

**Site Safety Standards**

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| **Always follow the BP Golden Rules of Safety** **Permit to work Confined space entry** **Energy isolation Hot work open flame** **Lifting operations Working at heights** **Ground disturbance Driving safety*****Dehydration***• Take Regular break• Drink plenty of water to maintain body hydration***Minimum Personal Protective Equipment (PPE) to be Worn***• Flame Retardant Clothing and safety toe footwear• Gloves accordant to the task being executed• Hearing protection in all mandatory areas as designated by signs at site• Safety glasses with side shields and hard hat (with fitted chin strap) and • Knee pads or kneeling mat for all work that involves prolonged or regular kneeling***Housekeeping and Tripping / Slipping Hazards***• Good housekeeping standards are to be maintained at the worksite at all times and free from tripping and/or slipping hazards. • All passageways, entryways, aisles, stairs, storerooms, service rooms, and work areas shall be kept clean and unobstructed. • Flammable liquids in buildings or operating areas shall be kept to a minimum, stored in approved metal containers, and labelled. • Rags or waste containing flammable materials shall be put into approved metal safety waste cans immediately use.• Combustible material shall not be stored in process modules.***Tools and Equipment*** • Only to be used for the purpose they are designed and never modified.• Must be visually inspected before each use and be in good working condition*•* Equipped with guards as designed.*•* Carried in a tool belt, tool box, or tool bag when working at heights.***Electrical Equipment***• Ground Fault Circuit Interrupter (GFCI) is required when using portable power tools or other cord-connected equipment.• Inspect and test all power cords, leads, and GFCI’s for defects prior to use and replace when found defective.• Cords and cables shall be routed overhead, underneath the grating, and away from doorways and walkways.• Bonding and/or grounding shall be in place before any filling or transfer operations to prevent a static electricity charge.• Batteries must only be changed in a safe area, and disposed of in the correct manner.***Hoses***• Hoses and fittings must be free of defects and damage; if any found do not use.• Hoses and fittings shall be the appropriate type, size and rating for the pressure to be used.• Whip checks must be used on all hose connections and kept tight up and around the hose.• Hoses shall be kept kink free, to minimum lengths, secured safely, and routed away from access ladders and walkways.• Hoses must be isolated, de-pressurized and disconnected when not in use or left unattended.• As appropriated, hoses should be flushed and purged clear of chemicals and hydrocarbons before storing.***Dropped Objects***• Assess worksite for dropped objects prior, during and on completion of a task• Place an exclusion zone below overhead work, where there is a risk of a dropped object• Stop falling objects (tools, equipment and material) while using them at height: - Use appropriated tool lanyards and bags - Secure all objects stored at height to avoid its fall during unintended movement - Place ground sheets or matting on top of grating - Use netting where there is potential for objects to fall outside of guardrail - Install toe-boards where a scaffolding platform is used***Access / Egress***• Escape routes shall be identified prior to commencing the task and kept clear during the job at all times • Be aware of any hazards that may hinder access and egress at the worksite• Container doors must be secured prior to access it | ***Safety and Environmental Requirements***• Stop any unsafe work and report it to your Team Leader.• Immediately report all safety & environmental incidents including spills and near misses to your Team Leader.• Stop the job when the work scope or conditions have changed and reassess the risk before re-starting the work.• Non-intrinsically safe devices including cellular phones, radio, cameras, flashlights, vehicle remote starts, etc., shall not be carried in classified areas.• Ensure you identify the location of the nearest Spill Kit prior to starting task.• Rings, metal wrist-wear and other conductive items shall not be worn when performing live electrical work and shall be removed, taped or gloved to prevent a catching hazard during other tasks.• Use handrail when ascending or descending stairways, and take one step at a time.•Correctly segregate and dispose waste (including spilled material) in the appropriated bins / skips / container as per site guidelines.• Safety Data Sheets (SDS’s) are required and must be available for all chemicals brought to the site.• Only undertake work for which you are trained and competent.• Be familiar with emergency sirens, muster areas, emergency exit paths, and emergency numbers for the site that you are working.• After breaks, check your work site for any changes in conditions or impacts.***Lifting Operations*** • Develop lift plan prior to all lifts (including mechanical pulling and pushing operations)• An exclusion zone shall be established to include the full swing path of the crane and load to prevent access•Standing below suspended loads or between loads and walls/bulkheads is not allowed***Manual Lifting / Handling*** • Engineering solutions or mechanical lifting methods are preferred hazard controls and shall be considered prior to using manual lifting / handling techniques• When manual lifting / handling cannot be avoided, always use the correct manual handling techniques• Manual lifting / handling over 50 lbs or 25lbs above shoulder height is not allowed by a single person• Ropes used to lift, lower, or carry loads shall be rated for the load and inspected prior to use for damage • All personnel to keep clear of area for falling and/or shifting load hazards• Do not stand below suspended loads or between loads and walls / bulkheads• Always check for potential dropped objects prior to lift commencing• Be aware of movement of equipment and machinery, be aware of pinch points, and never place hands in positions where they may be trapped or crushed• No stacking of containers, tanks or half heights***Working at Height (any work above 2m or 6ft)***• All work at height must be risk assessed and have a rescue plan before it starts• Use only certified scaffold, hop-ups, access platforms and ladders and before using it ensure equipment is fit for purpose• Ladders must be inspected prior to use and if found to be damaged or defected then they must be removed from service and tagged “Do Not Use”• Ladders must be used as designed and placed on a stable and level surface• Ladders must be erected and secured by a competent person, or footed by a second person• Three Points of contact must be maintained while ascending, descending, or working from ladders• Never stand on or above top 2 steps on step-ladders• Use spreader boards on ladder feet when working on grating• Avoid placing ladders in walkways and/or doorways; barriers must be erected as appropriate• Only scaffolding that is tagged as “Ready for Use” may be used in accordance with the precautions listed on the tag• Scaffolding loading must not exceed its maximum load design• Harnesses should only be used by trained and competent people***Guardrails and Barriers***• Erect appropriate guardrails or barriers around unsafe area and have appropriated hazard warning sign stating hazard, work scope and owner contact details • Barriers shall be placed no closer than 6 feet from the edge of a danger point• Barriers shall be removed when the work is complete or hazard is eliminated• Crossing a red barrier or guardrail with a recognized hazard is not permitted without permission of the worksite owner• Climbing on a guardrail protecting a “created opening” is not allowed• Remove barriers as soon as it is safe to do so |

