

Authored By: Mike Zupon	Blanchard Refining Company LLC Galveston Bay Refinery ME-4 Bucket Trucks	Doc No.: RSW-000065-GB Rev No: 0
Doc Custodian: Safety Supervisor		Refinery Safe Work Procedure
Approved By: Eric Kaysen		
Date Approved: 11/17/2020	Next Review Date: 12/31/2025	Effective Date: 12/7/2020

1.0 Purpose

The purpose of this safety practice is to provide minimum requirements for use, inspection and operation of bucket trucks.

2.0 Scope

This procedure applies to operation of bucket trucks by MPC or contract personnel on Galveston Bay Refinery property.

3.0 Procedure

3.1 Operating Requirements for Bucket Trucks

3.1.1 MPC Servicing Group Supervisors

Shall communicate the requirements to all affected contractor companies

3.1.2 MPC Area Team Leaders/Maintenance Supervisor/TAR Supts

Shall communicate the requirements to all MPC personnel.

3.1.3 MPC Line Management

Shall verify that MPC employees who operate the equipment are currently qualified

3.1.4 Procurement

3.1.4.1 Shall communicate the requirements to all affected contractor companies

3.1.4.2 GBR Procurement will require that contractors provide assurance they are meeting the Bucket Trucks requirements.

3.1.5 Bucket Truck Operator

Shall inspect the equipment and perform a JSA prior to use, safely operate bucket truck as designed, and operate only bucket truck equipment for which specifically trained and qualified to operate.

3.1.6 Equipment Operator Supervisor

Shall ensure that the JSA performed by bucket truck operator is accurate and complete, the operator is certified to operate the bucket truck, and be able to communicate the requirements of this practice to the bucket truck operator.

3.1.7 Bucket Truck Supplier

Shall ensure that Bucket Truck is functional upon delivery to jobsite and shall provide a preventative maintenance/repair program.

3.1.8 Learning & Development (L&D)

3.1.8.1 GBR L&D will provide and maintain a list of current qualified MPC equipment operators

3.1.8.2 GBR L&D will provide equipment operator training to MPC personnel which meets or exceeds OSHA, ANSI and MPC standards

3.1.8.2.1 A recommended source is the manufacturer's training program

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- 3.1.8.2.2 LCS Lifting recommendations
- 3.1.8.2.3 The training must be equipment specific and must cover the intended uses of the equipment
- 3.1.8.2.4 Training must include the reporting and investigation of incidents, including improper use
- 3.1.8.2.5 Periodic refresher training will be provided in accordance with the training matrix at a maximum of two years.
- 3.1.8.3 Each MPC employee must complete a Bucket Truck pre-use inspection record. (3 operators = 3 pre-use inspection records)
- 3.1.9 Contractors
 - 3.1.9.1 Contractors will ensure that their employees who operate Bucket Truck equipment are currently qualified
 - 3.1.9.2 Contractors will ensure their Bucket Truck operator training meets or exceeds OSHA, ANSI and MPC standards
 - 3.1.9.2.1 A recommended source is the manufacturer's training program
 - 3.1.9.2.2 LCS Lifting recommendations
 - 3.1.9.2.3 The training must be equipment specific and must cover the intended uses of the equipment
 - 3.1.9.2.4 Training must include the reporting and investigation of incidents, including improper use
 - 3.1.9.2.5 Periodic refresher training will be provided at a maximum of two years
 - 3.1.9.2.6 Documentation of training must be readily available.
 - 3.1.9.3 Each contractor Bucket Truck operator must complete a MPC pre-use inspection record as a minimum. (3 operators = 3 pre-use inspection records)
- 3.2 Mechanical Integrity
 - 3.2.1 The equipment supplier will have a process to confirm that the equipment is functional at the time it is received at the jobsite
 - 3.2.2 The equipment supplier will have a preventative maintenance/repair program which meets or exceeds manufacturer's recommendations
 - 3.2.2.1 The program will include a process for records management
 - 3.2.2.2 A reminder system to ensure timely repairs
 - 3.2.2.3 The equipment provided must have a sticker or posting indicating when next preventive maintenance is due. This must include all manufacturer required inspections
 - 3.2.3 Equipment operators shall discontinue use of and tag any equipment which cannot be operated safely. This includes taking out of service equipment in which the safety mechanisms are not properly functioning or is past the next indicated preventive maintenance date
 - 3.2.4 Equipment operators are responsible to communicate equipment damage or malfunctions so that equipment can be repaired or removed

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3.3 Hazard Assessment

- 3.3.1 The Hazard Assessment process must be used in planning the work to determine if a Bucket Truck is an acceptable tool for the job and to determine acceptable sizes for the Bucket Truck
- 3.3.1.1 Contractors will use their own Hazard Assessment process to determine if the equipment meets their specifications to accomplish the work. The outcome of the Hazard Assessment must be as rigorous as the GBR Hazard Assessment
- 3.3.2 The Hazard Assessment will be signed by the Contractor Supervisor (if applicable) and the MPC Servicing Group Supervisor.
- 3.3.3 Prior to non-MPC bucket truck work within 20 feet of overhead power lines, a “GBR Permit for Mobile Equipment or Work Near Overhead Power Lines” must be submitted to the Electrical Infrastructure Group (EIG) for approval to proceed.

3.4 Assurance Audits

- 3.4.1 HESS will provide the following assurance audit reviews:
- 3.4.1.1 Initial review of L&D program to confirm equipment operator training meets or exceeds OSHA, ANSI and MPC standards
- 3.4.1.2 Spot check to verify that
- 3.4.1.2.1 Qualified equipment operators are being used
- 3.4.1.2.2 Equipment checkout sheets are being used
- 3.4.1.2.3 Hazard Assessments are being used
- 3.4.1.2.4 The preventive maintenance sticker is being used
- 3.4.1.3 Annual audit of maintenance records

4.0 Definitions

None

5.0 References

None

6.0 Attachments

None

7.0 Revision History

Revision Number	Description of Change	Written by	Approved by	Revision Date	Effective Date
0	Original Issue. Consolidated site procedure replacing GBR-HESS-ME-04 under MOC 83573.	M. L. Zupon	E. R. Kaysen	11/18/2020	12/7/2020