

Blanchard Refining Company LLC	Galveston Bay Refinery	
Title: PR-3 Safe Work Permit Procedure	Doc Number: RSW-FORM-000042-GB	Rev No: 0

## **Attachment B: Scope of Application for Safe Work Permit and Risk Assessment**

### **Process Areas**

“Process Areas” include areas controlled by Operations (ISBL and OSBL), Facilities and Services (F&S), or Outside Utilities/Electrical (OSUE). In these three key areas, Maintenance or Project work shall be permitted by a Safe Work Permit (SWP) as described in the HESS Practice PR-3 Safe Work Permit Practice.

The following tasks do not require a Safe Work Permit when being performed in Process Areas

- Owning Department tasks associated with equipment isolation.
- Electrical isolation by craft that is associated with a Master Isolation List and performed under a risk assessed maintenance procedure.
- Owning Department tasks including Owning Department Work Incidental (OWI) Cold Work tasks.
- Non-stationary mobile equipment and hand-held electrical devices in roadways and established parking areas.
- Non-permitted work for Facility & Services (as listed below) inside pressurized buildings.
- Permits for third party work on their equipment/facilities located on MPC property will be issued by the applicable owner/lessee in accordance with their company's procedures and Section 3.3.2 of HESS PR3 Practice. The third party's safety work plan will be approved by the respective Owning Department (PWR2/OSUE and OMCC) in the area in which the work will take place.

Process areas will be shown in [Plant Layout Showing Free Burn Areas](#). Applicable Safe Work Permits outside of defined areas shall be approved and issued by Oil Movements unless specific responsibility is stated on the permitting ownership maps and agreement/understanding has been reached between appropriate supervision on a case by case, job by job basis.

### **Non-Process Areas**

Work will generally be covered by risk assessed procedures or Job Safety Analysis (JSA).

Safe Work Permits and form(s), when required, are also required for the following work per the applicable HSSE policy or practice:

- Attended hot work
- OSUE work not covered by risk assessed procedure
- Energized electrical work
- Fall protection required work
- Confined Space Entry
- Other work when supplemental form required (such Master Isolation List, excavation, lifting, potential ACM removal, etc.) per the applicable HESS policy or practice.

Hot work permits are not required for non-maintenance activities in the ATLS Lab performed by ATLS Lab Technicians only.

Non-process work areas include:

- Outside immediate perimeter areas of the Central shops and office areas,
- Outside immediate perimeter areas of the Craft Bldg. Shop and office area,

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- ATLS Laboratory (Lab Technicians activities only),
- HEO yard and building office area,
- Fire Department buildings and offices
- Outside immediate perimeter of the Garage shop area and Garage office areas
- Main scaffold yard and Carpenter Shop,
- On-site warehouses
- On-site office complex buildings (ESB, ATLS, NOB and GOB) and surrounding areas
- Off-site offices and Warehouses
- Off-site outdoor areas

### **Free Burn Areas**

Same rules as Non-process areas apply, however, attended hot work does not require permit.

These areas are:

- Fire Drill Grounds (Fire department activities only),
- Inside the Central Shops (machine, welding and instrument & electrical),
- Inside the Craft Bldg. and the Garage Shop areas,
- Dock Maintenance Shop and Fabrication Area,
- Jacobs/Zachry Fabrication Compound,
- PIP Shop and Fabrication areas,
- Sandblast/paint yard,
- Off-site welding huts at Merville.
- Designated smoking areas

### **Non-Permitted Work for Facilities & Services**

The following Facilities & Services work does not require a permit in non-process areas or inside pressurized buildings in Process Areas. This work will be covered by risk assessed procedures or JSA.

- Door repair (hardware adjustment, locksmith etc.) in administration buildings. No door replacement.
- Cut grass and weeds, trim trees and hedges north of security gate adjacent to HSB.
- HVAC PM where LOTO is not required, such as filter, lube and coil, visually inspect belts, clean drain pans
- Install "L" brackets and/or 1"x2" board to shelves
- Install and/or remove banners and signs on the fences, lunch tents, and ESB
- Testing and calibrating L.E.L. detectors in occupied buildings
- PM badge readers and Lenel Controllers

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- PM cameras (only cameras that can be done without working at heights in accordance with site policies).
- PM ice machines (Ice machine must be unplugged to PM. If ice machine needs to be changed out, a SWP is required.)
- PM overhead doors (only overhead doors that can be done without working at heights in accordance with site policies)
- PM turnstiles (only turnstiles that can be done without working at heights in accordance with site policies)
- Remove and replace damaged street signs (hand tools only)
- Repair damaged sheetrock and paint
- Replace florescent light bulbs and clean lens in office buildings, garages, warehouses and control rooms that can be done without working at heights in accordance with site policies.
- Replace potable water filter on ¾-inch water line or less
- Replace (cord & plug connected) window unit AC without LOTO
- Replace, remove, or install: soap, paper towel or toilet paper dispensers
- Replace/move/install pictures, whiteboards, corkboards, file folders or shelves
- Sand and/or paint doors
- Striping and panting curbs, crosswalks and parking lots (If using striping machine, a unattended hot work SWP is required)
- Survey building pressure system, check belts, dampers, scrubbers, pressure fans, air filters, pressure damper controls
- Testing emergency lighting and exit signs
- Unstop commode, floor, sink and urinal drain (If using a gasoline or electric machine outside of unit buildings, a unattended hot work SWP is required)

#### **Non-Task Related Activities That Do Not Require Safe Work Permit or Job Safety Analysis**

Certain non-task related activities listed below do not require a Safe Work Permit and/or a JSA. When these activities are performed in permit to work areas, only operations notification and unit sign in is required, and vehicles cannot be used to assist with these activities.

- Writing permits
- Scoping out job site
- Locating isolation points, blinding, verification points
- Covering sewers
- Establishing layout areas to be barricaded
- Staging fire extinguishers if necessary
- Inspecting scaffolding
- Visual inspection

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- Eng. surveys, walk around, audits, planning walkthroughs at grade
- Routine housekeeping by Operations
- DCS work if not impacting control or alarm devices
- Work inside office buildings including office equipment repairs, except for craft activities normally requiring permits

**This attachment is defined and maintained by the H&S Supervisor.**