

# U.S. Pipelines & Logistics Contractor Toolkit



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Q1 2018

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## HSSE Goals

- No accidents.
- No harm to people.
- No damage to the environment.

**Target Zero**



# Safety Stand Up

## Starting 2018 off right!

In 2017, BP Pipelines had four OSHA recordable injuries in the first quarter. Then, we turned a corner and completed the last three quarters without a recordable injury! You and your teams are an **integral** part of our success, so **thank you** for keeping safety in the forefront of all you do for us.

In an effort to maintain the safety record of the last three quarters, we'd like you to share the following information with your workforce and have conversations on how to work safely. We are sharing a similar message internally.

### Follow the BP Values:

SAFETY
RESPECT
EXCELLENCE
COURAGE
ONE TEAM

### How can we overcome these safety distractions to stay focused on work?

- ▶ Returning from holidays and vacations.
- ▶ Variable weather conditions.
- ▶ Workload.
- ▶ Personal issues .
- ▶ Health issues.



### Keep health and safety in the forefront

#### Health

- ▶ Use good body mechanics.
- ▶ Warm up before strenuous activity.

#### Safety

- ▶ Be mindful of the potential for slips, trips and falls.
- ▶ Look for opportunities to have a **safety conversation**.
- ▶ Use **What's Your Exposure** before taking action.
- ▶ **Stop the job** if something doesn't look or feel right.

Working together, we can achieve **Target Zero** by looking out for each other and remembering that **Safety is NOT Silent!**

### Dos and Don'ts:

#### Don't

- ▶ Take risks.
- ▶ Walk by an unsafe act and do nothing.
- ▶ Think you cannot change things. **You can!**
- ▶ Be afraid to ask for assistance.

#### Do

- ▶ Plan ahead. Don't wait until the last minute.
- ▶ Follow BP's **Golden Rules of Safety**.
- ▶ Stop the job if it doesn't feel right or look right.
- ▶ Use **What's Your Exposure?** to evaluate risk with the work team.
- ▶ Have safety conversations to maintain an active safety culture.
- ▶ Receive feedback positively.



### Make a commitment! #IAMIN

- ☐ I take responsibility for ensuring my own and my co-workers' safety.
- ☐ I am committed to a Target Zero workplace.
- ☐ I will actively participate in USPL's safety programs.
- ☐ I will be a safety leader by setting the example.
- ☐ I will encourage and reinforce safe behaviors in others.
- ☐ I will Stop Work when I see potentially unsafe behavior.

# HSSE spotlight - Winter Hazards

## Promoting Winter driving safety

### It's that time of year again, Winter! Be prepared!

Before leaving home, research expected driving conditions. Safe drivers know the weather and their own driving limits. If the weather is bad, remember: "Ice and snow? Take it slow or just don't go."



### Winter hazards

**During the winter months, a little snow or water can go a long way.** Snow can cover walking surfaces and puddles can turn into ice. Familiar areas become filled with unfamiliar hazards. Snow and ice have historically impacted our safety record during the winter months. We need to focus on preventing incidents related to cold weather.

#### **Slip, trip, and fall injuries are common types of injuries.**

Snow and ice increase the risk of injuries; therefore, we must increase our caution and care when working in cold conditions. Remember to slow down and be aware.

When preparing for the workday, be sure you are aware of the day's weather forecast, especially if inclement weather is expected. During cold weather conditions, pay special attention to the following:

- Where appropriate, use spiky cleats when the risks of slippery conditions exist.
- When walking in slippery conditions, use small steps and try to avoid snow and ice.
- Always stay alert and aware of your surroundings.
- Use the STAR Principle (Stop, Think, Act and Review) to help ensure you are doing the job safely.
- Slow Down.

### Foul Weather Driving

**Bad weather affects all roads.** Our interstate system is a marvelous example of modern engineering, but no matter how good the road is, it is dangerous when there is sleet, snow or ice on the roadway. Speed must be reduced on slippery roads.

**When road conditions are slippery, drivers must look farther ahead so they can anticipate emergencies and avoid the need for sudden maneuvers.** Most skids are caused by last-second stops and turns on slippery pavements.

**Extra care must be taken on hills.** Brake over the top of blind hills at a speed that will permit you to bring your vehicle to a stop in case the highway isn't clear ahead. On a downgrade, both loss of traction and gravity are working against you.

**Don't attempt to drive around or through a scene where other vehicles have obviously had trouble with the road conditions.** The same conditions that caused their trouble may still be there when you arrive. When there is no room to get through, you must be prepared to stop.

**Allow enough clearance room.** Good drivers will allow more clearance between their vehicles and other vehicles and fixed objects when maneuvering on bad surfaces. A pile of snow or an ice rut may throw vehicles off just enough to cause them to strike a stationary object if not enough clearance has been allowed.

**The lighting systems of vehicles become especially important during the winter months.** Nights are longer and visibility is often reduced by bad weather. Electrical systems are winter-sensitive. Drivers must inspect their lights more often during the winter and clean them when necessary so they can see and be seen by other highway users.

**Foul weather driving is much more strenuous.** Drivers need proper rest before every trip. While en route, fresh air helps keep drivers alert. An open window is a long-standing safety practice, and it helps drivers hear what is going on around their vehicles.

**After all precautions are taken and good practices are followed, there will still be occasions when conditions become too hazardous to proceed.** Good drivers will pull off the road at the first safe place, notify their company of the delay and wait until conditions improve before continuing.

**Be a leader in promoting driving safety!**

# HSSE spotlight - Winter Hazards

## Winter walking

January reminds us that weather-related slowdowns are imminent and slippery winter conditions are coming. There's not a lot the safety team can do to change Mother Nature, but we do have some suggestions for walking safely in winter weather.

We don't need to be reminded that snow and ice make falling more likely when walking. But here are some suggestions to control that risk:

1. **Keep walkways clear of snow and ice by shoveling and salting.** Snow removal services help with parking lots and service roads within stations, but other areas require us to take action by shoveling if practical or following these other tips.
2. **Wear boots with a good tread.** Good tread gives the soles of our boots more bite, or edges that can dig into snow and provide better traction.
3. **Keep your center of gravity over your front leg.** That means bending forward slightly and taking smaller steps. You may have seen articles comparing this to walking like a penguin. Odds are you've made a conscious decision to walk like this in the past when conditions seem especially slippery.
4. **Wear ice grips over your boots when walking on packed snow or ice.** Various types of over-shoe protective options are available. They should only be worn while walking on the ground or pavement. Generally, the over-shoes with cleats should not be worn:
  - a. Walking into buildings because hard cleats on tile floors are a slipping hazard.
  - b. Walking on open grating platforms and steps because cleats can go into holes and get stuck or prevent the leg from twisting.
  - c. When climbing ladders.

Talk to your supervisor if you think this over-shoe protective footwear will be helpful to you this winter. There are many styles available. But remember, this is just an aid in certain situations.



5. **If all else fails and you're going down, fall like a sack of potatoes.** If you start to fall and have any choice in the matter, let your knees buckle to reduce the height of the fall and therefore the force of impact with the ground, and keep your arms in to allow the bigger bones to take the force of the fall in a rolling motion. Easier said than done.



# WYE? – What's your exposure?

## Carbon Monoxide (CO) poisoning in your home

Carbon monoxide (CO) is an odorless, colorless gas formed by the incomplete combustion of fuels. When people are exposed to CO gas, the CO molecules will displace the oxygen in their bodies and lead to poisoning.



### The Problem with CO

Since CO has no odor, color or taste, it cannot be detected by our senses. This means that dangerous concentrations of the gas can build up indoors and humans have no way to detect the problem until they become ill. Furthermore, when people become sick the symptoms are similar to the flu, which can cause victims to ignore the early signs of CO poisoning.

**Carbon monoxide poisoning can be prevented** with simple actions such as installing a CO alarm and maintaining fuel burning appliances.

CO is produced whenever a material burns. Homes with fuel-burning appliances or attached garages are more likely to have CO problems. Common sources of CO in our homes include fuel-burning appliances and devices such as:



- Clothes dryers
- Water heaters
- Furnaces or boilers
- Fireplaces, both gas and wood burning
- Gas stoves and ovens
- Motor vehicles
- Grills, generators, power tools, lawn equipment
- Wood stoves
- Tobacco smoke

### Protecting Your Family from CO Poisoning

#### 1. Properly vent and maintain fuel-burning appliances

It is important to know what appliances in your home are fuel-burning and make sure that they are maintained properly. All of these appliances should be vented to the outside. You should have your fuel-burning appliances (for example, your furnace) checked by a qualified heating contractor every year to look for potential problems. It is also a good idea to know the signs of a potential CO problem:

- Streaks of soot around fuel-burning appliances, or fallen soot in a fireplace.
- Absence of an upward draft in your chimney.
- Excess moisture and condensation on windows, walls and cold surfaces.
- Rusting on flue pipes or appliance jacks.
- Orange or yellow flame in combustion appliances (the flame should be blue).
- Damaged or discolored bricks at the top of the chimney.

Never use appliances intended for outdoor use inside. Examples include barbecue grills, camp stoves, portable generators or gas-powered lawn equipment. Do not use an oven to heat your home. Not only is it a fire risk, it is also a carbon monoxide hazard. Do not run or idle your vehicle in an attached garage. Instead, back your vehicle out right away. Check that your vehicle's exhaust pipe is not blocked, for example, by snow during the winter.

#### 2. Know the symptoms of CO poisoning

Identifying CO poisoning can be difficult because the symptoms are similar to the flu. CO is often called the "silent killer" because people will ignore early signs and eventually lose consciousness and be unable to escape to safety.

For most people, the first signs of exposure include mild headache and breathlessness with moderate exercise. Continued exposure can lead to more severe headaches, dizziness, fatigue and nausea. Eventually symptoms may progress to confusion, irritability, impaired judgment and coordination, and loss of consciousness.

You can tell the difference between CO poisoning and the flu with these clues:

- You feel better when you are away from home.
- Everyone in the home is sick at the same time (the flu virus usually spreads from person to person).
- The family members most effected spend the most time in the house.
- Indoor pets appear ill.
- You don't have a fever or body aches, and you don't have swollen lymph nodes that are common with the flu and some other infections.
- Symptoms appear or seem to get worse when using fuel-burning equipment.

#### 3. Install and maintain CO alarms in your home

All CO alarms should conform to the latest Underwriters Laboratory (UL) Standards. Please follow the manufacturer's instructions for placement of your CO alarm, and take note of the suggested replacement date.

#### How long do CO alarms last?

The typical lifespan of a CO alarm is between 5 and 7 years, but it varies by manufacturer. Consult the product packaging or manufacturer for a recommended replacement date.

#### What do I do when my CO alarm sounds?

Don't ignore a CO alarm if it is sounding. If people in the home are exhibiting symptoms of CO poisoning, immediately leave the building and call your local fire department. In cases where residents are feeling fine, call your local gas utility company or a qualified technician to help identify the cause of the problem.

# HSSE safety share

## Crude oil tank release



### Learning from industry – not a BP pipelines incident

150 barrels of crude oil were released from a crude oil tank through an open roof drain. The release was the result of a series of events that took place over the winter months. In November, as temperatures dropped, the rolling stairs on top of the storage tank became frozen in place due to snow and ice build-up on the tank roof. Movement into or out of the tank was halted. In February, there was a period of warm weather that melted some of the snow and ice. An employee opened the roof vent to drain water off the roof. With the rolling

stairs still frozen in place, water from the melting snow and ice was prevented from going toward the drain and gathered in the middle of the roof – this placed excessive weight on the roof. Near the middle of the roof is a vacuum vent – this allows air to enter into the tank during crude movements to prevent collapse from vacuum pressures. The excessive weight caused deflection, resulting in the roof bending into the crude and forcing oil out of the vacuum vent. The oil on the roof then flowed through the open roof drain and onto the ground. High winds blew crude oil mist ½ mile downwind from the storage tank.



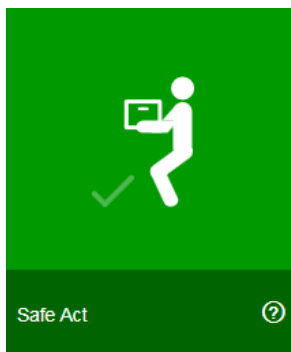
### Discussion:

- Could this happen at your work location?
- What in the site winterization plan could prevent this type of incident?
- How many contributing factors played a role in this incident?

# Good Catch/Near Miss highlights

## What makes a great good catch/near miss?

- ▶ **See something** – observe a potentially unsafe condition
- ▶ **Say something** – report the near miss to the appropriate parties
- ▶ **Do something** – apply corrective action or follow-up

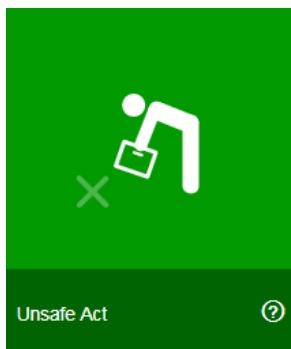


Making an intervention to prevent an unsafe act.

## LOTO walk-down

**Good catch:** While performing the LOTO walk-down, with the LOTO PIC and contractor foremen prior to the start of work, the contractor foremen observed that a valve that was part of the LOTO had a chain and lock on it but the lock was not in the fully closed position and could be removed without the key. The foreman showed the lock to the LOTO PIC and the lock was secured into position.

**Discussion:** What should you do if you discover a LOTO lock unsecured? What other conditions could be identified during a LOTO walk-down?

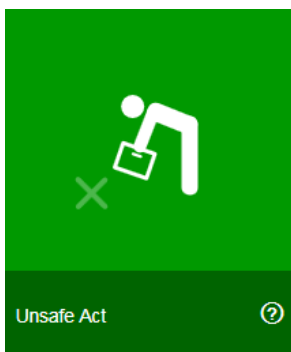


An observed behavior that differs from the expected safe way of working.

## Highway traffic safety

**Good catch:** While driving on a highway to a station for a meeting, a non-BP surveying crew member was observed standing in the center of the highway waving traffic past them. The driver reduced speed, turned on the vehicle hazard lights and pulled over to the shoulder of the highway to slowly pass the worker.

**Discussion:** What actions would you take if you were the driver? What actions would you take if you were the crew member? What would be the proper method to control traffic?



An observed behavior that differs from the expected safe way of working.

## Fuel cap not replaced on equipment

**Good catch:** A rental company dropped off an air compressor for a contractor to use for planned work at a project site. After completion of the site safety meeting, the contractor went to move the compressor to the worksite. While they were completing their pre-movement inspection, the worker found the fuel cap sitting on the fuel tank and not in position on the fuel fill opening. The worker checked under the equipment for any leaks, secured the cap into position and made notification of the finding.

**Discussion:** What do you look for during a pre-movement inspection? What other issues could be found during pre-use inspections of equipment?

**Report any near miss to the appropriate BP site contact.**



# Contractor Safety Forum

## Pacific Northwest Contractor Safety Forum

### Working with contractors to increase safety performance one job at a time...

On October 26, approximately 30 contractor employees joined USPL at the Embassy Suites in Seattle, WA for the annual Pacific Northwest Contractor Safety Forum. Similar to the event held in the Midwest earlier this year, robust discussions concerning workplace safety were held, including:

- Leadership Commitment to safety
- 2017 Safety Statistics
- Safety Observation Conversation methodologies
- Damage Prevention
- Contractor Onboarding Tool
  - Golden Rules of Safety
  - Authorization to Work
  - WYE?
  - Stop Work

Many thanks to the following people who facilitated the conversations and assisted in making the forum a success:

Marc Horn, Tom Wedryk, Dustin Lambert, Mike Monan, Abe Goldstein, Jim Fraley, and Danielle Murrell.

### Thank you to everyone from the following companies that participated in the event:

- Antea Group
- Anvil
- Arcadis
- Brothers Pipeline
- Dunkin & Bush
- Flowserve
- GeoEngineers
- Global Diving and Salvage
- Heritage Environmental
- Jammies Environmental
- JTI
- Manson Construction
- Michels
- Norton Corrosion
- Snelson
- Specialty Engineering
- Willapa

If you have any questions, would like further information on one of the topics, or want to get involved in future contractor safety forums, please contact Karen Jacobson.



Jim Fraley is shown presenting to a group of contractors, USPL employees and BP representatives from retail and remediation management.



# Contractor Management

## Safety by the numbers...

With the new year comes the need to verify all the essential documents are valid in ISNetwork. Grades can plummet from an 'A' to a 'D' if some of the paperwork expires.

**Lately, the main reason for a 'D' grade is expired insurance.** Please make every effort to get this important document in before the deadline! ISNetwork sends notifications at least one month prior to expiration and our procurement team is sending reminders as well. Remember that ISN requires 2-3 business days to review and you don't want to be on the Do Not Use list. In order to remain actively working on a BP Pipelines job site, current insurance is critical.

Beginning next week, it'll be critical that the annual **acknowledgment questions** are verified. The four questions revolve around you and your teams' understanding of BP's culture and commitment to safety. A company's grade will drop to a 'D' if these questions are not answered.

If you have any questions contact Karen Jacobson at your earliest convenience.

**Let's have a safe and productive year in which everyone goes home safely each and every day!**

## Grading Essentials

- ◆ RAVS written programs – Update any old policies.
- ◆ Safety culture questionnaire – Review and verify answers reflect what your organization does.
- ◆ EMR – make sure the document is current.
- ◆ Upload 2017 OSHA logs.
- ◆ Active participation in drug and alcohol screening.
- ◆ Current insurance documents.
- ◆ Verify acknowledgement questions answered for 2018:
  - \* Code of Conduct.
  - \* USPL HSSE policies.
  - \* Competent employees.
  - \* Equipment fit for service.

## Statistics

As of January 2, 2018, USPL had 243 connected contractors in ISNetwork. Their ratings breakdown as shown below:

**37** 'A'  
**104** 'B'  
**33** 'C' (6 on variance)  
**69** 'D' (2 on variance; **59 due to insurance**)

## Contractor management website

To access the site click on the following link:  
[http://www.bp.com/en\\_us/bp-us/what-we-do/bp-pipelines/contractor-information.html](http://www.bp.com/en_us/bp-us/what-we-do/bp-pipelines/contractor-information.html)

## Key BP contacts

- ▶ **Karen Jacobson**  
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