

**BP SOUTH HOUSTON
BPSH HSE POLICY MANUAL
SH-ADM-10: ADMINISTRATION – PROCESS UNIT /
OPERATING AREA ENTRY**

I. PURPOSE

The purpose of this HSE Policy is to control access to process areas, to keep operating personnel aware of all activities occurring in process areas, and to ensure hazards associated with the process are communicated to all individuals entering the process area. This procedure addresses Element 6: Operations & Maintenance in the HSE Management System and Element 11: Crisis and Emergency Management.

II. SCOPE

This policy will cover operating unit entry requirements and applies to all persons who wish to enter a process area for any reason.

III. EXCEPTIONS

Exceptions to this policy may only be granted by the Texas City Performance Unit Leader, the Texas City Process Safety Committee Chair, the Chocolate Bayou Works (CBW) General Manager, the Chocolate Bayou Works Process Safety Committee Chair, or their delegates. Exceptions must be documented and filed with the HSE Department.

IV. DEFINITIONS

- A. Process Safety Overview – includes a general process overview, PPE requirements, safe work practices, evacuation/muster point locations and primary hazards identified for the applicable unit/area.
- B. Supervisor - First line leader (FLL) at BPSH. Can be foreman, area supervisor, supervisor, working team leader, job representative etc.

V. GENERAL REQUIREMENTS

- A. All personnel (e.g., maintenance, contractor, laboratory, other support personnel, visitors) not assigned to the unit who plan to enter a process area other than the facility satellite shelter or control room must:
 - 1. Sign in and acknowledge that they have read and understood the facility process safety overview (located next to the sign in book).
 - 2. Verbally communicate the following information to unit operating personnel.
 - a) The nature of their business
 - b) The number of people in their group
 - c) The exact location within the process area to be entered
 - d) The expected time they will be in the process area

- B. The units are responsible for defining who is assigned to the unit. When defining this consider who is an integral part of operations and naturally accounted for in emergency situations.
- C. When leaving a process area, sign out and notify unit-operating personnel. Personnel are not required to sign out of the process area when leaving on short trips (approx. 30 minutes or less) to support facilities such as shops, toolrooms, warehouses, etc; however, they are responsible for notifying their supervisor of their whereabouts if a unit evacuation has occurred while they are away.
- D. The supervisor may sign for an entire group entering a process area, by entering each individuals name in the unit sign in logbook. This individual is responsible for ensuring that each member of the group has read and understood the facility process safety overview, for conveying information about any extraordinary hazards or conditions and for knowing the whereabouts of each member of the group.
- E. Operations personnel are responsible for notifying non-operating personnel of process hazards and conditions that may adversely affect personnel or the work being performed within the process area.
- F. Sign-in logbooks containing Form ADM-10 must be kept centrally located, properly marked and within reasonable distance of unit operating personnel. The facility asset superintendent may establish secondary sign-in logbooks and sign-in locations during times of significant non-operating personnel traffic (e.g., TAR's). During turnarounds (TAR's) or whenever a large work group is entering a unit or area to perform work, the Job Representative or lead person can have personnel sign in on Form ADM-10 at their field location instead of at the control room. This form will then be taken to the control room and placed with the sign in book before anyone enters the unit.
- G. Sign-in books must be retained in the control room for 30 days following the date of the last entry.
- H. If an evacuation alarm has been sounded, all personnel, except for operations personnel assigned to the unit, shall report to the designated assembly area/muster point and notify the appropriate personnel of their presence (for TCR, refer to S-12; for TCC, refer to A-7; for CBW refer to F-05).
- I. Bulk material delivery personnel entering the unit/process area to load or unload are required to sign-in at the control room or be escorted by operations prior to unit/process area entry.
- J. Laboratory personnel entering tank farm areas to catch samples are required to notify the responsible area prior to entering the tank farm and again when exiting the tank farm. This notification may be made via radio in lieu of signing in.

VI. REFERENCES

- A. 29 CFR Section 1910.119 (f)(4), Process Safety Management of Highly Hazardous Chemicals.
- B. 29 CFR Section 1910.38, Employee Emergency Plans and Fire Prevention Plans.
- C. Chocolate Bayou Works, HSE Procedure, F-05 Emergency Alarms and Evacuation Procedures
- D. Texas City Chemical HSE Policy, A-7 Emergency Action Plan
- E. Texas City Refinery HSE Policy, S-12 Incident Response & Reporting Procedure

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APPROVED BY:

D. L. Parus
Director BPSH

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