

Control of Work Changes

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HSSE Interim Directive
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I. CONTEXT

To move forward on our journey towards a safe, simplified facility that delivers consistent and dependable business results it is necessary to institutionalize the following interim changes to the control of work. With increasing level of risks, there is a great need for higher level of authorizations. These changes are necessary to ensure that we have appropriate levels of assurance and accountability to facilitate an accident and injury free operation of our site.

II. DIRECTIVE

A. Re-validation of ATW Permits

If a job is incomplete at the end of a shift, then the Authorization to Work (ATW) permit associated with that particular job must be revalidated by the responsible operator before the job can restart.

1. This revalidation must occur at the beginning of the shift when the job will continue.
 - a) No ATW is valid for more than fourteen (14) hours.
 - b) In addition, no ATW is valid for more than two (2) hours past the end of the standard operations shift.
2. If any changes have occurred to hazards, process, protective systems, job scope, or any other part of the ATW form, then the ATW must be revoked and a new ATW form must be completed before the work can be released to continue.
 - a) The revoked ATW must be removed from the work site. Once the job is complete, the revoked ATW must be attached to the applicable permits and kept in the 30-day file.
 - b) Section E is no longer valid and may not be used.
3. Revalidation of ATWs will be documented on the form in Attachment A (signed, dated and time-stamped) and attached to the ATW field copy.

- #### B. Supervisor Authorization of Confined Space Entry, Hot Work and LOTO
- Supervisor's signature is now initially required to authorize all Hot Work, Confined Space Entry and Lock-Out/Tag-Out forms. The supervisor will sign, date and time-stamp on the permits

1. The supervisor should sign, date and time stamp at the top of the hot work permit after the operator has completed Section A.
2. The supervisor should sign, date and time stamp at the top of the confined space entry permit after the operator has completed Section A, and the hazardous confined space entry section when applicable.
3. The supervisor should sign, date and time stamp at the top of the isolation procedure once the supervisor has approved the isolation steps and personally verified that the final isolation is in place. If an interim test is performed, the supervisor will again sign to confirm that the isolation is back in place.

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