

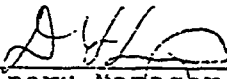


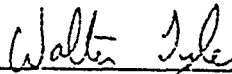
KOCH REFINING COMPANY

CONTRACTOR SAFETY PERFORMANCE PROCEDURES



CORPUS CHRISTI REFINERY
CONTRACTOR SAFETY PERFORMANCE PROCEDURES
Document Number 22-005
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Refinery Manager


Manager OH&S Department

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CONTRACTOR SAFETY PERFORMANCE PROCEDURES

1.0 INTRODUCTION

This Safety Procedure is the minimum guidelines Contractors are to follow while performing construction or service assignments at the Corpus Christi Refinery. Although, many guidelines are addressed in this procedure, other policies and procedures are in force at this refinery. The pertinent requirements of OSHA Regulations CFR 29, Part 1926, Safety and Health Regulations for Construction with CFR 29, Part 1910, identified as applicable to construction, also apply on projects at our worksite.

2.0 POLICY

It is the policy of Koch Refining Company (hereafter referred to as KRC) to provide a safe and healthful work place for their employees, visitors, all contractors and the environment.

3.0 SCOPE

The contractor is responsible for insuring that safe work procedures are practiced and that safe and healthful work conditions are provided and maintained. The contractor shall assure KRC that all their personnel have the required personal protective equipment, training, clothing and the necessary tools so they can adequately and safely perform their duties.

4.0 RESPONSIBILITIES

- 4.1 KRC's Contractor Safety Coordinator or designee assists the contractor in maintaining a safe and healthful workplace. He will conduct safety orientations as needed, safety training as needed hold preproject safety conferences with the contractor, perform safety audits and hold monthly safety meetings with the contractors.
- 4.2 KRC's project engineer, maintenance supervisor, maintenance planner or a designate is assigned to each project and is the liaison between the contractor and the refinery departments related to the contract work. Additional construction standard specifications may also be included in that representative's prebid package.
- 4.3 The assigned KRC project engineer, maintenance supervisor, maintenance planner or their designate is responsible for checking the qualifying safety evaluation for the contractor or contractors bidding for the project.
- 4.4 The KRC Area Safety Contact shall provide the chemical hazard information (Chemical MSDS), chemical hazard training requirements and personal protective equipment requirements



KOCH REFINING COMPANY

CONTRACTOR SAFETY PERFORMANCE PROCEDURES

to the KRC project designate or contractor safety contact during the pre project safety conference.

- 4.5 The contractor will have a designated safety representative/s on site and will periodically conduct safety audits of their worksite to correct any deficiencies in their safety program.

5.0 CONTRACTOR SAFETY POLICY MANUAL

The contractor will provide the KRC Occupational Health and Safety Department with a copy of their Safety Policy and Procedures manual. This policy should be as site specific as possible and shall contain the contractor company's Hazard Communications Program and their Drug and Alcohol Program.

6.0 CONTRACTOR SAFETY PROGRAM AND PERFORMANCE EVALUATION

- 6.1 As part of the contract acceptance process, and prior to commencing on-site work, the contractor shall provide KRC documented evidence of their safety program via the "Contractor Selection" questionnaire. See Attachment "A".
- 6.2 The safety and plant performance data shall be reviewed by the KRC Contractor Safety Team on a quarterly basis.
- 6.3 Each contractor will receive a safety rating from this review. The three ratings will be an "A", "B" or "C". The contractor may also be placed on probation or on a "Do Not Use" list if they do not meet the criteria of the above ratings.
- 6.4 The evaluation will be based on an EMR rating of one (1) or better, having a recordable incident rating at or below your industry's national average in your SIC Code and your inplant construction execution performance on refinery projects

7.0 REFINERY VISITOR ORIENTATIONS

- 7.1 All visitors to the Corpus Christi Refinery shall receive a visitors orientation at the main gate (Gate #3). Also this orientation can be obtained at Gate #2 and at the Mid Plant gate.
- 7.2 People who are considered visitors include: People who visit the main office, tour groups, vendors, sales people, Postal/package delivery personnel, parts delivery personnel, transport drivers who load and unload refinery products and purchased products.



KOCH REFINING COMPANY

CONTRACTOR SAFETY PERFORMANCE PROCEDURES

- 7.3 If a person normally listed in the visitor category should fall into a higher risk category, it will be at the discretion of the KRC's Occupational Health and Safety Department to determine if the individual should receive the additional contractor training at the Contractor Safety Council of the Coastal Bend.

8.0 CONTRACTOR SAFETY TRAINING

- 8.1 Contractors must assure that each of their employees receive a Refinery General Safety Orientation and a KRC Site Safety Orientation at the Contractors Safety Council of the Coastal Bend. This training is required annually and the employee must have a current badge to enter the refinery. This Council is located at 7433 Leopard, Corpus Christi, TX 78409. The Council telephone number is 512-289-5856.
- 8.2 Safety orientations shall also be given prior to major turn-a-rounds and in some cases before entering a new workplace where a specific chemical hazard exists.
- 8.3 The contractor's lead supervisor-in-charge shall schedule a pre-project safety conference with the assigned KRC Area Safety Contact to discuss any additional safety requirements or specific conditions concerning the project.
- 8.4 The contractor shall provide safety training to all their employees prior to starting work at the Corpus Christi Refinery, where applicable, according to this list:

Contractor Safety Council General Safety Orientation (CSCSB)
KRC's Site Specific Safety Orientation (CSCCB)
Hazard Communication and MSDS training
Personal protective equipment
First Aid and CPR, if applicable (ARC, AHA, or similar)
Fire prevention and protection
Fire watch training
Forklift training
Crane operations, signals and slings
Safe work permits
Hot work and welding
Employee entry into confined spaces
Confined space manway watch (Required through CSCCB)
Walk and work surfaces
Abrasive blasting
Housekeeping
Asbestos removal
Hydrofluoric Acid training (KRC's)
Respiratory protection

K 007714

Doc.#: 22-005



KOCH REFINING COMPANY

CONTRACTOR SAFETY PERFORMANCE PROCEDURES

Scaffolding requirements
Control of hazardous energy sources
Warning signs, signals, and barricades
Excavating, trenching, and shoring
Emergency evacuation and emergency medical assistance
Use of X-Ray or other radioactive material
Hazardous waste operations and emergency response plan
Reporting and correcting hazards
Periodic, documented safety inspections
Hazards of substance abuse
Fall protection

- 8.5 Documentation of all training and safety meetings shall be provided by the contractor and forwarded to the KRC's contractor safety coordinator during the month of the training

9.0 CONTRACTOR ACCIDENT / INCIDENT REPORTING AND REVIEW

- 9.1 Each contractor will investigate all incidents that have a potential to cause an injury or property damage. A copy of this investigation will be forwarded to the KRC Contractor Safety Coordinator no later than seven (7) working days from the date of the incident.
- 9.2 The incident investigation can be reported on your Company's incident investigation report form or you may obtain a copy of the KRC Contractor Accident Investigation report form and report the incident on that form.
- 9.3 The contractor shall submit a First Aid report for any first aid case. An Employer's First Report of Injury shall be submitted for any Workmen's Compensation case. Include these reports with your accident investigation report.
- 9.4 The contractor is responsible for scheduling a review meeting with a KRC Serious Incident Review Team within fourteen (14) working days from the date of the incident. This team is responsible for communications about the root causes for the incident and what actions have been completed to prevent a reoccurrence. The contractor will make the report to both the KRC Review Team and during the Monthly Contractor Safety Meeting.
- 9.5 The Contractor shall contact Incident Review Team (Tele. #242-8571) to schedule a review meeting. The KRC Review Team will consist of the following:

Recordable Injuries: Serious Incident Review Team Member, Project Engineer and Area Safety Contact.



KOCH REFINING COMPANY

CONTRACTOR SAFETY PERFORMANCE PROCEDURES

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Serious Property Damage or Lost Time Injury: Safety Manager, Refinery Engineering Manager, Project Engineer, Area Safety Contact and the Business Line Manager.

- 9.6 Each Contractor shall keep incident investigation reports, first aid reports, and the Employer's First Report of Injury reports at the jobsite.

Last Page

K 007716

Doc. #: 22-005

Corpus Christi Refinery

KRC-209

PAGE 6

April 1, 1994

Contractor Selection

Company	Address	Telephone #	SIC Code
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1. List of the Company's Worker's Compensation "Experience Modification Rating (EMR)" for three years:

Year: 19	EMR:	Hours worked:
Year: 19	EMR:	Hours worked:
Year: 19	EMR:	Hours worked:

2. Provide the following Interstate Worker's Compensation information:

A. Who is your current Worker's Compensation insurance carrier (name and address)?

B. Policy anniversary date?

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C. For what state(s) is the EMR you are submitting?

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D. Submit the number of claims that you experienced against your Workmen's Compensation for the past three years:

Year 19	Year 19	Year 19
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3. OSHA 200 safety information:

A. Submit a copy of your current OSHA 200

Year 19	Year 19	Year 19
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B. Overall Total Recordable Incident rate: (Total Recordable Injuries x 200000)

Total Hours Worked

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C. Number of Lost workday cases: (Columns 3 + 10)

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D. Number of Recordable Injury Cases: (Columns 1 + 2 + 6 + 8 + 9 + 13)

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E. Number of fatalities: (Columns 1 + 8)

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F. Total manhours worked:

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G. Has your Company been inspected by OSHA in the last three years?

Yes	No
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H. If yes, give dates, location of inspection, and forward copies of inspection paper work with this inquiry.

K 007717

4. Do you submit within 24 - 48 hours your First Aid Reports, Worker Compensation (E - 1) Report and an Accident Investigation Report to the Owner Company?			
Yes		No	

5. Do you conduct site Safety Audits ?			
Yes		No	
How often?			

6. Does your firm hold employee safety meetings?			
Yes		No	
If yes, how often?			
As Needed	Weekly	Bi-weekly	Monthly

7. Does your firm hold daily site "Tool Box" Safety meetings?			
Yes		No	

8. Your Company is required to send all supervisors and employees who enter the Refinery gates to the Contractor Refinery General Orientation and Koch's Site Specific Orientation at the Contractor Safety Council at 7433 Leopard.			
Have you complied with this requirement?			
Yes		No	

9. Does your Company require your supervisor to have as a minimum an OSHA 500 10 Hour Construction Safety and Health Standards Course?			
Yes		No	

10. Do you have a Pre-job Employee and New Hire Safety Orientation Program?			
Yes		No	
If Yes, does it include instructions on the following:			
Company Safety Policy	Yes	No	
Company Safety Rules/Procedures	Yes	No	
Client's Safety Rules and Procedures	Yes	No	
Safety meeting attendance	Yes	No	
Work hazard reporting	Yes	No	
Injury reporting	Yes	No	
Personal protective equipment	Yes	No	
Housekeeping	Yes	No	
Fire protection	Yes	No	
Your written Hazard Communications Program	Yes	No	
Toxic substances safety	Yes	No	
Substance Abuse	Yes	No	
First Aid	Yes	No	
Electrical safety	Yes	No	
Rigging safety	Yes	No	

K 007718

11. Do you have a Safety Training Program that provides your employees with all required or applicable training they will have to have prior to beginning this job?		
Yes	No	
If yes, indicate the applicable training that you have done for project:		
Correct use of Personal Protective Equipment	Yes	No
Fire extinguisher training	Yes	No
Hazard Communication/MSDS Familiarization	Yes	No
First Aid /CPR	Yes	No
Crane/Rigging Safety	Yes	No
Construction equipment (Backhoe, forklifts, etc)	Yes	No
Confined Space Entry	Yes	No
Confined Space Manway Watch	Yes	No
Confined Space Rescue	Yes	No
Safework/Hotwork/Entry permits	Yes	No
Firewatch training	Yes	No
Excavation/Trenching	Yes	No
Scaffold Training	Yes	No
Welding Safety	Yes	No
Electrical Safety	Yes	No
Respirator training	Yes	No
Walk and work surfaces	Yes	No
Abrasive blasting	Yes	No
Housekeeping	Yes	No
Asbestos removal	Yes	No
Hydrofluoric acid training (Koch)	Yes	No
Scaffolding requirements	Yes	No
Control of hazardous energy sources	Yes	No
Warning signs, signals, and barricades	Yes	No
Excavating, trenching, and shoring	Yes	No
Emergency evacuation and emergency medical assistance	Yes	No
Use of x - ray or other radioactive material	Yes	No
Hazardous waste operations and emergency response plan	Yes	No
Reporting and correcting hazards	Yes	No
12. Are your craftsman certified?		
Yes	No	

K 007719

13. List certified crafts and how they were certified?	
Crafts (welders, pipe fitters, crane operators, etc)	Means of certification (test, apprenticeship, etc)

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