

PROCEDURES

PERSONAL SAFETY

2.0 PURPOSE

Each employee is responsible for their own safety as well as the safety of their co-workers, the general public, property, and the environment. Appropriate personal safety equipment (PPE) shall be worn by all individuals engaged in work with and on the pipeline facilities.

2.1 SCOPE

- A Personal Safety Equipment
- B. Personal Injury

2.2 PERSONAL PROTECTIVE EQUIPMENT (PPE)

A. Ear Protection

Operator / OSHA - approved ear protection shall be worn while performing or working in the area of any operation that exposes the ears to sparks and flying weld metal or any high-noise-level environment (at or above 90 decibels) that could damage hearing. Work activities that generally require hearing protection may include:

1. Purging operations, compressor or pump stations.
2. Using jackhammers, air spades, tampers or other heavy equipment.

B. Eye Protection

OSHA approved shatter resistant goggles, safety glasses, face shields or other devices furnished for eye protection shall be kept clean and properly adjusted. Such devices shall be worn when an employee is engaged in or is in the vicinity of work involving:

1. Posted as job site requirement.
2. Drilling or chipping stone, brick, concrete, paint, pipe coating or metal.
3. Grinding, buffing or wire brushing.
4. Dust or flying particles.
5. Welding or cutting.
6. The use of hot or dangerous substances.
7. Injurious light or heat rays.

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8. Any other job where there is danger of eye injury.

C. Eye Protection / Arc Welding

Anyone in the vicinity where arc welding is being performed shall be made aware of the dangers of watching an electric arc. Persons standing nearby shall be warned before an arc is struck. If possible, use curtains or protective shields made of fireproof materials. Welders shall wear approved arc welding hoods with #10 to #12 shade lens. **All individuals involved in arc welding operations should have and wear appropriate eye protection.**

D. Foot Protection

Appropriate protective footwear shall be worn at all time during the performance of work where there is exposure to foot hazards. This includes a sturdy leather upper and impact resistant toe or slipover foot shield where appropriate for such tasks as operating tampers, clay spades, pavement breakers and rock drills and other power operated equipment.

E. Gloves

1. Leather work gloves shall be worn whenever there is a possibility of hand injury.
2. Appropriate protective gloves shall be worn where exposure to potentially damaging chemicals or other products are present.

F. Hard Hats

1. OSHA approved hard hats shall be worn when there is a possibility of head injury and in designated/posted areas.
2. Hard hats shall not be altered or modified in any manner.

G. Respirators

Respirators shall be used by the employees where adverse atmospheric conditions due to dusts, vapors, fumes, mists, etc., are encountered.

1. The appropriate respirator and filter cartridge as applicable shall be utilized for varying conditions.

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2. Respirators shall be regularly inspected, cleaned and maintained in accordance with Manufacturer's Operation Manual.
3. All, supply air respirators (air lines, air tanks, SCBA), shall have a monthly inspection.
4. All employees who may be required to use supplied air respirators shall be instructed in their proper adjustment and use.
5. Employee fit tests shall be conducted annually.
6. A supplied air respirator, fire resistant suit, safety harness, and leather gloves are considered a unit and shall be worn as such.

H. Safety / Traffic Vests

1. OSHA approved, bright color, traffic safety vests shall be worn by all employees when working at a job site on or adjacent to any roadway.
2. Where work area protection, i.e., warning signs, barricades, cones, etc., are required.
3. Where posted.

I. Fire Safety

Steps shall be taken to eliminate potential sources of ignition from the work area prior to the start of any work. (See section B-6 Prevention of Accidental Ignition) Each individual when working in a gaseous atmosphere or potential gaseous atmosphere wear approved fire resistant suit/protective coveralls, breathing-air and mask, leather gloves and approved rescue harness.

Appropriate, survivable fire protection is best accomplished by dressing in layers consisting of fire retardant and fire resistant clothing. The recommended layering is as follows:

1. All / 100% cotton undershirt and underpants.
2. Fire retardant shirt (retardant chemical added to material).
3. Fire resistant coveralls (material is fire resistant), 6 oz NOMEX or equivalent.
4. Fire resistant, insulated coveralls, 12 oz NOMEX or equivalent.

Note: In all cases, every effort should be made to avoid working directly in a gaseous atmosphere until the situation / gas flow has been controlled.

Fire extinguisher shall be ABC rated dry chemical.

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Procedure for using portable extinguisher:

1. Pull the pin
2. Aim low
3. Squeeze
4. sweep side to side and upward

2.3 PERSONAL INJURY

Steps shall be taken to ensure that at least one individual / company employee trained in first aid and CPR shall be present on all job sites. Whenever and wherever a personal injury, company employee or other, occurs, each individual should:

1. Take necessary actions to preserve human life.
2. Administer First Aid.
3. Notify Emergency Agencies / (911 or other job specific entity)
 - Give location of Emergency;
 - Give type of Emergency; and
 - Assist Emergency Personnel.
4. Notify immediate supervisor, safety administrator and / or other appropriate project management.
5. Complete appropriate Injury Reports.