

Authored By: Ben Naliborski	<b>Blanchard Refining Company LLC</b> <b>Galveston Bay Refinery</b>  <b>ME-5 Bi/Tricycle Safety</b>	Doc No.: RSW-000012-GB Rev No: 1
Doc Custodian: Safety Manager		Refinery Safe Work Procedure
Approved By: Honor Sheard		
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TABLE OF CONTENTS

1.0	Purpose .....	2
2.0	Scope .....	2
3.0	Procedure.....	2
3.1	General Requirements.....	2
3.2	Visual Inspections .....	3
3.3	Repairs.....	3
3.4	Accident Reporting .....	3
3.5	Weight Capacities.....	3
3.6	Purchasing.....	3
4.0	Definitions .....	4
5.0	References.....	4
6.0	Attachments .....	4
7.0	Revision History .....	4

Blanchard Refining Company LLC	Galveston Bay Refinery	
Title: ME-5 Bi/Tricycle Safety	Doc Number: RSW-000012-GB	Rev No: 1

## 1.0 Purpose

The purpose of this procedure is to provide a plan for the safe operation of bi/tricycles and to identify the requirements that apply to their use on company property.

## 2.0 Scope

This HESS procedure will apply to all employees, contractors, and visitors at all times while at the site.

This procedure applies to bicycles and tricycles with respect to:

- General Rules/Requirements
- Visual Inspections
- Repairs
- Accident Reporting
- Weight Capacities
- Theft
- Purchasing

## 3.0 Procedure

### 3.1 General Requirements

The following are general rules and requirements that must be followed when using bi/tricycles as transportation in the plant. Contractors shall provide their own bi/tricycles and a comparable inspection and repair program that meets or exceeds the requirements in this procedure. The following applies to both bicycles and tricycles unless specifically noted.

- 3.1.1 All bicycles shall be operated obeying all rules of the road that apply to motorized vehicles. (e.g., ride near the right hand side of any roadway, with the traffic flow; use of hand turn signals; etc.)
- 3.1.2 Yield to pedestrians at intersections and crosswalks.
- 3.1.3 Riding bicycles on sidewalks is prohibited.
- 3.1.4 Short cuts through process units are not allowed when traveling to and from work locations.
- 3.1.5 Bicycle riding is not allowed ISBL on process units during TAR's, due to the large number of obstructions. Tricycles will be allowed on process units during TAR's.
- 3.1.6 All bicycles shall yield to rail traffic.
- 3.1.7 Ride single file using the right lane of the road, not the shoulder.
- 3.1.8 Never attempt to carry any heavy objects or material that will not fit safely inside the basket/toolbox or that could cause loss of control of the bi/tricycle. The maximum weight for material or objects inside the front basket is 15 lbs.
- 3.1.9 Keep both hands on the handlebars when traveling unless signaling a stop or turn.
- 3.1.10 Never attempt to carry coffee, soft drinks or any objects in one hand while traveling.
- 3.1.11 Always avoid riding over oil and algae covered pavements. Avoid areas with loose gravel or rocks, which could cause bicycle slippage. Tricycles should not be affected with slippage. Avoid riding over uneven surfaces or obstructions on roadway (ie, hoses, boards, e.g.).
- 3.1.12 Reflectors must be located on the front and rear of the bi/tricycle.

Blanchard Refining Company LLC	Galveston Bay Refinery	
Title: ME-5 Bi/Tricycle Safety	Doc Number: RSW-000012-GB	Rev No: 1

- 3.1.13 Never alter a bi/tricycle in any way that may weaken its structural integrity (such activities would include welding, grinding, drilling, etc.).
- 3.1.14 Remain seated while operating the bi/tricycle except when mounting to start the cycle into motion or when riding against a strong wind.
- 3.1.15 Never travel inside warehouses/storehouses, or inside any control rooms, or office buildings.
- 3.1.16 Never carry any passengers.
- 3.1.17 Park bi/tricycles in racks provided or in a safe location out of pedestrian and motorized vehicle routes.
- 3.1.18 Never apply any tape (electrical, duct, etc.) to the bi/tricycle in attempt to repair the bi/tricycle.
- 3.1.19 Horseplay on bi/tricycles is forbidden.
- 3.1.20 Modification of any kind to bi/tricycles is forbidden by anyone other than the authorized bicycle repair shop.
- 3.1.21 Electric Bikes (E-Bikes) are not permitted in Galveston Bay Refinery. Refer to ME-1 Motor Vehicle and Driving Safety policy.

### 3.2 Visual Inspections

The bi/tricycle should be visually inspected prior to each use. Each bi/tricycle should be visually inspected. If a bi/tricycle is found to be defective, it must be tagged, indicating why the bi/tricycle has been taken out of service.

**Caution:** No bi/tricycle shall be ridden once it has been tagged out of service.

### 3.3 Repairs

- 3.3.1 Any bi/tricycle in need of major repairs (such as repair chain, frame work, replace/repair brakes, handlebar repair, replace tube/tire, replace pedal, etc.) should be tagged out of service and include what repairs are needed and taken to the bicycle repair shop (Vehicle Garage).
- 3.3.2 Minor bi/tricycle repairs (such as tightening seat and handlebar bolts, replacing reflectors, inflating tires, etc.) can be performed by employees that are bicycle users.
- 3.3.3 Parts shall meet or exceed the Original Equipment Manufacturer (O.E.M) specs.

### 3.4 Accident Reporting

Bi/tricycle riders involved in an accident shall immediately notify their Supervisor or Team Leader of the incident, and ensure a Intelex Incident Report be completed and submitted.

### 3.5 Weight Capacities

- 3.5.1 All bicycles shall have a minimum of 250 lb weight capacity.
- 3.5.2 Special use bicycles with different weight capacities must be approved by Safety.
- 3.5.3 All tricycles have a 400 lb weight capacity unless otherwise specified on the ID Tag.
- 3.5.4 The combined weight of rider and equipment being carried shall never exceed the weight capacity for any bi/tricycle.

### 3.6 Purchasing

Bi/tricycles being purchased must meet or exceed the weight capacities listed in section 3.6. Due to the weight requirements, it is recommended that these bi/tricycle models be purchased.

- 3.6.1 Sun, Atlas Bicycle – 250 lb weight rating.

Blanchard Refining Company LLC	Galveston Bay Refinery	
Title: ME-5 Bi/Tricycle Safety	Doc Number: RSW-000012-GB	Rev No: 1

- 3.6.2 Schwinn, Bicycle, Industrial – “Heavy Duty”, 300 lb weight rating.
- 3.6.3 Worksman, Bicycle, Industrial – Models “INB”, “ING “(unisex model) or “M2600”, all have a 450 lb weight rating.
- 3.6.4 Worksman, Tricycle, Industrial – “Adaptable”, 450 lb weight rating.
- 3.6.5 Worksman, Tricycle, Industrial – “Mover”, 500 lb weight rating.

#### 4.0 Definitions

None

#### 5.0 References

##### 5.1 ME-1 Motor Vehicle and Driving Safety

#### 6.0 Attachments

None

#### 7.0 Revision History

Revision Number	Description of Change	Written by	Approved by	Revision Date	Effective Date
0	Original issue. Replaces GBR-HESS-ME-05 and Sec. 3.9 of RDG-S121-TC Motor Vehicle and Driving Safety (Section 3.9). Added sun atlas bicycle, updated weight limit, and removed annual inspection requirements under MOC# 53606.	T. Brown	J. G. Montminy	11/7/2018	11/12/2018
1	Added section 3.1.21 Electric bikes (E-Bikes) are not permitted in the refinery. Added Reference to ME-1 Motor Vehicle and Driving Safety and general cleanup of policy.	B. Naliborski	B. Balentine	12/2/2025	12/2/2025