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**Energy isolation**
Are all sources of energy identified and controlled?
Has ‘zero energy’ been verified?
Are all isolation points locked/tagged?
How do you know?

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Follow the Golden Rules of safety.
**Every minute. Every hour. Every day.**
Believe in zero.
OSHA’s top 10 violations list for 2019

Each year, OSHA populates the ten most common safety violations. Review the list below and look at your own workplace to identify any areas for improvement.

1. **Fall Protection – General Requirements** ([1926.501](#)): 6,010 violations
2. **Hazard Communication** ([1910.1200](#)): 3,671 violations
3. **Scaffolding** ([1926.451](#)): 2,813 violations
4. **Lockout/Tagout** ([1910.147](#)): 2,606 violations
5. **Respiratory Protection** ([1910.134](#)): 2,450 violations
6. **Ladders** ([1926.1053](#)): 2,345 violations
7. **Powered Industrial Trucks** ([1910.178](#)): 2,093 violations
8. **Fall Protection – Training Requirements** ([1926.503](#)): 1,773 violations
9. **Machine Guarding** ([1910.212](#)): 1,743 violations
10. **Personal Protective and Lifesaving Equipment – Eye and Face Protection** ([1926.102](#)): 1,411 violations

We spend 40-50+ hours a week with our coworkers. For this reason, our work teams can be envisioned as families, of sorts. For your own sake and all our families’ sakes, please continue to think hard on how we can close any gaps identified within our ‘families’ - especially around those on the ‘Top 10’ list.
**WYE? – What’s your exposure?**

**Error precursors caused by design**

Even when Human Performance considerations is becoming more prevalent these days, in USPL we have identified several instances where poor design and valve set up could have led to human error.

In one case, the valve of a chemical product container was designed to be closed when the handle was lined up with the pipe (contrary with most designs). In addition to the unusual setup, the label (placed to notify the operator of the correct method for closure) was covered with a tarp. An operator could have made an error and left the valve open, thinking that it was in the closed position, causing a spill.

On a second event, one of three parallel systems was requested to be closed to conduct maintenance. The operator assumed that the systems where identified and labeled in numeric sequence, however, the systems were not in numeric array. As in the first case, the identification labels where not visible as they were covered by a tarp. Fortunately the issue was identified during the LOTO walkdown.

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**Preventing Errors**

- Don’t assume that all systems are designed equally.
- Observe carefully, look for labels and tags.
- Keep in mind that systems may not be set up in a precise numeric order.
- Walk down the systems before working on them.
- Follow SOPs.
- Communicate to others when you identify a setup that could cause an error.
- If available, look at drawings and blue prints.
- Never bypass a safety system.
- If unsure, STOP and always ask.
HSSE spotlight

Human performance corner

Most employees and contractors in USPL are familiar with Knowledge Vine (KV) and have probably met some of the KV individuals throughout the last few years on their work site or during a project. For those that aren’t familiar with KV or need a reminder of who they are, here’s an overview:

KV is a company USPL uses to help us improve our performance through application of human performance-based tools and techniques. They provide behavioral oversight and support to projects using their decision-driven safety process which focuses on behaviors, organizational factors and solutions, rather than just compliance. Currently a KV representative is making visits to USPL work sites through the end of September. The KV rep. is making observations and delivering coaching driven by the human performance traps and tools outlined in the table below.

<table>
<thead>
<tr>
<th>Traps</th>
<th>Tools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overconfidence</td>
<td>Self-checking – stop, think, act, review (STAR)</td>
</tr>
<tr>
<td>Multi-tasking</td>
<td>Questioning attitude</td>
</tr>
<tr>
<td>Vague guidance</td>
<td>Peer check</td>
</tr>
<tr>
<td>Time pressure</td>
<td>Effective communication</td>
</tr>
<tr>
<td>Distractions</td>
<td>Procedure usage</td>
</tr>
<tr>
<td>Physical environment</td>
<td>Critical step check</td>
</tr>
<tr>
<td>Peer pressure</td>
<td>Second check</td>
</tr>
<tr>
<td>Mental stress/fatigue</td>
<td>Post job review</td>
</tr>
</tbody>
</table>

KV’s observations have shown that there is good discussion surrounding human performance taking place out on the job site. AOs, AODs and PAs are driving conversations and steering crews in the right direction to avoid the human performance traps. One area KV has noticed as an opportunity for improvement is effectively communicating and avoiding vague guidance to subcontractors prior to work commencing. We can do this by being clear with our project expectations and ensuring that our Control of Work permits are thoroughly discussed with the crews so they can understand the hazards and mitigations in place.

KV has submitted the following data (right) regarding their observations/coaching:

KV’s data submissions show that overall, we are doing well managing human factors out in the field, but that doesn’t mean there isn’t room for improvement. While we are avoiding traps and utilizing tools, as we can see from the data above, there are times when we are overconfident, providing vague guidance, distracted, or not self-checking our work as we should. Part of USPL’s incorporation of human factors is understanding the reality that no one is perfect, and as humans’ mistakes will happen. As an organization we need to take the time to understand and apply human factors to our personal workday to help ensure that everyone goes home the same way they started their day.

As KV continues to make observations, the data and report information will be shared through the toolkit distribution each month. If you have any questions about Knowledge Vine, or would like to make suggestions surrounding human factors out on your work site, please contact Michaela Decker or Mary Anderson.
Year-to-date, **17%** of the Safe Acts submitted to IRIS are related to **People and Competence**. This is the largest category and shows that our employees are knowledgeable about their work tasks and USPL practices. Examples of safe acts involving people and competence include:

- Workers using three points of contact/using handrails while going up and down stairs.
- Recognizing there could be unmarked pipelines in the area, stopping the work and having the lines marked before beginning work.
- Making an extra effort to recognize all hazards, such as abandoned pipelines in the work area.
- Evaluating ground conditions and considering how that could affect the job for the day.

It is great that our employees are recognizing these safe acts and reporting what they see in IRIS. Not only is it a best practice to report these acts, but it also helps enforce our personal hazard recognition when actively looking for hazards becomes part of our daily routine.

**Housekeeping** issues represent **27%** of the Unsafe Acts and Conditions reported. While best practices involving housekeeping are frequently discussed, this shows that we need to make more of a conscious effort to put these practices in use. Examples of unsafe acts and unsafe conditions around housekeeping include:

- Storage boxes being stacked above head height.
- Trash and other debris not being disposed of in a proper manner/using proper containers.
- Electrical cords in walkways.
- Rebar and other items in parking lots posing trip hazards

It takes a thoughtful effort by everyone to reduce these conditions on site. By taking the time to correct these environments, we can provide a safer place for everyone to work and avoid unnecessary

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**2019-Q2 self-verification survey results**

The 2019-Q2 LLRB self-verification survey, focused on driving safety, received **94 total responses** with **27 employees** answering all questions correctly (correct answers shown at right). Great job to all of the participants!

This quarter’s survey focused on the Castrol Lubricants incident where a carrier driver was struck by a vehicle while investigating a tire failure. As a result of this incident, all USPL vehicles were equipped with a high-visibility reflective safety vests.

These quarterly surveys help the LLRB determine how effective the toolkit articles are in providing you with the information you need. Please continue to take the time to complete the short surveys each quarter and provide your feedback.

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2. Based on your knowledge of the event, which of these factors played a role in the incident? *

Select all that apply

- [X] Inadequate visibility due to driver’s clothing and ambient conditions.
- [X] Actions of the third party driver.
- [X] The location where the driver stopped the vehicle.
- Poor signage at the incident location.

3. Which of these changes were made to the USPL vehicle and driver safety policy following the incident? *

Vehicles shall be equipped with a high-visibility, reflective safety vest and drivers will be educated about exiting the vehicle after an accident or breakdown.

- A 360 degree walk-around must be performed before driving on BP business.
- Vehicle data recorders will be installed in BP vehicles to improve safety and driving habits.
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

### Exposed unidentified cable during excavation

**Good catch:** While exposing the pipeline for an ILI repair, one of the crew members noticed an unmarked cable on the side of the excavation. Work was stopped to identify the cable. A one-call technician came back out and confirmed that it was an AT&T cable. The cable was flagged and the crew continued with the excavation.

**Discussion:** Do you feel comfortable stopping work if an unsafe condition arises? Does your team leader encourage team members to speak up and stop work in situations that could pose hazards? Have you been in a situation where a stop work was required?

### Back pain while probing pipeline

**Good catch:** While probing a pipeline on the RoW for a watch and protect, an employee squatted and grasped the probe to lift it out of the ground by holding it with both hands, pulling to his chest and lifting it out with his legs. As he was lifting the probe out of the ground he felt a twinge in his back. This pain persisted throughout the day and somewhat limited his movement. His back was still sore the next day but felt progressively better as the day went on. No medical treatment was required. The employee contacted USPL Health Services Advisor to make sure she was aware.

**Discussion:** Do you know how to report an incident that occurs during work? Does your TL encourage all incidents to be reported, regardless of severity? Does your team have regular discussions about reporting incidents, including who should be notified? Do you feel comfortable reporting situations that happen during work, without fear of repercussions?

### Short drill platform

**Good catch:** A drill rig had been brought to the job from another office and the drill rig operator was not fully familiar with the rig. Although it was basically the same as the rig he had been using for months, there were some differences. Some controls were opposite from what he was familiar and the drill rig platform was shorter. As a result of the shorter drill platform, the drill rig operator inadvertently stepped off of the drill platform but was able to grab a hand hold safely in time to control his descent off the platform and safely land his feet on the ground. No injuries resulted.

**Discussion:** Are you familiar with the tools for the job? Do you evaluate your workplace prior to starting the day to look for any changes or differences? Do you feel comfortable asking for help if you are unfamiliar with a tool on the job site? Are all handrails in place in your work location to protect employees from a fall?

Have a **Good Catch** or **What Good Looks Like** event you want to share? Report either to the appropriate BP site contact.
Contractor management

Contractor grading statistics

USPL is changing the scoring mechanism for average three year total recordable incident rate (TRIR) in ISNetworld. The following scoring will be applied:

<table>
<thead>
<tr>
<th>Total recordable injury rate (TRIR)</th>
<th>16</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;0.24</td>
<td>16</td>
</tr>
<tr>
<td>&gt;0.24—1.5</td>
<td>12</td>
</tr>
<tr>
<td>1.51—2.0</td>
<td>8</td>
</tr>
<tr>
<td>&gt;2.0</td>
<td>0</td>
</tr>
</tbody>
</table>

This will also be applicable to subcontractors through SHEPPs, i.e. one of the criteria for selecting subcontractor will be 3-Year Average TRIR of 2.0 or lower. New changes will go live as of 2020.

The overall statistics of contractor grading is below:

- **A grade** – 61
- **B grade** – 145
- **C grade** – 19 (6 on variance)
- **D grade** – 14 (1 on variance)

Key BP contacts

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Contractor information website

The USPL contractor information website contains important information to assist you in working safety with USPL, including HSSE policies, forms, toolkits, BP-specific programs, links to industry websites and OQ training information. Access the website at: