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Doc Custodian: Safety Supervisor		Refinery Safe Work Procedure
Approved By: Eric Kaysen	[PR-17 General Safety Rules]	
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1.0 Purpose

This procedure describes the general safety rules that apply to the Galveston Bay Refinery. In case of conflict with other rules for specific situations, the specific rules take precedence.

2.0 Scope

These rules apply to all work and all people at the Galveston Bay Refinery.

3.0 Procedure

3.1 General Safety Rules

3.1.1 First Aid

3.1.1.1 In the event of a serious medical emergency, all personnel are authorized to call for emergency medical care. To call for emergency care, call Security (use the plant radios "emergency button", dial 1911, 1765, or 1762 from any plant telephone, or dial 409-945-1765/1762 from an outside line) and state your name and the location of the individual and request assistance. Call your supervisor to request assistance but do not leave the individual.

3.1.1.2 All injuries occurring on the job must be reported immediately to supervision and the SOC. Employee must report to GBR medical for evaluation and treatment.

3.1.2 Contractor Safety Professional

3.1.2.1 MPC Safety will advise the proper contractor safety professional to workers ratio.

3.1.3 Smoking and Eating

3.1.3.1 Smoking in any form is NOT allowed inside the Galveston Bay Refinery controlled gates, or in any vehicle except in designated smoking areas. Violation of this rule will be cause for immediate dismissal.

3.1.3.2 Temporary Smoking Areas can be set-up during TAR under a temporary MOC. Refer to ADM-13 Smoking for further requirements.

3.1.3.3 Consumption of food or beverages is not permitted in any area where there is exposure to dusts or toxic materials.

3.1.4 Beards and Hair

3.1.4.1 Clean-shaven facial hair is required to enter a Refinery Production Area.

3.1.4.2 Delivery drivers not expected to deal with process chemicals equipment (e.g., G & K Services laundry/rugs, concrete truck drivers, UPS/FedEx, etc.) are exempt from this rule.

3.1.4.3 Hair longer than shoulder length must be tied up and put up under hard hats, under clothing or tied up above the shoulders (e.g., putting up in a bun) so that exposed hair does not pose a hazard (entanglement or otherwise) when working in the process units, maintenance shops, construction areas, laboratory, around open chemical containers and any rotating equipment.

3.1.5 Jewelry

3.1.5.1 The wearing of rings, except approved safe rings and earrings that hang lower than the earlobe is prohibited in all production areas. Neck jewelry shall be removed or tucked inside clothing. See PPE-1 Attachment A for a map of production areas.

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- 3.1.5.1.1 This also applies to work being done outside production areas where wearing a ring may constitute a hand or finger hazard.
- 3.1.5.1.2 Approved safe rings include rubber or silicone rings that are non-conductive and will keep the finger intact if caught on a fixed object.
- 3.1.6 Process Safety
 - 3.1.6.1 All non-departmental personnel must check in and out with the Area Operations personnel by signing in the log in book or badge in/out at each control room. Refer to ADM-10 Process Unit Sign In and Sign Out.
 - 3.1.6.2 Formal permission to work in the process units and tank farms must be secured with a Safe Work Permit before any work is started. Refer to PR-3 Safe Work Permit Procedure.
 - 3.1.6.2.1 No vehicle may enter without permission from operations and a safe work permit for vehicle entry.
 - 3.1.6.2.2 Before entering you must adhere to Process Unit PPE and Guidelines.
- 3.1.7 Hazardous Material
 - 3.1.7.1 Hazardous material shall not be brought or stored in office buildings, control rooms, lunch rooms, maintenance shelters, break rooms, etc. Hazardous materials include but are not limited to process samples, hydrocarbons, chemicals, sludge/scale samples, catalysts, etc.
 - 3.1.7.2 All containers shall be marked, labeled, and stored in compliance with OSHA, NFPA and DOT requirements.
- 3.1.8 Severe Weather
 - 3.1.8.1 Refer to Tropical Weather Preparedness and Response Plan
 - 3.1.8.2 Severe Weather Shelter
 - 3.1.8.2.1 When severe weather is imminent personnel will be directed to seek shelter (Office Buildings/Control Rooms/Operation Shelters that are rated for shelter in place).
 - 3.1.8.3 Lightning
 - 3.1.8.3.1 Refer to EPR-4 Lightning Procedure.
 - 3.1.8.3.1.1 The SOC will alert personnel on all GBR radio channels that the all clear has been given.
 - 3.1.8.3.2 Contractor Foremen and Coordinators shall ensure that their respective crews are aware of the situation and compliant with these rules.
 - 3.1.8.4 High Winds
 - 3.1.8.4.1 For crane operations refer to PR-20.
 - 3.1.8.4.2 For mobile elevated work platforms refer to ME-3.
 - 3.1.8.4.3 No one will work outside in winds higher than 55 mph, unless emergency conditions warrant it. In these situations, the refinery shift director will perform a risk assessment to determine if process hazards are greater than wind hazards to warrant work

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in conditions above 55 mph. Risk assessment is performed by the Shift Director per our procedure and is verbal.

3.1.8.4.3.1 In an emergency, special precautions must be taken to ensure stability and protection from flying objects (e.g., goggles for eye protection).

3.1.8.4.3.2 If specific conditions such as tornado warnings are present with winds at or above 55 mph, no work is permitted outside.

3.1.8.4.4 Work outside is permitted in winds up to 55 mph.

3.1.8.4.5 Work above grade is not permitted when winds are above 45 mph.

3.1.9 Emergency Response

3.1.9.1 Refer to GBR-HESS-EPR-02 Emergency Action Plan

3.1.9.2 To report an emergency, use the plant radios orange help button, dial 1911, 1765, or 1762 from any plant telephone, or dial 409-945-1765/1762 from an outside line. Emergency evacuation exits and mustering points have been identified for each area. Refer to GBR-HESS-EPR-02 Emergency Action Plan for further guidance.

3.1.9.3 Alarms

3.1.9.3.1 During refinery emergencies, the emergency alarm will sound.

3.1.9.3.2 The alarm is a siren followed by an audible voice message.

3.1.9.3.3 During Liquid Petroleum Gas emergencies, the LPG Sphere alarms will sound and the red lights will flash.

3.1.9.3.4 When the alarm sounds:

3.1.9.3.4.1 Stop all work

3.1.9.3.4.2 Shut down all vehicles, machines, power tools, and heavy equipment.

3.1.9.3.4.3 Proceed to the nearest emergency "Muster Point" on foot, traveling upwind or crosswind.

3.1.9.3.4.4 Badge in at the "Muster Point" badge reader. Do not leave the "Muster Point" until the "All Clear" is announced over all radio channels and the "Emergency Notification System".

Note: Orange windsocks are located throughout the refinery to help determine wind direction.

3.1.9.3.5 The alarms are tested every Wednesday at noon.

3.1.9.4 Non-authorized personnel removal

3.1.9.4.1 In some instances, such as equipment malfunction and shutdown, it may be necessary to remove all non-authorized personnel from the Operations Process Units.

3.1.10 Fire Fighting Equipment and Emergency Routes

3.1.10.1 Firefighting equipment, except fire hydrants, are for emergency use only.

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- 3.1.10.2 Firefighting equipment and emergency routes are to be kept free from obstruction unless approved by the Emergency Response group and Owning Department.
- 3.1.10.3 Fire water monitors are not to be used for area wash down, except in case of emergency.
- 3.1.10.4 Power-2 Operations shall be notified if water hose connections from the refinery fire water system are connected to any equipment.
- 3.1.11 Flashlights
 - 3.1.11.1 Only intrinsically safe flashlights are permitted in the plant.
- 3.1.12 Cameras
 - 3.1.12.1 Refer to ADM-19 Photography and Video Recording Procedure.
 - 3.1.12.2 Cameras may be used by non-MPC employees in the refinery with an approved camera pass. MPC employees do not require a camera pass.
 - 3.1.12.3 Camera Passes are issued by the Security Day Officer located in the Employee Services Building (ESB) Room 219.
 - 3.1.12.4 Photographs and videotaping shall be taken in compliance with the site PR-3 Safe Work Permitting Procedure, PR-2 Hot Work, and PR-8 Safe Use of Electronic Devices.
- 3.1.13 Cell Phones and Electronic Devices
 - 3.1.13.1 For complete details, refer to PR-8, Safe Use of Electronic Devices.
- 3.1.14 Housekeeping
 - 3.1.14.1 Good housekeeping is the responsibility of every employee. All work areas are to be kept as clean and orderly as possible. Those performing the work shall ensure the worksite is kept clean.
 - 3.1.14.1.1 Do not leave dirt and/or dust, grease, and/or oil on machinery, floors, or in any other areas where it does not belong.
 - 3.1.14.1.2 Keep aisle ways clean, free of obstruction, and well defined.
 - 3.1.14.1.3 When not in use, properly store materials, tools, and other items.
 - 3.1.14.1.4 Keep personal lockers, locker rooms, and lavatories clean and sanitary.
 - 3.1.14.1.5 Do not allow items such as lumber, wire, paper, cups, rags, or any other type of material to accumulate at any time.
 - 3.1.14.1.6 Wastes shall be placed in their appropriate waste container.
 - 3.1.14.1.7 Placement of equipment or materials along the firewall or laydown area located on the Northwest side of Plant A Warehouse or around outer walls of Warehouse B shall not be done without prior approval from Warehouse personnel.
- 3.1.15 Personal Protective Equipment
 - 3.1.15.1 Refer to PPE Procedures:
 - 3.1.15.1.1 PPE-1 Personal Protective Equipment
 - 3.1.15.1.2 RSP-1162-000 Electrical Safe Work Practice

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- 3.1.15.1.3 PPE-5 Respiratory Protection
- 3.1.15.1.4 PPE-7 Fall Protection
- 3.1.15.1.5 PPE-8 Hearing Conservation Program

3.2 Vehicles

3.2.1 Powered vehicles

- 3.2.1.1 Permission must be obtained by the responsible Owning Department and a safe work permit issued to drive powered vehicles in process units, diked, or other restricted areas.
- 3.2.1.2 The speed limit within the refinery:
 - 3.2.1.2.1 The maximum speed limit in parking lots is 5 mph.
 - 3.2.1.2.2 The maximum speed limit on roadways within the site is 15 mph. Speed must be lowered whenever conditions warrant. (e.g., rail traffic, pedestrians, inclement weather, oversize load, detours, turnarounds, and roadway surface condition).
 - 3.2.1.2.3 When warranted, construction areas, TAR areas, temporary speed bumps, stop signs and 5 mph speed limit signs must be erected.

Note: Drive with caution, do not exceed the speed limit, and obey all traffic signs.
- 3.2.1.3 Vehicle engines shall not be left running while unattended.
- 3.2.1.4 Do not mount or dismount moving vehicles.
- 3.2.1.5 The number of personnel allowed in truck cabs and other vehicles is limited to the number of seat belts available for the riders. Riding in truck beds is prohibited.
- 3.2.1.6 Seat belts shall be worn by all riders in every vehicle when operated on public highways and within the plant.
- 3.2.1.7 Seat belts must be used at all times when operating a powered industrial truck, picker, crane, or other mobile equipment that is equipped with seat belts.
- 3.2.1.8 Upon warning of a gas, vapor or large liquid hydrocarbons spill in the area, immediately shut off the engine and move to a safe place on foot.
- 3.2.1.9 Vehicles left unattended must have the keys left in the ignition, except when parked in their normal parking area away from process areas during off hours.
- 3.2.1.10 All equipment being towed must be safely hitched and secured and have operating brake lights.

3.2.2 Trailer Hitch Safety

- 3.2.2.1 After use of a trailer hitch on a refinery vehicle, the hitch must be removed immediately and stored until the next use.

3.2.3 Railcars

- 3.2.3.1 When working around rail cars, the wheels shall be chocked.

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3.2.4 Foot Travel

3.2.4.1 Running is prohibited.

3.2.4.2 All persons entering a process area or tank farm area must inform the responsible Operations personnel of their presence and badge in at the unit assigned badge reader.

3.2.4.3 Do not walk through restricted areas without approval of the appropriate Operations personnel. Proper protective clothing and equipment is required at all times for all personnel in restricted areas.

3.2.4.4 Do not walk through barricaded areas without approval.

3.2.4.5 Climbing up or down the banks of tank farm dikes is prohibited. Use the steps or vehicle ramps for access and egress.

3.2.5 Cranes, Hoists, Etc.

3.2.5.1 The Rigging and Lifting Procedure provides guidelines and defines the requirements necessary to ensure that all crane lifts are completed safely

3.2.5.2 Check with Operations after parking heavy equipment to ensure that it does not block a flare monitor CEM. If a crane or heavy equipment is to be left on-site, keys to the crane shall be left in the cab. Additionally, the name and phone number of the crane operator shall be left with Operations, if the vehicle is parked in a process unit. This is essential in the event of an emergency.

3.2.5.3 For additional information, refer to PR-20 Lifting Operations, and EQ 13 Rigging Operations.

3.2.6 Operation of Miscellaneous Powered Equipment (fork lifts, JLG's, etc.)

3.2.6.1 Fork Lifts refer to ME-2 Fork Lift Truck Operations.

3.2.6.2 Elevated work platforms refer to ME-03 Mobile Elevated Work Platforms.

3.2.6.3 Use of bucket trucks, refer to ME-04 Operating Requirements for Bucket Trucks.

3.2.6.4 While operating equipment around or near LPG lines, refer to PR-23 Excavating or Operating mobile equipment around LPG Lines.

3.2.6.5 Check for head room before driving or working under an overhead installation (piping, pipe racks, power lines, etc.). A minimum clearance of 20 feet is required between an overhead power line of 480 volts to 138,000 volts. Higher voltages require greater clearances.

3.2.6.6 Park equipment so that it doesn't block fire aisles, stairway accesses, and fire equipment.

3.2.6.7 Check equipment before use. If, at any time, powered equipment is found to be in need of repair, defective or is for any reason unsafe to use, it shall be taken out of service until it has been restored to safe operating condition.

3.2.6.8 Do not operate powered equipment without proper authorization inside process unit battery limits, tank dikes or other areas where flammable vapors may be present.

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3.2.7 Vacuum Trucks

- 3.2.7.1 All vacuum trucks require permission and inspection of the truck from the HESS Environmental Department (BWON SME) immediately once on-site.
 - 3.2.7.1.1 Vacuum trucks require quarterly visual inspections from the vendor and annual no detectable emissions monitoring (Method 21 monitoring) by the LDAR contractor. The truck must contain hydrocarbon material for the emission monitoring inspections and any material can be used during the visual inspection. For more information regarding these inspections, please review the HESS Environmental Procedure GBR-Dept-ENV-06 BWON Vacuum Truck Policy. Vacuum trucks must have a window sticker which will show the date for the expiration (inspection is valid for one year.).
 - 3.2.7.1.2 Pneumatic trucks (air movers) and septic trucks are exempt from Environmental Benzene Waste Operations NESHA (BWON) inspections.
- 3.2.7.2 Vacuum trucks must not off-load material into sewers.
- 3.2.7.3 Vacuum trucks MUST be both electrically grounded and bonded.
- 3.2.7.4 Refer to PR-18 Safe Use of Vacuum and Pneumatic Trucks, GBR-HESS-ENV-14 Maintenance, Start-up, and Shutdown (MSS) Activities – Vacuum and Air Mover Trucks Procedure, and the HESS Environmental Department Procedure GBR-Dept-ENV-06 BWOM Vacuum Truck Policy.

3.3 Working Safely

3.3.1 Hand Tools

- 3.3.1.1 Check tools before use to be certain they function properly and are suitable for the job.
- 3.3.1.2 Unplug electrical hand tools before servicing or adjusting them or passing them to a different level.
- 3.3.1.3 Tools must be properly guarded in accordance with OSHA and manufacturer's recommendations. Safety devices shall not be altered or removed.
- 3.3.1.4 Use of a "cheater" or extending the handle on tools is prohibited.
- 3.3.1.5 Job-made, homemade, and/or modified tools shall not be utilized or brought onto GBR property.
- 3.3.1.6 Tools shall be safeguarded from falling below the level where work is being performed when working at heights. Methods including but not limited to tethering, netting and providing working surfaces that do not have holes big enough for the tools to fall through may be utilized.

3.3.2 Flange Alignment

- 3.3.2.1 Alignment tools, specific to the use of aligning flanges should be used when aligning flanges on piping greater than 6".
 - 3.3.2.1.1 When specific situations do not allow for the use of alignment tools (flange location, flange configuration, etc.), the specific hazards and mitigations of using an alternative tool (i.e. spud wrench, line-up pins, pry bar, rigging equipment, etc.) shall be

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addressed on the servicing groups Job Safety Analysis.

3.3.3 Machine Guarding

- 3.3.3.1 All tools and equipment equipped with manufacturer installed guards must be used and maintained in accordance to the manufacture's specifications.
- 3.3.3.2 Modifications of any and all types of machine guards to tools or equipment shall not be permitted.
- 3.3.3.3 See [RGD-M-000002-GB](#) for Machine Guarding of Existing Centrifugal Pumps requirements.

3.3.4 Trenches and Excavations

- 3.3.4.1 For more information refer to PR-4 Excavation and GBR-HESS-PR-23 Excavating or Operating Mobile Equipment Around LPG Lines.

3.3.5 Confined Space

- 3.3.5.1 Before anyone can enter a confined space, a Confined Space Entry Permit must be obtained. See PR-1 Confined Space Entry Procedure for details.

3.3.6 Safe Use of Nitrogen

3.3.6.1 Routine Nitrogen Use

- 3.3.6.1.1 An assurance method must be used to ensure that nitrogen is of high quality and oxygen free. Permanent connections to a nitrogen system required for safety or process reasons must include a non-return device (e.g. check valve) to prevent contamination of the nitrogen system.
- 3.3.6.1.2 Nitrogen headers located in the refinery must be marked with signage and painted orange to distinguish them from other equipment.

3.3.6.2 When nitrogen is in use, the following shall be followed:

- 3.3.6.2.1 Warning signs must be in place to warn of potential hazards. The signage /labeling must be located at all access points (e.g. many-ways, stairways).

Note: The following verbiage or signage shall be used:



3.3.6.3 Non-Routine Nitrogen Use

3.3.6.3.1 Nitrogen Blanket on vessel during shipping:

- 3.3.6.3.1.1 Vessels are sometime shipped with a nitrogen blanket that needs to be released prior to installation.
- 3.3.6.3.1.2 Vessels should be cleared in a lay down area prior to being transported to the unit. The

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Nitrogen shall be routed away from workers to prevent exposure and barricades with warning signs shall be installed. Employees assigned to break the seal and release the Nitrogen shall wear breathing air during the task.

3.3.6.3.1.3 If it is necessary to clear a vessel inside the unit, the Nitrogen shall be routed away from workers to prevent exposure and barricades with warning signs shall be installed. Employees assigned to break the seal and release the Nitrogen shall wear fresh air during the task.

3.3.6.4 Nitrogen Purge Activities

3.3.6.4.1 Nitrogen purge to the atmosphere must not be in a normal area of travel by any employee. The purging shall be routed to a safe location away from personnel or barricading must be provided to prevent access to the area.

Note: When determining a safe location, all adjacent work in the areas and overhead platforms shall be taken into consideration.

3.3.7 Analyzer Shelter Entry

3.3.7.1 Analyzer Shelters must be designed and maintained in accordance with the Corporate Refining Core Specification: SP-70-16 Selection, Design, Manufacturing and installation Specification for Analyzer Systems.

3.3.7.2 Owing Department personnel and qualified analyzer personnel may enter an analyzer shelter as long as there are no active building alarms or a gas test is completed to verify the atmosphere inside the analyzer shelter.

3.3.7.3 Any tasks that fall under Safe Work Permit requirements must be permitted appropriately (i.e. cold work, hot work, etc.) by the Owing Department.

3.3.7.4 Operators should not enter an analyzer shelter in response to an alarm. An analyzer technician should be contacted in order to service the analyzer shelter

3.3.8 Hoses

3.3.8.1 Refer to EQ-3 Utility Hose Guidelines

3.3.9 Manual Lifting

3.3.9.1 Refer to ADM-16 Ergonomic Stress Exposure Control.

3.3.10 Compressed Gas Cylinders

3.3.10.1 Refer to GBR-HESS-EQ-01 Compressed Gas Cylinders.

3.3.11 Welding and Cutting Operations

3.3.11.1 Refer to PR-2 Hot Work Procedure.

3.3.12 Line Breaking/Blinding

3.3.12.1 Refer to PR-14 Energy Isolation Procedure and PR-2 Hot Work Procedure.

3.3.13 Electrical

3.3.13.1 Refer to RSP-1162-000 Electrical Safe Work Practice.

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3.3.13.2 Extension cords shall be NEC listed for extra hard usage and 3rd party listed for wet conditions.

3.3.14 Insulation

3.3.14.1 All insulation must be presumed to contain asbestos until it has been proven otherwise through testing or if it has distinct characteristics (i.e., fiberglass).

Note: Follow SM-3 Asbestos Management and Waste Disposal Procedure when handling, cutting or removing insulation which contains asbestos. Consult with your supervisor as to its requirements.

3.3.14.2 Cutting devices for insulation must be approved and designed for insulation work only.

3.3.15 Painting

3.3.15.1 Guard against undue exposure to paint ingredients. Personal protective equipment shall be worn in accordance with the paint manufacturer's recommendations.

3.3.15.2 All existing paint must be presumed to contain lead until it has been proven otherwise through testing or existing paint specifications located in the Engineering files. For precautions to take when handling lead, refer to GBR-SM- 2 Lead Exposure Reduction Procedure.

3.3.15.3 Precautionary measures to prevent fires shall be used when handling flammable products, such as paint thinners and cleaning solvents. When not in use, all paint and solvent cans must be covered and properly stored. All paint, paint thinners, and cleaning solvents shall be provided in properly labeled containers.

3.3.16 Pipefitting

3.3.16.1 See PR-14 Energy Isolation procedure for additional requirements.

3.3.17 Hot Work

3.3.17.1 For more information on performing hot work, see PR-2 Hot Work and PR-3 Safe Work Permit Procedure.

3.3.18 Lighting

3.3.18.1 All work areas must have adequate lighting to perform job functions. Refer to OSHA 1915.82 Lighting to ensure proper lumens. If proper lumens cannot be achieved by fixed lighting, temporary lighting must be installed.

Lumens (foot-candles)	Area of Operation
3	General areas on vessels and vessel sections such as access ways, exits, gangways, stairs, and walkways.
5	General land side areas such as corridors, exits, stairs and walkways.
5	All assigned work areas on any vessel or vessel section.
5	Landside tunnels, shafts, vaults, pumping stations, and underground work areas.
10	Landside work areas such as machine shops, electrical equipment rooms, carpenter shops, lofts, tool rooms, warehouses, and outdoor work areas.

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10	Changing rooms, showers, sewer toilets, and eating, drinking, and break areas.
30	First aid stations, infirmaries, and offices.

4.0 Definitions

- 4.1 **Owning Department** – The term “owning department” refers to the department that owns and operates process, process-related, and/or utility equipment, machinery, building, and/or systems. This term also applies to MPC directly contracted Construction Managers and their supervisors working on construction projects unrelated to the refinery processes.
- 4.2 **Confined Space** – A confined space is defined as an area which is large enough to bodily enter and perform assigned work, is not intended for continuous human occupancy, and has limited means of entry and egress.
- 4.3 **Intrinsically Safe Device** – Electronic Devices that are clearly identified as intrinsically safe with factory-labeling as “Intrinsically Safe” or “Explosion Proof” or labeled as approved for use in hazardous locations rated as Class I, Div. I or II. Devices not identified as such will be treated as non-intrinsically safe.

5.0 References

- 5.1 OSHA Standards for General Industry
- 5.1.1 OSHA 1910 Subpart O and 1926 Subpart I for specific machine guarding requirements
- 5.2 OSHA Standards for Construction

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 that replaces GBR-HESS-PR-17, RSW-0010-TC and RSW-0055-TC under MOC 49801.	B. T. Gandee	V. J. Meeks	10/23/2019	12/2/2019
1	Added machine guarding requirements to reflect current practice.	M. Hernandez	V. J. Meeks	2/18/2019	1/2/2020
2	Updated to align vacuum truck section with current environmental requirements and practice, and to address recommended flange alignment tools.	B. T. Gandee	E. Kaysen	5/20/2020	6/30/2020