

## **PROCEDURES**

### **SAFETY / GENERAL**

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#### **1.0 PURPOSE**

The following Safety Section is for the purpose of identifying specific hazards and to establish procedures to eliminate incidents. The approved operating instructions shall be followed. These requirements shall apply to all individuals engaged in gas operations, including those individuals doing work on rights-of-way and on pipeline facilities or customer property.

#### **1.1 SCOPE**

- A. Personal Safety
- B. Protection of General Public
- C. Confined Space Entry
- D. Traffic Safety
- E. Prevention of Accidental Ignition
- F. Lock-out Tag-out
- G. Excavation Safety
- H. Pipeline Security
- I. Start-up & Shut-down
- J. AOCs
- K. System Integrity
- L. Public Awareness

#### **1.2 GENERAL**

- A. All work shall be arranged and conducted with a primary view to the safety of the employee, and all other individuals as may be affected by the work, including people property and the environment and the public welfare in general.
- B. Each employee shall be familiar with the general safety and regulatory compliance rules.
- C. The following Safety Section is not meant to cover all potential situations and details. More specific information on safety, and specific procedures related to a work assignment may be found in other sections of this manual, specific project work plan and should be discussed with all appropriate individuals prior to the start of work.

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- D. All employees are to be continually watchful and alert to ensure adherence to the safety plan:
- Plan ahead: Visualize the project and think of everything that might be dangerous.
  - Prepare your Space: Eliminate potential risk factors such as clutter and debris.
  - Dress for success: Appropriate work attire, including PPE, for the job will help to eliminate risks.
  - Read labels.
  - Use the appropriate tools.
  - Properly clean, maintain and store your tools.
  - Be Smart.
  - Know what you are doing or don't do it.
  - Don't try to do everything at once and don't rush.