

Control of Work Rollout Plan - Integrated Safe System Of Work (ISSOW)



ISSOW will be rolled out as follows:

1. Risk Assessment/Hazard ID – new PR-32

What the training is about: All work on site (routine maintenance, capital and TAR activities) is risk assessed during the planning process. This risk assessment forms the basis for how the work is done, and the mitigation plan output becomes an integral part of the issued permit for the work activity.

Training Schedule: Between Aug 1 and Oct 31 a one-day course for risk assessment/hazard identification will be presented to BP craft, operators and contractor frontline leaders.

During this time a three-day Risk Assessment Team Leadership course will also be delivered to maintenance supervisors, HSSE support personnel, asset coordinators, maintenance coordinators and job reps. This course will include the use of the ISSOW tool for risk assessment.

Rollout of PR 32: Rollout of PR 32 will take place in each processing area as training in that area is completed (from September through November).

Post Rollout of PR 32: 1) Limits on work activities become background guidelines. 2) Asset coordinators become accountable for setting limits on work based on the capability of Operations, unit operational status, and risk level of work activity. 3) Guidelines are in development to assure consistency of application across the site.



If you've done your training!

Turn over for more about **ISSOW** and how it affects you



Permit creation at another site. Photograph used with permission.

2. Safe Isolation and Reinstatement of Plant (SIRP) – revised PR-14

What the training is about: This course explains revisions to the old LOTO policy that include updates in response to incidents at the site, making blinding work, incorporation of breaking containment, blinding and return to service requirements in alignment with group standards.

Training Schedule: Between late Oct '06 and Dec '06 a one-day course will be delivered to all site personnel and contract frontline leaders.

Rollout of PR 14: Early '07 on completion of training.

3. ISSOW Tool – Replacement for ATW – PR-3

What the training is about: ISSOW includes electronic creation of permits that gives the site greater consistency and rigor in how permits are created. Archiving features allow reuse of permits and the use of routine permits for low hazard work.

Training schedule: Training will start in Jan '07 with all units trained in the ISSOW tool by approximately June '07.

The courses will include a one-day course for permit initiators, a two-day course for Operations accountable for isolation creation, and a three-day course for area system administrators.

Rollout of the ISSOW tool: By unit area as training is complete.

You will receive your personal training schedule for the courses you will need to attend from your supervisor

ISSOW Fact Sheet



Do you answer **YES** to any of these questions?

- Are you part of a work crew?
- Do you request permits?
- Do you issue permits?
- Do you authorize permits?
- Are you involved in performing isolations?

If you do, then ISSOW is for you!

What is ISSOW?

Integrated Safe System of Work (ISSOW) is a key ingredient for Control of Work and includes the electronic creation of permits that will give the site greater consistency in how permits are created.

As well as archiving features that will allow the re-use of permits and the use of routine permits for low hazard work, the system electronically integrates and controls permits, risk assessments, isolation controls, confined space entry, lifting operations and manual handling assessments.

BP has contracted Petrotechnics, the developers of the system already in use by BP internationally and with a number of other oil and gas operators, to configure and implement the ISSOW for the Texas City site.

A cross section of your colleagues worked with Petrotechnics to configure the "build" which is now complete.

ISSOW – make it safe

ISSOW contains features such as the ability to utilize past permits as the basis for developing new permits which not only saves time, but also promotes safety as you can build on lessons learned.

Also, the display of permits on a plot plan graphic provides an immediate overview of all work at a specific site and provides the information needed to determine if a conflict exists between jobs.

ISSOW will allow you to:

- Plan permits in advance
- Edit permits easily
- Copy permits for repeat jobs
- Search existing permits
- Request new permits
- Link permits together
- Risk assess every job and determine safety mitigations
- Capture lessons learned
- Archive the risk assessments for re-use
- View the entire worksite to determine what other jobs are currently taking place

Courses in Brief

Depending on your role, you will need to participate in the following training:

PR 32: Hazard Identification and Risk Assessment

- Assess workplace risks effectively using a systematic approach
- Identify hazards, consequences and the potential for harm
- Evaluate corresponding risks appropriately
- Identify appropriate controls
- Capture the lessons of experience
- Utilize ISSOW to support the risk assessment process
- Communicate hazards and controls via permit

PR 14: Safe Isolation and Reinstatement of Plant (SIRP)

- Discuss the purpose of SIRP
- Identify new concepts for Control of Work
- Plan and implement safe isolations
- Practice applying safe isolations
- Perform breaking containment
- Leak test and reinstate isolations

ISSOW "Tool" Rollout

There are 4 levels of ISSOW training:

- Overview: How to work under permits
- Level 1 for permit creators – i.e. performing authority
- Level 2 for area authorities, site controllers and isolation authorities
- Level 3 for site administrators

During training these roles will be explained.

Further courses will include:

- Level 2 Risk Assessment Team Leadership
- Safety Standards
- Safety Leadership

For answers to Frequently Asked Questions visit

<http://planetbp.bpweb.bp.com/article.asp?id=6448>