

HSSE Toolbox Talk

See HSSE Web at <https://wss2.bp.com/TexasCity/Safety/default.aspx> for more HSSE Resources

MINOR REVISIONS TO REFINERY HSSE POLICIES TO ALIGN WITH CONTROL OF WORK

Four Refinery HSSE Policies have been revised to align with the new PR-3 Control of Work Policy and reflect the following key changes. The effective date of these revisions will be established after completion of the organizational impact MOC action items, anticipated to be April 28, 2008.

S-20 Hot Taps, Line Stops and Temporary Leak Repairs

1. **Hot Tap/Line Stop Authorization** – Requires approval of the Operations Superintendent, Work Execution Superintendent, and Operations Leader.
2. **Temporary Leak Repair Authorization** – Requires the approval of the Operations Superintendent, Work Execution Superintendent, and Operations Leader.

S-25 Pressure Testing of Process Equipment

1. **Integrity/Strength Testing Authorization** – Requires approval of the BP Fixed Equipment Discipline Engineer, the Inspection Supervisor and the Operations Superintendent.
2. **Pneumatic Strength Testing** – Requires the additional approval of the BP Inspection Authority and the Operations Leader.

Note: Both S-20 and S-25 are under revision by the PSM Group and will be issued as PSM policies at a later date.

S-21 Planned Lifting Procedure

1. **Planned Lifting Procedure Authorization** – Requires approval of the Work Execution Superintendent, Heavy Equipment Supervisor, Maintenance/Project Engineer, Maintenance/Engineering Superintendent, Operations Superintendent and Operations Leader.
2. **Retention of Planned Lift Procedure** – A copy of the planned lifting procedure must be provided to Operations and retained with the Work Control Certificate package after completion of the job.

S-24 Procedure for Hoisting Personnel in Baskets

1. **"Permit for Hoisting Personnel in Baskets"** – "Permit for Hoisting Personnel in Baskets" and attach it to the Work Control Certificate (WCC) Package.
2. **Retention of Planned Lift Procedure** – The permit must be retained with the Work Control Certificate.

Note: Both S-21 and S-24 are under major revision by the HSSE and HEO Groups and will be issued at a later date.

For more information, the revised HSSE policies will be posted shortly at <https://wss2.bp.com/TexasCity/Safety/default.aspx> or contact your HSSE Department.