

**BEFORE THE STATE CORPORATION COMMISSION  
OF THE STATE OF KANSAS**

In the Matter of the General Investigation       )  
Into the Operations of Kansas Gas Service,       )  
Inc., a Division of ONE Gas, Regarding the       )  
Natural Gas Incident that Occurred at 918       )  
West 5<sup>th</sup> Street, Newton, Kansas.                )

Docket No. 17-KGSG-069-GIP

**MOTION TO SUPPLEMENT THE RESPONSE OF KANSAS GAS SERVICE TO  
STAFF'S REPORT AND RECOMMENDATION**

Kansas Gas Service, Inc., a Division of ONE Gas, Inc. ("KGS" or "Company") hereby moves the Commission for approval to supplement the *Response of Kansas Gas Service to Staff's Report and Recommendation* ("Response") as filed on January 19, 2018 (hereafter "Amendment").

In support of this motion, KGS states as follows:

1. On June 2, 2016, a contractor performing work on behalf of KGS in Newton, Kansas experienced a reportable injury.
2. On August 25, 2016, Staff formally opened an investigation into the activities surrounding the injury and the Company's response to the injury.
3. On November 9, 2017, Staff filed its Report and Recommendation in this matter.
4. On January 19, 2018, the Company filed its Response. The Response included documentation of the Company's corrective efforts attached to the filing as "Attachment A". Attachment A consisted of two documents distinguished as "Phase I" and "Phase II". At the time of the filing, the tasks referenced in Phase I had been completed. However, the tasks referenced in the document labeled as Phase II had not yet been confirmed as completed.

5. Since the filing of the Company's Response, the Company has received confirmation that the corrective actions referenced in the Phase II document are now completed. Because the corrective efforts documented in the proposed supplemental document evidence the Company's focus on safety and its efforts to address Staff's concerns, the Company now seeks to supplement its Response to Staff's Report and Recommendation with the document attached hereto as "Attachment A - Phase II -Updated".

WHEREFORE, Kansas Gas Service, a Division of ONE Gas, Inc., respectfully requests the Commission to accept the Company's Motion and supplemental information as presented herein and to amend the record accordingly.

Respectfully Submitted,



Judy Y. Jenkins, KS Supr. Ct. #23300

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**JUNE 2, 2016 – NEWTON INCIDENT  
NPL CORRECTIVE ACTION PLAN  
PHASE II**

No.	Task	NPL Action	Responsible Party	Completion Date
	<b>NPL to confirm in writing – the following:</b>			
1.	Provide confirmation that NPL workers assigned to work on KGS assets have been retrained on the requirement to use fresh air in gaseous conditions.	NPL has created a NPL Yellow Zone procedure for working in a gaseous atmosphere including the requirement to use fresh air respirators. Training has been developed and provided to all employees.	Steve Dockendorf – VP NPL Safety and Quality	March 30, 2018
2.	Provide a copy of NPL's procedure describing the PPE requirements to include an explanation of how the requirement will be uniformly enforced and monitored.	Attached PPE Policy and Safety/Quality Continuous Audit Management Process documents.	Steve Dockendorf – VP NPL Safety and Quality	March 30, 2018
3.	Provide a copy of NPL's comprehensive written safety plan covering work performed on KGS assets. Include records showing NPL's employees working on KGS assets have been trained on the safety plan.	NPL maintains a comprehensive Health, Safety and Environmental manual that is available to KGS at any time upon request. Training is conducted at orientation as well as continuous annual refresher training for existing employees.	Steve Dockendorf – VP NPL Safety and Quality	March 30, 2018
4.	Provide confirmation that NPL has implemented meaningful corrective actions in response to violations of Health & Safety procedures resulting in the 2016 and 2017 reportable injury incidents.	Attached NPL Continuous Safety Improvement Action Plan.	Steve Dockendorf – VP NPL Safety and Quality	March 30, 2018

5.	Confirm NPL has implemented an internal control to ensure that monthly inspections are occurring and new NPL employees are trained on use and inspection of fire bottles.	Attached NPL/KGS Fire Extinguisher Inspection Policy.	Steve Dockendorf – VP NPL Safety and Quality	March 30, 2018
6.	Confirm a process for auditing Job Hazard Analysis (“JHAs”) has been implemented which includes criteria for assessment and that the documents are auditable upon reasonable request.	NPL/KGS JHA document is completed on the Ipad in the field on a FLUIX application. The completed forms are sent electronically and housed on a central server. JHAs are audited by Safety and Operations for completion and content. JHAs are also reviewed in the field in real time with Field Supervisors.	Steve Dockendorf – VP NPL Safety and Quality	March 30, 2018
7.	Provide certification by NPL’s CEO that each of the Phase I and Phase II items have been addressed and responses have been provided as per the request.	Attached NPL Letter.	Mark Wambach– NPL President	March 30, 2018



## NPL Kickoff 2018

On March 23<sup>rd</sup>, NPL Mid-America held its annual all hands Kickoff meeting in Topeka Kansas. The NPL Kickoff is a meeting that is held in the spring at every location across North America with an emphasis on Safety. While every NPL employee is given a Pocket Safety Guide and goes through an intensive training session of our NPL HSE manual at new hire orientation; we would be remiss to not take such an event as the NPL Kickoff to provide updates and refresher training. A segment of the morning session was dedicated to training pertaining specifically to lessons learned from the past year. This year's covered materials, with notable changes over the past year are outlined below.

- Fire Extinguisher use and inspection.
  - *Use of new monthly inspection sheets on the field iPads, allows for consistent and accurate monitoring of inspections.*
- PPE expectations for both everyday construction as well as in potentially gaseous atmospheres.
  - *Proper PPE usage will be monitored, not only by field inspection from supervisor, but also customer inspectors as well as verification on the JHAs, internal audits and the Yellow Zone.*
- NPL Yellow Zone
  - *Yellow Zone was built in the 4<sup>th</sup> quarter of 2017. It is a process that more than anything is meant to slow the crew down and reassess the situation before entering a potentially gaseous environment. It focuses on insuring that a plan is in place that will allow the task to be completed in the safest manner allowable. Emphasizing the proper PPE, chain of command and options if problems arise.*
- Incident Management Plan
  - *New to our plan this year, is the reporting of all "recordable" incidents to the Director level of KGS. Prior to 2018, only OSHA or Commission "reportable" were elevated to that level. Insured all levels knew their role and how to exercise the Communication Call Tree.*
- Job Hazard Analysis (JHA)
  - *Prior to 2018, the NPL JHA was considered a "Best Practice" and highly encouraged that every crew conducted one prior to commencement of their work day. As a best practice the completion of the JHA was not tracked or managed. As of 1-1-18, the completion of the NPL Job Hazard Analysis is not only mandatory, but also required to filled out and filed using the new JHA app on the field iPads. With the submission of these documents NPL management team has the ability to not only insure they are being completed but can extrapolate the data input in the field to assess the risks being recognized by the crew members.*

Attached below you will find some of the materials used for the training held at the kickoff, as well as a sample of the Statements of Understanding document signed by all employees in attendance. *Actual signed documents can be supplied upon request.*



## NPL/KGS

### Fire Extinguisher Inspection Process

- In accordance with OSHA regulation 29 CFR 1910.157 (1), NPL “shall be responsible for the inspection, maintenance and testing of all portable fire extinguishers in the workplace”
- All portable fire extinguishers shall be inspected by the crew daily before use and documented properly on the Jobsite Hazard Analysis.
- All portable fire extinguishers shall be inspected by the crew monthly before use and documented on the appropriate tag affixed to the fire extinguisher.
- All portable fire extinguishers shall be inspected annually by a certified professional and documented on the appropriate tag affixed to the fire extinguisher.
- All required inspections are subject to audit by Field Supervisors, Safety Department, KGS/One Gas Personnel. Deficiencies will be reported to the Director of Operations/Construction for application of immediate and long term corrective actions.
- Training relative to proper fire extinguisher inspection will be provided to EACH NPL employee at orientation and refresher training to be provided no less than annually.
- Any fire extinguisher not passing visual inspection will be reported to the Field Supervisor and Safety Department immediately. Work will not commence/resume until the proper fire extinguisher is available and in position.
- All Monthly inspections are to be entered on the Fluix apps on the field iPads by the inspecting Foreman. Once submitted the Fluix files are accumulated for tracking purposes on the Area server.

# Sample Monthly Inspection Sheet (Fluix)



## Fire Extinguisher Checklist

Assigned Foreman

Date

Area: Wich Top KC Tulsa

Last 6 of Serial Number

Annual Inspection Date

Monthly Inspection Date

YES NO

Stored in an easily accessible place

Is fire extinguisher readily accessible with no obstructions

Sign indicating fire extinguisher location is clearly visible

Manufacturer Safety pin is in place/ intact.

Label clear, extinguisher type and instruction can be read easily.

Handle is intact and not bent or broken.

Pressure gauge is in the green and not damaged.

Hoses & nozzle in good shape, not clogged, cracked or broken.

Extinguisher turned upside down at least three times (shaken).

Annual inspection current and tag can be easily read.

If "NO" was entered - please list corrective action taken below

Inspected By:

Signature



## NPL/KGS PPE Policy

### PERSONAL PROTECTIVE EQUIPMENT

- In accordance with OSHA regulation 29 CFR 1910.132, NPL will “Select, and have each affected employee use, the types of PPE that will protect the affected employee from the hazards identified in the hazard assessment”
- NPL Employee (Non Gaseous Environment)
  - Hi Visibility Vest
  - Hard Hat
  - Safety Glasses
  - Task Appropriate Gloves As Needed
  - Steel Toe Boots
  - Hearing Protection
- NPL Employee (Potential Gaseous Environment) – All PPE items listed in NPL Employee (Non Gaseous Environment) AND:
  - Flame Retardant Coveralls
  - Fresh Air Respirator As Needed
- *NPL Welder - All PPE items listed in NPL Employee (Potential Gaseous Environment) AND:*
  - *Face Shield As Appropriate For Task*
  - *Welder Hood As Appropriate For Task*
  - *Flame Retardant Clothing*
  - *Flame Retardant Gloves As Needed*
- All NPL issued PPE will be documented upon receipt from the employee and maintained and/or replaced as needed
- Task specific PPE such as face shield and metatarsal guards will be available and use will be directed by the crew foreman as appropriate.





**HARD HAT**

**HEARING PROTECTION**

**SAFETY GLASSES**

**LONG SLEEVED SHIRT**

*Additional protection and to shield the sun*

**SHORT SLEEVED SHIRT**

*Authorized depending on work environment  
[check with supervisor]*

**SAFETY VEST**

*High visibility for safety*

**GLOVES**

**WORK PANTS**

**SAFETY WORK BOOTS / STEEL TOE BOOTS**

**METATARSAL GUARDS**

*Additional required protection  
when jackhammering, chipping or drilling*

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**ADDITIONAL PPE AS REQUIRED BY CUSTOMER**

**FACE SHIELDS**

*Additional protection when  
jackhammering, grinding or sawing*



**RESPIRATOR**

*As required by customer*



**FIRE RESISTANT CLOTHING**

*As required by customer*





## ***NPL YELLOW ZONE PROTOCOL***

The NPL YELLOW ZONE is the perimeter around a natural gas construction activity that has potential for either a controlled or unexpected release of natural gas. The following protocol is designed to address the safety concerns related to live gas procedures. The following protocol will address actions to be taken relative to:

- Planning
- Equipment
- Personnel
- Process

### ***Planning***

All NPL job sites that involve natural gas construction activities will have the following planning activities conducted *PRIOR* to the start of the work.

- A detailed HUDDLE meeting will be conducted with the entire crew. The HUDDLE will at a minimum cover: the plan for the work activity, the specific procedure to be conducted, each person's responsibilities as well as the Safety and Quality hazards associated with the task.
- Notification will be made to the supervisor of the crew. This notification will include at a minimum: the establishment of the YELLOW ZONE perimeter, the procedure to be conducted, job site specific hazard mitigation and estimated time of completion.
- A YELLOW ZONE perimeter will be established with the designated marking post located downwind of the excavation. The perimeter will be adjusted or expanded should wind conditions or the volume of gas released change. Additional marking posts may be used to delineate the perimeter at the discretion of the foreman.
- All tools and materials necessary to complete the procedure will be inventoried and placed adjacent to the excavation prior to the procedure to minimize the volume of natural gas release.
- The YELLOW ZONE checklist will be completed prior to each potential natural gas exposure and posted on the YELLOW ZONE perimeter marker.

### ***Equipment***

All tools and equipment necessary will be accounted for, inspected and placed in the appropriate location *PRIOR* to the start of work.

- A windsock will be affixed to the YELLOW ZONE perimeter marker. The direction of the wind will be documented on the checklist. All tools, equipment and fire prevention measures will be located upwind.



- All excavations with an exposure to potential release of natural gas will be checked with a Combustible Gas Indicator (CGI). The CGI must be calibrated in accordance with manufacturer recommendations and the date of the last calibration documented on the YELLOW ZONE checklist.
- A minimum of one, twenty pound, ABC type fire extinguisher will be placed approximately 3' upwind of the excavation and manned during the operation. The fire extinguisher will be inspected before use and the monthly inspection date documented on the YELLOW ZONE checklist.
- No Smoking signs will be placed at a minimum of one downwind of the excavation at the YELLOW ZONE perimeter marker and one upwind of the excavation near the fire extinguisher.
- Should an air mover be utilized to address natural gas released in the excavation, the unit will be inspected for defects in the hose, casing and electrical cord. The air mover must be placed outside and upwind of the Yellow Zone and the hose extended as much as possible to keep the electrical components away from the potential natural gas release.

### **Personnel**

- All personnel working within the YELLOW ZONE must be designated by name and responsibility. This will be documented on the YELLOW ZONE checklist.
  - Point Person – Employee primarily responsible for conducting the natural gas procedure
  - Wing Person – Employee capable of assisting the point person, completing the procedure and/or initiating emergency response
  - Post Person (Fire Watch) – Employee designated to be stationed outside the excavation with the fire extinguisher throughout the procedure. This employee has no other duties and will keep one hand on the discharge hose and one hand on the fire extinguisher trigger *AT ALL TIMES*.
- Proper Personal Protective Equipment (PPE) will be worn at all times on the job site. Relative to the YELLOW ZONE procedure the additional requirements for atmospheres containing natural gas are as follows:
  - Point Person – Flame Retardant Clothing, Fresh Air Respirator
  - Wing Person - Flame Retardant Clothing, Fresh Air Respirator
  - Post Person – Flame Retardant Clothing
- All employees utilizing fresh air respirators will be required to have annual medical evaluation and fit test records on file with the NPL Safety Department, IAW the NPL Health, Safety and Environmental Manual Chapter 29 Respiratory Protection Program. The Fit Test date for those employees will be documented on the YELLOW ZONE checklist.
- All employees must be properly trained to conduct their responsibilities in the operation.
  - Point Person – Procedure OQ, Working With Natural Gas, Emergency Response
  - Wing Person - Procedure OQ, Working With Natural Gas, Emergency Response
  - Post Person – Working With Natural Gas, Emergency Response, Fire School



## **Process**

NPL is committed to creating the safest possible job site environments, including those job sites with the potential for release of natural gas. Following the process outlined in this protocol is an integral piece to ensure the safety of our employees.

- A CGI reading will be taken *PRIOR* to entering an excavation with a potential exposure to release of natural gas.
  - If Natural Gas is present or is expected to be released in the procedure, all PPE must be donned *PRIOR* to entering the excavation.
  - The CGI reading will be documented on the YELLOW ZONE checklist.
  - Additional CGI readings will be taken as conditions change or when a no gas atmosphere is suspected to have become a gaseous atmosphere.
- The natural gas procedure will be documented on the YELLOW ZONE checklist prior to the operation.
  - Plan A will be documented as a brief description of the process to be conducted.
  - Plan B will be documented as a brief description of the contingency plan should the crew experience difficulty with Plan A.
- Ignition sources must be eliminated during any procedure where natural gas is expected or likely to be released. Ignition sources include but are not limited to:
  - Crew Truck
  - Vehicles (Including Traffic)
  - Equipment
  - Smoking
  - Generators
  - Cell Phones/Radios/Tablets/Flashlights
  - Appliances (Portable or Fixed)
- The Fire Watch must be in position *PRIOR* to NPL employees entering the excavation
  - The Fire Watch must be trained as captioned above with documentation on file in the safety department.
  - The Fire Watch is responsible for inspecting the fire extinguisher *PRIOR* to NPL employees entering the excavation.
  - The fire extinguisher pin will be pulled and the fire watch will have one hand on the discharge hose and one hand on the trigger *PRIOR* to NPL employees entering an excavation.
  - Should the Fire Watch need to abandon their position for any reason or any duration, NPL employees will stop the procedure and exit the excavation.

## YZ = YELLOW ZONE

HUDDLE Time _____ am/pm Supervisor Notified _____ am/pm Wind Direction _____ CGI Reading _____ Procedure _____ Plan A _____ Plan B _____ Spoils/Equip 2' Yes/No    Ladder @ 4' Depth Yes/N.A.    Shore Slope @ 5' Depth Yes/N.A.		<div style="border: 1px solid black; padding: 5px; font-weight: bold; color: yellow; font-size: 1.2em;">PLAN</div>
<div style="background-color: yellow; border: 1px solid black; padding: 2px; font-weight: bold;">EQUIPMENT</div>	<div style="background-color: yellow; border: 1px solid black; padding: 2px; font-weight: bold;">PERSONNEL</div>	
CGI Calibration Date _____ Fire Ext. Insp. Date _____ Fresh Air Insp. Date _____  No Smoking Signs    Yes    No Wind Flag            Yes    No Fire Ext Pin(s) Out    Yes    No Air Mover             Yes    No	<div style="text-align: right; font-size: 0.8em; margin-bottom: 5px;">Name/OQ Level/Fit Test Date</div> Point Person _____ Wing Person _____ Post Person _____ <div style="display: flex; justify-content: space-between; font-size: 0.8em; margin-top: 5px;"> <span>PPE Used (Circle)</span> <span>FR Clothing</span> <span>FR Hood</span> <span>Respirator</span> </div> <div style="display: flex; justify-content: space-between; font-size: 0.8em; margin-top: 5px;"> <span>Hard Hat</span> <span>Gloves</span> <span>Face Shield</span> </div> <div style="display: flex; justify-content: space-between; font-size: 0.8em; margin-top: 5px;"> <span>Weld Mask</span> <span>Safety Glasses</span> </div>	
	<div style="background-color: yellow; border: 1px solid black; padding: 2px; font-weight: bold;">IGNITION SOURCES ELIMINATED</div>	
	<div style="display: flex; justify-content: space-between; font-size: 0.8em;"> <span>Crew Truck</span> <span>Equipment</span> <span>Smoking</span> </div> <div style="display: flex; justify-content: space-between; font-size: 0.8em; margin-top: 5px;"> <span>Power Tools</span> <span>Generator</span> <span>Phones/Radios</span> </div> <div style="display: flex; justify-content: space-between; font-size: 0.8em; margin-top: 5px;"> <span>Vehicles</span> <span>Appliances</span> <span>Other</span> </div>	

## 1. Purpose

In the event of an injury or incident while performing work for KGS, immediate internal communication is required so that appropriate stakeholders are notified and can respond accordingly to the circumstances. Additionally, KGS representatives must be notified in an efficient and timely manner. A consistent process for executing these notifications will help to avoid duplication and/or omissions and will allow those on the ground to focus on the immediate needs at the site of the Incident.

**The purpose of this protocol is to provide:**

1. A consistent process for executing the required notifications;
2. Define the roles and responsibilities of all key stakeholders for these notifications;

It is important to recognize that there are multiple levels of response activities that are applicable to high severity incidents:

1. The Emergency Response at the scene, effected by Operations;
2. Incident Reporting and Claims Management;
3. Drug and Alcohol Testing (as required by DOT)
4. Health & Safety Incident Investigation and Root Cause Analysis.

This protocol covers the requirements of our internal communication and management of high severity incidents. Nothing contained in this Protocol is intended to supersede any existing emergency response procedures. (i.e. dispatching of Supervisors to the scene, administering first aid, etc.).

## 2. Incident Classifications

Incidents that are considered as part of the Incident Management Plan include but are not limited to:

### 2.1. Injury

- An Employee, Contractor, Visitor or 3rd Party fatality;
- Catastrophic, traumatic or permanent injury such as:
  - Places life in jeopardy,
  - Produces unconsciousness,
  - Results in substantial loss of blood,
  - Involves the fracture of a body part
  - Involves the amputation of a body part
  - Consists of burns to a major portion of the body
  - Causes the loss of sight in an eye.
  - Severe head trauma;
  - An incident involving injury to 5 or more persons in one event.

### 2.2. Property

- Natural catastrophic event (i.e. Flood, earthquake, tornado);
- Explosion;
- Fire;



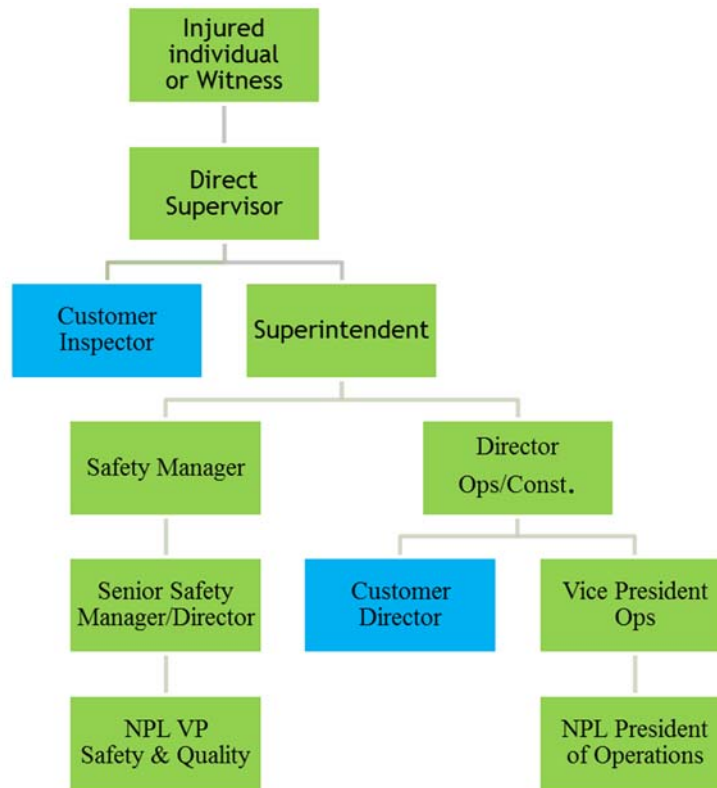
- Unplanned release of natural gas

### 3. Incident Reporting Responsibilities

All incidents definitions listed above must be **reported immediately** and as described by the **High Severity Communication Call Tree** listed below. The following provides the step by step process for responding to a high severity incident

- Step 1:** Any Employee involved in, or witnessing an incident involving a possible high severity outcome must first ensure that emergency services have been called to the scene. (i.e. 911, Gas Company Dispatch, Supervisor)
- Step 2: Do Not Disturb the Scene - Freeze the Scene**  
Preserve the scene immediately without disturbing anything or as soon as it is safe to do so. Only disturb the scene to prevent more harm to people, property and the environment. The scene needs to be preserved as it was when the incident occurred. This will assist with the investigation process so that we can see and understand what happened through further investigation. The integrity of the incident scene must be preserved until properly released by an authorized representative of KGS, One Gas and/or the state commission. The scene integrity is the responsibility of the highest ranking NPL employee on the scene until properly relieved by a higher ranking NPL employee or the parties mentioned above.
- Step 3:** The Incident must then be reported, immediately or as soon as practical, to the employee's immediate supervisor, who will take immediate steps to provide emergency assistance as needed.
- Drug testing of all employees involved or cannot be ruled out as involved will be conducted in accordance with DOT drug testing protocols as outlined in 49 CFR Part 199.
- Step 4:** The Foreman/Supervisor/Superintendent must then immediately escalate the matter to their Director of Operations/Construction for further reporting and handling. If the Director cannot be reached, the Vice President of Operations is to be contacted.
- Step 5:** The Director will initiate the Notification Call Tree that follow to include appropriate KGS/One Gas representatives.
- Notifications made under this Protocol are to be by **PHONE CALL ONLY**. Should a member of the High Severity Communication Call Tree be unavailable, escalate the call to the next person until you reach a live person. **Notifications under this protocol need to be escalated immediately throughout the ENTIRE Call Tree.**
  - NO COMMENTS are to be made to the media unless authorized by a member of the Executive Management Team.

### 3. Incident Communication Call Tree



### 4. Post Incident Investigation

1. All NPL employees involved in any incident related to work on KGS assets will participate fully and in a timely manner with any and all incident investigations, stand down activities and lessons learned meetings.
2. A Root Cause Analysis will be conducted by NPL following each incident. The documentation produced from such RCA activities will be provided to KGS/One Gas upon request.



# DAILY JHA MEETING

Foreman Job/Phase:  
Foreman:  
One Call Ticket #:  
Job Location/Address:  
Date:  
Reporting Office

example 03/16/2018



For Minor Injuries: Contact Supervisor Immediately  
Major Medical Emergencies Contact: 911

## Jobsite Conditions:

Start time: example 11:08 am  
Weather:  
Temperature:  
Presence of gas readily detectable ☐ Yes ☐ No  
Ignition Source Safe: ☐ Yes ☐ No ☐ NA  
Yellow zone to be established ☐ Yes ☐ No  
Proper OQ on tasks performed ☐ Yes ☐ No

## Jobsite Setup:

Pedestrian traffic secure: ☐ Yes ☐ No ☐ NA  
All pre-warning signs, barricades and cones in place: ☐ Yes ☐ No ☐ NA  
Jobsite safety walk completed, and all hazards identified? ☐ Yes ☐ No ☐ NA  
Proper PPE: ☐ Vest ☐ Hardhat ☐ Safety Glasses ☐ Gloves ☐ Hearing Protection  
Special PPE: ☐ FR Clothing ☐ SCBA/Resp. Other PPE:  
Cell Phone coverage? ☐ Yes ☐ No If not, emergency actions discussed? ☐ Yes ☐ No

## Daily Objective and Job Hazard Analysis:

Steps in the Plan	Identified Hazards in Task	Safe Mitigation Plan

## Equipment:

Equipment available on site and in proper / inspected working condition: ☐ Yes ☐ No  
Vehicles/Equip. parked to protect Work Area: ☐ Yes ☐ No  
Red Zone/Material Handling Hazards identified: ☐ Yes ☐ No  
Overhead utilities located/identified: ☐ Yes ☐ No  
Underground utilities located/identified: ☐ Yes ☐ No

## Tooling:

Tools available on site and in proper /inspected working condition ☐ Yes ☐ No  
Special Tools & Equipment being used: ☐ Yes ☐ No  
Qualified to use special tools: ☐ Yes ☐ No  
Daily fire extinguisher inspection completed:  
Bottle 1 Serial #: Passed: ☐ Yes ☐ No  
Bottle 2 Serial #: Passed: ☐ Yes ☐ No  
Bottle 3 Serial #: Passed: ☐ Yes ☐ No  
Failed fire extinguisher(s) require corrective action

## Safety Precautions:

Stretch & Flex Completed: ☐ Yes ☐ No Copy of customer standards available on site: ☐ Yes ☐ No  
Slips, Trips & Fall Hazards Identified:  
Personal Impacts (fatigue, repetitive tasks, distractions, etc.) addressed and communicated. ☐ Yes ☐ No  
Total Number of Utility Crossings: Are All Crew Members aware of Crossings: ☐ Yes ☐ No  
\*\*\*All Crossings Visual Verified: ☐ Yes ☐ No  
\*\*\*Signature of Crew Member Verifying Crossings:  
Excavation Inspection completed by Competent Person and requirements met? ☐ Yes ☐ No  
Environmental/other potential Hazards:  
Name of today's Safety Observer:

\*\*\*All Sub-Contractors affecting this job have participated in the Pre-Job Briefing: ☐ Yes ☐ No\*\*\*

**Crew Members & Non NPL Employees on Jobsite (Flagger, Coordinators, Officers Etc.):**

Print Name	Sign Name	Print Name	Sign Name

*\*\*By signing, today's assignments and responsibilities are understood by all individuals listed above on site.*

Provide any additional notes, **Near Miss** and **Stop Work Authority** actions below:

Attach Photos Below:

**Post Job Review** (Post-job reviews gives employees that were involved in the work activity to provide feedback What went right? Wrong? Is there follow up needed? What lessons learned from this job can be shared to help others performing similar task?)



## STATEMENT OF UNDERSTANDING

I the undersigned employee, acknowledge receipt of the below listed expectations and have attended an orientation on its content presented to me by NPL Mid-America.

I have been trained and agree to abide by the safety rules set forth by our customers as well as those set forth by NPL Construction. I understand that any deliberate violation of these rules and/or policies is sufficient cause for disciplinary action.

\_\_\_\_\_ I have been trained on fire extinguisher use and inspection.

\_\_\_\_\_ I have been issued all required PPE and understand the expectations of its use for both everyday situations as well as in potentially gaseous atmospheres.

\_\_\_\_\_ I have a clear understanding of the NPL Yellow Zone procedure.

\_\_\_\_\_ I have a clear understanding of the Incident Management Plan and what my role is in case of an incident.

\_\_\_\_\_ I will not perform any task on an NPL jobsite without either attending or being briefed on the Job Hazard Analysis (JHAs) pertaining to that jobsite. I will sign any such JHA to signify my understanding of the potential hazards.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

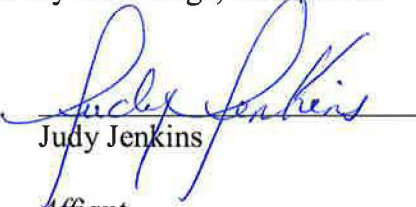
I have reviewed these expectations with the above employee and outlined the safe practices to be exercised on their work assignment. I have also informed the employee that in case of any questions he/she may have regarding work, safety or health; he/she should feel free to contact me.

\_\_\_\_\_  
Supervisor Signature

# VERIFICATION

STATE OF KANSAS       )  
                                  )  
COUNTY OF Johnson    )

I, Judy Jenkins, of lawful age, being first duly sworn upon oath, states as follows:  
I am a Managing Attorney for Kansas Gas Service, a Division of ONE Gas, Inc. I have  
read the above *Motion to Supplement Response to Staff's Report and Recommendation*  
and all the statements therein are true to the best of my knowledge, information and  
belief.

  
Judy Jenkins  
Affiant

SUBSCRIBED AND SWORN to before me on 05/01/2018.

  
Notary public

My Appointment Expires:

06/05/18



**CERTIFICATE OF SERVICE**

I, Judy Jenkins, hereby certify that a copy of the above and foregoing *Motion to Supplement Response to Staff's Report and Recommendation* was forwarded this 15<sup>th</sup> day of May, 2018, addressed to:

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