champlin

INTER-OFFICE CORRESPONDENCE

TO: Joe F. Gay

FORT WORTH, TEXAS

FROM: Doug Perryman

DATE: July 10, 1980

SUBJECT: Status Report, 1979 Safety Audit
Corpus Christi Refinery

During the week of June 9, 1980 I made a review of the progress towards complying with the recommendations noted in the 1979 Safety Audit.

I. Housekeeping
Housekeeping has been improved. Specific items observed have been emphasized throughout the plant. This subject is being continually mentioned in safety meetings and remains a continued area of emphasis.

II. Smoking

A. Progress was noted in area of smoking throughout the plant. Proper signs, marked "butt" cans, etc. were noted at designated smoking areas. The smoking appears to be policed fairly well with isolated violations noted. These were discussed with refinery safety personnel. This subject will require continued attention.

B. Fixed lighters have not been installed in designated smoking areas other than the laboratory facility.

C. Signs posted at entrance to refinery stating "smoking only in designated locations" or such type wording. "No Smoking" signs were noted also inside Cumene Unit. No indication that the security guard at entrance gate was apprising visitors of a dematching policy.

III. Control of In-Plant Deliveries

A. Substantial progress appears to have been made. Deliveries other than to warehouse are required to wait at gate for escort into the refinery.

B. One recommendation which suggested yellow color coding of all vessels and pipelines handling caustic or acid has not been done. At the present time, yellow color coded piping designates "fuel gas." Storage vessels of caustic and acid are identified with black lettering.

IV. New Facilities Installation or Facility Modification Control
Purchasing initiates summary (check list) which accompanies new facilities or facility modifications bids to be approved by Engineering Department prior to approval of contract work.

V. Hot Work Permits
Review of Hot Work Permit Procedures has been done with refinery personnel. The written procedures have been revised also. Periodic review of actual Hot Work Permits is being done by Safety Department. Please note attachments regarding periodic inspection by Safety Department of Hot Work Permits. Additional monitoring of the Hot Work Procedure should be made a priority.

VI. Refinery Firewater Supply
Procedure to monitor and control unauthorized use of firewater system has been written and issued; however, the effectiveness of the policy is yet to be determined.

VII. Fire Equipment

A. Numbering of the fire extinguishers (individual and unit location) and monthly inspection of fire extinguishers had not been consistently done throughout the refinery.

B. Periodic monitoring of fire pump maintenance is being done by Safety Department. No maintenance records are kept by the Safety Department.

VIII. Fire Brigades

A. Note: Two employees who were to train at fire drill grounds for Emergency Response Team refused to participate. Upon agreement of local management sent employees home without pay until notice to appear in plant. In effect, 2-3 days off (penalty) without pay. Do not know if any additional disciplinary action is anticipated.

B. Training of ERT is continuing with fire drill ground evolutions.

IX. Vehicle Traffic Control

A. Two or three additional parking lots have been built. Vehicle traffic control has been improved. Shuttle bus service is now being used in the refinery.

B. No progress toward defining roadways was noted during visit to the refinery. No chains were noted to close roadways in case of an emergency.

C. No controlled entry or barricade system was noted in the refinery. No vehicle authorization to enter operating areas (written) has been established to my knowledge.

D. Equipment parked inside fire wall during work on Tank 2002 was removed during survey after sundown. No infractions regarding this were noted.

E. Vehicles handling hazardous materials must now wait at the gate for a company representative to escort the vehicle to the proper location. Specific forms for receiving sulfuric acid and caustic have been established.

X. General
Supervision of contract personnel by company employees was observed during this three day visit to be minimal.

XI. Safety Department Warehouse
Responsibility for a number of items (equipment) has been transferred to the refinery warehouse.

XII. Emergency Training for Operators
Normal training of operators is continuing. A formal training program has been discussed, but not implemented. The "Safety Huddle" contains some information in this area. No dry-run exercises have been done.

XIII. Preventive Maintenance

A. Specific recordkeeping is being set up on computer programs to provide easy access of preventive maintenance items. With the input from the inspection department as to frequency of inspection of relief valves, conservation vents, and flame arrestors, the preventive maintenance program should be improved.

B. Spare pump run-in programs have been established.

SAFETY DEPARTMENT

A. It appears the duties and responsibilities of the Safety Department have been better defined and improvement was noted in the daily surveillance of the plant by contract safety personnel. Good progress was noted also in the monthly inspection of breathing air "back-paks," safety showers, and fire monitors. Monthly and year to date totals are being used to judge effectiveness of attendance by all company personnel at safety meetings, "Safety Huddles," and DuPont STOP program. Also, monitoring of Hot Work Permit for compliance is being done monthly by Refinery Safety Department. Five permits out of nineteen checked were not in full compliance. (Please note attachments for sample of one month's records.)

B. Safety Department is continuing to plan and conduct all safety meetings in the refinery. As noted in monthly report (attached), attendance of supervisors is still a problem. According to May 1980 safety meeting minutes, a total of thirteen supervisors attended in eight safety meetings.

For the month of March 1980, attendance at safety meetings was the following:

	Non-Exempt (%) (Hourly)	Exempt (%)
Operations	76	15
Maintenance	51	0
Refinery (Total)	64	12

Overall I would say that considerable improvement has been made in most areas; however, additional emphasis should be placed on those areas where discrepancies have been noted in this report. Additionally it should be pointed out that this review was somewhat abbreviated due to time constraints and local management is encouraged to make a more in depth review of the progress. The courtesy and cooperation shown to me during this visit was appreciated.

Doug Perryman
Doug Perryman

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MARCH

GENERAL SAFETY MEETING ATTENDANCE

Figures in this column represent the number of Champlin Employees from each department/area who attended March's General Safety Meetings as to number of Champlin employees in each department/area that should have attended.

SAFETY HUDDLE MEETINGS

Figures in this column represent the number of Safety Huddle Meetings held in each department/area as to number that should have been held. Each supervisor (those with a crew) must have at least one Safety Huddle Meeting per week for his crew. *OLD PLANT, NEW PLANT, MAINTENANCE AND ELECTRIC AND INSTRUMENT ALL COMPLIED WITH THIS SAFETY PROGRAM 100%.*

PERMIT COMPLIANCE

Figures in this column indicate the number of Work Permits that were in full compliance (no discrepancies of any kind) as to the actual number of Work Permits written in the month of March.

TRAINING PROGRAMS

Emergency Response Team Training sessions are being held weekly; the numbers entered in this column indicate how many Champlin employees attended from each department/area (where applicable).

STOP COMPLIANCE

Figures in this column represent the number of Stop Unsafe Acts Cards that were actually received from each exempt employee as to number of cards that should have been received. One Stop Card must be received from each exempt employee weekly. *OLD PLANT, NEW PLANT AND TERMINAL ALL COMPLIED WITH THIS REQUIREMENT 100%.*

MARCH

TOPICS DISCUSSED IN CREW SAFETY HUDDLES

1. Protective Clothing and Articles
2. Handling Hot Glassware
3. Smoking Restrictions in the Plant
4. Fire Triangle and Hazard Triangle
5. Horseplay On and Off the Job
6. Getting Ready for Hot Weather
7. Safety Habits
8. Hands - Protect them!
9. Good Housekeeping
   1. Don't set traps for yourself or fellow workers
   2. Have a place for everything and everything in its place
10. Chemical Handling
11. Respiratory Protective Equipment and Its Use
12. Explosive Gases
13. The Dangers of Working With Corrosive Liquids
14. Poison Prevention
15. Safety and Efficiency
16. Scooter Safety
17. Petroleum Naptha - Hazards, Fire and Exposure, and First Aid
18. H_2S
    1. How to use breathing equipment
    2. Symptoms of over exposure
    3. Floating roof tanks
19. Cumene - Description, hazards, protection and first aid
20. Safe Use and Safe Condition of Electric Powered Tools and Appliances
21. Safety Rules for Internal Floating Roofs
22. Xylene - Description, Hazards, Protection and First Aid
23. Safety Work Permits
24. Vacuum Truck Operation
25. The Dangers of Pipeline Tie-Ins
26. Proper Ventilation
27. The Dangers of Butane Lighters
28. How Drugs and Hard Liquor Affect a Person's Physical Ability to Work Safely
29. The Differences Between Flammable and Combustible Liquids
30. "Hot Steam" - The Dangers of Live Steam
31. Unsafe Shortcuts
32. Firewater System and Firefighting

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Safety Management Report For Month Of MARCH

Date April 7, 1980
By Safety

Group	Department / Area	General Safety Meeting Attendance: Non-Exempt (RATIO)	General Safety Meeting Attendance: Exempt (RATIO)	Safety Huddle Meetings	Year To Date Accidents (80 YTD Goal): Report 4	Year To Date Accidents (80 YTD Goal): Lost-Time 0	PERMIT COMPLIANCE (RATIO)	Training Program Participation Number	STOP COMPLIANCE (RATIO)
Operations	Old Plant	68/74	0/8	16/16*			10/13	20	25/25*
	New Plant	65/87	3/8	16/16*		1	3/4	8	26/26*
	Terminal	25/44	1/7	15/16			1/2	8	21/21
	Pipeline	0/2	0/4	3/4					9/12
	Total	158/207	4/27	50/52					
Maintenance	Unit Maintenance	42/83	0/10	32/32*	1			9	
	Electric & Instrument	0/0	0/4	4/4*					6/10
	Planning	0/0	0/5	0/0					
	Total	42/83	0/10	36/36					
Technical Services	Inspection	0/2	0/1	0/4					
	Engineeing	0/4	0/13	0/4					
	Laboratory	33/34	0/4	12/16				6	
	Total	0/15	0/6	0/8					
Purchasing Mat'l. Con...	Warehouse	0/12	0/2	0/4					
	Purchasing	0/3	0/4	0/4					
	Total	0/15	0/6	0/8					
	Safety	1/1*	3/3*	4/4*					8/8*
	Employee Relations	0/2	0/2	0/4					
	Economics / Planning	0/0	0/6	0/0					
	Quality & Scheduling	0/0	0/3	1/4					
	Acct. & Office Serv.	0/13	0/6	0/4					
Refinery Totals	Current Monthly	234/361	11/90	103/136	1	1			
	Year-To-Date	691/1095	46/267	356/424	4	2			

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SAFETY INSPECTION SUMMARY MONTH OF

Department / Area	Plant Keeping Insp. Date	Plant Keeping Insp. # Action Item	Scott Air Paks # In Unit	Scott Air Paks Defects	Fire Monitors # In Unit	Fire Monitors Defects	Fire Extinguishers # In Unit	Fire Extinguishers Defects	Safety Shower # In Unit	Safety Shower Defec
Maintenance Shops Offices, Warehouse			N/A	N/A						
Pipeline, Terminal Loading, Trailers			N/A	N/A					7 tested	5 work o writte
Areas 30 & 40 of N.P. Control Room			6	1 repaired	3	0			1	1
BTX, Hydrar Alky, Boilers			3	0	2	0			9	4
Area 90 & 91 C[illegible] Products Bldg., Dock #3			4						N/A	
Area 10 & 60	3/6/80	0	3	0					7	0
Main Office Comp. Bldg., Operation Trailer	3/13/80	7	N/A	N/A					N/A	
# 1 & 2 Docks Blending Operation & Buildings	3/20/80	20	2	0					4.	1 work o writte
Tank Farm Between West St. & Oak Park Avenue	3/27/80	10	N/A	N/A					N/A	
Area 20 & 50			7	repaired	2	0			6	3
Cat Cracker - Old 1 & 2 Crude Units			5	0					6	4
Lab Safety Office & Fire Trucks			5	0					2	0
#4 Platformer Compressor Station, Old Vac. Unit			3	0	3	0			5	1
Harlan & Portilla			N/A						N/A	
Trucks				N/A					47	19