

USPL Checklist: AO/AOD Toxic Substance OJT

Student Name:	Evaluated By:
Student ID:	Evaluator Signature:
Evaluation Date:	

Description: Employees need to complete all of the tasks listed below under the supervision of a qualified Asset Operator (AO)/ Asset Operator Designee (AOD).

<p>1. POLICIES</p> <p>Read the following policies/procedures and discuss the roles and responsibilities of the Asset Operator (AO) and/or Asset Operator Designee (AOD) with a qualified AO:</p> <ul style="list-style-type: none"> – ATW Policy – Level 2 HITRA Procedure – Cold Work Policy 	<p>Comments</p>	<p>N/A <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>
<p>2. ATW POLICY</p> <p>Demonstrate completing the ATW form with input from the Performing Authority and the Workforce.</p>	<p>Comments</p>	<p>N/A <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>
<p>3. ATW POLICY</p> <p>Demonstrate reviewing the Level 2 HITRA to verify that the scope is appropriate, permits have been identified, and that it has been properly approved.</p>	<p>Comments</p>	<p>N/A <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>
<p>4. ATW POLICY</p> <p>Demonstrate reviewing and verifying that permit conditions are deemed acceptable for the defined scope of work and affected equipment.</p> <p>Demonstrate issuing the permit to the Performing Authority or can delegate permit issuance to the AOD.</p>	<p>Comments</p>	<p>N/A <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>
<p>5. ATW POLICY</p> <p>Discuss determining if changes can be made to a permit if permit conditions are exceeded or if the permit should be cancelled and a new permit issued.</p> <p>Demonstrate making changes to the permit by documenting their approval of the changes by initialing the changes where they are documented on the permit.</p> <p>Discuss making changes to permits issued by telephone.</p> <p>Discuss determining if changes to the Level 2 HITRA are necessary and how to facilitate those changes as the HITRA Leader prior to approving the changes to the permit.</p>	<p>Comments</p>	<p>N/A <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>

<p>6. ATW POLICY</p> <p>Describe receiving expired permits from the Performing Authority(s) and verify that the work written on the permit(s) has been completed.</p> <ul style="list-style-type: none"> Demonstrate documenting the expiration time on the permit(s) and on the ATW form in Section C. 	<p>Comments</p>	<p>N/A <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>
<p>7. ATW POLICY</p> <p>Describe updating the Permit Register when a permit is issued and then when it expires.</p>	<p>Comments</p>	<p>N/A <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>
<p>8. TOXIC SUBSTANCE</p> <p>Discuss situations where there is the likelihood to exceed establish regulatory exposure limits for airborne contaminants.</p>	<p>Comments</p>	<p>N/A <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>
<p>9. TOXIC SUBSTANCE</p> <p>Name the examples of the types of tasks that can involve exposure to toxic substances above regulatory limits given in the Cold Work Policy:</p> <ul style="list-style-type: none"> Work in areas with LEL > 0% Confined Space Entry in spaces previously containing hazardous materials Welding, cutting or grinding of alloy or coated metals Excavation entry with suspected contaminated soil Breaking containment of process equipment or piping Crude tank gauging Crude or product spill cleanup Sandblasting Hydroblasting Lead paint removal Coating removal Coating installation Asbestos disturbance 	<p>Comments</p>	<p>N/A <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>
<p>10. TOXIC SUBSTANCE</p> <p>Describe the use of the Toxic Substance Exposure Flow Chart in Appendix 1 of the Cold Work Policy for both USPL and Contractor toxic substance exposure for work not documented on the PPE matrix or the Respirator Selection by Job or Task table.</p>	<p>Comments</p>	<p>N/A <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>

<p>11. TOXIC SUBSTANCE</p> <p>Describe verification of the following where a Cold Work Permit is required, and respiratory protection is to be utilized.</p> <ul style="list-style-type: none"> • The type of respirator to be used • If the respirator uses a cartridge, the type of cartridge to be used • A new cartridge has been installed at the beginning of the shift, if applicable • The user(s) have been medically qualified to wear the respirator • The user(s) have been fit tested for this respirator • The respirator(s) have been inspected by the user prior to use 	<p>Comments</p>	<p>N/A <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>
<p>12. TOXIC SUBSTANCE</p> <p>Demonstrate reviewing and issuing a Cold Work Permit to the Performing Authority for Toxic Substance Exposure.</p>		<p>N/A <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>
<p>13. COMPLETION</p> <p>The above named employee has been successfully completed the OJT tasks listed above and is ready for the Practical exam.</p>	<p>Comments</p>	<p>N/A <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>

