**CONTRACTOR HEALTH, SAFETY AND**

**ENVIRONMENTAL HANDBOOK**

## This Company Contractor Health Safety and Environmental Handbook (the “CHSE Handbook”) is designed to provide you with an *overview* of the HSE standards, policies procedures and expectations applicable to Company GP Holdings, LLC, Company Energy L.P., their respective subsidiaries and affiliates located in the U.S. (collectively “Company” or the “Company”).

*Company has only the highest expectations regarding your safety performance while at our Facilities. The safety of our employees and contractors in our Facilities, as well as our operations is a core business value of Company. This handbook will provide you with an overview of our HSE standards, policies, procedures and expectations to help you while working in furtherance of Company’s business or while on Company premises.*

*This CHSE Handbook* ***is not intended to*** *contain everything you need to know to do your job safely.* ***You must refer to the standards, policies and procedures applicable to your work at the applicable Facility and regularly discuss these standards, policies and procedures with Company management.*** *.*

***If you are unsure of the proper procedure or policy, how to comply, or if you need more information, it is your responsibility to ask Company management****. Please take the time to read, understand and, most importantly, apply this information to your work activities.*

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## Company’s Mission

*Company Energy L.P. produces high-quality fuels and asphalt in a safe, reliable and environmentally sensitive manner, and the company solves the logistical needs of customers by moving and storing refined products, crude oil and other feedstock’s that help fuel the global economy. Our successful operations and continued growth provide strong returns to our investors.*

*A leader in operational excellence, safety performance, environmental stewardship and community service, Company employs individuals and will only work with companies who care equally about their company, co-workers and communities. This partnership is committed to:*

* *The safety of our employees and contractors and our operations as a core business value.*
* *Aggressively pursuing growth opportunities, both domestically and internationally.*
* *Meeting the highest standards when producing, moving and storing products.*
* *Providing a challenging, rewarding environment that facilitates creative thinking, teamwork, and open communication.*
* *Customer satisfaction by providing reliable and responsive products and services.*

### Company’s Health, Safety, and Environmental Commitment

*Protection of our employees, contract employees, customers, general public, and environment is a core business value and a high priority. Company Energy L.P. is committed to achieving health, safety and environmental excellence throughout the corporation. It is everyone’s responsibility to conduct business in accordance with this commitment, and management’s responsibility to provide the resources, equipment, training, and tools to ensure continued improvement. We will adhere to these high standards in cooperation with our contractors by:*

1. *Providing the necessary resources to design, construct, and operate our facilities in a manner consistent with protecting human health and the environment.*
2. *Implementing procedures, management systems, and training programs to prevent occupational illnesses, injuries, accidents, and environmental impairment.*
3. *Meeting or exceeding applicable governmental standards to ensure continuous reduction of health, safety, and environmental risks.*
4. *Preparing and equipping our facilities to respond to emergency situations.*
5. *Maintaining clean facilities to ensure the highest health, safety, and environmental standards.*
6. *Managing our raw materials and products in a safe and environmentally sound manner.*
7. *Reducing waste generation and emissions and conserving natural resources.*
8. *Maintaining good working relationships with appropriate legislative and regulatory bodies to provide input for the development of cost-effective scientifically based laws and regulations.*
9. *Communicating openly with our employees, contract employees, customers, public entities, and our communities to promote health and safety understanding of our operations and environmental commitment.*
10. *Conducting evaluations and reporting findings to executive management to ensure continuous improvement in HSE performance.*

## INTRODUCTION

This handbook provides an overview of Company’s basic HSE standards, policies and procedures that must be followed at Company Facilities (“Company Facilities” include all refineries, terminals, pipelines and all related equipment and assets, including but not limited to pump stations, docks, rights of way, vehicles, vessels, and railcars).

### This booklet is not intended to cover every aspect of health, safety and environmental protection- if you are unsure of the proper procedures or equipment needed for a particular task or if you have any health, safety or environmental concerns- it is your responsibility to ASK.

1. **COMPANY AND NON-EMPLOYEE WORKER EXPECTATIONS**

Company considers HSE performance to be a core value and a cornerstone of its business. Meeting the commitment of HSE excellence is a responsibility shared by everyone. All Company Employees (“Employees”) and any non-employee personnel who are working on Company projects or at Company facilities (“Non-Employee Workers”) are expected to adhere to the following expectations:

* + Employees and Non-Employee Workers assume the responsibility, authority and obligation to personally stop work that is unsafe. Once work has been stopped, responsible parties should work to eliminate or control the hazard to a safe level.
	+ Participate in safety meetings, safety inspections, tailgate safety meetings, and other safety programs
	+ Identify and correct hazardous situations within their control.
	+ Report all incidents, regardless of severity, to the appropriate Company representative immediately (e.g. injuries, illnesses, fires, spills, near- misses, unsafe acts, unsafe conditions, etc.).
	+ Always use the proper personal protective equipment (PPE) for the job.
	+ Work with only safe tools and equipment and follow manufacturer recommendations.
	+ Follow the safety instructions and be alert to warnings posted at the work sites.
	+ Actively participate in all HSE required training.
	+ Know and understand the site emergency procedures.
	+ Maintain a clean work area.
	+ Know the right way to protect the environment. If you don’t know – ask. Use secondary containment if there is a possibility of a spill.
	+ Comply with all applicable HSE laws and regulations.

It takes a committed effort from everyone to ensure that our workplace is safe. No measure of safety is as important as ensuring that everyone leaves work at the end of the day in the same condition as when they arrived.

Certain training and education of Non-Employee Workers is conducted and required by the employer of such individuals. However, Company expects that the employing entity will ensure that Non-Employee Workers are familiar with Company’s HSE standards. If you are a Non-Employee Worker and you are uncertain whether you have been provided with the necessary training, please advise Company immediately.

## SAFETY LEADERSHIP

Company expects all Employees and Non-Employee Workers to demonstrate Safety Leadership.

The following two critical beliefs are the foundation of a successful leader:

1. Extraordinary Leadership is about **building relationships of trust** at all levels of the organization, including our contractors. We are all “leaders,” as each of us influences the behaviors and actions of those we lead, including our co-workers, contractors and our family members.
2. **We are responsible for the choices that we make and the choices those around us make** … especially regarding safety and productivity. The measure of a leader is determined by the behavior of the followers.

Strong Leaders demonstrate the following behaviors:

1. Professional Communication Skills
2. Interpersonal Leadership Skills
3. Coaching for Improved Safety and Productivity Performance
4. Taking Responsibility and Handling Conflict Professionally

For more information regarding Safety Leadership, please contact your supervisor.

## NOTE: HSE Policy titles listed throughout the document in *Italics* lettering can be obtained from a Company Representative. A full list of the Company’s company policies are listed in the attached Appendix A.

1. **PRE-JOB PLANNING (JOB SAFETY ANALYSIS)**

Before any work begins, everyone involved in the job must be knowledgeable about the job and their responsibilities to complete it safely. Tailgate Safety Meetings and Job Safety Analysis (JSA) are two tools used to accomplish these requirements.

A Pre-Job/Tailgate Safety Meeting should be completed at least daily, prior to starting any job or task, in order to ensure that hazards are identified and evaluated **before** work begins and that adequate precautions are implemented **before** work begins. Each person directly involved in the job or tasks is required to be present at and to participate in the JSA to ensure that they understand the potential hazards and their job responsibilities. Additional meetings and/or updates should be conducted if the scope of work or the conditions of the job change.

The JSA is a process used to identify hazards associated with a specific activity and implement control measures to eliminate or minimize them, prior to beginning work. A JSA is not a replacement for a Tailgate Safety Meeting, but a tool used to complement the meeting. During the JSA, a planned task is broken into steps:

* + Sequence of Basic job Steps – list all the segments needed to perform the job
	+ Potential Hazards – identify every existing or potential hazard source;
	+ Recommended Preventive Corrective Action – eliminate or control the hazards by assigning responsibility to a specific individual.

The JSA is a permanent working tool, which should be revised as needed. Corrective actions from incidents should be directed back to an improved JSA and shared appropriately with personnel.

Performing a JSA is a team effort. When everyone involved in the job actively participates in the JSA, it is more likely that all hazards will be identified and the most appropriate corrective actions will be implemented.

At the expiration of a Permit to Work the applicable JSA should be reviewed by all participants from the work effort and if necessary make adjustments.

JSAs from comparable jobs should be reviewed beginning a new job in order to build on previous experiences, and increase hazard awareness.

### Safe Work Policy

1. **HEALTH, SAFETY AND ENVIRONMENT MEETINGS**

HSE meetings shall be held on a Monthly basis at every Company facility or job site to discuss the needs and concerns of individual locations. The meetings should be

scheduled to include as many personnel as possible and attendance should be recorded and records kept. Employees and Non-Employee Workers are expected to participate in every HSE meeting.

HSE meetings are an excellent opportunity to discuss the safety and environmental implications of field problems, potential hazards, work assignments, previous incidents, and changes in Company HSE programs. However, problems encountered during work should be addressed immediately and not postponed to discuss at a meeting.

## COMPANY SAFETY AND ENVIRONMENTAL MANAGEMENT SYSTEM

Company Energy L.P. is committed to achieving excellence in our operations and our culture. This includes a commitment to protecting Health, Safety and the Environment (“HSE”) in everything we do. As part of our continual improvement, we are implementing a Safety and Environmental Management System that will enable Company to achieve operations excellence. This document outlines that direction and is accompanied by our Corporate HSE policies and programs, all of which set expectations across our organization.

### Company Safety and Environmental Management System

1. **GENERAL SAFETY RULES**

**Smoking** – Smoking is prohibited in all Company offices and Facilities except in specifically designated “smoking areas”. **SMOKING AT ALL SITES SHALL BE IN DESIGNATED LOCATIONS ONLY**.

**Horseplay** – Horseplay and practical jokes will not be tolerated.

**Harassment** – Harassment of any form will not be tolerated.

**Housekeeping** – Good housekeeping is important to a successful safety program. Clean up any messy or disorganized areas in the plant, labs, pump stations, shops, loading racks, tank farms, offices, etc.

Trash and other wastes shall be properly disposed of for protection of the environment in accordance with Materials Management Policy. **Unauthorized or improper waste disposal will not be tolerated by Company.**

**Incident Reporting** – ALL INCIDENTS MUST BE REPORTED IMMEDIATELY.

Any occurrence associated with Company activities or at a Company Facility involving personal injury, release to the environment, or damage to equipment or property (an “Incident”), or any occurrence which could have resulted in such injury, release or

damage (a “Near Miss”), must be reported to your supervisor immediately. Incident/ Near Miss information will be entered into the Incident Management System for tracking by a Company Representative.

## NOTE: The procedures to be followed, persons to be notified, and method of notification are addressed in the Company HSE Standard “Incident Notification Requirements”.

### Incident Management Policy

**Drug and Alcohol Policy** – Company maintains and enforces a comprehensive Drug and Alcohol Policy. Contact any Company Human Resources representative for a copy of the policy or if you have any questions.

### Company Drug and Alcohol Policy

**Lifting** – Improper lifting techniques are the cause of many serious injuries. When lifting, follow these simple rules to avoid injuring your back:

* + Use hoists, cranes, winches or other mechanical equipment or get help to lift any load that is too bulky or too heavy.
	+ Bend your knees to pick up any object, no matter how light. Grasp the object being lifted close to your torso. Lift with your legs, not with your back.
	+ Space your feet approximately shoulder width apart for good balance.
	+ Get a firm grip on the load before the lift is attempted.
	+ Test the load by lifting one corner or end.
	+ Take a deep breath prior to lifting. This helps support your spine.
	+ Do not twist your body at the waist while lifting.

These fundamental principles of safe lifting are illustrated in **Appendix B**. Do not attempt to lift a load which is beyond your personal lifting capability. Obtain help if needed.

**Ladders** – Always check the condition of a ladder before you use it – never use broken or damaged ladders. If you identify a damaged ladder, remove it from service and notify your supervisor.

In addition to regular Ladder inspection schedules, Ladders shall be inspected before each use. Below is a checklist which serves as guidance during ladder inspections:

* + Is the ladder sturdy?
	+ Are all ladder steps firmly attached to the side rails?
	+ Are the side rails free from cracks or splits?
	+ Is all of the hardware secure and in good working order?
	+ Are ladder feet secure and in good working order?
	+ Is the ladder free from sharp edges, burrs, etc.?
	+ Is the ladder free from dirt, grease, etc.?
	+ Are all ropes, pulleys, and locks on extension ladders in good condition?
	+ Are the locks and the spreader on stepladders in good condition?
	+ Are all warning signs and stickers visible and legible?

Portable ladders shall have an inspection identification which shall be marked every quarter to verify visual inspections have been made. If a ladder is found without inspection identification, before using the ladder, complete a thorough inspection and apply inspection identification.

Never place tools/material on the platform or top step of a stepladder. Avoid standing on the ladder’s top three rungs. Never take extension ladders apart to use either section separately. Ladders must not be tied or fastened together to create longer sections unless they are specifically designed for such use.

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The top of a ladder must extend at least three feet beyond the supporting object when used to access elevated work areas. They should be secured in-place when feasible.

Straight ladders must be used at an angle where the horizontal distance from the top support to the foot of the ladder is approximately one-quarter of the working length of the ladder.

Select the correct ladder for its intended use and do not exceed the manufacturer’s load capacity.

All ladders shall be made of a nonconductive material such as fiberglass.

**Machine Guards** – Guards shall be installed and maintained over moving parts to prevent contact by personnel. Where guards have been removed for maintenance purposes, the machine shall be locked and tagged out to prevent starting. Machines are not to be used without machine guards in place.

**Slips, trips, and falls** – Slips, trips, and falls are a major contributor to injuries and lost time accidents. Exposed stairs, ladders, and walkways shall be kept free and clear of clutter. If necessary, sand or grit shall be applied to increase traction. Wet walking surfaces and highly waxed or polished floors are some common examples where traction may be reduced. The proper footwear can decrease your chance of slipping - select and wear footwear suitable to the walking conditions. Avoid carrying bulking

items and use handrails where provided (use three point rule). Do not talk on the phone, text or check email while walking.

### Safe Work Policy

1. **OFFICE SAFETY**

Familiarize yourself with the building evacuation plans. Know the current emergency phone numbers for security, fire, and medical assistance. Become familiar with exits and building evacuation procedures. Your evacuation plan should include both primary and secondary escape routes. In the event of a fire, do not use elevators to evacuate a building.

Close desk and file drawers when not in use. Avoid placing cabinets and files so that open drawers block passageways. Have only one drawer open at a time on a file cabinet and do not overload upper drawers.

Always use an approved ladder or stool to reach articles high above the floor. Never use a swivel chair or other makeshift device to reach high places.

Keep walking areas clear of telephone and electrical cords. Tape or secure cords that temporarily cross walkways.

All coffee pots, desk lamps, heaters, and other electrical equipment should be turned off when leaving the office.

## HAZARD COMMUNICATIONS (RIGHT-TO-KNOW)

Information on hazardous materials is available through Material Safety Data Sheets (MSDS) or Safety Data Sheets (SDS). An MSDS/SDS for each hazardous substance is obtained from the manufacture or through Company Intranet computerized MSDS Online system. A copy of the MSDS/SDS for any chemical used at the facility is also maintained on file at each facility. Contractors must submit MSDS for new chemicals brought into the facility. It is the responsibility of all Employees and Non-Employee Workers to comply with local and federal regulations regarding hazard communication. Additionally, it is your responsibility to be familiar with the safety precautions, as outlined in the MSDS, for the materials in your work area. If you have any questions regarding hazards or hazard communication, ask your Supervisor. Information available on an MSDS will include but is not limited to the following:

* + Physical Properties
	+ Flammability
	+ Health Hazards & First Aid Procedures
	+ Spill Clean-Up Procedures
	+ Recommended Protective Clothing or Equipment.

### Hazard Communication Policy

Always read and follow all warning labels and ensure that they remain intact on all containers.

**Anhydrous Ammonia** – Anhydrous ammonia is most commonly referred to as ammonia, which is a compound of nitrogen and hydrogen with the formula of NH3. Ammonia is normally encountered as a gas with a characteristic pungent odor; however, it is transported and stored as a liquid. When released to the atmosphere, it may be harmful or fatal if inhaled. Liquid anhydrous ammonia is extremely cold and can cause freezing or frostbite of tissue.

Ammonia is corrosive therefore contact with the eyes may cause severe irritation, eye burns, and permanent eye damage. Skin contact may cause severe irritation, skin burns, and permanent skin damage. Inhalation of vapors can be corrosive and toxic and may be harmful if inhaled. Inhalation may cause severe irritation and burns of nose, throat, and respiratory tract. This material is a gas under normal atmospheric conditions and ingestion is unlikely.

Effects of overexposure may include severe irritation and burns of the mouth, nose, throat, respiratory, and digestive tract, which may result in headaches, coughing, nausea, vomiting, and breathing difficulties. Medical conditions aggravated by exposure may include skin disorders, respiratory illness (asthma-like), liver disorders, diabetes, and gout.

First aid for the Eyes includes moving victim away from exposure and into fresh air, flushing eyes with clean water, while holding the eyelids. Flush the affected eye(s) with clean water for at least 15 to 20 minutes and then seek medical attention. First aid for the skin is to flush affected area(s) with large amounts of water for a minimum of 15 to 20 minutes. Remove contaminated shoes, clothing, and constrictive jewelry. If skin surface is damaged, apply a clean dressing and seek medical attention. If the skin surface is not damaged, cleanse the affected with mild soap and water. First aid for ingestion is unlikely to be needed since the material is normally a gas under normal atmospheric conditions. Ingestion is unlikely, but in the unlikely case of ingestion, do not induce vomiting. If vomiting does occur, hold head down below hip level to prevent vomit from entering lungs. If person is unconscious, do not give anything by mouth. Victims who are conscious and able to swallow should be given 4 to 8 ounces of water and seek immediate medical attention. First aid for Inhalation is to immediately move victim away from exposure and into fresh air. If victim is not breathing, immediately begin artificial respiration. If breathing difficulties develop, oxygen should be administered by qualified personnel then seek immediate medical attention.

Ammonia is not normally considered a significant fire hazard while outdoors; but can become and explosion hazard indoors or in confined spaces when in its flammable

range of 16% - 25%. In the unlikely event of an ammonia fire; the extinguishing media of choice is dry chemical, carbon dioxide, or water spray

Personal Protective Equipment (PPE) must be used when working with and around anhydrous ammonia. Wear chemical goggles and face shield unless protected by a respirator with full-face piece. Do not wear contact lenses as they may trap fumes against the eyes and can make flushing ineffective. Safety glasses with side-shields is minimum protection. The use of gloves, boots, and aprons impermeable to ammonia (Butyl, Teflon, Neoprene, and Viton) is advised. Use appropriate respiratory protection when adequate engineering and work practice controls are not technically feasible and when performing certain maintenance, repair, or emergency operations where exposure could occur. For ammonia concentrations below 300 ppm and above published standards, use a respirator with an ammonia cartridge. For higher or unknown concentrations, use a SCBA with full face piece operating in the pressure- demand mode.

This information is only a review and must be supplemented by reviewing the Safety Data Sheet (SDS).

**Hydrogen Sulfide** – Hydrogen sulfide (H2S), is a colorless, very poisonous, flammable gas with a “rotten-egg smell,” is present at some Company Facilities and may be encountered in concentrations exceeding safe limits. Caution signs and labels are used to alert employees and the general public to operations where there is a potential exposure to H2S. You cannot rely on your sense of smell to detect H2S, because the ability of a person to detect the gas by smell may be lost, even when the gas is still present.

H2S is heavier than air and may travel along the ground. It collects in low-lying and enclosed, poorly-ventilated areas. H2S is an irritant and a chemical asphyxiant with effects on both oxygen utilization and the central nervous system. Low concentrations irritate the eyes, nose, throat and respiratory system (e.g. burning, tearing of eyes, cough, and shortness of breath). Moderate concentrations can also cause difficulty breathing, fluid in the lungs, headache, dizziness, nausea, vomiting, staggering and excitability. High concentrations can cause shock, convulsions, inability to breathe, extremely rapid unconsciousness, coma and death.

Personal Alarm Monitors are set to alarm when H2S concentrations reach or exceed 10 parts per million (ppm), (or applicable government or industry standard equivalent) must be worn by all personnel assigned to work in areas where H2S is or may be present and shall be worn so that the sensing device is outside the outermost layer of clothing and within 18 inches from the breathing zone. Monitor can be worn on the side to front of hardhat (ear to ear).

If the H2S concentration reaches or exceeds 10 ppm at any time while personnel are on the location, all personnel shall evacuate to a safe area and notify the supervisor immediately.

## NOTE: A level of H2S gas at or above 100 ppm is Immediately Dangerous to Life or Health (IDLH). Entry into an area considered IDLH is strictly prohibited, except in accordance with Hydrogen Sulfide Policy.

**Benzene** – Benzene is a component of products derived from coal and petroleum and is found in gasoline and other fuels. Benzene is used in the manufacture of plastics, detergents, pesticides, and other chemicals. Research has shown benzene to be a carcinogen (cancer-causing). With exposures from less than five years to more than 30 years, individuals have developed, and died from, leukemia. Long-term exposure may affect bone marrow and blood production. Short-term exposure to high levels of benzene can cause drowsiness, dizziness, unconsciousness, and death.

The purpose of the Benzene Control Program (BCP) is to establish guidelines for benzene protection which will facilitate the Company’s standard for a healthy environment and meet the requirements of US Federal OSHA 29 CFR 1910.1028 and all state OSHA programs. It is the Company’s policy to provide a safe and healthy work environment for its employees by providing a health and safety program that provides guidance, leadership, good operating practice and training to our employees.

**Blanketing Gases** – Gases used to shield materials from contact with oxygen or to prevent the creation of a flammable atmosphere. The primary hazards of these gases are storage pressures exceeding 2000 psi and the potential to cause an oxygen deficient atmosphere. Some, but not all blanketing gases are “inert.” Those gases that are not inert can react with other chemicals to become toxic. A common blanketing gas used in general industry is nitrogen.

**Inert Gases** – Gases that do not react with other materials at ordinary temperature and pressure are classified as inert. These are colorless and odorless, as well as nonflammable and nontoxic. The primary hazards of these gases are storage pressures exceeding 2000 psi and the potential to cause an oxygen deficient atmosphere. Even though nitrogen is not commonly considered inert, in general industry, the term “inert” has been used to describe blanketing, purging equipment with nitrogen to prevent oxidation or to prevent the creation of a flammable atmosphere. Inert gases include: Helium, Neon, Argon, Krypton, Xenon, and Radon

### Hydrogen Sulfide Gas Policy Benzene Control Policy Nitrogen Gas Policy

1. **PERSONAL PROTECTIVE EQUIPMENT**

Personal protective equipment (PPE) is vital to your safety in the workplace. PPE establishes a barrier between the worker and the hazard, but it does **not** eliminate the hazard. Engineering and administrative controls should be the first priority for

eliminating and minimizing hazards. In situations where these hazards cannot be eliminated or sufficiently minimized, PPE must be used.

Personnel should be trained in the use of PPE as necessary considering the worksite and nature of work to be performed. They must be trained to:

* + Be aware of situations requiring PPE in their work area;
	+ Select the appropriate PPE based on the potential hazards and risk involved;
	+ Wear the required PPE according to the manufacturer’s instructions; and
	+ Understand the limitations of the PPE.

PPE must be inspected, used, stored, and maintained properly. If the PPE no longer provides the intended level of protection, it must be repaired or replaced immediately. PPE which is no longer usable must be destroyed before being discarded.

## Fire Retardant Clothing, Hardhats, safety glasses with side shields, and safety- toed shoes, at a minimum, must be worn at all Company operating Facilities.

**Fire Retardant Clothing (Field Work Locations)** – Due to the danger of fire, properly donned Fire Retardant clothing (FRC) shall be worn when accessing the operating areas within a facility or work location.

**Head Protection** – Hard hats are designed to protect the head from falling objects, impacts, and electrical hazards. Hard hats must meet ANSI Z89.1-2003, Type I Class E & G or ANSI-Z89.1-2009, Type 1, Class E design (or applicable government or industry standard equivalent). All personnel including visitors must wear hard hats as required by Company’s Personal Protective Equipment Policy. **Metal hard hats are prohibited**.

The following guidelines concerning hardhats must be strictly followed:

* + The hard hat must be worn so that it provides maximum impact protection.
	+ The hard hat must not be tipped forward, backward, or to either side and should not be worn backward.
	+ The headband (suspension system) must be adjusted to the proper size to provide sufficient clearance between the shell and headband. The suspension system must never be modified or altered, and objects must never be carried or stored between the headband and head.
	+ Never use gasoline, solvents, or similar substances on a hard hat. Never paint or modify the shell of a hard hat (e.g., punching/drilling holes in it for additional ventilation). Use only mild soap and warm water to clean a hard hat.
	+ Hard hats should be periodically inspected. The hat or headband must be replaced if cracks, breaks, brittleness, or discoloration are observed. See PPE Policy.

\*\*Follow manufacturer requirements for suspension and shell replacement.

**Hand Protection** – Work gloves shall be worn when working with, or when performing work in which you might encounter, materials that could cause cuts/lacerations/ abrasions/puncture wounds and to protect from temperature extremes.

Protective impermeable gloves must be worn when working with chemicals or other hazardous liquids. The type of glove used shall be based on a review of the MSDS and the duration of use.

Electricians must wear dielectric gloves rated for at least the highest voltage that they may encounter while working on or near energized electrical equipment. Inspection requirements for dielectric gloves must be known and followed.

It is strongly suggested to never wear gloves, jewelry, or loose clothing when working with moving machine parts. Follow proper lockout/blockout/tagout procedures before repairing or cleaning machinery.

**Eye and Face Protection** – Approved eye and face protection equipment must be properly fitted and worn. All lenses shall comply with ANSE Z87.1-2003 (or applicable government or industry standard equivalent) high impact standard. Prescription safety glasses that do not provide side protection must have side-shields attached (or applicable government or industry standard equivalent).

Personnel may wear contact lenses in the work environment if they are accompanied by approved eye protection equipment and their use is not prohibited by documented work rules and regulations. Personnel should inform their supervisor and coworkers that they wear contact lenses.

Safety glasses with side shields are approved for general eye protection in the workplace; however, special purpose eye and face protection is required for certain activities and in some job functions. You should check with your supervisors if there is any doubt about the need for specialized eye or face protection.

**Foot Protection** – Protective footwear will meet the applicable requirements of the ASTM F 2412-05, F2413-05, I/75 C/75 EH (or applicable government or industry standard equivalent). This type of footwear provides impact resistance up to 75 foot pounds, compression resistance up to 2500 pounds and electrical hazard protection under specific conditions. All footwear shall have a defined heel.

Since leather boots and shoes can absorb chemicals and other irritant substances, safety-toed chemical resistant boots should be worn when handling chemicals and other materials which require protection from absorption. Refer to the Material Safety Data Sheet (MSDS) for the required personal protective equipment when handling these substances.

Footwear should be inspected periodically and replaced when it no longer provides adequate protection or traction.

**Hearing Protection** – All personnel and visitors must wear hearing protection in areas where high noise producing equipment is being operated and/or where signs are posted that warn of excessive noise levels. Hearing protection should be worn in areas where there is a potential for temporarily elevated noise levels, such as when high-pressure gases are released or it is necessary to raise one’s voice to talk to others at a distance of three feet or less, even if noise warning signs are not posted in such areas.

### Personal Protective Equipment Policy Hearing Conservation Policy

1. **RESPIRATORY PROTECTION**

Respiratory protection is required where respiratory hazards may be encountered in the workplace. These hazards may include, but are not limited to:

* + Oxygen deficiency;
	+ Gas and vapor contaminants (e.g., H2S);
	+ Particulate contaminants, such as harmful dust, fume, chemical mist or fog, smoke and spray; or a combination of gas, vapor, and particulate contaminants.

Personnel who perform tasks that may require respiratory protection equipment must be medically evaluated and approved, fit tested, and trained before using the equipment. They must understand the limitations of respirators, including their impact on verbal communication abilities.

The specific respiratory equipment used must be US NIOSH/MSHA approved (or applicable government or industry standard equivalent). Mixing components from different types of respirators or using unapproved components is prohibited.

The following rules apply to respiratory equipment used:

* Personnel must not have facial hair that could interfere with the sealing capabilities of the mask (See **Appendix C**);
* Before donning a respirator, any head covering, glasses and foreign items in the mouth must be removed; and
* Personnel who wear prescription glasses and are assigned to areas where full- face respirators are required should be provided with a means of attaching the prescription lenses to the face mask. Hooded Egress Units allow for the use of prescription glasses during emergency evacuations.

In IDLH or potentially IDLH atmospheres where the respirator wearer could be overcome if the respiratory protection fails, one additional person (or more as needed) shall be located outside the hazardous atmosphere in communication and able to provide effective emergency assistance. Oxygen-deficient atmospheres (less than 19.5% oxygen) are considered IDLH.

All respirators must be inspected before and after each use. Respirators for emergency use, such as SCBA devices, shall be thoroughly inspected at least once per month and after each use. Connections on air lines must be inspected monthly and properly maintained. Respirators must be cleaned, disinfected, and properly stored after each use.

Maintenance on respiratory equipment and refilling the cylinders for air-supplied respirators must be performed only by qualified persons and companies. The breathing air for supplied-air respirators must be certified as CGA Grade D or equivalent. **Pure oxygen shall never be used.**

### Respiratory Protection Policy

1. **FALL PROTECTION**

Fall protection is provided in the workplace to minimize the risk of falls. Protection may be accomplished through the design of the facility and/or provision of personal safety gear. The type of fall protection necessary must be evaluated in light of the Facility and nature of work to be performed. Some of the types of approved fall protection equipment at Company Facilities include full body safety harness and appropriate lanyard with double locking snaps, fall arresting systems, personnel lifts, etc. All fall protection equipment shall meet US Federal OSHA Standard 29 CFR 1926, Subpart M, 500-503 (or applicable government or industry standard equivalent). Working surfaces that are more than six (6) feet above the ground or more than four (4) feet above an adjacent platform or work surface must be protected by a guardrail system, personal fall arrest system, or safety net system. Personnel climbing to or from such working surfaces should use a ladder, stairs, or an appropriate means of fall protection (i.e., personal fall arrest system).

**Safety belts shall not be used for fall protection. When required, a full body harness, rather than a safety belt, must be worn.** Harnesses, lanyards, and other fall protection components should be used in accordance with the manufacturer’s

recommendations and should never be modified. Fall arrest systems shall be inspected prior to each use. Any fall protection equipment that is damaged must be destroyed and discarded. Safety harnesses and lanyards that have been used to stop a fall must be destroyed and discarded. Equipment must be stored properly to prevent damage.

All fall protection equipment shall be inspected in accordance with manufacturer’s recommendations and applicable government rules.

### Fall Protection Policy

1. **FIRE PREVENTION**

Prevention is the best method of avoiding a fire. The major causes of fires include electrical overloads or malfunctions, poor housekeeping, smoking, improper welding operations and poor equipment maintenance. You can eliminate most of these causes by using common sense, following proper work procedures and maintaining good housekeeping. Observe the following precautions at all times in order to minimize fire hazards:

* + Know your work area. Keep it clean.
	+ Know the material you are working with. You must be familiar with the MSDS(s) for the product(s) and materials(s) you are handling or may be exposed to. Handle and store flammable materials properly. When transporting flammables, follow Company approved procedures.
	+ Keep all solvents in approved, properly labeled containers. Handle and dispense flammable liquids in U.L. listed (or applicable government or industry standard equivalent), properly marked safety cans.
	+ Do not use flammable liquids with a low flash point such as gasoline, naphtha and lacquer thinner for cleaning purposes. As a matter of sound waste management practices, replace flammable cleaning solvents (e.g., versol) with non-flammable solvents (e.g., citrus base).
	+ Maintain good ventilation in all buildings where flammable liquids or gases are being handled and store highly flammables in specially-designed structures or outside (i.e., propane cylinders).
	+ Remove excessive amounts of dry grass, brush or weeds from around equipment.
	+ Regularly and thoroughly check equipment and machinery for mechanical sparking, heat build-up due to friction, and arcing or hot spots from electrical shorts in wiring, switching, motors, etc.
	+ Vehicles can be an ignition source for flammable and combustible materials. Catalytic converters can ignite grass, paper, flammable vapors and other

materials. The vehicle's ignition system can ignite crude oil or gasoline vapors as well.

* + Follow the area-specific operational and permitting guidelines for hot work operations in your area.

### Fire Prevention Policy

1. **EMERGENCY RESPONSE**

Company Facilities have established emergency response plans. These plans identify the actions, resources and procedures established to respond to potential emergencies. Review your Facility’s response plan and know how to respond to emergencies.

## PERMIT TO WORK

A Permit to Work or Safe Work Permit is Company’s standard documentation to ensure appropriate safety precautions and protective measures are established prior to, and during potentially hazardous work. Items addressed in the Permit to Work or Safe Work Permit should include but are not limited to:

* + Hazards Identification
	+ Required PPE
	+ Emergency Contacts
	+ Mobile Equipment Use
	+ Elevated Work Areas
	+ Excavations
	+ LOTO/Isolation Verification
	+ Work Description
	+ Confined Space Entry
	+ Hot Work Conditions
	+ Work Area Monitoring

### Safe Work Policy

1. **CONTROL OF HAZARDOUS ENERGY (LOCKOUT/BLOCKOUT/TAGOUT)**

The purpose of Lockout/Blockout/Tagout procedures is to prevent personal injury and property damage by utilizing appropriate lockout, blockout and/or tagout devices to isolate energy sources or to otherwise disable machines or equipment to prevent unexpected energization, startup or release of stored energy.

The following is a ***summary*** of the Lockout/Blockout/Tagout procedure, you must be familiar with the full procedure applicable to your work. Consult your supervisor.

## Note: Only “authorized employees” shall perform lockout/blockout/tagouts. See Safe Work Policy or review your local Facility procedure.

Preparation and Application of Energy Isolation:

* + Personnel shall utilize an existing Energy Isolation List (EIL) (or create one where none exists) to determine the type and amounts of energy powering the equipment and locate and identify all isolating devices;
	+ Prepare all machines or equipment for shutdown and conduct a briefing of all personnel involved in the procedure;
	+ Shut down the machine or equipment in an orderly fashion;
	+ Properly isolate (block) and apply locks and tags and warning signs on the affected machine or equipment;
	+ Have all personnel involved in the workgroup place a personal lock on the lockout or on the lockbox being utilized;
	+ After ensuring that the area is clear of non-essential personnel and free of hazards, release or otherwise control any stored energy; and
	+ Verify the isolation of the equipment and control of the energy source by trying to turn on the equipment.
	+ The EIL shall be retained with per local procedure.

### Safe Work Policy

**Removal of Locks/Tags from Controls:**

* + Verify that the machine or equipment components are operationally intact;
	+ Inspect the area for hazards and make sure that affected personnel have been notified and are cleared to a safe distance prior to removing locks or tags;
	+ Verify that all personnel locks have been removed;
	+ Have the person who applied the lockout/tagout isolation equipment remove the device(s);
	+ Have the authorized personnel remove their personal lock and/or tag:
	+ Verify that all the locks and tags have been removed and that the equipment is in the correct position for start-up. Notify all affected personnel of the removal of lockout, blockout and tagout devices prior to startup of the machine or equipment.

## ELECTRICAL SAFETY

All applicable codes and regulations must be followed when installing, maintaining, or repairing electrical equipment. Industry recommended practices should also be considered.

Work on or near exposed energized parts of electrical equipment that operate at voltages of 50 volts or more to ground must be performed by qualified and authorized personnel who are trained for the task to be performed. Repairs to electrical equipment must also be performed by qualified and authorized personnel.

Qualified personnel must, at a minimum be able to demonstrate competency of the type of work being performed. Only Qualified Persons are permitted to de-energize and lockout/blockout/tagout electrical equipment and circuits for the purpose of electrical repair or maintenance.

Employees shall not be permitted to work in an area where they are likely to encounter electrical hazards unless they have been trained to recognize and avoid the electrical hazards to which they will be exposed. Safe work practices shall be used when working on or near electrical equipment or circuits that are or can become energized and capable of causing electric shock.

All personnel shall be safeguarded from injury by suitable personal protective equipment while working in situations where potential electrical hazards exist. Personal protective equipment shall be maintained in a safe, reliable condition, inspected on a monthly basis and be designed for the specific part(s) of the body to be protected and for the immediate work to be performed.

### Electrical Safe Work Policy

1. **HOT WORK / WELDING**

Hot Work and/or Permit to Work programs ensure that proper precautions are taken to protect against fire and explosion from welding and other “Hot Work” which could create heat or sparks or that has the potential to ignite flammable and combustible materials in the area. Typical examples of Hot Work include, but are not limited to, welding, cutting, grinding, abrasive blasting, space heating, and hot taps.

The following is a brief summary of the procedure:

* + Assess proposed work, area and related risks to determine which permits are required
	+ Make sure all appropriate departments and personnel are aware of the Hot Work plans
	+ Obtain applicable permits (including any required Hot Work permits) prior to commencing work.
	+ Hot Work permits must be maintained at the work site while the work is being done.
	+ Inspect the area for flammable materials.
	+ Isolate all possible fuel sources.
	+ Use a combustible gas meter to check the atmosphere for explosive vapors.
	+ Utilize qualified fire watches while the Hot Work is being done. Fire watches must be able to see the work being performed and be able to communicate verbally with personnel performing the Hot Work. Maintain the fire watch for at least 30 minutes after the Hot Work has been completed.
	+ Double-check job site before leaving, to ensure that no ignition sources remain.
	+ The fire watch shall have fire-extinguishing equipment readily available and shall have been trained in its use. This individual is also responsible to see that the equipment is in good working condition at all times during the fire watch.
	+ If a break (such as lunch) is taken during the Hot Work, the permit conditions must be revalidated before Hot Work resumes.
	+ Additional standards such as confined space, personal protective equipment, fall protections, and respiratory protection may also apply.

### Safe Work Policy

1. **CONFINED SPACE ENTRY**

A **confined space** is a space which:

* + Is large enough and so configured that a person can physically enter the space and perform assigned work;
	+ Has limited or restricted means for entry or exit; and
	+ Is not designed for continuous human occupancy.

A **Permit Required Confined Space** is a confined space which has one or more of the following:

* + Contains or has a potential to contain a hazardous atmosphere;
	+ Contains a material that has the potential for engulfing an entrant;
	+ Has an internal configuration that could trap or asphyxiate an entrant; or
	+ Contains any other recognized serious safety or health hazard.

### Access to all permit-required confined spaces must be limited and identified by posting danger signs/labels at the entry.

Entering and working in vessels and other confined spaces may be hazardous due to toxic vapors, fire/explosion possibilities, oxygen deficiencies and general safety hazards. Prior to entry into a space which has not previously been evaluated or for which the conditions or contents have changed, the potential hazards of the space shall be assessed and recommendations will be made for specific testing requirements and personal protective equipment necessary before entry or work. An entry permit (Safe Work Permit/Permit to Work) must be completed prior to entry into any permit required confined space. Such Safe Work Permit will identify the necessary procedures to confirm it is safe to enter the area, as well as procedures to ensure the safety of personnel performing the work.

Excavations, cellars, valve pits 4 feet or deeper, floating roofs 4 feet below top of tank are considered confined spaces. Before work can begin in any confined space, a pre- entry JSA meeting shall be conducted by the supervisor in charge of the job. This meeting shall include all persons involved in the work and cover all the basic steps for confined space entry, all hazards expected and all equipment and techniques to be used. This information should be recorded on the Permit to Work **“Confined Space Entry.”** At a minimum, the following steps should be followed prior to entry into a Permit required Confined Space:

* + Isolate and Lockout/Blockout/Tagout;
	+ Test the Atmosphere;
	+ Ventilate the Vessel;
	+ Use Personal Protective Equipment; ;
	+ Identify and Understand Rescue Procedures.
	+ Clean the Vessel

### Safe Work Policy

1. **TRENCHING AND EXCAVATION**

Working in or around excavations is a common practice, however, it can be potentially dangerous. Before work in an excavation begins, the site must be evaluated by a competent person to identify any conditions that might increase the danger of cave-ins or other accidents. Many excavations are considered confined spaces.

**Underground Installations** – Underground utilities may be present near all work sites. All utility companies must be contacted, advised of the proposed work and asked to provide the location of the underground installations. This can be done by calling 811 or your local utility marking service at least (2) work two days prior to the start of digging.

The utility company’s marks may not be exact. Always observe at least 24 inches or more of tolerance (per each states specific regulation) on either side of the underground utility.

Accidentally contacting underground utilities can result in personal injury, death or monetary fines. All such contacts result in an immediate stoppage of work and immediate notification of all companies involved. An emergency evacuation of the area may also be necessary. If that occurs, do not return to the area until the local fire department advises that it is safe to do so.

**Egress From Trench Excavation** – A stairway ladder, ramp, or other safe means of egress shall be located in trench excavations four (4) feet or deeper so that adequate egress is located within 25 feet of any worker within the excavation.

**Trenching Operations** – At any location where personnel may be exposed to vehicular traffic, reflective garments such as traffic vests shall be worn.

Workers are not permitted under loads handled by excavation equipment and must stand away from vehicles being loaded or unloaded to prevent being struck with falling material. When mobile equipment is operated near an excavation, adequate warning systems such as barricades, hand signals, stop blocks, etc., must be used to protect personnel from moving equipment.

Should it become necessary for an excavation to remain open and unattended, such as overnight or weekends, sufficient warning signs must be posted and the area barricaded to prevent the possibility of falling into the excavation. This may be accomplished by blinking lights, barricade tape, and wooden or concrete barricades.

Should an excavation uncover unusual or unknown materials, digging must stop and the area or crew supervisor shall be notified.

**Inspections** – Daily inspections of the excavation, soil, the adjacent areas, and protective systems shall be made by a competent person prior to start of work and as needed throughout the job.

**Testing Of The Excavation Atmosphere** – Prior to personnel entry, atmospheric monitoring must be conducted for all excavations where an oxygen deficiency or any other hazardous atmosphere exists, or could reasonably be expected to exist. This test will consist of monitoring for oxygen and combustible levels, also any specific contaminant (i.e., hydrogen sulfide) which could possibly be present in the excavation.

Should a hazardous atmosphere be encountered, established procedures (such as respiratory protection) are to be followed to provide sufficient personnel protection. Testing will be done as often as needed to ensure that any contaminants do not reach dangerous levels.

**Water Accumulation** – Personnel may not work in excavations in which water is accumulating unless adequate protective measures have been taken. Precautions could include water removal and/or the use of a safety harness and lifeline.

**Excavation Near Structures** – Should excavation be necessary near adjacent structures, the stability of the structure must be maintained. This may be done by means of shoring, bracing, or underpinning. Sidewalks, pavements or structures must not be “tunneled under” unless sufficient support is provided to prevent collapse.

**Protection From Loose Rock Or Soil** – Workers must be protected from loose rock or soil falling from an excavation face at all times while in the excavation. This may be accomplished by removing loose materials or installing a protective system to prevent the loose rock or soil from rolling into the excavation. All excavated material is to be kept at least two (2) feet from the edge of any excavation to prevent the soil from re- entering the excavation. A Competent Person will determine the need for and type of protective system to be utilized when personnel enter an excavation. Protective systems will consist of a designed sloping or benching system, a secondary support system, or a combination of these systems.

If a sloping system is used, the slope shall be determined, according to soil classification, by a Competent Person. In the event adequate clearance is not available for a sloping system, a support system shall be utilized and assume worst case and use a class “C” soil protective system requirement.

When an excavation is deeper than twenty (20) feet, the protective system must be designed by a Registered Professional Engineer.

When the Competent Person finds evidence of a situation that could result in a possible cave-in, indications of failure of the protective systems, or other unsafe conditions, exposed personnel shall be immediately removed from the hazardous area until the necessary precautions have been taken to ensure safety.

**Fall Protection** – Walkways or bridges with standard guardrails must be installed where personnel are permitted to cross over excavations. Walkways should be equipped with a toe board to keep objects from falling onto workers below.

### Safe Work Policy

1. **MANAGEMENT OF CHANGE**

Any addition, modification, or replacement related to an operating process, other than replacement-in-kind, shall be evaluated through a Management of Change Request. This is to ensure the continued safety of personnel and the protection of facilities and the environment from the consequences of change.

Work is only considered “Replacement-in-kind” when an item is replaced with an equivalent substitute with the same specifications.

Standard, Temporary, and Emergency changes all require a Management of Change Request. Emergency Management of Change may only be implemented when the change is critical to the ongoing operations, the safety of the personnel, or the protection of the environment. Once the emergency is over, the implemented change must be removed or the Change Request processed following the Standard Management of Change procedures. Temporary changes are limited to six (6) months from the date the change is implemented. A temporary change must be removed after 6 months or a Standard Change Request must be submitted.

## EXAMPLES OF REPLACEMENT-IN-KIND NOT REQUIRING A MANAGEMENT OF CHANGE REQUEST:

Valves Must be the same style: Gate-to-gate; globe-to-globe; etc.

Must be the same material:

Carbon steel to carbon steel; stainless steel to stainless steel; etc.

Must be the same rating: 150# to 150#; 300# to300#; must be the same size: 4” to 4”; 6” to 6”; etc.

Piping and Flanges Must be the same size: 6” to 6”; 8” to 8”; etc.

Piping must be the same schedule, same manufacture process (i.e., ERW, Seamless, etc.):

Sch. 40 to Sch. 40; Sch. 80 to Sch. 80; etc. Stainless steels must match (304 to 304, etc.).

Flanges must have the same rating & facing (raised face to raised face etc.)

Bolt and gasket material must be the same type and style.

Rotating Equipment Must be the same type (centrifugal, reciprocating, etc.).

Must have the same capacity: No change in impeller diameter

Instruments Must have the same range.

Must have the same multiplier.

Must use the same type of sensing element.

Chemicals, Additive and Must be the same composition.

Catalyst Must perform the same function/reaction.

Must have same name on label.

### Management of Change Policy

1. **EQUIPMENT SAFETY**

**Opening Flanges, Valves and Unions** – Opening any line may result in a sudden release causing equipment failure or personal injury. A line may be pressurized due to leaking valves or unauthorized opening of a valve into that section of line. Proper Lockout/Blockout/Tagout procedures should be followed whenever working on any lines. Caution must be used when performing this type work.

Some lines contain material which may be harmful to people or the environment. Information such as, health effects and proper PPE (i.e., goggles, face shield, rubber gloves, etc.) can be found on the MSDS.

### Line Breaking Policy

**Meter Buildings** – Access to meter buildings is permitted by authorized personnel only. The interiors of these buildings are electrically classified as hazardous areas – meaning only approved explosion proof or intrinsically safe equipment is permitted to be utilized within these building. Smoking in these areas is strictly prohibited.

**Compressors** – Work on compressors is permitted only by authorized personnel only. Compressors can generate high levels of noise; appropriate hearing protection should be worn when working in such environments. When loading, compressors are subject to large amounts of suction and discharge pressure. Non-essential personnel should stand clear when a compressor is being loaded.

Moving parts on compressors shall be equipped with securely fastened guards. Notify a supervisor of any damaged or missing guards. Loose clothing shall not be worn whenever working near moving equipment.

**Pumps** – Moving or rotating parts on pumps shall be equipped with securely fastened guards. Notify a supervisor immediately of any damaged or missing guards. To avoid being caught never wear loose clothing when working near moving parts.

High pressures and electrical shock are common hazards around many pumps. The pump should always be shut down before performing any adjustment or maintenance

and Lockout/Blockout/Tagout procedures should be followed. Refer to the Lockout/ Blockout/Tagout section of this handbook for more information.

**Relief Valves** – Relief valves should be installed in accordance with the manufacturer’s recommendations. Relief valves are designed to fail at a pre-set pressure and must be inspected and periodically tested, following established local procedures, to be sure they operate properly. If you suspect that a relief valve has been tampered with or may not work for any reason, notify your supervisor.

**Compressed Gas Cylinders** – Compressed gas cylinders should be stored in an upright position at all times and transported according to the appropriate regulatory requirements. When not in use, oxygen and fuel gas (i.e., acetylene) cylinders are required to be stored in separate areas, not closer than 20 feet apart or segregated by an approved separation wall.

Cylinders should be secured by chain or other appropriate methods to prevent them from moving or falling. Whenever a cylinder is not in use it should be fitted with a protective cap over the valve. Compressed gas cylinders are required to be hydrostatically tested and stamped with the date of testing. Any out-of-date or unmarked cylinders must be retested or replaced immediately. Using a cylinder as a roller or support may cause it to fail and is prohibited. Certain gases may require additional safeguards. Check with a supervisor for the proper procedures for the cylinders being used.

**Pressure Vessels** – Catastrophic failure of pressure vessels may result in someone being struck by high energy materials. The contents of pressure vessels is often flammable, toxic or both. Pressure vessels may fail due to a variety of reasons. If a vessel appears to be damaged notify your supervisor immediately. Never attempt unauthorized work on any pressure vessel.

## MATERIAL HANDLING EQUIPMENT

No one shall operate the equipment listed below unless they have been instructed/ qualified in its safe and proper use and the equipment has been inspected and found to be in proper working condition. A Job Safety Analysis (JSA) should be conducted prior to beginning any task. If a task does not already have a JSA, create one. Refer to the JSA Section of this handbook for more information.

**Winch Trucks** – The following are hazards and recommended practices associated with working on or around winch trucks:

* + Do to the risk of falling, personnel should never be allowed to stand under suspended loads.
	+ Tag lines should be used to guide any heavy load into or out of a tight space which will allow personnel to stay away and from underneath. Tag lines can also be used to control awkward loads such as pipe or culverts.
	+ If a load must be moved while suspended, proper precautions should be taken to ensure that it does not contact personnel or equipment. Moves should be sufficiently communicated and personnel should stand clear to avoid being struck or caught by swinging loads.
	+ Do not position your body between the back of the truck and the loading dock or other solid obstruction, to prevent being caught between the truck and solid obstruction in case the truck rolls back or is backed up by the driver.
	+ Overhead electrical hazards should be identified prior to moving any piece of equipment. Equipment such as gin poles that come in close proximity or contact with overhead energized lines may cause an electrical arc. A minimum clearance of 10 feet must be maintained from any energized power line. If any part of the truck or gin pole comes into contact with a power line, do not touch the vehicle, do not touch the line, and do not allow anyone already inside the vehicle to dismount until it is clear of the power line.
	+ Winch lines may puncture the skin if leather gloves are not worn when handling.

**Cranes** – The following are common hazards and recommended practices when working around cranes and lifting operations:

* Before a sling is used to secure a load the sling and rigging shall be inspected by a competent person. Incorrect or defective slings may result in a dropped load. Loads with sharp corners or edges should be padded where they contact slings.
* Lifting more weight than a crane is designed to lift may result in broken lines, or structural failure. The crane operator should be familiar with the operating limitations and refer to the load chart as needed. The crane shall never be over- loaded and no attempt should be made to pick up a load about which there is uncertainty.
* To avoid being struck by a moving load or equipment, personnel should remain a safe distance while lifting operations are underway. The area should be properly barricaded.
* Swinging loads are difficult to control and maybe dangerous to nearby personnel. The hook should be positioned directly over the load to avoid thrust on the boom and to prevent the load from swinging. Also, do not attempt any lift when wind conditions may make it unsafe.
* Many incidents are the result of poor communication. NCCCO (National Commission for the Certification of Crane Operators) hand signals are commonly used during lifting operations and only one (1) Rigger shall be authorized to give signals for each lift.

**Hoists** – Falling or slipping loads may strike personnel in the area. To reduce the risk of such incidents all personnel should stay as far away as possible during hoisting operations. Inspect all of the equipment (slings, hooks, hoist chain, etc.) before each lift and ensure that the load is properly balanced to keep it from swinging.

### Safe Work Policy

**Forklifts** – The following are common hazards and recommended practices when working around forklifts (Powered Industrial Trucks):

* + The operator should have a clear view of where the forklift is going in order to avoid running into people or objects. Good practice is to sound the horn whenever entering or exiting buildings or walkways to alert others of your presence.
	+ Overhead obstruction hazards should be identified ahead of time. Common overhead obstructions include piping and energized electrical equipment.
	+ Loads that are not adequately secured may fall off the skids while moving.
	+ The high center of gravity makes forklifts susceptible to rolling over, especially on sloped surfaces. To lower the center of gravity loads should be carried as close to the ground as practical. Whenever traversing an inclined surface drive straight up and down, never diagonally.

## HAND TOOLS

Most injuries involving hand tools are caused by the misuse of the tool or by the use of a defective tool. To reduce the risk of injury, tools should be right for the job, properly maintained and inspected regularly. Defective tools should be taken out of service. If possible, choose tools designed to keep your wrist straight, not bent, and take breaks to avoid repetitive strain injuries. Tools used for cutting, such as saws, axes, chisels or knives, should be sharpened. Gloves should be used while using hand tools.

### Hand and Power Tool Policy

1. **TRANSPORTATION**

The following requirements are for the safe operation of vehicles used for conducting company business:

* + All occupants of vehicles MUST wear seat belts at all times, even when driving inside the Facility gates.
	+ Picking up hitchhikers is not allowed.
	+ All drivers must have in their possession a valid government issued driver’s license for the class of vehicle being operated. Drivers shall receive training and be physically capable of safely operating a vehicle.
	+ Drivers shall not operate a vehicle while under the influence of alcohol, drugs, narcotics or medication that could impair the driver’s ability to safely operate the vehicle. Prescription or over-the-counter medication that may impair judgment or performance must be reported to your supervisor.
	+ Drivers should not operate a vehicle when they are not fully rested, alert or have a condition that could prevent them from safely operating the vehicle.
	+ Drivers shall remain alert at all times and maintain their attention to the safe operation of the vehicle and surrounding road and traffic conditions.
	+ Vehicles must be operated in strict accordance with all applicable traffic laws, ordinances, regulations and Company site rules.
	+ All vehicle safety devices shall remain operational. Tampering or disabling any safety device (i.e.; seat belt warning alarms, air bags etc) is prohibited.
	+ All drivers are subject to periodic driver records review.
	+ The driver is responsible to ensure that the vehicle is in safe operating condition. Any part of the vehicle that is in an unsafe condition should be reported and shall not be operated until repairs are made. Appropriate safety equipment should be kept with the vehicle.
	+ You should avoid distractions while driving. Personnel are prohibited from reading or writing text messages, notes or email, and editing or looking up contact information while driving.
	+ Cellular phones may be used for short phone conversations when operating motorized vehicles **only** when: (1) such activity is permitted under state or local laws or regulations; (2) a hands free device is used and; (3) the employee determines that he or she is able to perform such activity safely. Do not participate in a phone call while operating a vehicle in heavy traffic, severe weather or other hazardous conditions.
	+ Vehicle drivers must drive defensively and should not depend on having the right of way.
* All drivers are responsible for knowing any vehicle use laws that are applicable to them in addition to Company policies, procedures and rules that relate to the operation of vehicles and vehicle accident reporting.

### Company Driver Policy

1. **FIRST AID**

Personnel should familiarize themselves with the location and contents of first aid kits in their Facility. First aid kits must be periodically inspected and contents replaced as needed.

Facilities suitable for quick drenching or flushing of the eyes and body shall be provided in work areas where corrosive materials are located. The drenching or flushing stations shall be located on the same level and within 10 seconds of corrosive materials areas and the path shall be free of obstructions and as straight as possible.

Where medical assistance may not be immediately available, employees should be trained in first aid and CPR. In areas were 911 service is not available, the telephone numbers of physicians, hospitals, or ambulances shall be conspicuously posted near all phones.

1. **OCCUPATIONAL HEALTH AND HYGIENE**

To assure that potential exposure to chemical and physical agents associated with the facilities are recognized, evaluated and controlled, Company regional locations have established an industrial hygiene program. This program is intended to identify and address employee exposures through engineering controls, administrative work practice controls and/or personal protective equipment.

The monitoring associated with the industrial hygiene program will include, as appropriate, site evaluation, area surveys, bulk sample collection, and exposure monitoring. Records of the results of all monitoring and surveys performed under this program shall be maintained and provided to affected personnel in accordance with Company regional policy.

**Heat Stress** – In extremely humid climates or in extreme temperature climates, the body cannot produce or evaporate enough sweat to keep the body temperature normal. The effect of this is called heat stress and can range from mild dehydration to complete heat stroke and resulting death. Symptoms of heat stress include nausea, cramps, exhaustion, and stroke.

To avoid heat stress, personnel should take steps to ensure they remain fully hydrated and should condition themselves to work in hot climates (allow the body to adjust over a few days), wear light colored cloths, and take a break in the event of any symptoms of heat stress or exhaustion, such as headaches or becoming over-heated. With a little caution and common sense, heat illnesses can be avoided.

**Cold Weather** – Hypothermia develops when body heat is lost due to a cool or cold environment faster than it can be replaced. Temperatures do NOT have to be below freezing for this condition to occur. Warning signs of hypothermia include confusion,

shivering, stiff muscles, becoming sleepy and slow breathing. To avoid hypothermia, personnel need to stay warm by wearing several layers of clothing, keeping clothes dry, and wearing a hat and gloves.

Personnel working in an artic-type environment should plan ahead by having their route mapped out, notifying someone of their expected arrival time and the direction they will be traveling, ensuring that they have operating emergency communication equipment available, and ensuring they have survival equipment in their vehicle which is appropriate for current weather conditions.

**Bloodborne Pathogens** – Objects such as needles, scalpels, broken glass, exposed wire ends, etc that have the potential to penetrate the skin and transfer blood or other body fluids have the possibility to contain bloodborne pathogens. Whenever applicable, proper PPE (rubber gloves, gowns, face masks, eye protection, mouthpieces, etc) should be worn to guard against such exposures.

If exposure does occur, first aid, including a thorough cleansing with soap and water, should be administered promptly. The immediate supervisor should be notified and an Incident Report and Sharps Log shall be completed. All individuals who experience a potential job-related exposure to bloodborne pathogens will be given the opportunity to be tested immediately for bloodborne virus (e.g., Hepatitis B, Hepatitis C, HIV, etc.) and may also be offered immunization for the Hepatitis B virus.

### Bloodborne Pathogens Exposure Control Policy

## PROTECTION OF THE ENVIRONMENT

Company is committed to conducting operations in an environmentally responsible manner and expects and requires its Employees and Non-Employee Workers to share in this commitment.

**Waste Management** – Company maintains an Environmental Management Policy that provides guidance on how to handle, transport, and dispose of solid and hazardous waste. The management and disposal of waste is subject to stringent federal and state laws and guidelines and it is essential that all Employees and Non-Employee workers comply with Company’s Materials Management Policy. You should be familiar with this Policy and the HSE Department should be consulted in the event of any questions or concerns regarding proper waste disposal procedures.

**The best waste management is to avoid creating any waste.** Company encourages the reduction of waste. Some waste materials may be recycled while other wastes will need to be treated or disposed in a responsible manner. Once a waste is generated, it must be handled according to the Environmental Management Policy. Correct handling include, but are not limited to, ensuring the waste is placed into a proper container, labeling the container, properly storing and shipping the waste, and properly preparing

the waste manifest. Questions about waste disposal should be directed to a supervisor or the HSE Department.

### Environmental Management Policy

**Hydrocarbon and Chemical Spills** – It is absolutely essential that all product spills or releases be reported **immediately** to a supervisor regardless of size, source or quantity. In many cases, Company may be required to report spills to the authorities within minutes or hours of learning of a spill.

Each Company Facility has Facility Response Plan that identifies and describes the information necessary for responding to a spill, including the notification requirements, responsibilities, procedures, materials to contain and clean up spilled materials. You should be familiar with the spill response contingency plan applicable to your Facility and know where it is stored. It is important to recognize that spilled materials may be dangerous and should only be handled by personnel with the proper training, equipment and planning. You should refer to MSDSs for the materials stored in your work area so that you are familiar with characteristics and hazards of those materials. Consult the HSE Department for additional guidance.

## NOTE: The procedures to be followed, persons to be notified, and method of notification are addressed in the Company HSE Standard “Incident Management Policy.”

### Incident Management Policy

**Plants and Wildlife** – Work activities shall be conducted in such a way as to minimize the impacts to plants and wildlife. Whenever possible, persons and vehicles should stay on existing roadways or paths.

**Discharges and Air Emissions** – Company Facilities are subject to stringent state and federal laws and regulations as well as Facility permits that govern discharges to water and emissions to air. It is essential that Company operate within these legal requirements.

If you observe any condition that indicates that a discharge to land, water or to air is occurring or may occur that is not permitted under applicable laws or permits, you must report such condition to a Company supervisor immediately. If you have any questions or concerns regarding the laws or permits applicable at a Facility, contact a Company supervisor or the HSE Department.

**Other Threats to the Environment** – All other threats to the environment that are observed or any questions or concerns regarding Company operations should be brought to the attention of HSE Department.

## SECURITY

Employees and Non-Employee Workers serve as the eyes and ears of the company- wide security effort. The following security practices are important to ensure the safety of the facility:

* + If applicable, ensure that all personnel prominently display company identification badges at all times while in a Facility;
	+ Lock doors, files, and log out or lock computers;
	+ Being watchful for and report suspicious packages;
	+ Keep exterior doors closed (not propped open);
	+ Maintain awareness of personnel and individuals in the Facility;
	+ Perform proper records management (document control and destruction) in compliance with Company’s Record Management Policy;
	+ Suspicious incidents, security breaches, suspected illegal activity should be reported immediately to the Facility Management and Corporate Security.

The following are examples of security incidents that may warrant investigation:

* + Threats of any nature against an employee;
	+ Indication of theft, illegal entry, burglary, and/or attempted entry;
	+ Unauthorized entry by personnel into restricted areas of the facility;
	+ Individual asking for information about the Company or facility that could be used to cause harm;
	+ Unexplained loss of raw materials or product, or documents and records;
	+ Unauthorized access or use of Company computer, PDA, phone or technological system/resource;
	+ Unauthorized access or use of personal computer, PDA, phone or technological system/resource that contains Company data or information that would enable recipient to access Company data;
	+ Cyber-attack against an internal computer network;
	+ Unauthorized personnel attempting to take photographs of facilities;
	+ Loss of any Company information, data or equipment, including computers, laptops, phones, PDA, tablets;
	+ All Employees and Non-Employee Workers are subject to search of person and property when entering the facility.

## APPENDIX A – COMPANY COMPANY POLICIES

1. Adverse Weather Conditions Policy
2. Audit HSE Policy
3. Benzene Control Policy
4. Bloodborne Pathogens Exposure Control Policy
5. Bulk Rail Loading/Unloading Hazardous Materials Policy
6. Capital Projects Safety Policy
7. Compliance Management Policy
8. Compressed Gas Cylinder Handling Policy
9. Contractor Health and Safety Review Policy
10. Contractor Health Safety and Environmental Handbook
11. Contractor/Visitor Orientation Policy
12. Diesel Particulate Filter Regeneration Policy
13. Electrical Safe Work Policy
14. Electronic Device Policy
15. Emergency Planning and Response Policy
16. Environmental Management Policy
17. External and Internal Floating Roof Top Entry Policy
18. Facility Physical Security Plan
19. Fall Protection Policy
20. Fire Extinguisher Policy
21. Fire Prevention Policy
22. First Aid Policy
23. Gangway Policy
24. Hand and Power Tool Policy
25. Hazard Communication Policy
26. Hearing Conservation Policy
27. Hydrogen Sulfide Gas Policy
28. Incident Management Policy
29. Line Breaking Policy
30. Management of Change Policy
31. Manlift Safety Policy
32. Mechanical Integrity Policy
33. Medical Surveillance Policy
34. Natural Occurring Radioactive Material Policy
35. Nitrogen Gas Policy
36. Operating Procedure Policy
37. Personal Flotation Device Policy
38. Personal Protective Equipment Policy
39. Preparedness for Response Exercise Program (PREP) Policy
40. Pressure Washing Policy
41. Pre-Startup Safety Review Policy
42. Regulatory Agency Inspection & Enforcement Policy
43. Respiratory Protection Policy
44. Safe Truck and Railcar Access Policy
45. Safe Work Policy
46. Safety Information Policy
47. Security Policy
48. Training HSE Policy
49. Utility Hose and Service Identification Policy
50. Vapor Isolation Plug Policy
51. What-If Checklist Policy
52. X-Ray Safety Policy

## APPENDIX B – SAFE LIFTING GUIDE



|  |  |
| --- | --- |
| **I**J A **Ji****r**J: | 1. Stand close to the load with your feet spread apart about shoulder width, with one foot slightly in front of the other for balance. |
| **\****m****^ l** i ***''-yi ■'*'** ■ S*S'-* 7 ***m***/ i I**V/ *.-ft***I | 2. Squat down bending at the knees (not your waist). Tuck your chin while keeping your back as vertical as possible. |
| **r.- • *,\***J**a**f*■* c/ '•Z-J V **5\* J*** j r1

,‘v**fe**.**-.v--\_**=1.-> i,::‘ | 3. Get a firm grasp of the object before beginning the lift. |
| **L**//■/■**h \****:i-.t*****Ul*v?'** *{**f* | 4. Begin slowly lifting with your LEGS by straightening them. Never twist your body during this step. |
| **IN’****-v.yT**V, - 1 **ir s****Vr- -****i**Lvr-'I ■***m******1*** | 5. Once the lift is complete, keep the object as close to the body as possible. As the load's center of gravity moves away from the body, there is a dramatic increase in stress to the lumbar region of the back. |

gsil

## APPENDIX C – FACIAL HAIR GRAPHIC

Unacceptable

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## REFERENCES

For additional guidance refer to the following:

## Environmental Protection Agency (EPA):

<http://www.epa.gov/>

## Occupational Safety and Health Administration (OSHA):

<http://osha.gov/>

## American Petroleum Institute (API):

<http://api-ec.api.org/frontpage.cfm>