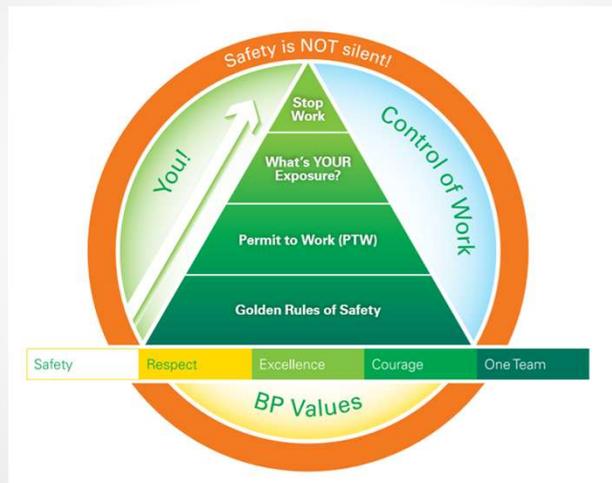


## Working Safely at bp Terminals & Pipelines



**Foundation:** Values and Behaviors remain constant over time – safety, respect, courage, excellence and one team are foundations of working at bp and they do not waiver. Safety is a value not a priority. Priorities change; values do not.

- Examples of personal commitment to these include:
  - Safety- Demonstrate personal responsibility for the safety and well-being of everyone around.
  - Respect – Listen carefully and consider different perspectives.
  - Excellence – Plan carefully, make well-informed decisions and do the right thing.
  - Courage – Speak out when you see something is not right and be prepared to say ‘no’ or ‘stop’ when necessary.
  - One Team – Enable others to trust me by delivering on my accountabilities and standing by decisions when they are made.

**Golden Rules of Safety:** provide key requirements for activities with potential to cause serious injuries (Hot Work, Permit to Work (PTW), Ground Disturbance, Confined Space Entry, Working at Heights, Energy Isolation, Lifting Operations, Driving Safety) Policies and procedures provide ‘Rules of the Road’. bp Terminals & Pipelines (bp T&P) Control of Work Permit to Work and checklists provide documentation of conformance with these requirements.

**Permit to Work:** daily PTW provides a task risk assessment to identify, assess and control hazards for the day’s scope of work; provides for open discussion of protective barriers and risk mitigations. Speak up during the tailgate talks. Get engaged in the conversation – if you question a barrier’s effectiveness, someone else does too.

- The tools aid in discussing high risk procedures (process safety) very well, but it doesn’t cover all the aspects of personal safety. That’s where WYE and Stop Work come into play.

**WYE?:** Throughout the workday, continually ask yourself what risks are challenging your safety. Create a positive safety culture by asking co-workers WYE in a non-threatening manner. Stay focused on the task at hand – “Keep Your Head in the Game” ; Be aware of your surroundings; Step away if your mind wanders from the task.

**Stop Work:** Have the courage (Value) to stop the job! If it doesn’t feel right or look right, stop the job. bp T&P considers that a success. We want your personal commitment to Stop the Job! **You are the last safety barrier before an injury occurs.**

**The company can supply the tools but you, as an individual, bring the behavior and personal attention to safety. As you move up the triangle, your voice becomes more vital to the safety of the jobsite.**

**You are in control! People make a safety culture.**

# Working Safely at bp Terminals & Pipelines



Safety is NOT silent! – Here's How YOU fit into the Process

**Golden Rules of Safety**

- Which rules applies for **your** tasks today?
- What barriers will protect **you** and **your coworkers**?
- What procedures do **you** need to go home safely?

- **Hot Work**
- **Permit to Work**
- **Ground Disturbance**
- **Confined Space Entry**
- **Working at Heights**
- **Energy Isolation**
- **Lifting Operations**
- **Driving Safety**

**Control of Work**

- Be an **active** participant in risk assessment activities.
- Your signature on the Permit to Work (PTW) means **you** have read and understand the risks and mitigations for the day.
- Daily Tailgate – **SPEAK UP!**

**WYE?**

**What's Your Exposure?**

- Stay focused on the task at hand.
- Continually ask **yourself**, "What's my exposure?"
- **Pause, process, plan, proceed.**

**Will YOU Stop the Job?**

- Listen to **your** inner voice!
- If it doesn't look or feel right, stop the job. **Have courage!**
- Who would **you** report a stop work to today? AO/AOD? Foreman? Safety rep?
- It is **your** right and obligation to stop unsafe work.
- **Do it Safely or NOT AT ALL!**

Safety   Respect   Excellence   Courage   One Team

P&O

- Ask the questions on the card. Get everyone on the jobsite engaged in the conversation.
- Pick a value/behavior and ask what that means to an individual on the job site.
- Highlight barriers and procedures relevant to the day's tasks.
- Call on individuals to discuss aspects of the PTW in detail. What are the mitigations they will personally use? Vary people and risk discussion from one day to the next to keep conversation fresh. Convey that it takes courage to speak up BEFORE something goes wrong; be proactive.
- Remind them to remain focused on the task. If distractions are present, pause from the task. Think through the risks. Plan the course of action and then proceed with the work. WYE?
- Have the courage to Stop the Job! Name the individual person you will report a stop work to today. Discuss the process. It's not enough to tell your buddy, you must engage the jobsite leaders so an appropriate conversation can be held.