



SECTION 1

CHAPTER 6

MONITORING CONDITIONS AND OPERATIONS

Purpose

The Company has established guidelines for monitoring conditions and operations to ensure that all employees work in a safe environment.

Scope

This policy applies to all Company facilities, vehicles, and equipment.

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Near Miss Reporting

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| Purpose | This document details the responsibilities of all employees for reporting near misses created by unsafe acts and unsafe conditions. |
| Identifying a Near Miss | A Near Miss is simply the recognition of a hazard. |
| Employee responsibility | Employees are expected to immediately mitigate and contain or remove the recognized hazard if it is safe to do so. If reasons do not permit, then the employee must report the recognized hazard to their supervisor. These recognized hazards will also be reported by filling out a Near Miss card. The Near Miss card will be turned in to be reviewed by the Yard Manager and HSE Coordinator. |
| Supervisor responsibility | If the employee is unable to mitigate and contain or remove the recognized hazard, the Supervisor will take steps to correct the hazard(s) to provide a safe work environment for all employees. |
| Safety Personnel Responsibility | Safety Personnel will review Near Miss Reports and distribute any necessary information to other areas to prevent reoccurrence of the recognized hazard. |



Scheduled and Periodic Inspections

Purpose Scheduled and/or periodic inspections will be conducted to identify, evaluate, and eliminate work place hazards and unsafe work practices. These inspections are described below.

Responsibility Yard Management, Supervisors, and Safety Personnel are responsible for completing scheduled and periodic inspections as indicated below

The Yard Manager will ensure that proper corrective action is taken. (See the chapter on *Developing Corrective Action* for more information.)

Any job that presents a life threatening hazard must be shut down and reported immediately. All employees have the authority to slow down or shut down an operation they believe jeopardizes the safety of people, property or the environment.

Scheduled inspections

The following table describes required inspections.

| Inspection | Purpose | Responsible Party | Time |
|--------------------------|---|--------------------------|-----------|
| Shop and Yard | Ensure Health, Safety, Environmental compliance | Yard Manager or designee | Monthly |
| Rig/Equipment | To ensure the integrity of OEM/API standards | Supervisor | Monthly |
| Truck/Trailer | To ensure the safe condition | Supervisor | Monthly |
| Light Vehicle | To ensure the safe condition | Driver/ Supervisor | Monthly |
| Wire Rope | Ensure structural integrity | Supervisor | Monthly |
| Overhead Crane and Hoist | To ensure safe operating condition | Yard Manager or designee | Monthly |
| HSE inspection | Compliance with OSHA, | Safety | Quarterly |



| | | | |
|----------------------|------------------------------------|--------|-----------|
| | EPA, DOT, Company | | |
| Field/Location Audit | Compliance with OSHA, EPA, Company | Safety | Quarterly |

There are other inspections required by the company (Forklift, SWD, Water Stations, etc) that are site specific. Each Region and line of business is responsible for completing those inspections that apply and address areas of deficiency.

Following-up on an inspection

Use the following procedure to follow-up on an inspection.

| Step | Action |
|------|--|
| 1 | Document inspection results. |
| 2 | File the original inspection. Retain the completed inspection for a minimum of three years. |
| 3 | Communicate all inspection findings and recommendations to Yard Management. |
| 4 | Identify person(s) responsible and time line for corrective action to mitigate deficiencies. |
| 5 | Yard Management and HSE Coordinators will follow-up to ensure deficiencies are mitigated. |