



Contractor Site Specific Project Safety, Health and Environmental Plan

BP Pipelines requires contractors to submit a Site-Specific Safety, Health and Environmental Plan (SSHEP) utilizing the following required template. The Plan must be reviewed and agreed to by BP Pipelines prior to deploying people or resources to the site. Contractors must also have written confirmation from the Project Manager that BP Pipelines is in agreement with their submitted plan.

The following apply to the content and utilization of the Plan:

- It is intended to be written so as to be understood by workers in the field.
- It must be reviewed each day as part of the ATW process with all employees and sub-contractors before they start work at the site.
- As a project moves to a different phase, the plan elements pertaining to that phase must be reviewed with all employees.
- Each day, and whenever site conditions change or new hazards are identified, ALL workers at the site will participate in completion of a BP Pipelines Authorization To Work (ATW) document which must include a work site “walk through” to assist/verify identification of hazard potentials.
 - The ATW must also be reviewed with all personnel who visit the site.

Subcontractor Requirements:

- Subcontractors must either be covered under the Primary Contractors SSHEP or
- Must submit their own SSHEP which must be reviewed and approved by the Primary Contractor prior to being submitted to BP for review and approval



(Your Company Name) Site Specific Health, Safety, Security and Environmental Work Plan		
Developed for: BP Pipelines		Date:
Location:	City:	State:
Job ID:		
Job Description:		
BP Pipelines (NA) Inc. Facility Contact:	Phone:	Cell:
Project Manager:	Phone:	Cell:
Contractor Foreman:	Phone:	Cell:
Person In Charge (ATW):	Phone:	Cell:
Contractor Safety Representative:	Phone:	Cell:
Contractor Site Safety Representative:	Phone:	Cell:
Injury and Illness Management		
(Here is what you will do in the event of an injury / illness on this job)		
First Aid/Minor Treatment Facility:		Phone:
Contact: (Dr. or professional medical providers name)		Phone:
Emergency Medical Treatment Facility: (Local hospital)		Phone:
Emergency Transportation Provider: (Attach driving route to this plan)		Phone:
Medical Management Plan Provider:	Contact:	Phone:
Incident Reporting & Investigation Process: (describe requirements & process)		
<p>Incidents that require medical treatment will be handled as follows: (Describe how you will ensure your site supervisors and employees know that all incidents must be immediately reported to the supervisor who in turn will immediately report the incident to the BP job rep. Unusual pain associated with the job will be included in incident reporting. Be specific with names and phone numbers and what exactly you plan to do.)</p>		
Sub-Contractor Information		
Subcontractor(s) Company Name(s):		
Subcontractor(s) Experience Modification Rate (EMR):		
Subcontractor(s) Rolling 3-yr Corporate OSHA Recordable Injury Rate (RIR) (If applicable):		
<p>All sub contractors will be required to follow all BP Pipelines and (your company name) Policies Primary contractor must describe how you will integrate sub-contractor activities into your Site Safety, Environmental and Health Plan, or must state that the subcontractor is preparing their own Site Safety, Environmental and Health Plan, which the primary contractor must provide to BP for review prior to work commencing.</p>		
Method contractor will use to ensure new-hire training has been conducted:		



Job Scope Overview				
(Describe the major elements or phases of the project or job.)				
Phase	Activity			
<p>EXAMPLE</p> <ol style="list-style-type: none"> 1. Remove existing floating roof seals. 2. Demo existing floating roof. 3. Remove existing steam coils and floating roof drain system and stage for re-installation. 4. Build new steel back slope pontoon floating roof. 5. Install new secondary and primary seals. 6. Re-install floating roof drain system and steam coils. 7. Misc. repairs and modifications to put tank back into service. 				
Hazard Communications				
(Your plan for communicating the hazards of the chemicals you bring on site, including pre-job review of chemicals used and required precautions and PPE for specific chemicals)				
Chemicals brought on site: (By generic use name) 1. 2. 3. 4. 5.		Special PPE or handling requirements: (List the PPE requirements for each chemical listed) 1. 2. 3. 4. 5.		
Are MSDS's supplied for each chemical brought on site? (The MSDS's for these chemicals will be reviewed during the pre-job hazard review. (You will bring these to the job site to share).		Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
Check (<input type="checkbox"/>) Safety Programs Directly Involved in Job				
<input type="checkbox"/> ATV Safety	<input type="checkbox"/> Cranes/Hoists	<input type="checkbox"/> Haz Com	<input type="checkbox"/> Lead	<input type="checkbox"/> Respiratory
<input type="checkbox"/> Asbestos	<input type="checkbox"/> Electrical Safety	<input type="checkbox"/> Hazwoper	<input type="checkbox"/> Lifting/Rigging	<input type="checkbox"/> Tank Cleaning
<input type="checkbox"/> ATW	<input type="checkbox"/> Excavation	<input type="checkbox"/> Hearing	<input type="checkbox"/> Lockout/Tagout	<input type="checkbox"/> Vehicle Safety
<input type="checkbox"/> Abrasive Blasting	<input type="checkbox"/> Equip. Inspection	<input type="checkbox"/> Heat/Cold Stress	<input type="checkbox"/> Pipeline Repair	<input type="checkbox"/> Other:
<input type="checkbox"/> Boat Safety	<input type="checkbox"/> Fall Protection	<input type="checkbox"/> Hotwork	<input type="checkbox"/> Pipeline Locate	<input type="checkbox"/> Other:
<input type="checkbox"/> Confined Space	<input type="checkbox"/> Hand/Power Tools	<input type="checkbox"/> H2S	<input type="checkbox"/> Radiation	<input type="checkbox"/> Other:
Required Safety/Work Permit(s) and/or Procedure(s) that Contractor Company will complete				
<input type="checkbox"/> Hot Work	<input type="checkbox"/> Excavation Checklist	<input type="checkbox"/> LO/TO/Blinding	<input type="checkbox"/> Pre-Entry Checklist	<input type="checkbox"/> Construction Permits
<input type="checkbox"/> Confined Space	<input type="checkbox"/> One Call	<input type="checkbox"/> MOC	<input type="checkbox"/> Lift Plan	<input type="checkbox"/> Other:



Safe Work Plan
(Includes the protective equipment, audits and other activities you utilize to address the hazards on the job)
Personal Protective Equipment Required on This Job
<u>PPE Required Throughout the Job At All Times:</u>
EXAMPLE
<ol style="list-style-type: none"> 1. Hardhat 2. Safety Glasses 3. Hearing Protection 4. Safety Toed Shoes
<u>Conditions requiring additional PPE:</u>
EXAMPLE
<ol style="list-style-type: none"> 1. Hearing protection will be worn in areas identified during the pre job hazard review as being above 85db, (Grinding, hammering, high noise equipment, etc.) 2. Gloves will be worn anytime materials being handled present a hazard to hands. (sharp edges, splinters, chemicals, etc.) 3. Face shields will be worn during operations where the potential for eye and face injury has been identified during the pre job hazard review. (Grinding, welding, hydroblasting, etc.)
Environmental
(Identify wastes generated and how they will be managed in language project crew will understand)
EXAMPLE
<u>Wastes Generated:</u> We anticipate the following wastes will be generated during this job:
EXAMPLE
<ol style="list-style-type: none"> 1. Misc. cans, plastic and paper from break and meals eaten on site 2. Pallets and misc. wood 3. Scrap steel 4. Welding rods 5. Discarded PPE such as gloves, FRC, etc. 6. Empty primer cans, paintbrushes
<u>Waste Management Procedure:</u>
EXAMPLE
All wastes will be brought daily to a central collection area (specify location) where they will be segregated (identify who will segregate), placed in appropriate containers (describe the names on containers and what goes in each container) and secured for disposal by BP Pipelines (NA) Inc. The BP Job Representative will be kept informed of any unanticipated wastes that are generated. All BP Pipelines waste management policies will be strictly adhered to by all personnel.
<u>Permit Compliance:</u> (List the compliance requirements & activities for each permit, and who is responsible for the requirement). Any environmental permit provisions in place for this job will be strictly adhered to. These provisions will be communicated to all (your company name) personnel on the job site as they are communicated to us by the BP Job Representative.
<u>Spill Containment:</u> (List procedures to prevent spills or leaks that might occur as part of the work from hitting the ground).
<u>Sensitive Area Protection:</u> (List procedures to protect sensitive areas)



Communications and Audits to Address the Job Hazards

EXAMPLE

1. *Before any work commences an initial job site, orientation must be held with the job foreman, crew, and project manager. A work site “walk through” must be conducted to identify/verify site hazards or potentials. Items to be covered in the site orientation, at a minimum, will include BP Pipelines (NA) Inc. Policies and procedures, emergency-reporting requirements, the facilities emergency warning alarms, evacuation procedures and routes. Also to be covered are all items in this plan. This meeting will be documented on the (Your company name) Initial job site safety meeting form and all other items listed on this form will be discussed.*
2. *Before the start of work each day and whenever conditions change, an ATW hazard assessment will be completed by all employees, and signed. The ATW will be reviewed with each new worker or visitor to the site each day and signed.*
3. *The project foreman will complete the following throughout the job:*
 - *Safety Meetings*
 - *Daily Work Permit, in addition to the permits issued by the BP Pipelines (NA) Inc.*
 - *Forward copy of all safety documents to the BP Job Rep*
4. *A weekly safety audit will be conducted and documented by the project foreman or their designee. This inspection will be documented on the Safety Inspection form. The project manager, field superintendent and regional safety coordinator will conduct un-scheduled audits during site visits.*
5. *Reward & Recognition practices: individual and team (describe)*

Vehicle Safety

(Identify specific vehicle safety precautions that will be implemented to minimize vehicle related hazards related to the project / job and that are consistent with your and BP’s Driving Safety Program requirements. This may include route planning to during and from the job, a parking plan / analysis to ensure pedestrian safety and to manage site traffic / congestion. Identify any load securing and verification procedures as applicable. Identify the procedure for verifying equipment brought on site will not strike overhead power lines.) In addition, a list, by name, of the Primary Contractors’ personnel who will be driving while working for BP must be documented here, and must state if they have successfully completed the required defensive driver training per BP Pipelines (North America) policy.

Vehicle Safety Requirements:

Security Measures

(Identify any security requirements or measures to be taken)