

Overview - Contractor Job Safety Plan

Chevron Pipe Line Company (CPL) recognizes that the principles of management control commonly applied to costs, schedules, quality, and productivity are applicable to safety, and that if used, will improve safety performance. Success of CPL's Incident Free Operations (IFO) philosophy will not be measured just in terms of numbers, but in the qualitative assessment of its implementation and impact. Operations, project management, and contractor personnel will work together to create a work environment and culture that effectively fosters incident-free operations.

Typically, experience shows that the more thoroughly a job is planned, the more likely it will be completed successfully — on schedule, on budget, and without incident. Effective planning and communication is fundamental for contractors to meet their contractual responsibility to perform safely. A Contractor Job Safety Plan (CJSP) is a tool to help organize, plan, and communicate critical aspects associated with the work.

Scope

It is extremely important that all work, equipment, and procedures are fit-for-purpose, and that personnel are properly trained before performing work for CPL. Determining the appropriate course of action for the execution of maintenance work and new construction can be achieved using a combination of numerous tools currently available. Used effectively, the CJSP is a planning tool that serves to supplement risk and hazard management efforts required by CPL's overall safety program.

NOTE: Typical contract provisions require contractors to have a safety, health, environmental protection and pollution prevention strategy designed to eliminate or continuously reduce environmental and health impacts of their operations, and that they maintain an effective HES program. Also required prior to the start of work is a written safety and environmental plan to be prepared for CPL's review.

This document has been developed to illustrate typical CJSP considerations to be addressed in the planning process. The template provided serves as a starting point. Contractors may document the plan using their chosen format. However, at a minimum, a contractor's CJSP document must be thorough enough to properly identify and address all relevant hazards, including but not limited to general categories established in this document.

Expectations

The Contractor is expected to develop and implement a comprehensive Health, Environment, and Safety Program to effectively control work activities at each job site.

NOTE: Per contract Terms and Conditions, the contractor is responsible for writing the CJSP and submitting to CPL for review.

Contractors engaged by CPL are recognized as possessing certain critical skills and expertise for conducting the work. The CJSP serves as an outline to frame key issues that must be addressed and communicated in the planning process. The CJSP also identifies specific procedures and programs to be utilized by the contractor to safely execute the project. It details the extent of the efforts necessary to address the key issues communicated with the CPL representative as well as additional issues identified by the contractor.

Executed properly, the CJSP serves as an effective tool for planning and communication purposes. Accordingly, CPL's expectation is that the contractor will work with the project team and have a kickoff meeting to thoroughly discuss contents of the CJSP with the project team and the contractor's work force — including contract employees and all sub-contractors. This will help ensure all personnel are oriented and familiar with the strategy and approach advocated by the CJSP, as well as fully understand everyone's roles and responsibilities.

Approvals

In order to achieve effective communication and planning through CJSP implementation, appropriate CPL and contractor representatives are expected to thoroughly review and endorse the CJSP. Work will not be authorized to commence until all approval signatures have been obtained.

Required approval signatures:

Contractor:

- Senior Management
- Field Supervision/ Superintendent
- Project Manager
- Safety Manager or Specialist

CPL:

- Work Owner – Project Manager, Field Engineer, Operations Rep
- Work Owner Supervisor - PM Lead, FE Supervisor, Field Team Leader
- Project Safety Specialist or Asset Safety Specialist

Validation

Just as thoroughly planning the work is important; equally important is effective implementation of the plan. Before onsite project work commences, CPL project manager and the contractor must develop and agree upon reasonable project metrics score card, identifying both leading and lagging key indicators that indicate provisions of the CJSP are being effectively implemented.

Format, timing, and frequency of score card metric reporting must be left to the discretion of the CPL project manager. The expectation would be for the contractor to collect, compile, and submit the validation data, and for a designated CPL representative to audit the data, and verify its accuracy and content. Each project team (project manager, safety specialist, construction manager, and contractor project representative[s]) should determine validation metrics.

Examples of tools that may be used by CPL to validate key metrics are as follows:

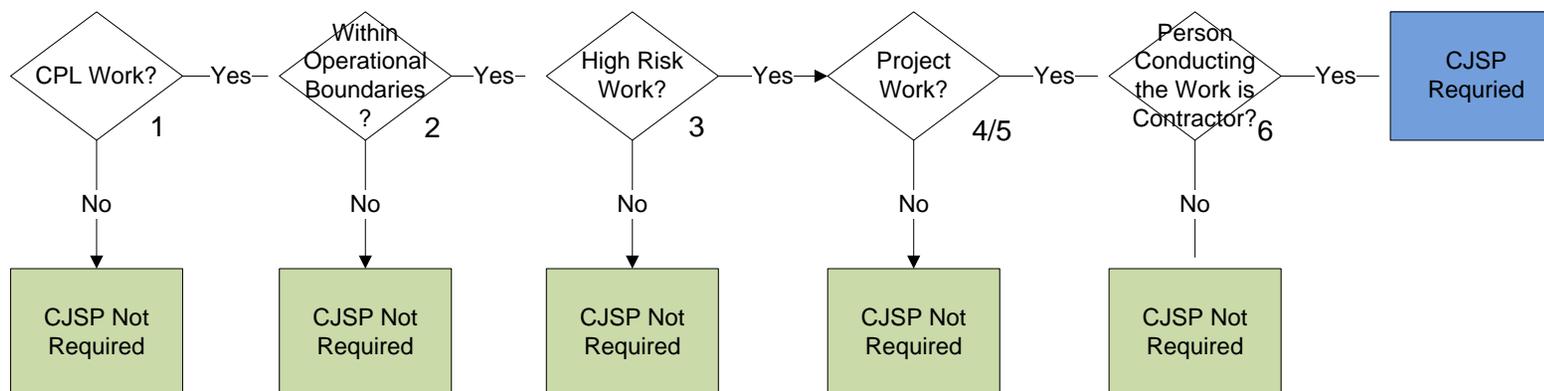
1. CSM Onsite Inspections
2. Verification of Training and Qualification Documentation
3. Reporting and Assessment of BBS Tool Usage
4. Review of Safety Meeting Topics and Employee Involvement
5. Safe Work Permit and Monitoring Log Audits
6. Field Visits/Observations by CPL and Contractor Management, and Other Objective Third Parties
7. Engagement of Field Personnel (i.e., interviews to determine understanding of CJSP provisions and expectations)



JSSP Sample Metrics
Scorecard.xls

Attached is a sample CJSP Sample Metrics Scorecard.

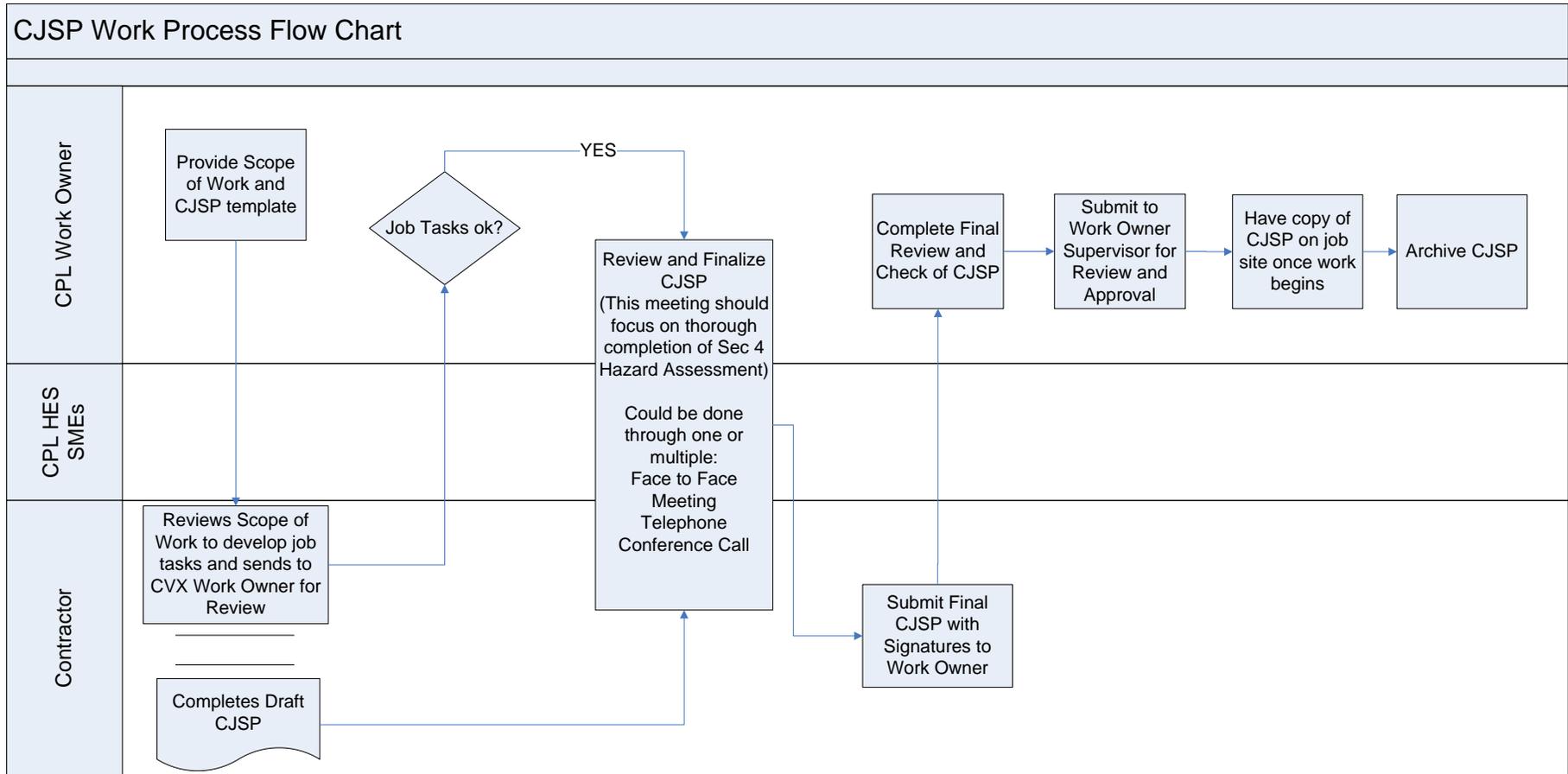
When to Use the Contractor Job Safety Plan (CJSP) Template



NOTES:

1. In the context of MSW process, work is defined as an activity that involves operating facilities, equipment, construction, demolition, IT support maintenance (hardware and software), maintenance, inspection or other, similar work that has the potential to impact health, environment, safety, efficiency, or reliability aspects of personnel or a facility.
2. Chevron (company) premises are locations that are owned, operated, leased or controlled through rights secured by Chevron, its operated joint ventures or consolidated subsidiaries.
3. High Risk Work is defined a work involving Safe Work Practices or Specialized Procedures. Specialized Safe Work Practices would be Hot Work, Confined Space, Isolation of Hazardous Energy (LOTO), Excavations, Electrical, Working at Heights, Bypassing Critical Protections, and Lifting and Rigging (heavy/critical lifts). A Specialized Procedure might include Diving, Hot Tap, etc.
4. Project Work is defined as work where an Appropriation for Expenditure (AFE) exists, capital or expense, with an assigned CPL Work Owner.
5. CPL Work Owner is defined as a position with a key job responsibility of managing projects (i.e., Project Manager, Construction Manager, Field Engineer, Facility Engineer, Project Coordinator, Construction Representative).
6. Person Conducting the Work is the Supervisor/Foreman of individuals conducting work (per CPL PTW Standard).

Contractor Job Safety Plan (CJSP) Process Flow



Roles and Responsibilities

Organizational Oversight		
CPL HES	Owner of process and supporting processes/tools	<ul style="list-style-type: none"> - Manage and maintain the CJSP process and tools - Provide training to Company Employees
CPL CHESM	Driver of contractor accountability	<ul style="list-style-type: none"> - Communicate expectations of contractor's responsibility in the CJSP procedure to the contractor - Manage process to train contractors
Contractor Company	Owner of CJSP	<ul style="list-style-type: none"> - Support the expectations stated in CJSP procedure (leadership accountability)
Administrative		
CPL Work Owner (PM, Engineer, Construction Rep)	Executer of document development	<ul style="list-style-type: none"> - Coordinate with contractor and manage process to develop and implement the CJSP - Assure CJSP is complete to the satisfaction of CPL's safety standards
CPL HES SME (Safety Specialist, Environmental Specialist)	Subject matter expert	<ul style="list-style-type: none"> - Provide expertise in HES to support the CPL Work Owner in execution of the CJSP
Contractor Work Owner (Foreman, Project Superintendant, Safety Representative)	Owner of document content	<ul style="list-style-type: none"> - Provide the required Health, Environment, and Safety information to effectively control their work activities at each job site - Complete CJSP to the satisfaction of CPLs safety standards

Instructions

The following is a brief discussion of each section of the provided CJSP example.

1.0 General Information

Developed For

Chevron Pipe Line Company (CPL).

Location

Where is the general location of this job? As near as possible describe the job location using the facility name, city, state, etc. NOTE: Issues associated with large or multiple work sites should be addressed within the CJSP).

Job ID

What unique name has been assigned to this particular job? This might be the AFE Number, the Charge Code, or a unique project name provided by CPL.

Job Description

The contractor should fully describe the scope of the project as contracted, and with sufficient detail and clarity to convey the full nature of the work.

CPL Contact

Who is the identified CPL contract (e.g., project manager, construction manager, or other personnel authorizing work on this project)?

Contractor Foreman

Who will be the on-the-job foreman?

Contractor Project Manager

Who is the person on staff managing this project?

Contractor Safety Representative

Who is the person(s) responsible for providing safety expertise and oversight?

Additional Contact Persons

List any additional relevant personnel that will be involved with the job (e.g., subcontractors, third party contacts, regulatory authorities, etc.).

Chevron Compliance Hotline

This number (800-284-3015) is to be used to report Safety or Environmental concerns which you feel have not been addressed.

- Calls can be made anonymously. (You do not have to leave your name.)
- Calls go directly to an independent third party consultant who is authorized to take your call and convey your concerns to the right people.

2.0 Project Tenets and Principles

See CJSP Template

CONTRACTOR JOB SAFETY PLAN (CJSP)

3.0 Job Scope Overview

This section serves to break the **Job Scope** into **Work Activities** and **Task Descriptions**. The person(s) involved in identifying the Work Activities and Task Descriptions, should be familiar with the overall Job Scope and required Work Activities, and experienced and knowledgeable of the tasks and hazards. Work Activities are a sequence of steps to complete the Job Scope. Tasks are a sequence of steps to complete a Work Activity.

The Job Scope, Work Activities and Task Descriptions are to be identified, to a level of detail that effectively supports the planning phase hazard analysis, covered in Section 4 "Risk Assessment and Hazard Identification". For example, installing an RTU building is too broad to be a single task for effective analysis; this would be considered a Work Activity with subsequent Task Descriptions. A task is typically the type of assignment that a supervisor would make (e.g., unloading RTU building from trailer and setting on foundation; tying in RTU building utilities to local utilities).

Following is an example of a typical project scope with the level of detail needed to accomplish an effective hazard analysis. (Note: The number of Work Activities will vary relative to the complexity of the project.)

Job Scope: Meter Station Installation				
Work Activity	Task Description (subsequent JSA title)	Location	Company	Major Equipment
Construct Roads for Facility Access	Grubbing and clearing right-of-way	(MP31.2)	<ul style="list-style-type: none"> ABC Construction 	Dump Truck, Bulldozer, Grubbing Equipment
	Building elevated road beds/surfaces	(MP31.2)	<ul style="list-style-type: none"> ABC Construction 	Dump Truck, Bulldozer, Road Compactor
	Applying asphalt and rock to road beds/surfaces	(MP31.2)	<ul style="list-style-type: none"> ABC Construction 	Dump Truck, Bulldozer, Road Compactor
Construct Foundations for RTU Building and Meter Skid	Building foundation forms	(MP31.2)	<ul style="list-style-type: none"> ABC Construction 	Pickup Truck, Flatbed Trailer, Radial Power Saw
	Installing rebar and anchor bolts	(MP31.2)	<ul style="list-style-type: none"> ABC Construction 	Pickup Truck, Flatbed Trailer
	Pouring concrete	(MP31.2)	<ul style="list-style-type: none"> ABC Construction Concrete USA 	Concrete Mixer
Install RTU Building	Unloading RTU Building from trailer and setting on foundation	(MP31.2)	<ul style="list-style-type: none"> ABC Construction Total Crane 	Tractor Trailer, Crane
	Tying in RTU Building utilities (electrical, instrumentation, and communications) to local utilities	(MP31.2)	<ul style="list-style-type: none"> ABC Construction GE Electric 	Bucket Truck
Install Meter Skid	Unloading Meter Skid from trailer and setting on foundation	(MP31.2)	<ul style="list-style-type: none"> ABC Construction Total Crane 	Tractor Trailer, Crane
	Tying in Meter Skid piping to process system piping	(MP31.2)	<ul style="list-style-type: none"> ABC Construction 	Cherry Picker, Generator, Air Compressor
	Tying in Meter Skid utilities (electrical, instrumentation, and communications) to local utilities	(MP31.2)	<ul style="list-style-type: none"> ABC Construction GE Electric 	Bucket Truck
Install Facility Fencing	Boring/Drilling holes and installing fence posts	(MP31.2)	<ul style="list-style-type: none"> ABC Construction American Fence 	Tractor with PTO Attachment, Auger
	Installing access and egress swing gates	(MP31.2)	<ul style="list-style-type: none"> ABC Construction American Fence 	Pickup Truck, Flatbed Trailer
	Installing cyclone and barbed wire fencing	(MP31.2)	<ul style="list-style-type: none"> ABC Construction American Fence 	Pickup Truck, Flatbed Trailer
Final Cleanup and Preparation	Dismantling and removing foundation forms	(MP31.2)	<ul style="list-style-type: none"> ABC Construction 	Pickup Truck
	Installing white rock	(MP31.2)	<ul style="list-style-type: none"> ABC Construction 	Dump Truck, Bulldozer
	Completing general housekeeping and clean up	(MP31.2)	<ul style="list-style-type: none"> ABC Construction 	Roll off boxes

4.0 Risk Assessment and Hazard Identification

This section serves as the planning phase hazard analysis, to:

- Identify anticipated hazards and plan mitigations,
- Ensure that the right number of people, skill sets, equipment and PPE are included in the plan,
- Identify the SWP standards and permits applicable to do the work, and
- Identify a starting point for onsite JSA(s).

Person(s) performing the analysis should be experienced and knowledgeable about the task(s) and hazards, and include an experienced facilitator, if appropriate.

When forming the analysis team, consider factors such as the complexity of the task, the location of the work and the size of the workgroup. In addition to the person doing the job, team members should be selected as appropriate and may include other workers, supervisors and HES professionals. If the hazard analysis is being prepared for a task that will require a permit, the team should include participation by the Person in Charge and Person Conducting the Work who will be involved in the permitting. In some cases, it may be acceptable for an analysis to be prepared by one person.

The planning phase hazard analysis may be initiated in an office setting, and be based primarily on facility and process knowledge and documentation reviews; however, information obtained from site visits by the person conducting the hazard analysis may provide a more complete analysis.

For each Task Description, identified in Section 3 “Job Scope Overview”, a hazard assessment is required. By looking at each task, with the support of the facilitator, the team can conduct a more focused and concentrated analysis of the hazards.

Instructions:

1. List the Work Activity and Task Description on the assessment tool.
2. Identify potential hazards and mitigations associated with the task. This is done using the Potential Hazards and Mitigations sections of the assessment tool. In a brainstorming session, the facilitator polls the team for the “general” hazards and mitigations checking each box identified.
3. Identify those potential hazards that may pose a risk with significant consequence(s). Significant consequences would include fatalities, serious injuries, and/or significant property damage. This is done using the Planning Hazard Analysis section of the assessment tool. The facilitator polls the team for those “specific” hazards that could pose a risk with significant consequence(s). For those hazards identified, the team is to identify the mitigations.

Following is an example of a typical task assessment needed to accomplish an effective planning phase hazard analysis. (Note: The number of potential hazards that may pose a risk with significant consequence(s) will vary relative to the complexity of the task.)

CONTRACTOR JOB SAFETY PLAN (CJSP)

Work Activity: <u>Install RTU Building</u>		Task Description (JSA Title): <u>Unloading RTU Building from trailer and setting on foundation</u>	
Potential Hazards		Mitigations	
Gravity <input checked="" type="checkbox"/> Overhead work <input checked="" type="checkbox"/> Falling object <input type="checkbox"/> Excavation <input type="checkbox"/> Collapsing roof/equipment <input checked="" type="checkbox"/> Elevated/Uneven work surface <input type="checkbox"/> Open holes <input type="checkbox"/> Other: _____	Temperature <input type="checkbox"/> Ignition source <input type="checkbox"/> Hot/Cold surfaces <input type="checkbox"/> Hot/Cold liquids <input type="checkbox"/> Hot/Cold gases <input checked="" type="checkbox"/> Hot/Cold weather conditions <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____	Hazard Controls (Engineering and Administrative) <input checked="" type="checkbox"/> Work Permits <input type="checkbox"/> PPE Program <input checked="" type="checkbox"/> Warning signs <input type="checkbox"/> Pipeline markers <input checked="" type="checkbox"/> Spotters/Attendants <input checked="" type="checkbox"/> Barricades <input type="checkbox"/> Housekeeping <input type="checkbox"/> Ignition source controls <input type="checkbox"/> Gas monitoring <input type="checkbox"/> Material Safety Data Sheets <input type="checkbox"/> Scaffolding <input type="checkbox"/> Parking Plans <input checked="" type="checkbox"/> Equipment Staging Plans <input checked="" type="checkbox"/> Essential personnel only <input type="checkbox"/> Break Rotation <input type="checkbox"/> Temporary Lighting <input type="checkbox"/> Isolation of Hazardous Energy <input checked="" type="checkbox"/> Equipment Inspections <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____	
Motion <input checked="" type="checkbox"/> Vehicle/Equipment movement <input type="checkbox"/> Limited mobility (confined space) <input checked="" type="checkbox"/> Material movement <input type="checkbox"/> Water/Wind movement <input type="checkbox"/> Body positioning/Ergonomics <input type="checkbox"/> Manual Lifting <input type="checkbox"/> Other: _____	Chemical <input type="checkbox"/> Explosive/Flammable vapors <input type="checkbox"/> Carcinogen Compound <input type="checkbox"/> Toxic Compounds <input type="checkbox"/> Corrosive Compound <input type="checkbox"/> Reactive Compounds <input type="checkbox"/> Pyro-phoric material <input type="checkbox"/> Other: _____	Safety Controls (Personal Protective Equipment) <input checked="" type="checkbox"/> Hard hat <input checked="" type="checkbox"/> Safety shoes <input checked="" type="checkbox"/> Safety glasses <input type="checkbox"/> Face shield <input type="checkbox"/> Goggles <input type="checkbox"/> Cotton gloves <input checked="" type="checkbox"/> Leather gloves <input type="checkbox"/> Chemical gloves <input type="checkbox"/> Electrical rated gloves <input type="checkbox"/> Chemical suit <input type="checkbox"/> Work vest/Life vest <input type="checkbox"/> Full body harness <input checked="" type="checkbox"/> Hearing protection <input checked="" type="checkbox"/> Fire Resistant Clothing <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____	
Mechanical <input type="checkbox"/> Rotating equipment <input type="checkbox"/> Compressed springs <input type="checkbox"/> Drive belts and conveyors <input type="checkbox"/> Motors <input type="checkbox"/> Power/Hand tools <input type="checkbox"/> Other: _____	Biological <input type="checkbox"/> Animals/Insects <input type="checkbox"/> Bacteria/Viruses <input type="checkbox"/> Blood Borne Pathogens <input type="checkbox"/> Contaminated food/water <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____	Safety Equipment <input type="checkbox"/> Fire Extinguishers <input type="checkbox"/> Fire retardant tarps <input type="checkbox"/> Locks and tags <input type="checkbox"/> Gas detectors <input type="checkbox"/> Personal Monitors <input checked="" type="checkbox"/> Tag line <input type="checkbox"/> Safety cable <input checked="" type="checkbox"/> Safety Barricade <input checked="" type="checkbox"/> Caution tape <input type="checkbox"/> Area Monitors <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____	
Electrical <input checked="" type="checkbox"/> Power lines (above/below) <input type="checkbox"/> Energized equipment <input type="checkbox"/> Static charges <input type="checkbox"/> Wiring <input type="checkbox"/> Batteries <input type="checkbox"/> Other: _____	Radiation <input type="checkbox"/> Lighting <input type="checkbox"/> Welding arc/flash <input checked="" type="checkbox"/> Sunlight <input type="checkbox"/> X-rays <input type="checkbox"/> NORM scale <input type="checkbox"/> Other: _____	Emergency/Contingency Plans <input type="checkbox"/> Spill Control <input type="checkbox"/> Spill Contingency Plans <input checked="" type="checkbox"/> Emergency Evacuation Plans <input checked="" type="checkbox"/> Incident Reporting Procedure <input checked="" type="checkbox"/> Early Injury Management <input type="checkbox"/> Other: _____	
Pressure <input type="checkbox"/> Piping <input type="checkbox"/> Cylinders <input type="checkbox"/> Vessels/Tanks <input type="checkbox"/> Hoses <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____	Sound <input checked="" type="checkbox"/> Equipment noise <input type="checkbox"/> Impact noise <input type="checkbox"/> Venting noise <input checked="" type="checkbox"/> Communication (SimOps) <input checked="" type="checkbox"/> Communication (Language) <input type="checkbox"/> Other: _____	Environmental Equipment <input type="checkbox"/> Absorbent pads <input type="checkbox"/> Containment pans <input type="checkbox"/> Other: _____	
		Licensing Requirements <input type="checkbox"/> Asbestos Abatement <input type="checkbox"/> Lead Abatement <input type="checkbox"/> Other: _____	
		Certification Requirements <input type="checkbox"/> Certified Welder <input checked="" type="checkbox"/> Qualified Crane Operator <input checked="" type="checkbox"/> Qualified Rigger <input checked="" type="checkbox"/> Qualified Signal Man <input type="checkbox"/> Competent Person <input type="checkbox"/> Scaffolding Inspector <input type="checkbox"/> Qualified Gas tester <input type="checkbox"/> Confined Space Attendant <input type="checkbox"/> Fire Watch <input checked="" type="checkbox"/> Equipment Operator <input type="checkbox"/> Other: _____	
		Safe Work Practices <input checked="" type="checkbox"/> Safe Work <input type="checkbox"/> Bypassing Critical Protection <input type="checkbox"/> Confined Space <input type="checkbox"/> Diving <input type="checkbox"/> Electrical Safe Work <input type="checkbox"/> Excavation <input checked="" type="checkbox"/> Lifting and Rigging <input type="checkbox"/> Hot Work <input type="checkbox"/> Isolation of Hazardous Energy <input type="checkbox"/> Simultaneous Operations <input type="checkbox"/> Working at Heights <input type="checkbox"/> Other: _____	

PLANNING HAZARD ANALYSIS

Hazard	Mitigation
Contact between personnel and equipment	<ul style="list-style-type: none"> Only essential personnel allowed in area when equipment is in motion and during lift Spotters will be in place when equipment is in motion and during lifts
Contact between personnel and material during lift	<ul style="list-style-type: none"> Only a qualified crane operator and qualified riggers will be used to manage lift Tag lines will be used and in place during lift and transfer
Contact between crane and power line	<ul style="list-style-type: none"> Warning signs and flags identifying overhead power lines will be in place Crane boom will be in retracted lowered position when entering and exiting facility

5.0 Certification, Education and Training

Identify certification and training needed for the job prior to commencing work. Documentation validating completion of applicable training must be provided to CPL prior to start of construction, and must be retained onsite as well. Contractors must allow adequate time for training their employees who do not already possess specific required training for this job.

NOTE: The kick-off meeting and orientation sessions are communication forums and not a substitute for formal training.

6.0 Hazard Communication

Written program for communicating the hazards of the chemicals (29CFR 1910.1200) brought onsite, including pre-job review of chemicals used, and required precautions and PPE for specific chemicals.

Chemicals Brought on Site

See CJSP template. (MSDS's must be provided for each chemical.)

Special PPE or Handling Requirements

This should be taken directly off of the MSDS sheets. The PPE and handling requirements for each chemical must be identified in section 7.0 of this document, and appropriate PPE must be used during the job.

7.0 Personal Protective Equipment (PPE)

In accordance with OSHA 29CFR 1910.132-140, a CPL 731 must be completed. This document has been inserted here for convenience in preparing the document and meeting these requirements.

NOTE: The Company requires at a minimum, the use of fire-resistant clothing, hard hats, steel-toed footwear, and safety glasses with side shields. Any deviation from these requirements will necessitate a variance and prior approval.

Additionally, the use of other PPE such as respirators, goggles, face shields, gloves, welding leathers and chaps, hearing protection, etc., may be specified according to hazards of each specific task to be listed in the next section.

Additional PPE Considerations

This is where you would list the special PPE required by some specific job activity, such as welding, grinding, removing asbestos, etc.

8.0 Environmental

This section covers issues related to environmental compliance, both CPL control provisions and regulatory requirements. For questions related to wastes and required permits, communicate with the CPL contact and include the applicable handling method(s) in this section.

Wastes Generated:

Waste is any material that will need to be transported off the job site, during and at the end of the job. It does not include unopened or new items that will be resold or reused by the contractor on a subsequent job. All wastes anticipated for this job should be listed. This section should include solid and putrescible wastes (e.g., lunch bags and drink containers) as well as more technical waste issues such as hazardous chemicals left over after a job process.

Waste Management Procedure:

All wastes must be properly managed to ensure environmental protection and safety of personnel. In this section, the contractor should communicate to CPL provisions for handling, collecting, storing, and properly disposing of various categories of wastes.

Environmental Permit Compliance:

All environmental permits used on this job must be listed here. Person(s) responsible for acquiring permits and performing the permit functions must also be identified.

Spill Prevention and Containment:

All potential spill devices such as generators, drums, containers, etc., must be identified here. Clearly identify how the devices will be managed to prevent any releases.

Sensitive Area Protection:

Describe the environmentally sensitive areas associated with this job. What will be done to provide protection for those areas?

9.0 Managing Subcontractors

Both contractors and their subcontractors are required to follow all CPL procedures, per the CPL CHESM program. Contractors must provide sufficient support and oversight to safely manage subcontractors' work. Contractors are expected to fully communicate CJSP provisions, and ensure that subcontractors are adequately prepared to align their operations accordingly.

Discuss and describe support and oversight provisions that ensure the following:

1. Subcontractor is sufficiently qualified to perform work on this project; such qualifications have been verified by the contractor and approved by CPL.
2. Training documentation is on file and on site for all employees.
3. Drug and Alcohol Program is in place.
4. Incident injury reporting procedure is in place (24 hour emergency contacts, phone lists, and medical management plan is complete and well coordinated with contractors).
5. Audit/inspection provisions are established by contractors for reviewing work on site.
6. Shared services between contractors, subcontractor(s), vendors, suppliers, and other service providers are coordinated appropriately.

10.0 Audits, Inspections, and Planned Observations

This section should indicate to CPL what processes will be used to ensure site safety standards are met and adhered to by contractor employees. CPL uses various audit programs to ensure jobs are managed safely. Some examples are tailgate safety meetings, authorization to work meetings, JSAs, and site visits by engineering and safety personnel. Explain the means and methods for tracking, trending, reporting, and implementing lessons learned from observations, audit findings, and inspection deficiencies/discrepancies, etc.

REQUIRED CPL INSPECTIONS

CPL has identified certain field work activities that are considered high risk and require additional mitigation to ensure safety. These activities will not be performed without direct supervision by a CPL Inspector (may be a third party contractor inspector working on behalf of CPL). The CPL Inspector must be present and directly witnessing the activity while it is being performed. If the CPL Inspector is not physical present, work must stop. The critical work activities requiring this level of oversight are:

1. Hot taps
2. Potholing operations
3. Tie-in work
4. Horizontal directional drillin
5. Slick bores
6. Welding activities, including x-raying pipe
7. Lowering or raising pipeline
8. Permitted confined space entries
9. Special or heavy lifts
10. Pipeline testing (hydrostatic, sizing plate, etc.)
11. Electrical work above 1000V
12. Welded or mechanical sleeve installations

If any of these activities will be performed on the project, they should be documented in the project CJSP with this field inspection oversight called out for clarification.

11.0 Motor Vehicle Safety

Provide a narrative detailing key motor vehicle safety provisions for this project. For example, special equipment and training may be necessary for extreme terrain and/or environmental conditions under certain circumstances. Congested right-of-way, landowner requirements, regulatory permitting limitations, and/or remote work locations may also necessitate special motor vehicle safety and logistical provisions.

Numerous safe driving practices should be applied. As a reminder these may include provisions such as:

1. *No cell phone use by vehicle operators unless the vehicle is legally parked.*
2. *First move forward parking.*
3. *Mandatory seat belt use for vehicles and equipment.*
4. *Procedure for securing the loads and verifying loads are secure.*
5. *Complying with all traffic laws and observing speed limits on site.*
6. *Plan for managing traffic on site.*
7. *Vehicle parking plan.*
8. *Procedures for moving vehicles, including use of spotters.*
9. *A procedure for verifying equipment brought on site will not strike overhead power lines.*
10. *Vehicle pre-use inspections (360° walk-around).*
11. *Defensive driving training.*

12. *Procedures for proper loading of vehicle and trailers and verification of same.*

13. *Journey Management.*

12.0 Security Measures

Identify all pertinent security measures to be implemented on this project. Use this section to address security concerns for both land and water projects. Examples might include providing off-shift guard details, physical storage and security of project materials and supplies, inventory controls, employee identification credentials, attendance rosters, physical site security provisions – including locked gates, identifying access/egress routes, video surveillance, posted project site identification markings with emergency contact numbers, fencing for security as well as protecting the public, daytime versus nighttime issues, security guards, etc.

Discuss plans to communicate and coordinate with local law enforcement agencies so that they are aware of the nature of the project and its location(s).

13.0 Short-Service Employee (SSE) Training and Identification

Per CPL CHESM requirements, a SSE is contractor personnel with less than six (6) months experience in the same job type, and/or less than six (6) months of employment with his/her present employer. Give a brief overview of how SSEs are trained prior to doing work and mentored during work. As a minimum, the contractor will follow requirements of CPL's SSE program as highlighted in the CHESM process. Contractor to document known SSE's that will be working on project in section 7.0 of this document.

14.0 Communication

This section of the plan addresses communication issues. It should provide a narrative describing the contractor's plans for implementing effective communications and how contractor will maintain effective communications on the project (cell phone, radios, walkie talkies relay transmitters, etc.).

As the plan is developed, the contractor should carefully consider the means necessary for effective communication processes, how they relate and are to be used through the course of the project. Issues surrounding communication can be very complex – ranging from the logistical methods and means for communicating (e.g., telephone, email, radio, on-site discussions person-to-person, etc.) to discussion of the types of communication anticipated (safety information, hazard warnings, etc.) and the various venues expected to be used as effective forums to channel specific communications (e.g., orientation, safety meetings, training, behavior-based safety task [field observations], stop work authority, work permits, job safety analysis, progress and metrics reports, etc.).

Contractor to discuss how communication with the crews will be done regarding any new safety concerns, changes to the CJSP or JSAs or a change in workforce? Changes should be documented and approved on signature approval page.

Contractor should also discuss how communications, planning and execution of simultaneous operations (SIMOPS) between Contractor and Company Operations, Contractor and other unrelated contractor work on jobsite, and Contractor and their Subcontractors will be managed.

15.0 Incident, Injury, and Illness Management

Chevron Pipe Line Company has a low risk tolerance; accordingly, every effort is made to properly plan the work in a manner that effectively avoids loss incidents and injury to personnel.

In the event that the contractor does not effectively control the work and an injury occurs, it is imperative that adequate resources are in place to provide prompt medical and emergency response provisions to address contingencies. Discuss how employees report injuries, with a description of all of the steps taken from that point forward.

CPL strongly encourages the use of a Medical Management Plan Provider (MMPP). A typical provider would be able to contact a treatment facility prior to the job and provide medical treatment guidance. The MMPP may also recommend first aid treatment options, and advise which treatment facilities have the expertise to effectively treat and manage worker injuries. If the contractor does not have a preferred Medical Management Plan Provider, CPL has an existing contract in place with AXIOM Medical Consulting ([877] 502-9466) that CPL contractors are welcome to use on CPL projects, at no cost to the contractor.

First aid facilities should be appropriate to the type and location of the work being performed and be consistent with local regulatory requirements and the Project Emergency Response Plan. A risk assessment of all credible emergency response scenarios with respect to the location(s) needs to be conducted to ensure personnel, equipment, and resources are appropriate to manage the emergency response effort.

Appropriate first aid supplies should be available with each work crew, motor vehicle, office, and accommodation facility. First aid equipment checks should form part of the regular site safety inspection program. A person with a valid certificate in first aid training must be available at the work site to render first aid (additional detailed requirements may be found at 29CFR1926.50). A list of trained first aid responders is to be displayed on the site notice boards. First aid responders should be readily identified (e.g., with a "First Aid Responder" sticker or badge). A First Aid Treatment Register should be kept for the project.

Emergency Response Plan

The contractor should prepare an Emergency Response Plan that assesses each project activity, and addresses the potential external factors and/or influences that may give rise to an emergency situation. The Emergency Response Plan should assign roles and responsibilities of key personnel including assignment of an emergency coordinator, and be developed in consultation with local community emergency response agencies. All personnel on site including visitors should be informed of key elements of the project Emergency Response Plan during orientation, and notified of any changes during tailgate meetings.

An emergency contact list should be maintained and displayed at a prominent location and with each work crew. The emergency contacts list should include the telephone numbers and location of local emergency response agencies, and a list of project first aid responders.

Emergency drills should be scheduled and conducted at appropriate times to ensure readiness, adequacy, and effectiveness of the Emergency Response Plan.

First Aid/Minor Treatment Facility

This may be a clinic or other treatment center available in the area to treat minor injuries.

Contact

Person at the treatment facility that can be called for advice regarding minor injuries.

Emergency Medical Treatment Facility

(Local hospital/regional trauma center) - This is where an injured person will be taken in an emergency. Facility treatment capabilities need to be determined in advance, and included in the medical response contingency provisions. The appropriate treatment facility should be alerted that an injured person is in route. A map to/from the medical facility and work site should be attached to the CJSP.

Emergency Transportation Provider

Depending upon proximity of the job site, this may be as simple as dialing 911 for dispatch. However, there may be circumstances where timely EMS response and transportation is impractical. In such cases, other alternatives must be planned and provided. Please note that it is also important to validate functional communication channels so that appropriate EMS may be contacted.

Medical Management Plan Provider

This is a third-party provider that specializes in managing industrial incident and injury support. This can also be an internal company physician that can provide timely medical advice or injury management services.

Contact

This is the name of a person with the MMPP that can be contacted should an injury on the job site occur.

Local Law Enforcement

This should be the appropriate contact number(s) for the local city police, county/parish sheriff/constable, and/or state police.

Local Fire Department

This should be the appropriate contact number(s) for the local fire department and/or Local Emergency Planning Committee (LEPC).

Incident Response

This block should be used for summarizing procedures for handling incidents and injuries. Be detailed and specific to clearly outline treatment protocol.

Address various incident scenarios. Differentiate between types of incidents and resources to address (e.g., trained first aid responders onsite, advanced medical treatment offsite, emergency response).

Describe how you will ensure your site supervisors and employees know that all incidents must be reported immediately to the supervisor, who in turn will immediately report the incident to the CPL job representative. Unusual pain associated with the job will be included in incident reporting.

Append additional information as necessary according to complexity and appropriate contingencies (e.g., communication in remote locations or emergency response logistics).

HAZWOPER Emergency Plan

Discuss Incident Command System (ICS) organizational structure and reporting/notification/communication provisions and response strategy.

According to the provisions of 29CFR 1910.120 (q)(2), an acceptable emergency response plan must address, at a minimum, the following elements:

1. *Pre-emergency planning and coordination with outside parties.*
2. *Personnel roles, lines of authority, training, and communication (all personnel must have the appropriate level of training required to function in their assigned role in the event of a HAZWOPER emergency, as described in 29CFR 1910.120[q][6][i]-[v]).*
3. *Emergency recognition and prevention.*
4. *Safe distances and places of refuge.*
5. *Site security and control.*
6. *Evacuation routes and procedures.*
7. *Decontamination.*

8. *Emergency medical treatment and first aid.*
9. *Emergency alerting and response procedures.*
10. *Critique of response and follow-up.*
11. *PPE and emergency equipment.*

Incident Reporting and Investigation

Clearly identify who will be called in the event of an incident. Don't forget to include the CPL Contact. Briefly describe what investigations will be done, and by whom.

The contractor must immediately report each incident; within 48 hours, the contractor must forward a written report of each incident to CPL.

Under no circumstances must operations resume until it has been determined to be safe to continue work. Work must not resume until the cause of the incident is understood and measures have been implemented to prevent incident recurrence.