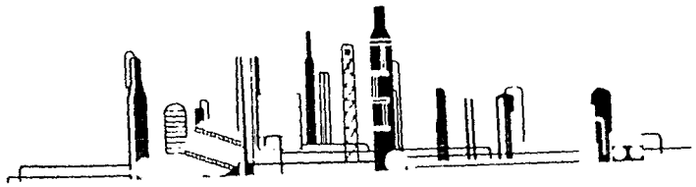
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# SAFETY RULES

**SOUTHWESTERN REFINING CO., INC.**
P.O. Box 9217
Corpus Christi, Texas 78408

1A 182540

## SOUTHWESTERN REFINING CO., INC.



As part of our endeavors to meet management's responsibility to operate the refinery as a safe place in which to work, we have prepared this booklet to assist you by advising you of safety procedures and the value of safety equipment.

We solicit your suggestions concerning safety and hope that a relationship between each individual and his supervisor can be established to make the refinery safety program as effective as possible.

We ask that you read carefully the entire booklet and you will note that it is in a form that will make it convenient to keep it on your person at all times when you are in the plant.

R.E. Brown

Revised: 7-1-85
NEXT REVISION: 7-1-88

1A 182542

# foreword

Safe operation of the refinery is essential for the protection of all employees, future growth and profitability.

This book of Safety Rules and Instructions presents for your frequent review the rules and suggested safe habits that will aid every employee in making his working experience at the refinery happy, profitable and healthful. It is impossible to cover every possible hazard under all conditions of refinery operation, so the following rules relate only to procedures that can be standardized. These rules may serve as a guide for handling other safety problems that may arise.

The prime requisites for safety on any job are:

A constant safety awareness

Applied common sense and good judgment.

A thorough working knowledge of the job.

A planned procedure for doing the job.*

*Many of these procedures are already written in the Safe Work Procedures book.

Safe tools and working conditions.

If any injury results from violation of these rules, the injured employee may be ineligible for workman's compensation benefits.

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# emergencies



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**Injuries — First Aid**
Treat all injuries, no matter how minor. All injuries, however trivial, must be reported at once to the supervisor in charge. The injured person will be given First Aid by the nurse and sent to the company physician if necessary.

Any injury that occurs while on duty that requires the attention of a doctor must be observed by a doctor (and treated by him, as required). Failure to promptly report an injury is a violation of the rules of conduct and is punishable by three or more days off without pay.

Employees shall not attempt to give unqualified First Aid treatment to each other, such as, removing foreign bodies from the eye, etc.

**Operations**
Spills: Report immediately — Get help.
Fire and Emergencies: Get help, sound alarm — see **Safety and Health Program** book.

**Weather**
Know safe areas in case of storm. Be alert for instructions. Do not climb high equipment, or to an exposed position, during electrical storms. Be prepared for power failures, and know emergency procedures. You may be assigned hurricane duty.



**Other**
Enemy action, Sabotage, Unlawful entry, Bomb Threat — Play for time; get as much information as possible; note type of voice, accent, any identifying peculiarities — Listen for helpful background sounds.

Notify supervisor, call plant security, see "Bomb Threat" in **"Safe work Procedure"** book.

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# safety equipment



**SAFETY EQUIPMENT**

The company provides safety equipment to guard the health and safety of employees. This equipment is useless unless it is properly used. Instructions and assistance are available along with the regular safety training meetings. Learn the location and use of the following:

- Respirators
- Fire Hoses
- Monitors
- Fire Extinguishers
  - Portable
  - Fixed Systems
  - Foam
- Alarms

This equipment is not to be used except in case of emergency, fire or authorized fire drill and the *use of such equipment must be immediately reported to your supervisor and the safety department in order that it may be placed back in good operating condition.*

**Fire Fighting**

Chemicals from fire extinguishers must not be used for any purpose except fire fighting.

Rubber covered 1½" hoses are provided for utility purposes; do not use fire hose.

Blankets must not be taken from fire blanket boxes and seals must not be broken except in case of an emergency.

Never attempt to extinguish a fire on or about electrical apparatus with water or foamite. Water is a conductor of electricity, use a dry powder extinguisher, $CO_2$, dry sand, or halon.



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**Fire Fighting (continued)**

When cleaning vessels, tanks, pipelines, etc., all scale and rust must be kept wet and immediately removed to a safe area and disposed of according to proper environmental procedures. Such scale and rust may contain iron sulfide which, when dry, ignites spontaneously on contact with air.

If your clothing is on fire, and you can't reach a fire blanket, protect your face with hands and arms, run out of the fire and immediately lie down, roll over and beat out the fire.

Our dry chemical fire extinguishers can be used on people (if the nozzle is kept at least 4 feet from the person) whose clothes are on fire and will in no way cause injury to them.

To use an extinguisher on a person, keep the nozzle at least 4 feet from the person so as not to injure him with the pressure of the chemical coming from the extinguisher.



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**General Safety Rules**
Familiarity with any job may foster carelessness. Every employee must constantly remind himself of the hazards present and reconsider whether his habits and procedures are safe. He must examine whether there is something unique or different about the particular job at hand.

**Reporting Hazards**
It is the responsibility of an employee to report any hazard he is aware of to his supervisor, or to the Safety Department. Hazards are potential accidents and should be removed or eliminated immediately.

**Reporting Accidents**
All injuries must be reported immediately to your supervisor. Failure to promptly report an injury is a violation of the rules of conduct.

**Housekeeping**
Keep your work area clean and in order. Clean up oil spills immediately. Always return tools to their proper place. A dirty work area breeds accidents.

**If You Don't Know — *Ask!***

**Smoking**
Smoking is prohibited except in specially designated and posted areas.

**Matches**
"Strike anywhere" type of matches may not be carried on the employee's or visitor's person while on company premises.



**Cigarette Lighters**
Cigarette lighters are not to be carried by employees or visitors unless they have the flint, steel, and operating mechanism enclosed in such a manner as to prevent the possibility of accidental lighting (such as the "Zippo").

**Use Of Oil For Cleaning**
Gasoline and naphthas shall not be used for any cleaning purpose. The use of kerosene or gas oil will be permitted with the approval of the supervisor.

**Chemical Dependency**
Intoxication or possession of intoxicating liquor on company property is prohibited. Employees must advise their supervisor when they are taking either prescription or non-prescription drugs, since the drugs could alter their performance and/or safety. A Drug Screen Test will be required for each individual experiencing an accident which results in a recordable injury.

**Jokes & Horseplay**
Tricks, practical jokes and horseplay are prohibited.

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**Personal Safety Rules**
**Personal Cleanliness**
To avoid skin irritations, use good housekeeping and hygiene practices. Whenever you come in contact with any product, wash the affected areas thoroughly with soap and water. Avoid prolonged skin contact with all oils.

**Safety Hats**
All employees and visitors must wear hard hats while in the refinery.

**Clothing**
All saturated clothing must be removed immediately to prevent fire hazard and injury to the skin. After removing oily clothing, the affected parts of the skin shall be thoroughly washed with warm, soapy water. The clothing shall be dried and aired before being worn again.

Clothes shall not be so loose-fitting as to possibly get caught in moving machinery. All parts of the body must be covered. Shirts must have sleeves that cover the upper arms and must have a collar. Pants must extend to the ankles. Personal clothing is to be kept only in the location specified for that purpose.

**Feet**
All employees are encouraged to wear safety shoes. Serviceable shoes made of leather or other similar material must be worn. Canvas or open-toe type shoes are not permitted.



**Hair Length**
Hair longer than collar length must be kept tucked under a hard hat. See "Safe Work Procedure" #58.

**Facial Hair**
For protection of those employees required to wear respiratory equipment (All Employees), the seal area of the face must be clean shaven. See "Safe Work Procedure" #72.

**Hands**
Gloves must be worn where hand protection is needed. Special types of gloves are available for jobs that require them.

**Eyes**
All personnel on company premises must wear eye protection at all times with the exception of the main office, engineering office, maintenance offices, control rooms, terminal offices, change house, and main lab offices.

Goggles or field face protection must be worn for certain designated jobs. (See "Operations - Material Handling")

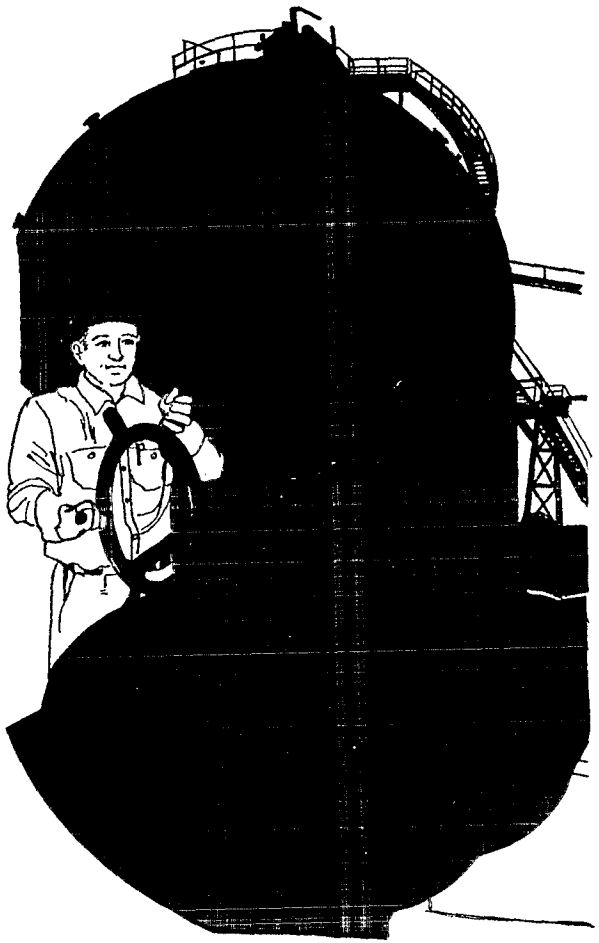
Know locations of emergency showers and eye wash stations.

**Ears**
Ear protection is provided and must be worn at all times in areas designated to be harmful to the human ear. Be aware of and responsive to signs stating "HEARING PROTECTION REQUIRED." Ear protection may be needed in work areas involving heavy hammering, arc air, etc.



1A 182549

# operations



**Units**

Employees shall not walk through or congregate in control rooms unless their duties require them to do so.

Upon entering an area, make your presence and purpose known to the operator. Sign in.

Never tamper or change valve or instrument settings unless authorized to do so.

The procedure used for lighting a heater or boiler shall be that which is required by the operating supervision for that heater or boiler. Realize that a shut down heater or boiler may contain explosive mixtures and use the procedure that is designated as safe. Never attempt to light burners from hot tubes or heater walls, or from one burner to another.

All personnel shall stand on the upwind side of areas while catching samples, bleeding or draining lines or equipment.

All low and high point bleeds must be plugged or capped at all times while a unit is in operation.

Housekeeping assignments are made by the area supervisor. Each outside operator must comply with these area assignments.

Approach all gas leaks from the windward side; fires should be fought from an upwind position if at all possible.

Protective valve caps must be on all compressed gas cylinders when not in use or while being transported on vehicles or carts. Also, these cylinders must be secured when in use or stored.

## Material Handling

### Eye And Face Protection

Goggles or face shield must be worn when performing any of the following duties:

- Welding
- Grinding
- Chipping
- Caulking
- Concrete Breaking
- Wire brushing and scraping
- Cleaning tanks that have contained acid or caustics
- Repair work on all caustic and acid lines
- Pumps and containers
- Handling acid or caustic solutions
- Tube cleaning
- Lighting of heaters or boilers
- Turnaround exchanger work
- Sandblasting vicinity
- All other areas where flying objects are being created and where required by immediate supervisor

### Bulk Chemicals

Special handling must be given to the manufacture, loading, and use of benzene, toulene, xylene, hydroflouric acid, caustic, alkyls, and amines. Check proper procedures for other chemicals not listed.



## Material Handling (continued)

### Lifting

Do not attempt to lift a heavier weight than you can handle safely. Get help when needed. In lifting, keep your back straight and as nearly upright as possible. Lift with the strong leg muscles, not with the weaker muscles of the back and abdomen. Never lift when the body is in an awkward position, as when twisting or when footing is insecure.

### Equipment

### Cranes

When working around cranes, "keep from under" and be sure you are in the clear. Crane operators must keep clear of electrical installations.

### Crowbars

When using crowbars, pinch bars, etc., be sure that you have them placed so that they cannot slip. When pulling or pushing down on them, keep your feet under you and extend your fingers so they will not be injured if the handle should slip.

### Jacks

When using jacks, be sure that they cannot slip. Place them solidly and see that you are in the clear should the jack slip or tilt.

### Ladders

Never use a ladder that is defective in any respect. Before climbing a ladder, be sure it is securely latched or held by a co-worker. Face the ladder when ascending or descending and use every rung. Materials such as tools, tackle,



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insulation, etc., shall be raised or lowered in a bucket or canvas bag so that both hands will be free to grasp the ladder. Space the bottom of a straight ladder ¼ of its length from the supporting object (wall, vessel, tank, etc.). Never stand on the top of a stepladder. Use wooden ladders for electrical work.

**Compressed Air**

Never point an open air hose at other persons. Compressed air shall not be used to blow dust, chips, etc., off clothing while being worn. When using air for cleaning purposes, be sure your eyes are protected and see that other persons are in the clear of flying chips, scale, etc. Air blowing guns shall not be adjusted so as to permit shut in air pressure to exceed 30 psig.

**Electrical**

Do not tamper with electrical equipment under any circumstance. Call for an electrician.

**Vehicles**

Seat belts must be worn in All Company vehicles when travelling on Public Roads. - See "Safe work Procedure" #69. The refinery speed limit is 15 mph. Riding on vehicles within the refinery is restricted to the inside of the cab or seated inside bed of pick-up. The driver of the vehicle will be responsible for seeing that this is done.

All vehicles must keep to the righthand side of the road.

Pedestrians should use the lefthand side of the roads at all times, facing traffic.



**Vehicle (continued)**

Observe all signs.

A red flag is required on any load that extends beyond the sides or rear end of a truck, trailer or tractor.

Never allow hands to be closer than two feet to a winch or block during winding operations.

Automotive equipment shall not be driven into gaseous areas.

Motor vehicles shall yield right of way to bicycles and pedestrians, bicycles yield to pedestrians.

**Loading And Pumping**

In loading and unloading trucks containing crude oil or products, be sure static wires are securely fastened before opening domes, and that they remain connected until the truck and trailer are loaded and domes closed.

The loader or driver shall be constantly present after loading has started.

Assure yourself that the truck motor is not running and the brakes are set.

No smoking in the vicinity of loading trucks.

Report leaky hoses and couplings immediately.

Check the exhaust stacks of all trucks coming into the refinery. Do not allow any truck throwing off sparks or shooting flames out of the exhaust stack to come near the loading rack, terminal or process areas.

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**Static Electricity**

In loading or unloading tank cars or trucks and trailers with any flammable materials, the ground wires must be attached to the car or truck before any dome covers or valves are opened and must remain attached. Avoid "splash" filling; it creates excessive static electricity.

When opening dome covers, stand to windward side so as not to breathe escaping gas.

When tank cars are being moved by a railroad switch crew, company employees are not to ride upon them. When being moved by company employees, a person shall be stationed at the brake with a pick handle to facilitate proper braking.

**Gauging And Sampling**

Stand on the upwind side of the gauge hatch when gauging or taking samples.

Keep hatches closed except when actually gauging or sampling.

Floating roof tanks are to be gauged through the gauge hatch at the top platform.

Descending down a ladder on a floating roof would require two people and a "Unit Clearance Permit".

Oil rags create fire hazards and must be put in designated containers.

Carry bottles in the special containers made for that purpose.

Use the hand rail when ascending or descending tank or firewall stairs.



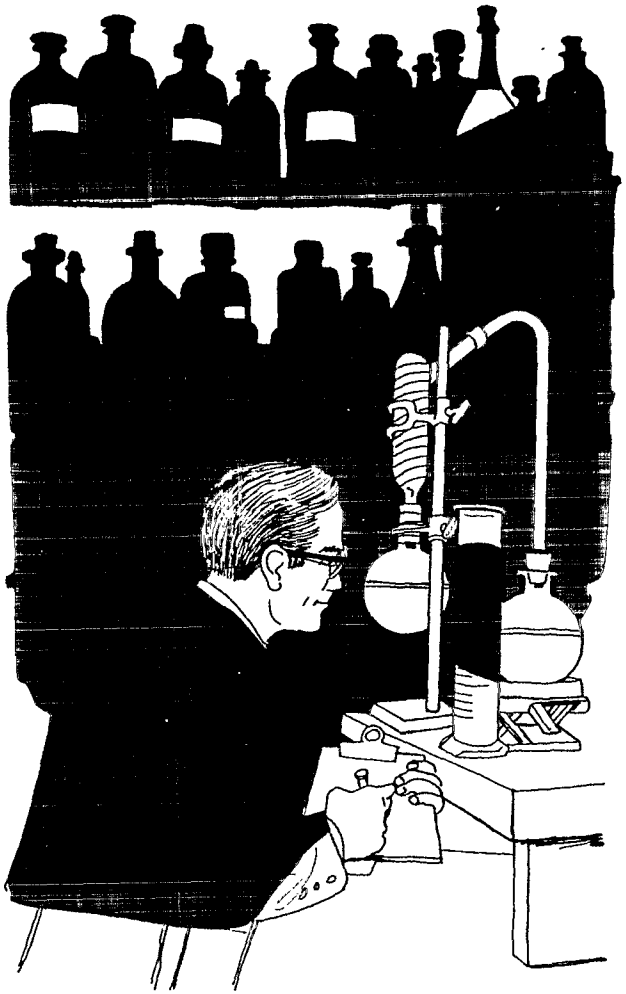
**Gauging and Sampling (continued)**

Samples of any material must not be taken by anyone except authorized personnel without the direct supervision of the operator in charge.

When sampling hot tar, use gloves and tongs, wear a long-sleeved shirt or slicker jacket and a face shield.

1A 182553

## laboratory and treater



### CHEMICAL HANDLING AND LABORATORY

All employees shall take the necessary precautions when working with equipment or handling chemicals. Consult the "Material Safety Data Sheets" Book for information on each chemical being handled.

Employees shall contact the Health Services Department for access to their exposure or medical records and analyses.

**Protection**

Employees shall wear protective clothing, such as goggles, face shields, rubber gloves and boots when opening lines or equipment which have been in chemical service or when handling chemicals. Judgment shall be exercised in the clothing worn, and if the hazard is such that the entire body would be endangered from spraying chemicals, then the body shall be completely protected.

Face shields shall be worn in the down position when opening any flange, bleeder, etc. . . .apt to be under pressure.

Know the location and operation of safety showers and area eye wash stations.

**Housekeeping**

To minimize fire hazards, laboratory employees must be careful not to allow gasoline or oil soaked rags to lie around on work benches. Draft fans must be running constantly to carry out oil vapors and prevent an accumulation of flammable mixtures.

1A 182554

**Electrical**
Employees are requested to notify the supervisor of any defective electric cords or machines. Connecting electrical equipment to the source of power by other means than a plug and socket will be carried out by an electrician only.

**Flammable Liquids**
The minimum amount of flammable liquid necessary for making tests should be kept on work benches, so that in case a small fire occurs, there will be less danger of its spreading. Carry bottles in the special container made for that purpose. This will reduce the danger of breakage and spillage.

**Glassware**
The following procedure shall be used when inserting glass tubes in stoppers:

Make sure that the hole is large enough in stopper.

Wet tube and stopper.

Hold stopper between thumb and forefinger and not the palm of the hand. A rag wrapped around stopper and tube will afford some protection.

Hold tube close to end which is to be inserted into the stopper.



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**Electric**

Do not take unnecessary risks, even though the voltage is low. Avoid even slight shocks under any circumstances.

Electricians and instrument repairmen are to wear the nonconductive type hard hat.

Never do any work on equipment, where its operation might injure someone, until the power is turned off and a lock has been installed by each craft involved.

Switches, motors, generators, or other electrical apparatus capable of causing a spark, should never be placed in rooms where volatile or inflammable material is confined.

When necessary to work on live electric lines or equipment, you must keep an assistant near you to render aid in case of emergency.

The handles of all electrical tools must be properly insulated to assist in preventing short circuits across them.

High voltage signs must be placed on all high voltage equipment.

The use of non-explosion proof hand lights or other lighting not UL approved inside vessels is prohibited.

**Welding**

**A permit is required for cutting, welding, or hot work in all locations outside the shop area.**

It is the duty of the electric welder to see that the arc is so guarded as to protect the eyes of other workers in the vicinity. Shields or goggles are



**Welding (continued)**

available to protect helpers or other workers from the glare of the arc.

Welders should plug their ears with ear plugs or muffs when doing overhead welding, particularly in bell holes, to prevent hot flux or scale from falling into the ear passage.

Valves on acetylene cylinders must be kept closed when not in use or when empty.

Before any cutting may be done on a line, it must be blinded or completely isolated. At least one end should be open.

No welding should be performed on a line or vessel without a prior explosion meter check. No welding should be done on an acid line without a thorough flushing and explosion meter check.

No welding or cutting may be done on any lines or fittings in or around the lead blending plant, or on any metal known to have been in contact with lead at any time.

No welding or cutting may be done on any tank or piping which has contained leaded gasoline without prior approval from a supervisor.

A fire permit is required when performing hot work (such as welding, chipping, grinding, etc.) in a hazardous area. These permits are available in the control rooms or pumping office.



1A 182556

**Pipe And Pumps**
Before working on any pump or other moving machinery, it shall be stopped unless its operation is necessary to the adjustment or repairs to be performed. On electrical driven units, the main switch must be pulled and locked.

On steam driven units, the steam valve and exhaust valves shall be closed and bleeder valves opened and locked. When necessary to make inspection or repairs to moving machinery, the guards may be removed, but must be immediately replaced upon completion of repairs.

Equipment, or vessels shall be thoroughly isolated before work proceeds by blinding or chaining valves shut.

Do not attempt to put on or take off a belt from a running machine by any method.

Do not set any machinery in motion until you are sure that no one is in a position to be injured as a result.

Housekeeping is as important as any other phase of safety work in a shop area. Keep floors in the shops free from oil, mud, water and refuse.

**Equipment**

**Scaffolding Around Hot Equipment**
Scaffolding built of wood or other combustible material may be erected around furnaces and other hot equipment only under approval of your supervisor. Wire down all scaffold boards near each end and provide safety hand rails.

**Boom Type Mobile Cranes And Hoisting Men**
Riding on loads, hooks and slings is prohibited: When men are required to be hoisted, the Com-



**Hoisting (continued)**
pany will provide a bosun chair and rigging on personnel basket so that it may be done safely.

Hoisting of Personnel Platforms only where there is no less hazards means available, or where no other hazardous alternative is possible.

**Working Above Ground**
When working above ground, tools and equipment must be handled carefully to prevent dropping. Do not throw tools or equipment. Raise or lower them in a bucket or canvas bag.

A safety belt shall be worn when performing work at an elevation ten feet or more above grade where a safe operating platform or safe scaffold is not available.

**Tools**
Use only the proper tools and be sure that they are in good condition. Keep all tools clean, free from oil and grease. Never carry sharp tools in your pockets. Keep a safe distance from the person next to you while using picks, shovels, sledge hammers and similar tools.

**Paving Breaker And Tamper**
When using paving breaker, tamper, etc., the operator must wear ear plugs and goggles. All other persons in the immediate areas must wear goggles.

**Valves**
Unauthorized people shall never operate a valve in connection with a plant in operation unless instructed to do so by the operator in charge.

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**Suspended Loads**
Stand well to the side and in the clear of all suspended loads. Never stand in the loop of a slack rope or wire line; and do not step over, under or near a line under strain.

Maintain a guide line on suspended crane loads. Do not stand near a cable under strain.

**Housekeeping**

**Refuse**
Do not permit refuse to accumulate anywhere, containers are provided for disposal. All material must be piled neatly in a location where it will not interfere with operation. Do not pile any combustible materials against hot pipelines or equipment.

Do not leave tools or other articles on steps, elevated walkways, piping or platforms. They may cause an employee to fall or may become dislodged and fall on someone passing below.

**Oil Soaked Rags**
Oil soaked rags should be placed in a closed metal container and disposed of as soon as possible.

**Units**

**Furnaces and Boilers**
Maintenance and construction work immediately adjacent to operating process furnaces and boilers should be restricted to an absolute minimum because of the danger of fire due to tube rupture or flashbacks. It is not permissible to go



**Furnaces & Boilers (continued)**
on top of such furnaces or boilers for maintenance work except for work of an emergency nature and, only then, after obtaining a permit from operations.

During shutdowns, the burner gas lines shall be blinded off. The pilot lights must be disconnected and plugged.

Employees should be careful to maintain a clean job site and clean up a job right after it is finished. Good housekeeping will eliminate many unnecessary hazards.

Do not leave boards with protruding nails lying around. Remove or bend the nails at once.

**Mechanical Guards**
Mechanical guards have been provided to protect the worker from personal injury that might arise from moving machinery, broken gauge glasses, burns from hot materials, falls from elevated positions and other causes. These guards are not to be removed except as authorized and shall be replaced immediately upon completion of repairs.

**Opening Lines Or Machinery**
Before removing any nuts, studs or bolts, or opening lines or equipment, all valves to the line or piece of equipment must be closed and bleeders locked open to relieve any pressure or liquid from the system. Even after the above procedure, lines and equipment are to be opened with extreme caution.

Make sure bleeder valves are not plugged.



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The supervisor or operator in charge of operating units must make certain by personal inspection that all pressure is released and the lines and equipment are drained where necessary; vessels and lines are blinded off where needed; valves are closed or opened where necessary; and that it is safe to perform the work before authorizing maintenance supervisors to proceed. Particular checking should be made on all chemical, gas, steam, water or oil equipment. (See permit procedures).

Arrangements shall be made to contact, at regular intervals by telephone or otherwise, all employees working in isolated locations.

Before placing an employee in an open ditch or excavation, the supervisor shall carefully inspect same for need of shoring. This is especially important after a rain, in damp areas and around loose dirt. Gases may also accumulate in such places; therefore, it is important that a gas test be made before men enter, and protective equipment used when needed.

**Protection — Precautions**

**Respiratory**

Proper respiratory equipment is available in all areas. This equipment must be worn during the following operations:

Sandblasting
Spray painting
Handling clay, cement or other finely powdered materials, i.e., FCC catalyst.
Any area suspected to contain toxic materials or be of low oxygen content.



**Respiratory (continued)**

Entering tanks or other vessels not certified as being gas free or dust free
Entering tanks that have held gasoline containing tetraethyllead, (**ALL** Tanks will require "Lead In Air" Check) gauging tanks suspected of containing hydrogen sulfide (H2S).

When an employee is working in a tank with a mask, a person shall be stationed outside with a mask ready for use in case rescue becomes necessary.

Canister type gas masks shall not be used in tanks, vessels or enclosed areas. A deficiency of oxygen in such locations would not support life.

If gas vapors or chemical fumes are noticed by an employee while wearing a canister type gas masks he should immediately leave the area.

Before a person shall enter any tank or vessel for maintenance, inspection is to be made by the supervisor to see that all connections to and from tank or vessel are blinded.

Unless the air in the tank or vessel is tested and certified to be free of any vapors, the person entering the tank shall wear a fresh air supply mask and life line. The life line shall be attended at all times by a man outside of the tank or vessel.

No vessel shall be entered without an outside person, unless it has been proven safe and is fully ventilated.

1A 182559

**Alky Unit**
Contains HF Acid

Personnel inside Alky Unit yellow line must wear acid jacket, face shield and vinyl gloves. Some jobs may require additional safety gear —check with Operator or Supervisor and obtain entry permit.

Dimersol Unit and Alky storage area may require special safety gear. Check with Area Supervisor.

**Aromatics**
Highly Toxic

Always work from the upwind side, if possible.
Some areas of the plant contain aromatics.
**Do Not Breathe Aromatics**
**Avoid Skin Contact**

**Hearing Protection**
Ear Protection shall be worn in noisy areas— These areas are posted with signs.

**Work Permits**
Maintenance people must obtain a unit work clearance for work in Units and Tank Farms.

A hot work permit must be obtained before performing hot work in unit or tank farm.

Report All Fires, Accidents, Near Accidents and Unsafe Conditions To Your SAFETY DEPARTMENT.

**Alarms**
Two Short Blasts indicate a Fire Alarm.

Three Short Blasts indicate an Evacuation should take place in the affected area.



**Hazardous Waste**

Environmental Protection Agency (EPA) has specified certain wastes derived from Petroleum Refining Operations as "HAZARDOUS" because of their potential effect on plants, animals and/or people.

Information and Training for the Handling of Hazardous Waste is Provided through the Environmental Control and Safety Department.



1A 182560