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for Contractors at Baton Rouge Refinery

ESSO STANDARD OIL COMPANY
Louisiana Division - Manufacturing Department

Summary of Safe Practices for Contractors
At Baton Rouge Refinery

A. SCOPE

The Baton Rouge Refinery manufactures gasoline and many other petroleum products which are flammable and will form explosive mixtures with air but which are perfectly safe if handled properly. In order to guard against the occurrence of fires and explosions and to provide maximum personnel safety, certain safety rules and procedures have been established for the guidance of employees and other persons having business within the Refinery. It is essential that all contractors' employees observe these rules and procedures in order to protect themselves and others, as well as property. Some of the more important safety rules applicable to contractors' employees are summarized below.

B. GENERAL INFORMATION

1. On each job in the Refinery, a Company representative is assigned to serve as liaison between the contractor and the Company. The contractor should consult the designated representative for information on any special safety precautions for the work being performed.

2. The Refinery has a system for handling fires and other emergencies. The central agency in this system is known as the Office of Emergency Coordinator (OEC). Any occurrence of an emergency nature noted in a contractor's area should be reported immediately to the OEC at Refinery telephone extension number 555, giving the nature and location of the emergency.

C. SAFE PRACTICES ON THE JOB

1. Employees of the contractor will have an assigned gate to enter and leave the Refinery and a definite route will be assigned for them to follow in getting to and from the job site. Contractors' employees are not allowed in any place in the Refinery other than in those places designated.

2. Smoking is not permitted in the Refinery except in places approved by the Refinery Management for the contractors' employees. The "No Smoking" regulations must be enforced by the contractor.

3. Safety matches (the type that can be ignited only on the box or folder) and cigarette lighters with enclosed mechanism are permitted in the Refinery. Strike anywhere (kitchen type) matches and open mechanism lighters are not permitted in the Refinery.

4. Welding, burning, hot riveting, hot forging, grinding, concrete chipping, sand-blasting, soldering, electric hot plates, electrical arcs of any kind, power tool caulking, power tool riveting, power tool metal chipping, power tool metal drilling, work involving any other power driven impact tool and fires of any kind are classed as "hot work". Hot work can be done in the Refinery only upon written authorization. This authorization can only be granted by designated Company Management representatives. Permission to do hot work may be issued as the need arises or in the form of a blanket hot work permit. The Company representative should be consulted about obtaining permits to do hot work. It is necessary in some cases to restrict or prohibit hot work altogether.

5. Refinery safety regulations require all Company employees to wear a shirt while at work. It is desirable that contractors' employees do likewise. Undershirts are not an acceptable substitute for a shirt.

6. Contractors' employees must not handle or tamper with any Refinery equipment. In unusual circumstances a Company Management representative may authorize contractors' employees to operate Refinery equipment.

7. Contractors' employees must not ride in Company-owned vehicles, or transport Company employees in contractors' vehicles unless specifically authorized by the Company representative.

8. Vehicles belonging to the contractors' employees will be parked in a designated area. Contractors' vehicles may be operated in the Refinery only with the specific approval of the Company representative.

9. The Company representative will review any use of cranes by contractors in the Refinery and will prohibit the use of "live" boom equipment in locations where the safety of Refinery personnel or equipment may be jeopardized.

10. Contractors' work areas that can be fenced out or otherwise isolated from the Refinery may be handled differently than previously outlined. In these cases the Company representative will advise of variations permitted.

D. CONDUCT OF PERSONNEL

1. Bringing firearms, explosives, intoxicating liquor, or narcotics into the Refinery is strictly forbidden. Persons under the influence of intoxicants or narcotics are not permitted in the Refinery. Habitual users of narcotics are not permitted in the Refinery.

E. TRAFFIC SAFETY

Drivers of contractors' vehicles shall abide by general State Traffic regulations. General regulations which are in effect in the Refinery are listed below. Contractors' employees should be familiar with these regulations and abide by them at all times.

1. Speeding - The Refinery speed limit is 20 m.p.h. In many places it will be necessary to drive at lower speeds.

2. Approach of Emergency Vehicles - Emergency vehicles in the Refinery are identified by red lights on the tops of the cabs. When such a vehicle approaches with the light burning, all other vehicles must pull to the right of the road and stop until the emergency vehicle passes.

3. Mufflers - All vehicles operated without restriction in the Refinery must have an exhaust muffler. An exception will be made for diesel engines with proper vertical exhaust. Entry of motor vehicles without mufflers must clear through the Guard Department Headquarters. Permission granted in such cases shall be for one trip.

4. Contractors' vehicles must be maintained in safe operating condition. Authorized Refinery personnel may on occasion make safety inspections of these vehicles to insure that these requirements are met. Such inspections shall not relieve the contractors of their responsibility for the condition of their vehicles.

5. Safety of Passengers - Refinery safety regulations require that Refinery employees do not ride on the fenders, running boards, tops, bumpers or hoods of motor vehicles, do not get on or off vehicles while in motion, and do not ride standing in a truck bed. In order to enforce these rules it is desirable that contractors' employees do likewise. Trucks are not permitted to pick up persons hitching rides.

6. Motorcycles, Motorbikes and Motor Scooters - Vehicles of the powercycle or motorcycle classification are not allowed in the Refinery without the specific approval of Management.

7. Parking Restrictions - No one shall park motor vehicles in a manner that will block fire hydrants, fire equipment, or in any way hinder access to or operation of fire fighting equipment and other equipment. Likewise vehicle operators must not block building exits, walkways, etc.

8. Reporting Accidents - Anyone having a motor vehicle accident within the Refinery involving Company property, or personnel, must report it at once to the Refinery Guard Department. Anyone who has an accident involving Company-owned vehicles must see that the occurrence is reported to Refinery Management regardless of where the accident occurs.

BAY:cpc
Safety Department
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