-2).

Fatigue Prevention

The employees' work shifts must comply with the following:

- In Mexico:
 - Pregnant and breastfeeding women must adhere strictly to their established work schedule and not work overtime (either on-site or home-office).
 - No tasks are to be scheduled on days intended for rest (e.g., holidays).
 - Up to a maximum of **60** hours per week may be worked.
 - Up to a maximum of 12 hours a day may be worked.
 - Each 7-day period shall contain at least one (1) full day of rest.
- In the United States:
 - Up to a maximum of 12 hours per day for a period of up to 13 consecutive days may be worked.
 - Each 13 day period shall contain at least one (1) full day of rest.

Likewise, drivers and occupants of a vehicle must follow the proper rest rules.

Work in Adverse Weather

When working in high temperatures, it is essential to remain hydrated (with ice, water, and electrolytes) and take regular breaks.

When working in low temperatures, wear thermal and waterproof clothing, keep dry and active, drink hot liquids, and take proper breaks.

Communication of Medical Conditions and Medication Intake

You must give timely notice to your immediate superior to avoid performing work-related tasks when taking prescription or over the counter (OTC) drugs that could affect your performance. Health and Safety, through the medical team, will determine which activities can be performed without restrictions.

Use and Consumption of Alcoholic Beverages and Controlled Substances

It is prohibited to work and drive vehicles under the influence of alcoholic beverages, drugs, banned substances, or dangerous substances, even if they are substances prescribed by a doctor. This includes entering or attempting to enter Sempra Infrastructure facilities, using company vehicles, or acting on behalf of Sempra Infrastructure while under the influence of alcohol or drugs.

All personnel who identify themselves with a problem related to medication, drugs, and/or alcohol will be supported on a first and only occasion with specialized staff in management of addictions through the Health and Safety Department, as well as the People and Culture Department, without any repercussion to their condition as employee.

For more information see [SI - Use and/or Consumption of Alcohol and Controlled Substance Policy](#)

Public Health Contingencies

Unrestricted adherence to the protocols defined by Sempra Infrastructure and by the authorities in the event of public health contingencies.

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3.1.5 Only intrinsically safe devices can be used in process areas or facilities electrically classified as Class I/DIV I or Class I/DIV II (e.g., radios, telephones, tablets).

3.1.6 Emergency response teams represent an authority in the organizational structure and therefore their instructions and protocols are mandatory for the personnel at the facilities (i.e. in real emergencies or preparatory activities such as drills).

3.1.7 The transportation of injured or wounded personnel must be in emergency vehicles and/or by personnel specialized for this purpose (e.g., doctors, paramedics, nurses). In the event of an emergency when response times are unreasonably long, a site Manager may transport an injured employee to an appropriate medical facility, if able to do so safely.

3.1.8 Keep fire extinguishers, hydrants, emergency exits, stairs, evacuation routes, meeting points, and electrical panels clear and free of obstacles at all times.

- The optimal evacuation route for the day of the task and the location of the closest meeting point must be reviewed at the beginning of every shift.
- If blockages are detected, they must be reported to Health and Safety and removed immediately.

3.1.9 Except for designated areas, smoking or vaping is not permitted in the premises, the interior of vehicles, or company rights of way, or while performing work-related activities.

- Smoking generates ignition sources in the workplace. Smoke, vapor, or derivatives from smoking affect the health of others. Smoking generates waste or trash that affects the company's image.
- The ban extends to all areas where the company works or workers on its behalf are present, including outdoor areas inside projects (to prevent forest fires) and inside vehicles.
- Any use of tobacco, nicotine, or equivalent products (except patches), cigars, cigarettes, or electronic devices that generate smoke or vapors of any kind is considered smoking.

3.1.10 Any violent, threatening, or inappropriate action (e.g., harassment, bullying, threats, psychological abuse) toward any employee or visitor is forbidden.

3.1.11 In tasks where there is an international workforce where more than one language is spoken, the Person In Charge (PIC) must ensure that there are sufficient and qualified staff to ensure accurate communication at all times.

3.1.12 Only employees authorized, in writing, by the Security Department, may turn off or alter security equipment (e.g., cameras, GPS in vehicles, alarms, fences).

3.1.13 Any work of tightening of flanged joints shall:

- have a specific procedure that describes the tightening method with hydraulic, pneumatic, and manual equipment, which must consider what is indicated in the equipment manufacturer's user manual,
- have the comparative tables of the equipment manufacturer to be used for the activity, relating pressure, diameter, and as may apply, the pump pressure value.

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Related documents

- [HSS-P01 Safety Policy](#)
- [HSS-P02 Health Policy](#)
- HSS-M01 Life Saving Rules Manual
- [Using devices while driving policy - Sempra](#)



Definitions

- **Finding:** Unsafe acts, unsafe conditions, and safe observations.
- **Home-Office:** Working from home or in a place other than an office.
- **JSA:** The Job Safety Analysis consists of assessing hazards and defining the controls to mitigate them.
- **Unsafe Act:** Actions carried out by the employee involve an omission or breach of a working method, or a measure determined as safe.
- **Unsafe Condition:** Conditions derived from the neglect of measures established as safe, that can lead to an incident.
- **PPE:** Personal Protection Equipment of various types, consisting of gloves, respiratory protection, safety shoes, protective clothing for handling chemicals, eyeglasses, and/or eye protection, helmets, and any other equipment that, according to the nature of the activities to be performed, is necessary for the safe performance of such task.
- **Qualified Person:** A trained collaborator with demonstrable skills to carry out a specific task.
- **Incident:** An accident or event occurred due to or during work activities.
- **Supervision:** Person in Charge (PIC), which is the highest hierarchical function in the work group. Supervision must be continuous or intermittent according to the complexity and nature of the task. Continuous means that the task can only be always performed with the physical presence of the supervisor. Intermittent supervision requires the presence of the supervisor during the start and end of the task, but without the supervisor leaving the facility during the performance of the tasks. If the supervisor must leave the facility, the responsibility may be transferred to another PIC who meets the definition of supervision; otherwise, the task must be suspended.
- **Task:** Any activity or work to be performed that involves a certain level of risk or danger. Examples: Inspection, maintenance, operation, and construction activities. Activities of an administrative nature are not included.
- **Task Hazard Analysis:** A methodology based on the relationship between the worker, the task, the tools, and the work environment to identify potential hazards at each step of the job and the required controls and recommendations. Known by its various abbreviations such as JSA, JHA, ATS, ASL or AST.
- **Work Permit:** A written authorization (hard copy or digital) requested by the party who will perform a work task from the custodian of a facility, process area, system, or construction area to perform a task. It allows coordination, risk identification, and implementation of risk mitigation actions before, during, and after the execution of a task.

The above terms can be used in singular or plural form, as well as in feminine or masculine form, depending on the context of this procedure.



Information Filing Guide

For guidance on the appropriate filing period of information related to this procedure, see the Information Management Policy – Corporate Policy available on [SempraNet](#).

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Review History

Review Number	Review Date	Section(s) Affected	Changes Included	Authorization