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Follow the Golden Rules of safety.

*Every minute. Every hour. Every day.*

Believe in zero.

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**Ground disturbance**

- Are underground hazards known and controlled?
- Are ground movement and collapse prevented?
- Can you get out?
- How do you know?
Winter preparedness – emergency candle

**Having an emergency candle in your car could be a lifesaver, especially when temperatures are extremely low.**

You can make a safe and inexpensive emergency candle by simply filling a coffee can with approximately ¼” of clean sand and placing a small candle or two at the bottom. Keep the lid for storage in your vehicle.

**Materials required:**
- Coffee can – with the label removed
- Coffee can lid – for storage
- Clean sand
- Candles – as many as you can store in the can
- Stick matches – stored in a sealed plastic bag (butane lighters may not work in the bitter cold)

**How to use:**
1. Remove all of the contents from the coffee can except the sand.
2. Place one or two candles at the bottom of the can, centered in the sand. The sand will stabilize the candles and the coffee can.
3. Light the candles and keep the lid off.
4. Place the coffee can on the floor and make sure it is away from anything that may catch fire.
5. Open the windows slightly to allow for ventilation and fresh air.

The emergency candle will warm a closed area to a comfortable temperature, roughly 45-60 degrees Fahrenheit.

I have personally had to use it once when my vehicle lost power on the highway in the dead of winter. I was stranded for over two hours and remained comfortably warm until the highway patrol arrived.
With the latest safety focus on slips, trips and falls, there is another risk that is so obvious we tend to ignore it. These days, this action seems to be the norm. What is it? **Walking and using your cell phone.**

Each year, more and more people are injured as a result of texting, talking or listening to music while on their cell phones. And while we might laugh at the woman who falls into the fountain while texting or the man who walks into a wall while texting, the problem of distracted walking is a very real and serious one.

How many times in our office have you seen a fellow employee walking down the hall with their cell phone, either engaged in a conversation and/or entirely focused on texting messages? And when we see it we say nothing. Why? Maybe because it’s so socially accepted these days. So what are we really missing here? People using cell phones are distracted and not focused on their surroundings which could put them at risk of injury or even death. If you really think about it, this action could lead to slips, trips and falls.

**How can we help prevent this risk in USPL?**

- If you see something unsafe, say something or do something about it.
- If you need to use your cell phone, find a spot to be stationary and out of harm’s way.
- If you’re walking, keep your head up and your phone down.
- USPL field work – designate a safe zone for cell phone use. A safe zone area that is away from traffic and or moving equipment. An area that is free of potential slips, trips or falls. Sit in your parked vehicle.

This CBS Evening News story is an eye opener and illustrates the potential dangers of distracted walking: [https://binged.it/2YoI71D](https://binged.it/2YoI71D)
A spotter is responsible for assisting and directing a driver or operator, when the driver or operator does not have a full view of the working area. The spotter serves as an extra set of eyes for the driver and helps assure people don’t get hurt and things don’t get damaged!

It’s not uncommon for spotters to get little training or preparation for their role. The fact is, many incidents occurring at construction sites are directly related to situations that spotters address. Due to this, it is important for spotters to be prepared to perform their job.

Do you know how to be a spotter?

- Maintain an unobstructed view of the driver.
- When necessary, wear hi-vis clothing or vest to appear more apparent.
- Consider using reflective gloves when lighting is poor.
- Avoid walking backwards.
- For your own safety, stay diligent to be aware of surroundings, such as public road vehicle traffic, other moving equipment and common trip hazards.
- Many times, spotters may have not operated the piece of equipment they are spotting for. It is critical to have a discussion with the operator to review the blind spots.

Discussion:

What are some other safe work practices you can use when working around a spotter?

Can you think of an incident that could have been avoided if a prepared spotter had been in place?

When helping a spotter prepare for their job duties, what is critical to communicate?
HSSE spotlight

Working with spotters

Do you know when to use a spotter?

Although it is not always a requirement, it is best to consider if you need assistance when backing up or moving heavy equipment by help of a spotter. Consider spotter assistance when operating an aerial or scissor lift:

- When the operator cannot see the path of travel.
- When a lift is working within 15 ft. of live power lines.
- When a lift is traveling within 5 ft. of stationary equipment, vehicles or plant.

Determine if spotter assistance is necessary when lifting and rigging:

- When the operator can’t see the load.
- When the operator can’t see the path of travel of the crane or the load.
- When the lift operator is too far from the load to judge distance accurately.
- When the lifting device is working within 20 ft. of live power lines or equipment.

When operating a vehicle on company business, consider using a spotter:

- When the vehicle is within 10 ft. from above ground piping and process equipment.
- When drivers determine they need additional help to assure safe movement.
- When towing trailers.

There will be times when using multiple spotters is necessary due to complexity of the task or area where operating the equipment or vehicle.

- Designate a primary spotter to issue signals to the operator/driver and a second spotter to issue signals to the primary.

Do you know how to work with a spotter?

- As a driver or operator, you must discuss the positioning, backing and movement plan with the spotter before moving.
- Agree upon hand signals and wait for the appropriate signal before taking action.
- Stop anytime you lose sight of the spotter.
- As a pedestrian on a construction site, be aware of equipment and vehicles. Make eye contact and communicate with spotters and operators before walking near equipment and vehicles.

The blind zones

The blind spots of equipment may be much larger than what you think. Take a look at these example diagrams calculated by the National Institute of Occupational Safety and Health (NIOSH). The gray shading represents blind areas for the operator.
Winter driving tips

Be prepared as winter driving presents a number of challenges to you and your vehicle. I hope you find the following tips helpful.

The first step to driving carefully in these conditions is to always beware of changing weather conditions. Watch weather reports prior to a long-distance drive or before driving in isolated areas. Delay trips when inclement weather is expected. Avoid putting yourself and others at risk. Make sure someone knows your travel plans.

If you must travel, keep in mind these few reminders:

- Allow the snow plows and sanding trucks to do their work during a snow or icing event. Always allow yourself extra time to reach your destination.
- Before you leave, scrape the ice and snow from every window.
- Keep your gas tank at least half-full.
- Keep your headlights, taillights and your windshield clean and clear of snow. (Remember, the new LED lights do not emit as much heat as the halogen lights so you may be required to clean more often.)
- Drive slowly and remember posted speed limits identify the maximum speed allowed in ideal weather conditions.
- Accelerate slowly to reduce wheel spin.
- Brake early and gently to avoid skidding or sliding.
- Don’t let four-wheel or all-wheel drive give you a false sense of security.
- Anticipate cars coming from side streets and put extra distance between your vehicle and the one in front of you.
- Allow extra room between vehicles.
- Don’t take chances when pulling out in front of approaching vehicles.
- Don’t use the cruise control on icy roads.
- Keep both hands on the wheel and keep the wheel pointed where you want your car to go. While it may sound overly simple, it could help you in a skid.
- Remember that bridges and overpasses freeze up first.
- Never use a cell phone while driving.
- Don’t drive while fatigued.
- Make sure there is sufficient windshield washer fluid in the vehicle reservoir and that it is rated for freezing temperatures.
- Utilize your hi-visibility vest when applicable.
Human performance corner – hand injuries

Top 10 error traps that can contribute to hand injuries:

1. **Distractions/Interruptions** – Being physically and mentally separated from the task.
2. **Work in Tandem >2 hands on a single task** – Many injuries occur when two or more workers have their hands on the same piece of equipment or tool. Communication and coordination are critical during the task.
3. **Over-confidence** – Overestimation of one’s performance ability, level of control or rate of work.
4. **Time Pressure** – Pressure exerted, whether perceived or real, to accomplish a task within a set period.
5. **Multiple Tasks** – Too many activities going on at the same time by same person or around the worker.
6. **Vague Guidance** – Unclear Instruction, whether written, demonstrated or spoken.
7. **Peer Pressure** – Influence excreted by a peer, or peer group, in encouraging a person to change his or her attitudes, values or behavior.
8. **Complacency** – False sense of security created when the task is conducted frequently without a negative outcome or incident.
9. **Hazard Unawareness** – Inability to understand what can get us hurt.
10. **Adverse environments** – Working in cold, hot, tight, poorly illuminated environments.

Error trap antidotes:

- **Procedure Usage** – Read and follow procedures.
- **Pace-Keeping** – Clearly marking instructional steps being used to control a task or indicate the completion status of the step.
- **Self-Check** – Consciously and deliberately focuses attention on intended action and expected response before performing the task. Ask yourself constantly: Where are my hands?
- **Questioning Attitude** – Continually ask questions to fully understand what we are doing.
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

### BP1 line strike – fatigue awareness

**Good catch:** During an emergency response to a line strike on the BP1 system, a BP employee became aware that third party contractors carrying out NDE work ran out of allowable working hours past midnight. A BP employee took the initiative and instructed the contractors to stop work, rest and return in the morning. He put safety first and had the courage to make the right decision, avoiding the time pressure trap.

**Discussion:** Would you exercise your right to stop work if you noticed a crew had reached their maximum working hours? Have you ever had to stop work before? If so, how did you stop work and what was the reaction?

### Equipment in work area

**Good catch:** During an emergency response, the workers performing hydro-vac activities were noticed leaving pieces of equipment near the excavation area and in general walking paths. The safety coordinator requested that the job foreman speak with the individuals once they were able to safely get their attention and mention the importance of keeping the work area picked up and free of trip hazards, especially near excavation areas.

**Discussion:** When is the last time you spoke up about an unsafe act? What was the result? Do you feel comfortable discussing unsafe acts with your team and determining mitigations together?

### Unsafe catwalk

**Good catch:** While walking along a catwalk over piping, it felt “soft” and it was noticed that the walkway had been cut completely through on the bottom support rails and the north hand rail. Someone had placed duct tape along the railing. The issue was raised to the Area Team Leader and AO who were both at the station. The area was blocked off so no one else would walk on it and repairs are being discussed.

**Discussion:** Do you evaluate your path of travel prior to walking? Do you look for any unusual circumstances while performing your routine tasks? If you think a condition is unsafe, do you know how to report it? Do you feel comfortable reporting an unsafe condition?

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

This is also applicable to subcontractors through SHEPPs, i.e. one of the criteria for selecting a subcontractor will be 3-Year Average TRIR of 2.0 or lower.

The overall statistics of contractor grading is below:

- **A grade** – 62
- **B grade** – 143
- **C grade** – 27 (6 on variance)
- **D grade** – 12 (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: