

**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 |

