



A Subsidiary of Union Pacific Corporation

PLAINTIFF'S EXHIBIT

UPRC-187

PLANTKEEPING INSPECTION

PROCEDURE NO. 62

PURPOSE

Plantkeeping is safety's strongest ally. It is capable of making or breaking many aspects of a safety approach. Plantkeeping encompasses both housekeeping and physical conditions. Both of these elements must be maintained in a state that is a detriment to accidents and reflects the refinery's attitude of requiring safety in operations. Inspections in this facet of the safety approach are essential to detect safety inadequacies which may contribute to accident causes for correction.

SCOPE

Housekeeping, in essence, is cleanliness and above all orderliness. Unsafe conditions may be dealt with by removal when feasible, by guarding or by use of warning devices. Plantkeeping is a primary responsibility of management. Supervisors must require that every employee does his part in keeping his workplace clean and orderly. Inspector teams comprised of management have the weekly duty to detect unsafe conditions. All management personnel are to be alert for unsafe practices on a weekly basis.

CONDUCT OF INSPECTION

Those assigned to the inspection team shall provide a substitute in event of a department manager approved conflict. Members of the inspection team will meet in the safety office for a briefing before the tour commences and at its conclusion. The inspection criteria, outlined herein, is to be used as a guide for listing discrepancies noted by the team. It is not intended to merely serve as a checklist; however, the space provided between the items in each category is to be used to make notes concerning existing circumstances. The recorder will submit the reports to the area supervisor describing the discrepancies the team detected, identify them by unit, location, and equipment. The area supervisor will submit the completed plantkeeping tour response summary and issue the necessary work orders for correction and record their number. A copy of the inspection report and summary will be forwarded to the involved area superintendents, department heads, refinery manager and the safety office. The department manager is accountable for the implementation of corrective action through supervision.



Area Supervisors Response Summary Plantkeeping Tour

1 Safety Office Attn: _____ Area _____
Copy: Department Manager _____ Date _____
Area Superintendent _____
Refinery Manager _____ Page _____ Of _____
From: Area Supervisor _____ (SIGN)

Briefly Describe Safety Problem Recorded On Inspection Report.	Describe Corrective Action Taken When Work Orders Are Issued. Show Number Of Each
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	

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Inspection criteria for a unit, control rooms, comfort stations, wash and locker rooms, compressor rooms and offices:

Cleanliness

1. Water or eye fountains used improperly.
2. Loose material (tags, papers, scrap, waste) on floor.
3. Inadequate number of waste containers.
4. Untidy smoking areas (cigarette stubs, drink containers on floor, benches, etc.).
5. Waste containers require cleaning.
6. Areas at vending locations, in refinery; cups, wrappers, paper, etc.
7. Stairs and floors accumulation of material.
8. Other.

Orderliness

1. Excessive amount of material not in use on table, work benches, machine, or consoles.
2. Material stored improperly in tool cabinets, in aisles, on ledges, against walls, etc.
3. Wearing apparel placed on other than coat racks.
4. Lack of sufficient space due to material arrangement.
5. Improper use of tables or storage cabinets.
6. Operating area, desks, untidy.
7. Desk, tables, benches, etc., not neatly arranged.
8. File and storage cabinets — appearance — unstable material on top.
9. File, desk or benches; drawers, doors open and unattended.
10. Other.



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Fire & Emergency

1. Access obstructed to emergency equipment; fire fighting, stretchers, valves, disconnect switches, etc.
2. Flammable liquids dispensed from improper containers.
3. Portable fire extinguisher inaccessible to hazard.
4. Unfamiliar with valve for extinguishing fire in exhaust stack or operating sprinklers.
5. "No Smoking" violations in warehouse or other restricted areas.
6. Inadequate aisle space.
7. Obstructions in aisles (loose wires, wood, equipment, material, etc.).
8. LP gas portable container relief valve not at highest point; mobile equipment.
9. Combustible material disposed of in open or improper containers.
10. Fire extinguishers, pressure, seal, inspected within year _____.
11. Door closers malfunction, inoperative or inadequately secured.
12. Employee not aware of location and use of fire extinguishers.
13. Employee unfamiliar with emergency evacuation route.
14. Flammable liquid containers inadequately grounded.
15. Work Permits (hot - entry - work order) implementation.
16. Emergency personnel doors - stuck, blocked, exit sign missing.
17. Emergency showers, adequate flow of water and has operator tested these on a weekly basis?
18. Fire blankets in their place.
19. Fire hose stations equipped, nozzle and hose.
20. Other.

Conditions

1. Defects of equipment, material or agencies.
2. Improper or inadequate dress or apparel.
3. Inadequate illumination, ventilation, clearance, congestion.
4. Hazardous design or construction, ladders, steps, guards, railing, ingress, egress, safety platform, bars.
5. Improperly piled, positioned or secured.

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PLANTKEEPING INSPECTION

Conditions

6. Inadequately guarded.
7. Defective premises, exposure to insects, animals or vegetation.
8. Slings, cables, ropes, chains and monorails in safe condition.
9. Other.

Unsafe Practices

1. Mandatory personal protective equipment in use - safety glasses with flat fold shields, safety shoes and hard hat.
2. Safety equipment adequate for the job performed.
3. Protective safety clothing properly in use.
4. Evidence of smoking in dangerous areas.
5. Proper lifting practices.
6. Compressed air used according to regulations (30 p.s.i. nozzle) (breathing air).
7. Steam and water hoses hung in place.
8. Horseplay.
9. Vehicle operated within speed limits.
10. Other.

General

1. _____ is the total number of employees in this area.
2. Material stacked improperly, crosstyng, stability, handling, accessibility.
3. Positive corrective action not taken on formerly reported safety plantkeeping discrepancy.
4. Employees instructed in proper use of block valves, safety devices, lockouts, machine stop control _____yes _____no
5. Supervisor make monthly contacts: _____yes _____no
6. Department safety rules reviewed with workers _____yes _____no
7. Safety conditions needing attention of plant engineering for assistance reported.
8. Do workers properly report first aid cases to supervisor _____yes _____no
9. Other.