

J

SAFETY RULES

Petroleum


champlin

Received by: *Joe Day*
In the interest of safety. Safety rules impose no
hardship. Their violation has caused accidents and
injuries.

CHAMPLIN PETROLEUM COMPANY
P. O. Box 9176
Corpus Christi Refinery
Corpus Christi, Texas 78408

AN 000230

CHAMPLIN PETROLEUM COMPANY

P.O. Box 9176

Corpus Christi Refinery

Corpus Christi, Texas 78408

Date

I have received and read a copy of the
Safety Rules.

Signature

AN 000231

CHAMPLIN PETROLEUM COMPANY

It is the policy of Champlin Petroleum Company to provide a safe and healthful working environment for all employees. To this end safety and loss control responsibilities are placed on the same level of management priority as production costs and product quality.

Safety and loss control are prime responsibilities of operating management. Every level of supervision must accept responsibility for the prevention of accidents in areas under their jurisdiction.

It is the responsibility of our Safety Staff to provide the functional guidance necessary to insure that all levels of management give proper consideration to safety factors when making decisions and to recognize and solve existing and future loss control problems.

It is the responsibility of every employee to comply with all safe work procedures and safe work methods, utilizing protective equipment where required.

Our goal is and must continue to be the maintenance of efficient operations while reducing injuries and controlling losses in each of our facilities.

Leon P. Shelton
Refinery Manager

foreward

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 thorough working knowledge of the job.
Safe tools and working conditions.

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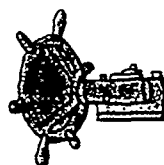
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emergencies

In Case of a Major Injury

First Aid Department Call 320 or 321
Nurse (Nights & Holidays) Call 852-4372
Ambulance (During Work Day) Call 320 or 321
Ambulance (Nights & Holidays) Call 882-5571
Fire Calls or other emergencies ... The sounding of short blast on the plant fire whistle that correspond with the following areas:

- 1 Area between East Gate and East Street
- 2 Area between East and West Streets
- 3 Area between West Street and Oak Park Ave.
- 4 Area between Oak Park Ave. and Buddy Lawrence Drive
- 5 Area north of railroad (Dock & Waste Treat. Area)

-All clear — 3 long blasts repeated 3 times.

A fire is reported within the refinery by dialing both the Crude Unit, 229 and the Main Control Room, 332.

When in doubt - call 882-7801 - Refinery Terminal Fire Company - reporting location of emergency.

Refinery Employees

Process Employees — Stay at your stations
Other Refinery Employees - Report to your assigned emergency stations for instructions.

Office Employees

Leave your office, close your door, and go directly to the front entrance. You will be directed to a point far enough away from the emergency area to insure safety. Do *Not* go to your car. Automobiles will be removed by authorized personnel.

All Employees

Instruct families to remain at home during

emergencies. Do not use plant telephones for personal calls.

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 and/or sent to a physician for proper attention. Any injury that occurs while on duty which requires medical treatment must be observed by a doctor (and treated by him, if desired).

In case of an injury not immediately reported, it will be necessary for the employee to provide conclusive evidence that the injury was sustained in the course of employment before liability can be accepted by the company.

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: Get help - Sound alarm.

Equipment Failure: Call supervisor.

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.

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 police.

AN 000234

do we
want anybody
to call police?

safety equipment



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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:

- Air Masks
- Fire Hoses
- Fire Extinguishers
 - Portable
 - Fixed Systems
- Foam
- Alarms

Fire control 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 or white cloth jacketed 1½" hoses are provided for utility purposes; do not use red 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

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Fire Fighting (continued)

is a conductor of electricity; use a dry powder extinguisher, CO₂ or sand.

Dry chemical extinguishers are only to be activated by puncturing the CO₂ cartridge at the time there is a fire. This is not to be done merely for standby purposes. In such instances be sure an extinguisher is on hand.

When cleaning vessels, tanks, pipelines, etc., all scale and rust must be kept wet and immediately removed to a safe area and disposed of. 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.

To use dry chemical fire extinguisher on a person whose clothes are on fire, 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.

In case of fire, pass the word that there is a fire at the time the extinguishing equipment is put to use. You may need help. Try the extinguisher by depressing nozzle for a short burst before approaching the fire and do not turn your back toward a fire you have put out. Back away from it. Flashbacks do occur.

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safety rules



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General Safety Rules

Familiarity with any job may foster over-confidence. 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 Office. Hazards are potential accidents and should be controlled or eliminated immediately.

Reporting Accidents

All accidents must be reported immediately to plant supervision and the Safety Department.

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.

Drinking

Intoxication or possession of intoxicating liquor or dangerous drugs while on company premises is prohibited. Violations of this rule could result in immediate dismissal.

Jokes & Horseplay

Tricks, practical jokes and horseplay are prohibited.

Personal Safety Rules

Personal Cleanliness

A beard or facial hair interferes with the respirator facepiece seal. It is necessary to be clean shaven daily.

To avoid skin irritations, use good housekeeping and hygiene practices. Whenever you come in contact with any irritating 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. Supervision will be responsible for the enforcement of this regulation.

Clothing

Dress for work. Body or athletic shirts are prohibitive. Under garments are necessary for the protection that proper ordinary work attire provides.

Oily clothing that is wet with gasoline or other distillates 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. *should be washed*

Clothes should not be so loose-fitting as to possibly get caught in moving machinery.

Feet

All refining employees are required to wear safety shoes. Serviceable shoes made of leather or other similar material may be used for the short period

necessary to obtain safety shoes. Canvas or open-toe type shoes are not permitted. Personal clothing is to be kept only in the location specified for that purpose.

Hands

Gloves must be worn when working with hot oil or when handling sharp or rough objects.

Eyes

Operating employees are required to wear eye protection at all times. Cover goggles and/or face shields must be worn on certain designated jobs. (See "Operations - Material Handling")

Ears

Ear protection will be worn at all times when in areas posted to be harmful to the human ear.

Emergency Disrobing:

Contact exposure of the person or clothing with caustic or toxic chemicals may require removal of all clothing. Do this under an emergency shower with the overhead deluge full open. *if possible*

corrosive

AN 000233

operations



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5mins or 5 air changes
whichever is greater.

Units

^{enter}
Employees must not walk through or congregate in control room unless their duties require them to do so.

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

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

Before purging furnace or boiler preparatory to lighting, all fuel line valves, burner valves and pilot light valves should be checked to make certain they are closed.

The furnace or boiler should be purged for a period of 20 to 30 minutes and the burners should be lighted immediately thereafter. ^{with 30}

Just before lighting burners, all burners and pilot valves should be checked again to be certain they have been closed.

Operators or unit supervisors should be present and supervise the lighting of a furnace or boiler.

An Operator should never start furnace operations without the approval of ^{the chief} the operator or unit supervisor.

Standard procedures and methods only should be used in lighting a heater or boiler.

Never attempt to light burners from the walls or tubes, or from one burner to another in a furnace.

Operators should always stand on windward side when drawing samples, bleeding or draining lines or equipment.

Vehicles are not permitted to drive in any unit that is in operation. During turnarounds such access is limited and must be authorized.

→ omitted 17
permitted

Units (continued)

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 upright when in use or stored.

Material Handling

Eye And Face Protection

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

- Welding
- Lead burning
- 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

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

Material Handling (continued)

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.

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, insulations, 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 $\frac{1}{4}$ of its length from the supporting object (wall, vessel, tank, etc.). Never stand on the top or second rung from top of a stepladder.

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.

Electrical

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

Vehicles

Observe refinery speed limit signs. The maximum speed limit posted is 20 MPH. Riding on vehicles within the refinery is restricted to the inside of the cab or seated on the bed of the truck. Hands, feet and legs must not extend over the sides or ends of the vehicles. Passengers shall not use any freight as seats. 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.

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 during winding operations.

Automotive equipment should never enter gaseous areas.

Loading And Pumping

In loading and unloading all gasoline, jet fuel, kerosene, diesel and butane trucks and trailers, 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 should 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, or pull up to the pit.

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.

Do not allow other cars or trucks near a butane tank truck while it is being loaded or unloaded.

Do not fill a tank truck with gas oil which previously contained gasoline, until it is gas freed.

Static Electricity (continued)

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 man shall be stationed at the brake with a pick handle to facilitate proper braking.

Gauging And Sampling

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

Keep hatches closed except when actually gauging or sampling.

Use both hands when climbing or descending a ladder and always face the ladder.

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

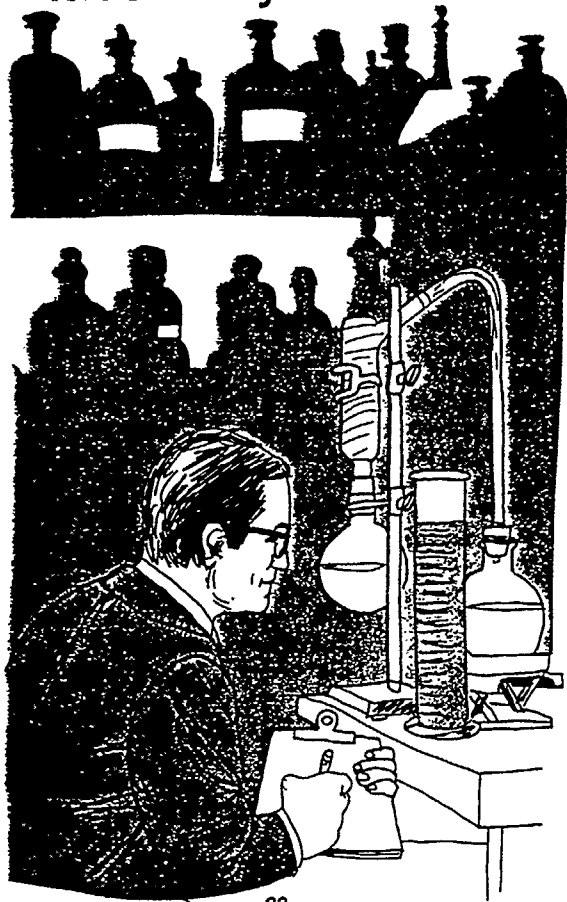
Carry bottles in the special containers made for that purpose.

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

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 and a face shield.

laboratory and treater



CHEMICAL HANDLING AND LABORATORY

All employees should take the necessary precautions when working with equipment or handling chemicals.

Protection

Employees should 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 should 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 should be completely protected.

Face shields should 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.

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

Hand and finger lacerations can be avoided if employees will observe the following when inserting glass tubes in stoppers:

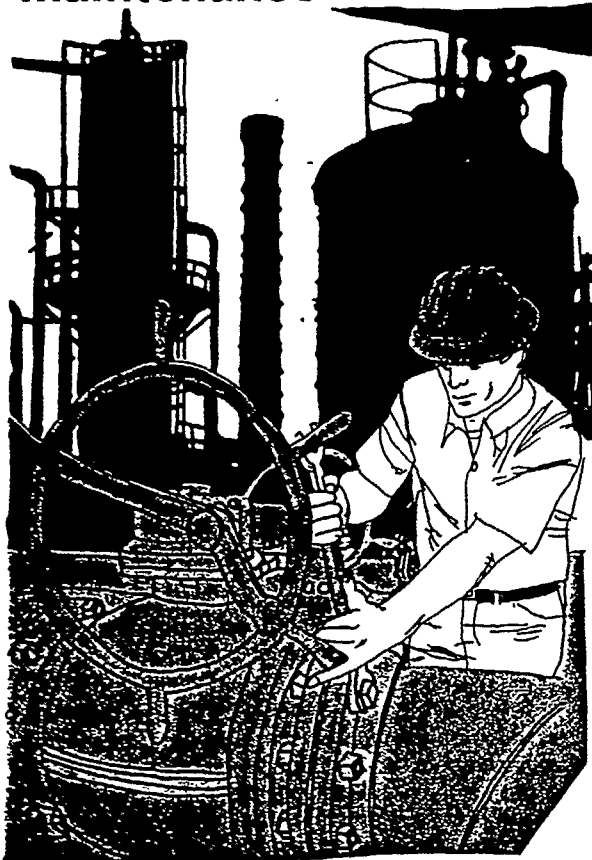
Make sure that the hole is large enough in stopper.

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.

maintenance



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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.

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

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

Welders should plug their ears when doing overhead welding, particularly in bell holes,

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Welding (continued)

to prevent hot flux or scales 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 having contained a hydrocarbon without a prior explosion meter check. No welding should be done on an acid line without a thorough flushing and explosion meter check.

Paint should be blasted or chipped from steel before cutting or welding to avoid vaporization of lead paint residues.

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 permit (see example) is required for cutting, welding, or hot work in hazardous areas.

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. (see permit procedures in the Refinery Safety Manual).

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. 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 should 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.

Boom Type Mobile Cranes And Hoisting Men

Riding on loads, hooks and slings is prohibited. When men are required to be hoisted, the Com-

Holsting (continued)

pany will provide a bosun chair and rigging so that it may be done safely.

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.

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 man 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 should never operate a valve in connection with a plant in operation unless instructed to do so by the operator in charge.

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

urden?
Furnaces & Boilers (continued)

on top of such furnaces or boilers for maintenance work except for work of an emergency nature to keep a unit in operation and, only then, after obtaining a permit from operations.

During shutdowns, the burner gas lines should 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 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.

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 should 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 should 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

Respiratory (continued)

Entering tanks or other vessels not certified as being gas free or dust free

Entering tanks that have held gasoline containing tetraethyllead, gauging tanks suspected of containing hydrogen sulfide (H₂S).

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

Canister type gas masks should 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 mask, he should immediately leave the area.

Before a man 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 man 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 should be entered without an outside man, unless it has been proven safe and is fully ventilated.

Alky Unit

Contains HF Acid

Personnel inside Alky Unit yellow line must wear PVC rain jacket, face shield and vinyl gloves. Some jobs may require additional safety gear - check with Operator or 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

Wear Ear Protection in noisy areas - These areas are posted on bulletin boards.

Hot Work and Vessel Entry Permits

Maintenance Men must obtain Hot Work and Vessel Entry Permits for work in Units and Tank Farms.

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

notes

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