retail permitting and contractor awareness

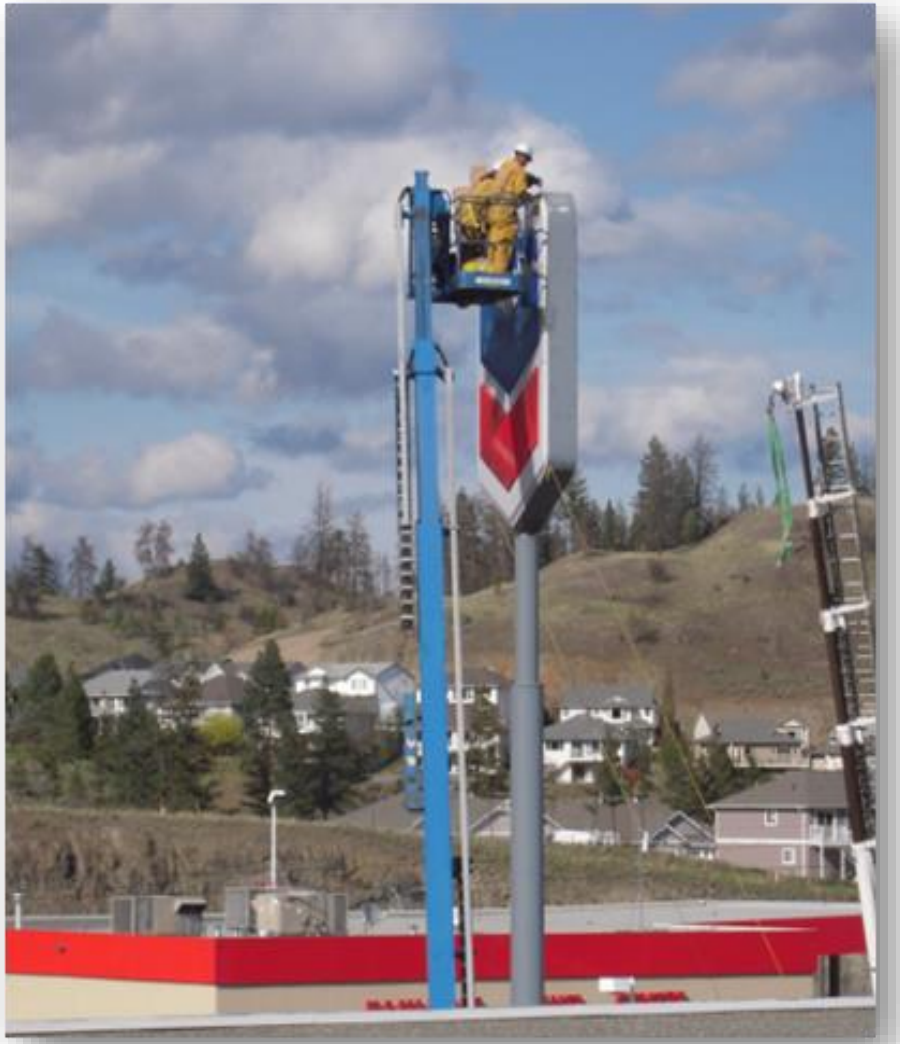
retail, C&I and sales automation

general awareness for contractors and subs working at retail and C&I sites

The data contained in this deck was shared with Chevron's contractors under an agreement which restricts Chevron's sharing of the information with others. The information may not be shared outside of Chevron's contractor pool.

agenda

1. Safety Moment (insert your own or past incidents)
2. Tenets of Operation
3. LPSA – Loss Prevention Self Assessment
4. SWA – Stop Work Authority
5. JSA – Job Safety Analysis
6. HAZ ID
7. API
8. Web site High risk awareness
9. Remote Permitting
10. SSE
11. Hand Policy
12. Incident Protocol
13. Retail Work Flow – High/Medium and Low Risk Guidelines
14. Third Party Waste
15. CHESM Process
16. CHESM Database & ISNetworld, Contractor Grades
17. Questions



Tenets of Operation

These Tenets must be followed by Employees, Contractors and their Sub-Contractors when working on Chevron facilities.

Tenets of Operation

1. Always operate within design or environmental limits
2. Always operate in a safe and controlled condition
3. Always ensure safety devices are in place and functioning
4. Always follow safe work practices and procedures
5. Always meet or exceed customers' requirements
6. Always maintain integrity of dedicated systems
7. Always comply with all applicable rules and regulations
8. Always address abnormal conditions
9. Always follow written procedures for high-risk or unusual situations
10. Always involve the right people in decisions that affect procedures and equipment

"DO IT SAFELY OR NOT AT ALL"

"THERE IS ALWAYS TIME TO DO IT RIGHT"

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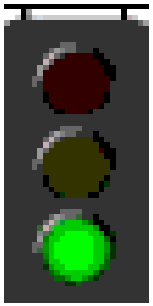
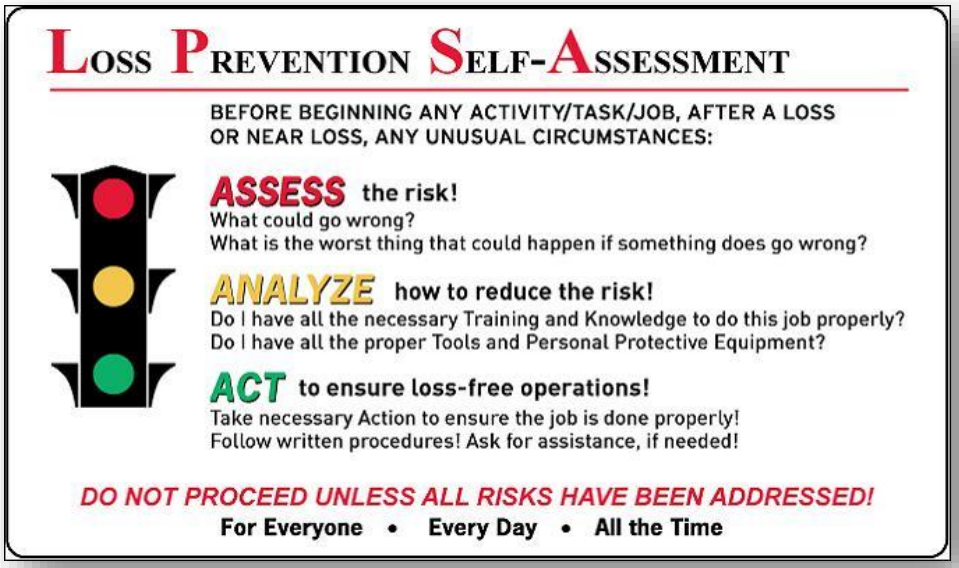
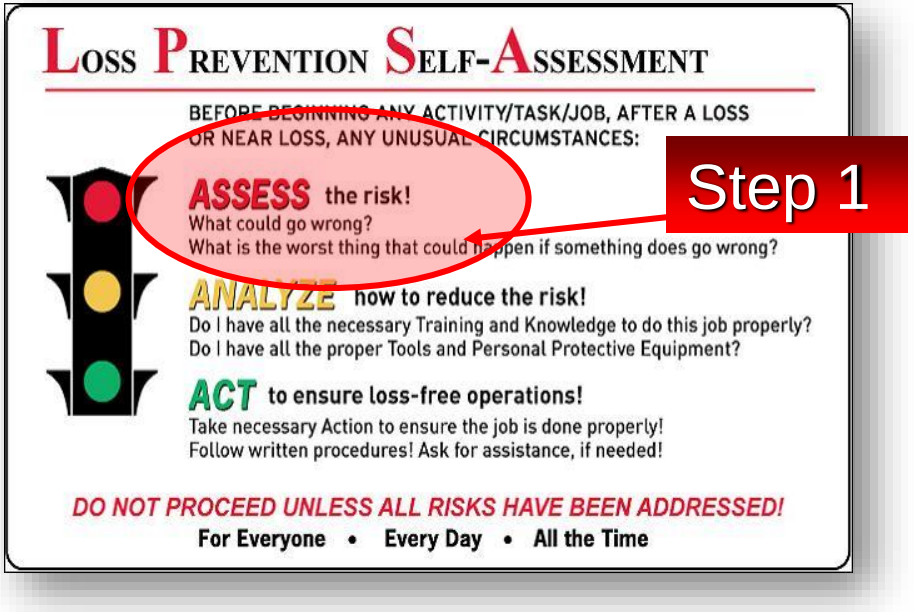
LPSA –
Loss Prevention Self Assessment





Assess the Risk
Working around Dispensers (example)

- **What could go wrong?**
  - Hit by car, injury
  - Slip, trip or fall over tools and equipment
  - Equipment is damaged
- **What is the worst thing that could happen?**
  - Injury that could results in loss of life



Analyze How to Reduce the Risk Working around Dispensers Safely

- **Do I have the necessary Training & Knowledge to do this job properly?**
  - Have I barricaded the work area properly?
  - Do I have all the tools I need?
  - Is my work area clear of obstacles to not cause hazard to myself or others?
- **Do I have all the proper tools and Personal Protective Equipment?**
  - Do I have appropriate PPE for the work outside? (48” cones, Hard Hat, gloves, vest, shoes, glasses etc.)

Act to Ensure Loss-Free Operations
Working around Dispensers

Take Action!

Take necessary Action

- Have I barricaded the work area, do I have all the tools I will need, Is my work area clear?
  - Make note to get proper cones for barricading, use store cones or use service vehicle as barricade
  - Review JSA for tools needed (if required)
  - Utilize good housekeeping to ensure tools and equipment does not cause a tripping hazard.
  - **Make eye contact with drivers when walking around outside**
- Do I have the appropriate PPE I will need?
  - Review JSA
  - Ensure vest, shoes, gloves, eye protection etc, (as applicable) is on before starting task, do not proceed unless able to work safely.

When should we use LPSA?

- At the beginning of the shift or before starting to work
  - Before you get out of the vehicle, on your drive to and from work, before you start something new
- Before changing tasks during the job
  - When moving from task to task,
- For non-routine work activities or unusual circumstances
  - If equipment is different, or if more challenging then usual
- When circumstances change during a task
  - Rain, Wind, increase in customers and vehicles, unexpected event happens
- After a loss or significant near loss
  - Almost involved in a incident, like tripping, cut, scrape, spill, fall, dropped, etc.

Before starting any task, no matter how small or routine!

"ALWAYS"

Loss Prevention Self Assessment (LPSA) and Risk Assessment

The last line of defense is YOU

Train your workers to look closely to identify potential hazards (especially with small routine tasks):

- **Workplace**
- **Activities**

Risk Assessment is a critical skill we need to practice:

- **Periodically stop our work**
- **Assess that we have identified all risks**
- **Even when things appear to be right**

- **Assess** the risk
- **Analyze** how to reduce the risk
- **Act** to ensure loss-free operations

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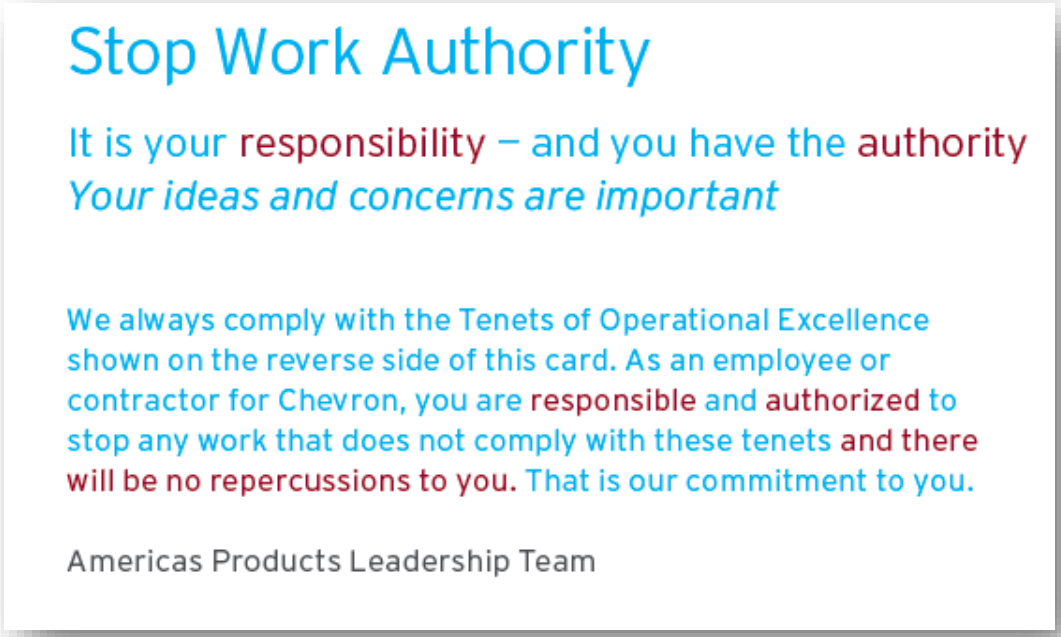
Stop Work Authority



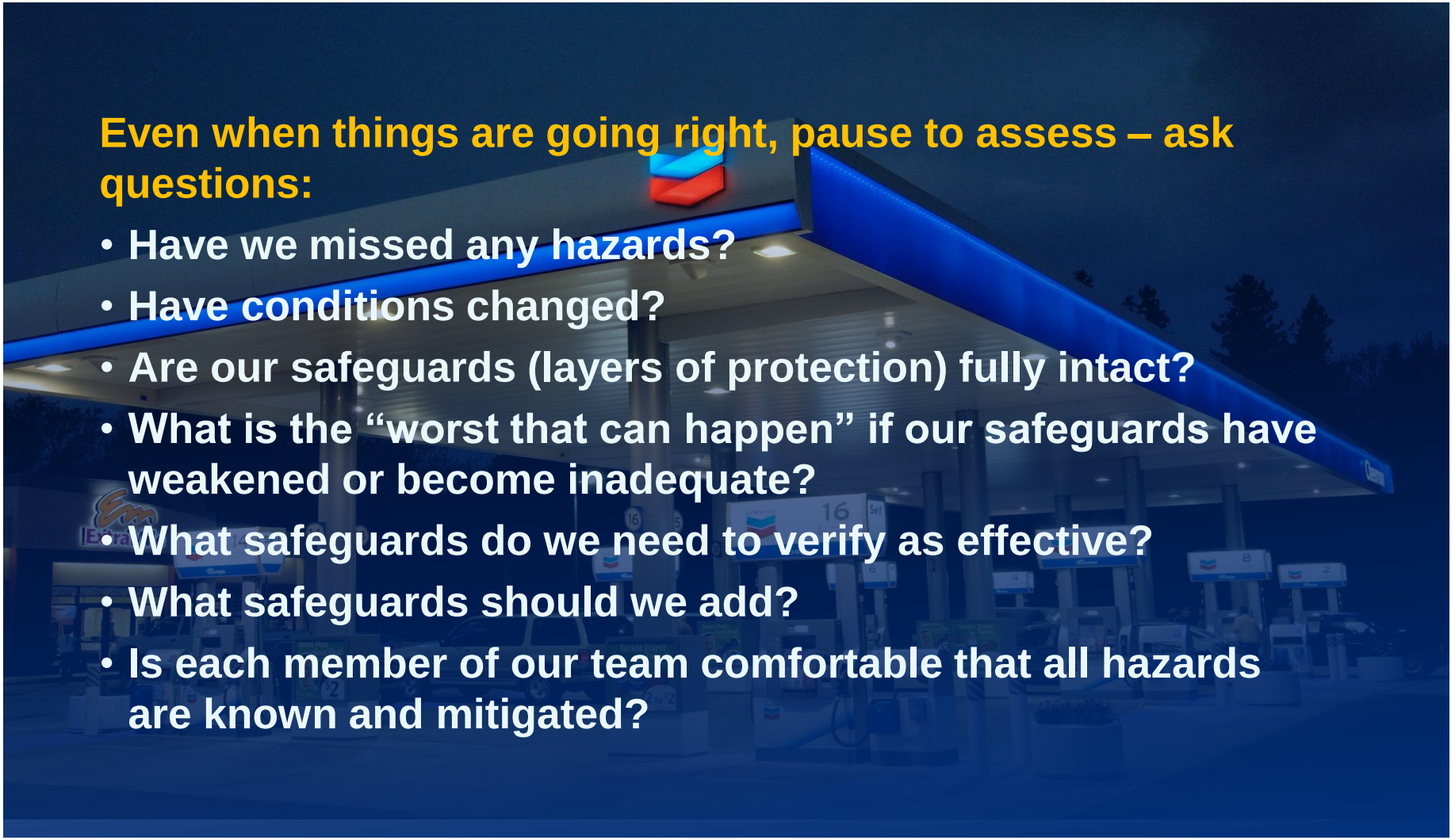
Stop-work Authority

Stop-work Authority
Situations That May Require SWA

Anytime you feel personnel, the environment or equipment is at risk

- Examples or types of situations where you might need to use stop-work authority:
  - **Conditions** you believe are unsafe
  - A **change in conditions**, such as severe weather, or when a team member is absent
  - **Changes in the scope** of your work or to a work plan
  - Even when **things seem "ok",** good opportunity to have a discussion, as a check point during work activities.
  - **After lunch or mid day** during an all day job
  - Whenever an **incident or near-miss** occurs
- Who can Stop Work?
  - **Everyone!**

Using Stop-Work Authority to Recognize and Manage Risks



Even when things are going right, pause to assess – ask questions:

- Have we missed any hazards?
- Have conditions changed?
- Are our safeguards (layers of protection) fully intact?
- What is the "worst that can happen" if our safeguards have weakened or become inadequate?
- What safeguards do we need to verify as effective?
- What safeguards should we add?
- Is each member of our team comfortable that all hazards are known and mitigated?

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JSA, JLA, JHA required for work

Job Safety Analysis
Review additional JSA training on Contractor Web site

Benefits of a Job Safety Analysis

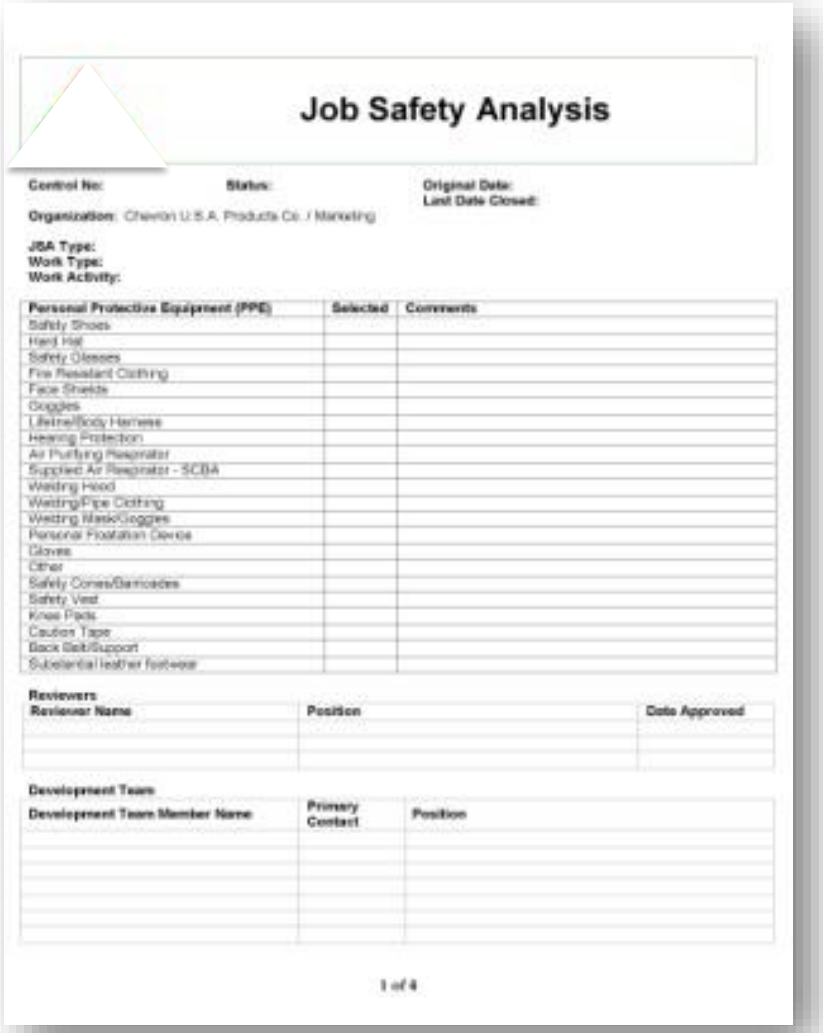
- Proactively identifies hazards and prescribes action to take for each hazard
- Assist in establishing proper job procedures
- Provides acceptable standard for a Behavioral Based Safety process
- Helps standardize common job tasks/processes
- Serves as an excellent “task training” tool
- Great tool for hazard analysis regarding High Risk work, new tasks, new equipment, or procedures that are non-routine

Baseline JSA’s can be used, however they must be made Site specific listing any additional hazards identified on that specific site.

Creating a JSA/JLA/JHA for each task

Six Key Sections

1. Administrative: Location, Date, JSA Type, Work Type, Work Activity
2. Personal Protective Equipment: Define the specific equipment/tools required for this task
3. Job/Task Steps
4. Hazards/Potential Loss
5. Critical Actions
6. Review and Approval



Job Safety Analysis

Control No: **Status:** **Original Date:** **Last Date Closed:**

Organization: Chevron U.S.A. Products Co. / Marketing

JSA Type:
Work Type:
Work Activity:

Personal Protective Equipment (PPE)	Selected	Comments
Safety Shoes		
Hard Hat		
Safety Glasses		
Fire Resistant Clothing		
Face Shields		
Goggles		
Lifeline/Body Harness		
Hearing Protection		
Air Purifying Respirator		
Supplied Air Respirator - SCBA		
Welding Hood		
Welding/Fire Clothing		
Welding Mask/Goggles		
Personal Floatation Device		
Gloves		
Other		
Safety Cones/Barricades		
Safety Vest		
Knee Pads		
Caution Tape		
Back Belt/Support		
Substantial leather footwear		

Reviewers

Reviewer Name	Position	Date Approved

Development Team

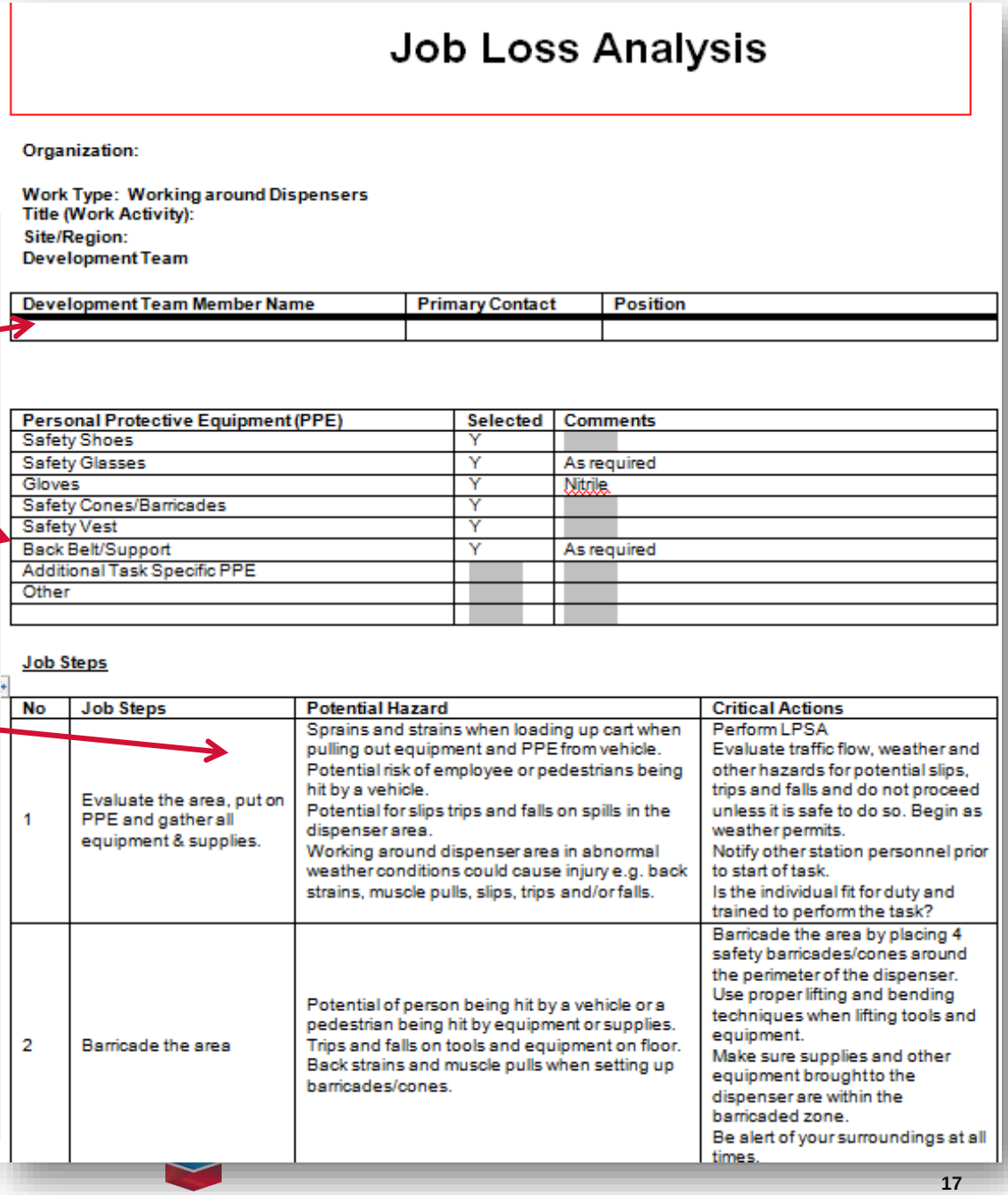
Development Team Member Name	Primary Contact	Position

1 of 4

Completing your JSA/JLA/JHA

Review and update

- Development Team
- Review PPE
- Review Job Steps, Hazards and Critical Actions
- Test in the field, make any updates
- Train and communicate to employees.



Job Loss Analysis

Organization:

Work Type: Working around Dispensers
Title (Work Activity):
Site/Region:
Development Team

Development Team Member Name	Primary Contact	Position

Personal Protective Equipment (PPE)	Selected	Comments
Safety Shoes	Y	
Safety Glasses	Y	As required
Gloves	Y	Nitrile
Safety Cones/Barricades	Y	
Safety Vest	Y	
Back Belt/Support	Y	As required
Additional Task Specific PPE		
Other		

Job Steps

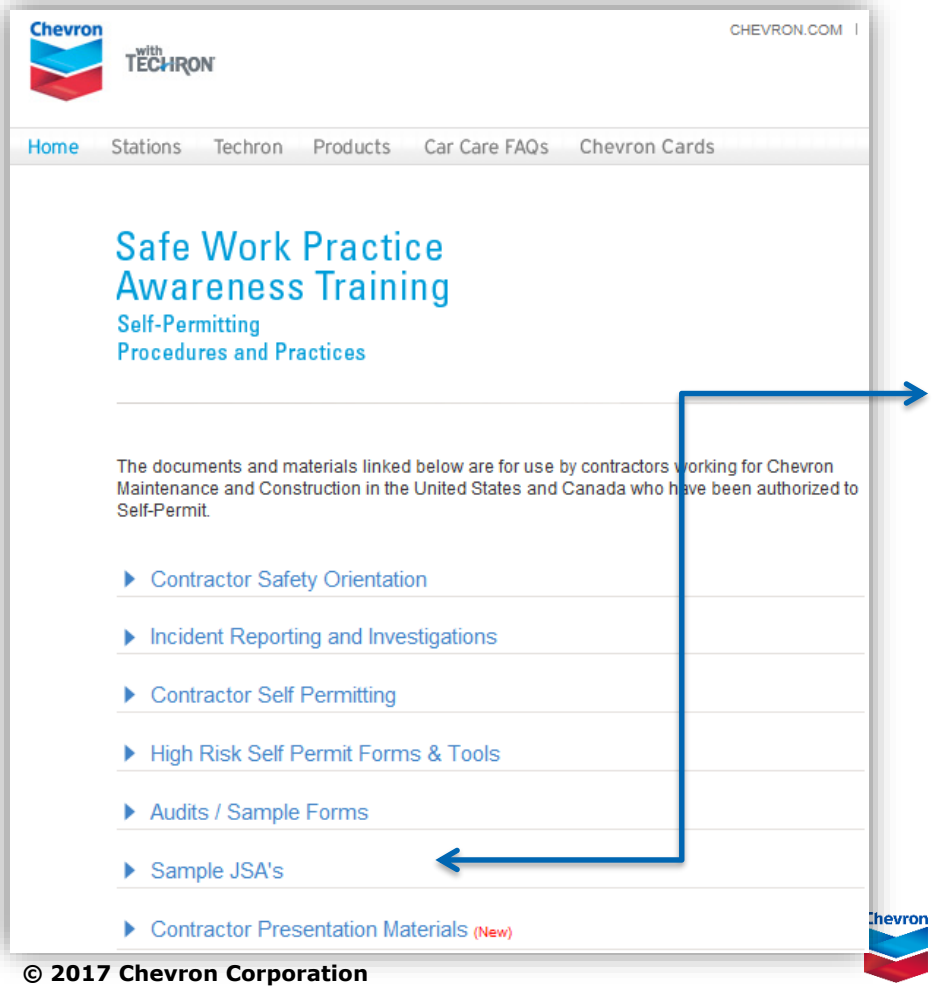
No	Job Steps	Potential Hazard	Critical Actions
1	Evaluate the area, put on PPE and gather all equipment & supplies.	Sprains and strains when loading up cart when pulling out equipment and PPE from vehicle. Potential risk of employee or pedestrians being hit by a vehicle. Potential for slips trips and falls on spills in the dispenser area. Working around dispenser area in abnormal weather conditions could cause injury e.g. back strains, muscle pulls, slips, trips and/or falls.	Perform LPSA Evaluate traffic flow, weather and other hazards for potential slips, trips and falls and do not proceed unless it is safe to do so. Begin as weather permits. Notify other station personnel prior to start of task. Is the individual fit for duty and trained to perform the task?
2	Barricade the area	Potential of person being hit by a vehicle or a pedestrian being hit by equipment or supplies. Trips and falls on tools and equipment on floor. Back strains and muscle pulls when setting up barricades/cones.	Barricade the area by placing 4 safety barricades/cones around the perimeter of the dispenser. Use proper lifting and bending techniques when lifting tools and equipment. Make sure supplies and other equipment brought to the dispenser are within the barricaded zone. Be alert of your surroundings at all times.

Completing the JSA cont.

3	Working around the dispensers	Inhalation of vapors can cause possible irritation. Required decals can fade and come off resulting in a possible notice of violation. Pinches or cuts can occur from sharp edges of dispensers or island equipment. Muscle pulls or strains can occur from improper bending. Potential being hit by vehicle not observing the barricaded area.	Service equipment using service guidelines. Ensure you have PPE on at all times. Stay within barricaded zone while working. Use proper bending techniques.
4	Move to the next designated area and repeat steps 2 and 3.	Potential of employee being hit by a vehicle or a pedestrian being hit by equipment and supplies when moving to the next dispenser. Trips and falls on tools and equipment in barricaded area. Back strains and muscle pulls when moving and re-setting up barricades/cones.	Perform LPSA prior to moving to next pump island. Do Not Rush to complete task. Pick up all safety barricades and other equipment. Use proper lifting and bending techniques. Perform a visual inspection around the dispensing area and proceed to next dispenser only if it is safe to do so. Establish eye contact with drivers, make sure drivers see you.
5	Remove barricades and return equipment and supplies to service vehicle. Remove PPE only when finished.	Potential of employee being hit by a vehicle or a pedestrian being hit by cart with supplies walking back to vehicle or store area. Trips and falls on tools and equipment on ground. Back strains and muscle pulls when removing barricades/cones and returning to storage area.	Perform LPSA prior to walking back to the station to put away equipment. Visually check path for obstructions, vehicle and pedestrian traffic and proceed when it is save to do so. Establish eye contact with drivers, make sure drivers see you. Return all PPE and equipment to it proper location. Use proper lifting and bending techniques.
6	Record task in the appropriate log.	Potential for notice of violation if defective equipment or missing agency required decals are not reported and replaced.	Notify other station personnel that task has been completed. Sign out in appropriate log.

Where to find generic (Baseline) JSA's

http://www.chevronwithtechron.com/safeworkpractices/maintenance-construction



Sample JSA's

These sample JSA's are intended for use as an awareness tool only and is not intended to cover all potential risks, hazards, and conditions. A JSA is not a substitute for compliance with applicable laws, regulations, or Chevron standards. Each contractor is ultimately responsible for the safety of its employees and its compliance with applicable laws, regulations, and Chevron standards. Changing conditions, such as weather, location, terrain, equipment, processes, etc., may not be addressed here, but must be addressed by each contractor with its employees before work begins, these tools should not be forwarded without Chevron's express consent.

- Sept 2011 - JSA Canopy Work
- Sept 2011 - JSA Confined Space Entry
- Sept 2011 - JSA Electrical Isolation
- Sept 2011 - JSA Electrical Re-Energizing
- Sept 2011 - JSA Gas Testing
- Sept 2011 - JSA Hot Work
- Sept 2011 - JSA Using a Portable Ladder
- Sept 2011 - JSA Using a Mobile Elevated Work Platform
- Sept 2013 - JSA Vacuum Truck Safe Operations

5 Steps to Working Safely
Station Managers will review with worker or superintendent

5 Steps to Working Safely

Purpose:

- To assist station personnel with initiating a safety discussion with contractors on site.
- To give more accountability in managing the safety at their site to Station Managers.
- To help contractors remember to perform risk recognition prior to working.

5 Steps to Working Safely

Please complete with comments prior to work starting. WO#_____

#1- WHAT TASK(S) ARE YOU PREPARING TO DO?

Are You Ready to Work safely now (explain)?
Comments:

Do You Have your JLAs for the task? Show Me!
(if no JLA for low risk task, contractor complete the following:
1) Hazard Identified_____
How I will control this hazard_____
2) Hazard Identified_____
How I will control this hazard_____
*If more hazards use the back of the form

#2- DO YOU HAVE YOUR PPE READY?

What PPE do you need to complete the work?
Comments:

Show me!
Comments:

#3- HAVE YOU USED LPSA? (LOSS PREVENTION SELF ASSESSMENT)

What hazards did you identify?
Comments:

What safe guards do you have in place?
Comments:

#4- WHERE WILL YOU BE WORKING?

Have you adequately used your Barricades or how will you make the work area safe?
Comments:

How will you protect yourself and customers?
Comments:

#5- ARE YOU READY TO USE STOP WORK AUTHORITY IF NEEDED?

Do you feel comfortable stopping work?
Comments:

If conditions change, Stop, Assess and Do Not Proceed until addressed!
Comments:

5 Steps Completed by _____Date _____
Was the work location left in a safe condition & Maintenance log completed
Yes_____ No _____
Version III 4/25/2017

For Low Risk work “5 Steps” document can be used as your JSA/JLA/JHA

For jobs that do not have a detailed JSA such as Low risk work (examples below) workers can use the 2 lines on the “5 Steps to Working Safely” form to identify a hazard and the control to mitigate that hazard.

Examples of Low risk work:

- Landscaping
- Painting
- Inside store repairs
- Plumbing
- EPOS work

The Store will keep this form once it’s completed and signed.

5 Steps to Working Safely

Please complete with comments prior to work starting. WO#_____

#1- WHAT TASK(S) ARE YOU PREPARING TO DO?

Are You Ready to Work safely now (explain)?
Comments:

Do You Have your JLAs for the task? Show Me!
(if no JLA for task, contractor complete the following:
1) Hazard Identified_____
How I will control this hazard_____
2) Hazard Identified_____
How I will control this hazard_____

#2- DO YOU HAVE YOUR PPE READY?

What PPE do you need to complete the work?
Comments:

Show me!
Comments:

#3- HAVE YOU USED LPSA? (LOSS PREVENTION SELF ASSESSMENT)

What hazards did you identify?
Comments:

What safe guards do you have in place?
Comments:

#4- WHERE WILL YOU BE WORKING?

Have you adequately used your Barricades or how will you make the work area safe?
Comments:

How will you protect yourself and customers?
Comments:

#5- ARE YOU READY TO USE STOP WORK AUTHORITY IF NEEDED?

Do you feel comfortable stopping work?
Comments:

If conditions change, Stop, Assess and Do Not Proceed until addressed!
Comments:

5 Steps Completed by _____Date _____
Was the work location left in a safe condition & Maintenance log completed
Yes No
Version III 4/25/2017

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hazard id

overview

Additional information regarding using the Hazard ID tool can be found on the Web site under “Hazard ID Tool Training”.

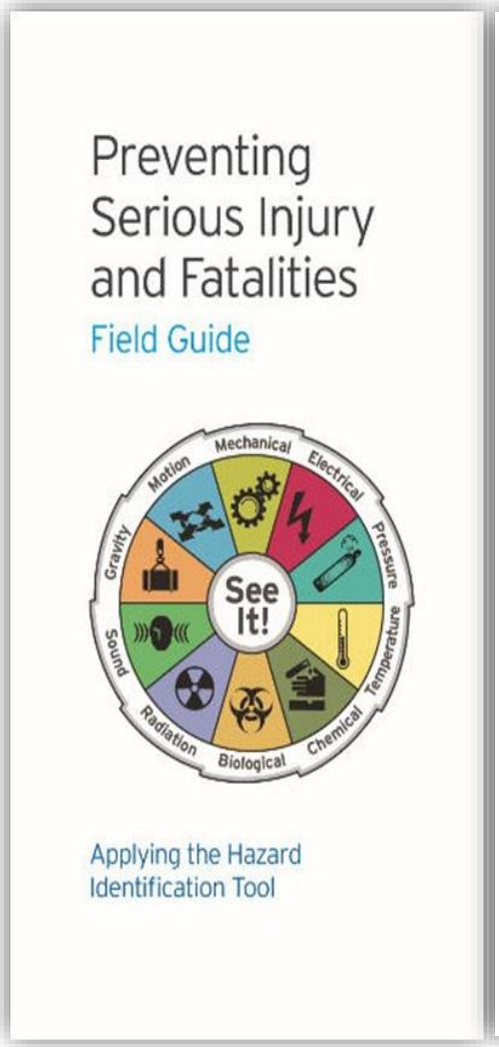
What is a Hazard

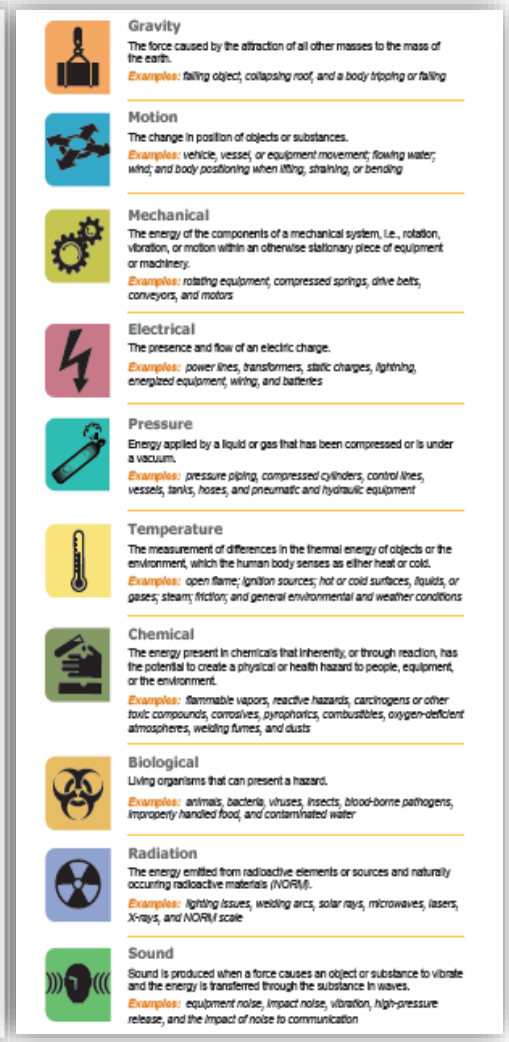
A condition or action that has the potential for an **unplanned** release of, or **unwanted** contact with, an energy source that may result in harm or **injury** to people, property or the environment.

Why use a Hazard Identification Tool?

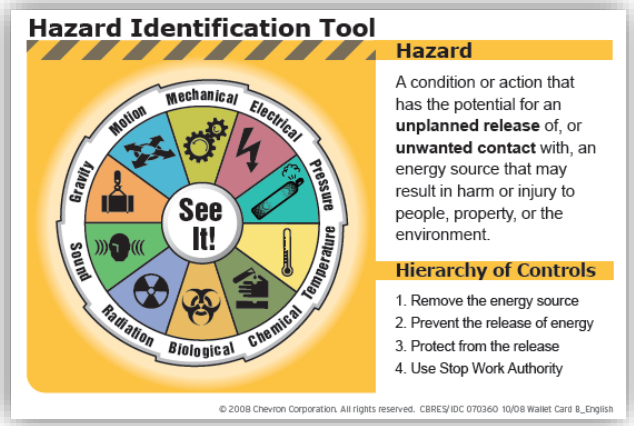
- Visual aid that helps you focus on hazard identification.
- Helps you identify hazards based on energy source identification.
- A simple method to help you complete daily activities and tasks safely and reliably.
- A tool which easily integrates with existing hazard assessment methodologies such as JSA/JLA/JHA, LPSA, etc…

Hazard ID Tools
Preventing Serious Injury and Fatalities & Hazard ID Tool
Copies of these tools and guides are available from your Project Manager





- Use the Hazard ID tools to help identify potential hazards that **may not be included** on the baseline JSA's
- Get all workers involved in the hazard ID process, no matter how small the task.
- Most injuries in M&C happened when doing routine work.



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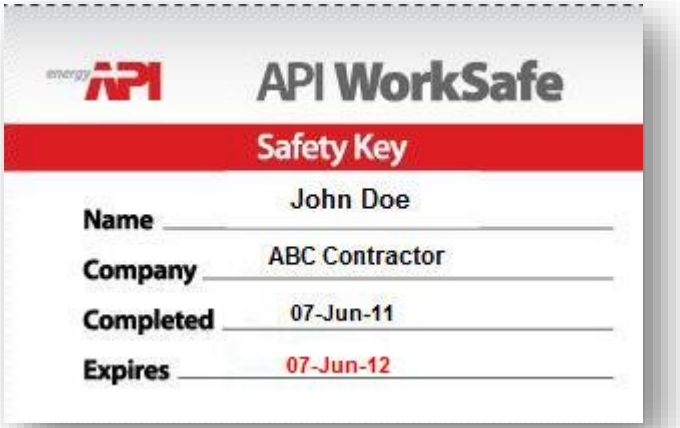
API 1646

Based on API Recommended Practice 1646 "Safe Work Practices for Contractors Working at Retail Petroleum/Convenience Facilities"



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API 1646 Certification is required

"API 1646" Certification is required for all High/Medium Risk Contractors performing work at Chevron COCO/CORO/COCA and C&I locations.

- All Workers must carry their VALID API card with them at all times
- Store personnel, HES and Project Managers will ask to see it while on site. **Work will be stopped if missing or expired**.
- If a Contractor is a Chevron "Low Risk" only - API is not required (janitor, merchandising vendors, survey etc.). **Contractors your subs must all have API cards**.

Best Practices

- Make several copies of your card, keep one in wallet, one in truck, one on file with the office and take a picture with cell phone.
- Create schedule when recertification is due again to ensure no workers cards expire
- Log on to the API Web site to verify if a worker has a API Worksafe card and keep track of expired workers.

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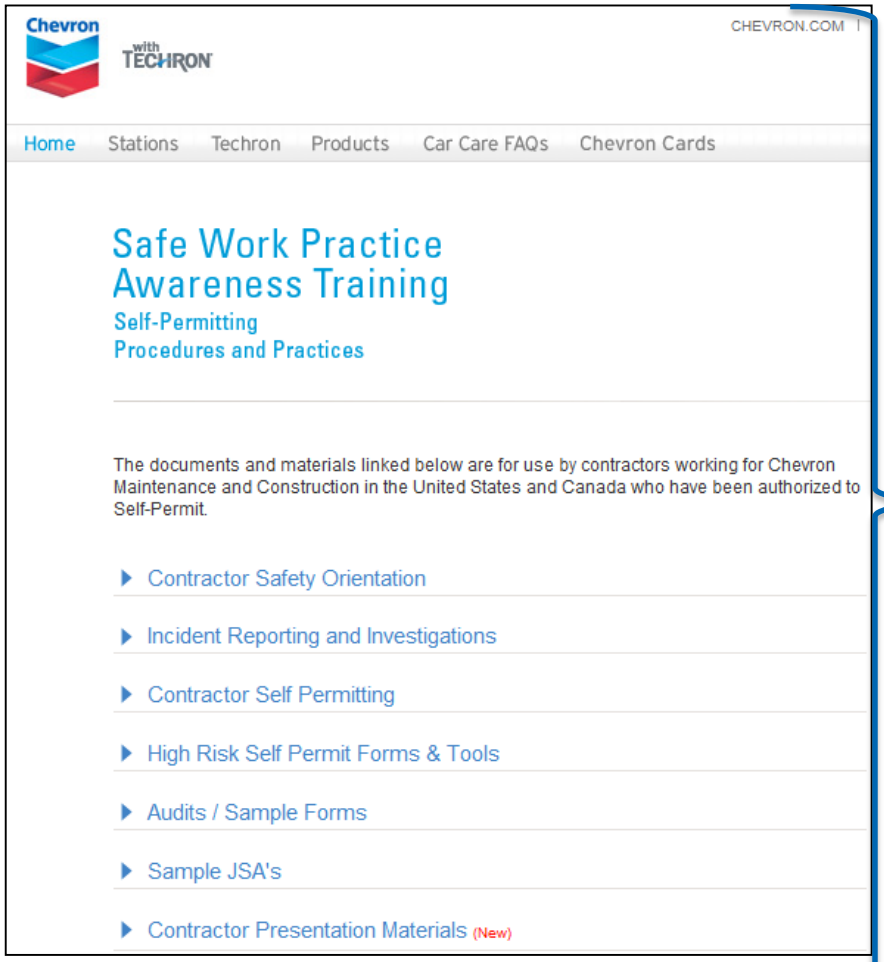
safe work practice

Safe Work Practice Standards are available on the SWP web site for Contractors and Sub-Contractors use.

High Risk Awareness decks are available as a summary of the Chevron standards for Retail.

http://www.chevronwithtechron.com/safeworkpractices/

High Risk Awareness Material
Contractor Safe Work Practice Web site

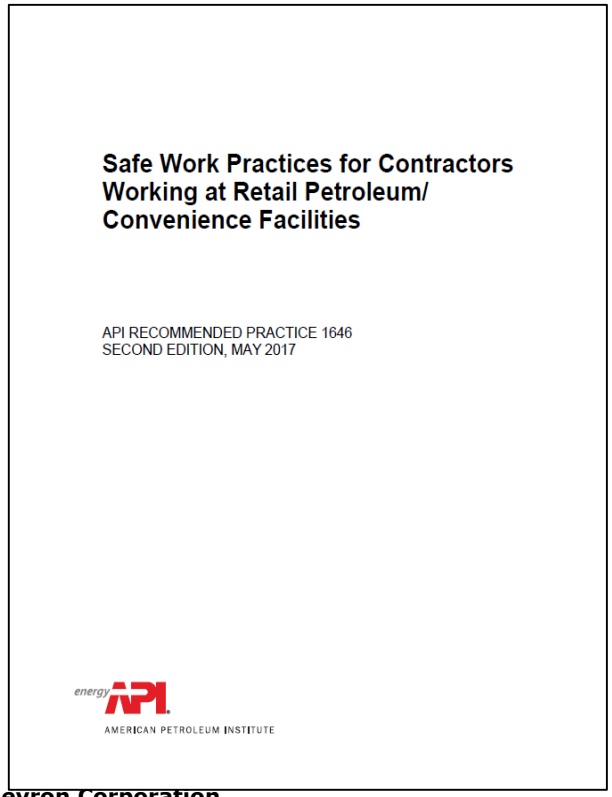


http://www.chevronwithtechron.com/safeworkpractices/maintenance-construction

- **This Remote Permitting Overview Deck**.
- **Review High Risk Work Awareness** training material for your specific scope of work, review/ train Sub Contractors based on High risk work they perform
- **Review Hazard Awareness**, everyone should review and be able to use the tools
- **Review PPE and Site Safety** Plan requirements
- **Use CHESM MSW Field V&V form** as a checklist to validate work understanding
- **Review Preventing Serious Injury** and Fatalities Field Guide as a tool to review JSA's and job site safety prior to work starting.
- **Use Pre Job safety** briefing tool if you don't already have one.
- **Ensure JSA's are validated** and Rescue plans developed as necessary.
- **Review Third Party Waste Awareness** material

Chevron Contractor Safety Requirements

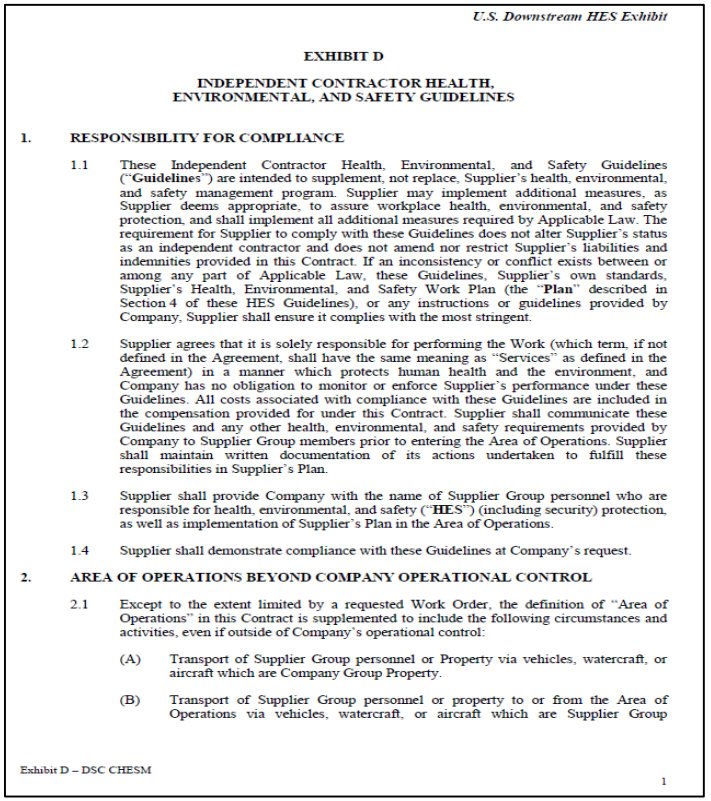
Retail M&C contractors must follow OSHA/CAL OSHA/ Worksafe BC and the Safe Work Practice Standards along with the "API 1646 dated May 2017" and the Contractor Health, Environmental and Safety Contract Addendum and Chevron Specific Safe Work Practices (whichever is more stringent) Material is available on the Contractor Web site.



Safe Work Practices for Contractors Working at Retail Petroleum/ Convenience Facilities

API RECOMMENDED PRACTICE 1646
SECOND EDITION, MAY 2017

energy API
AMERICAN PETROLEUM INSTITUTE



U.S. Downstream HES Exhibit

EXHIBIT D

INDEPENDENT CONTRACTOR HEALTH, ENVIRONMENTAL, AND SAFETY GUIDELINES

1. RESPONSIBILITY FOR COMPLIANCE

1.1 These Independent Contractor Health, Environmental, and Safety Guidelines ("**Guidelines**") are intended to supplement, not replace, Supplier's health, environmental, and safety management program. Supplier may implement additional measures, as Supplier deems appropriate, to assure workplace health, environmental, and safety protection, and shall implement all additional measures required by Applicable Law. The requirement for Supplier to comply with these Guidelines does not alter Supplier's status as an independent contractor and does not amend nor restrict Supplier's liabilities and indemnities provided in this Contract. If an inconsistency or conflict exists between or among any part of Applicable Law, these Guidelines, Supplier's own standards, Supplier's Health, Environmental, and Safety Work Plan (the "**Plan**" described in Section 4 of these HES Guidelines), or any instructions or guidelines provided by Company, Supplier shall ensure it complies with the most stringent.

1.2 Supplier agrees that it is solely responsible for performing the Work (which term, if not defined in the Agreement, shall have the same meaning as "Services" as defined in the Agreement) in a manner which protects human health and the environment, and Company has no obligation to monitor or enforce Supplier's performance under these Guidelines. All costs associated with compliance with these Guidelines are included in the compensation provided for under this Contract. Supplier shall communicate these Guidelines and any other health, environmental, and safety requirements provided by Company to Supplier Group members prior to entering the Area of Operations. Supplier shall maintain written documentation of its actions undertaken to fulfill these responsibilities in Supplier's Plan.

1.3 Supplier shall provide Company with the name of Supplier Group personnel who are responsible for health, environmental, and safety ("**HES**") (including security) protection, as well as implementation of Supplier's Plan in the Area of Operations.

1.4 Supplier shall demonstrate compliance with these Guidelines at Company's request.

2. AREA OF OPERATIONS BEYOND COMPANY OPERATIONAL CONTROL

2.1 Except to the extent limited by a requested Work Order, the definition of "Area of Operations" in this Contract is supplemented to include the following circumstances and activities, even if outside of Company's operational control:

(A) Transport of Supplier Group personnel or Property via vehicles, watercraft, or aircraft which are Company Group Property.

(B) Transport of Supplier Group personnel or property to or from the Area of Operations via vehicles, watercraft, or aircraft which are Supplier Group

Exhibit D – DSC CHESM

1

GC's responsibilities From Contractor Safety Program

- GCs have the responsibility to make sure that all **employees** under their supervision, including **sub-contractors** and third-party service providers, are adequately trained and informed of all applicable safety practices.
- All workers on our sites are required to possess and carry a **valid API card**. GC also must ensure that only qualified and approved personnel are Remote Permitting and all High Risk **Permit Writers must be documented** and approved by Chevron.
- **All training and certification of Sub-contractors** is the responsibility of the GC, Sub-contractors are not allowed to work alone performing High-risk work unless the GC is on site supervising and permitting work.
- GC must have a process in place to **select, manage and train the sub-contractor** and their **employees** on the Chevron requirements. Documentation of selection and training must be submitted to Chevron as requested. Sub-Contractors are not authorized to Remote permit without prior approval.

How to validate these items:

- **Review Safe Work Practice Web site** with workers and all Sub Contractor workers who will be on-site
- **Validate API cards** are current for all Workers and Sub Contractors who will be on –site.
- **Document the training** of all workers and Sub Contractors who will be on site.
- **Use the Competency Observations** (Permit Writing, Gas Detection or SSE competency tools) as a way to validate worker competency.
- **Create a updated Remote Permit Writer form** listing all members of the team who are competent to Remote permit work either done by them or overseeing others. Form needs to be sent to your Chevron Contract Owner for review.
- **Identify all SSE's** prior to their starting work and ensure SSE's have a Mentor assigned to them at all times and are visually identified. Complete the SSE notification form and submit to CO prior to SSE's working on-site. Retail SSE Competency assessment tool available if unable to meet 6 month requirement.

Chevron

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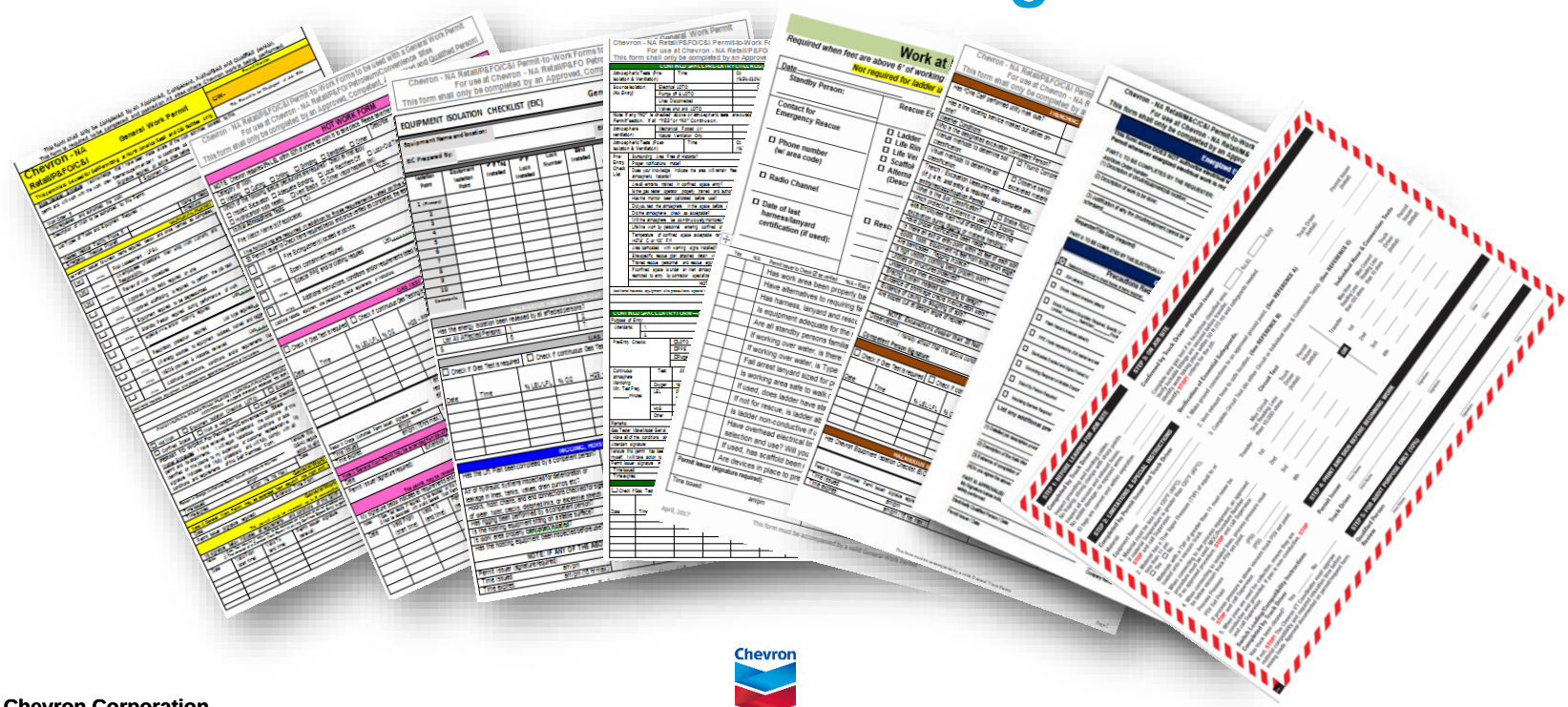
Remote Permitting

General Work Permit and High risk forms



Scope

- The Remote Permitting Process is for use by Chevron Maintenance & Construction contractors working at US & Canada Retail and C&I Facilities including.
  - Construction
  - Maintenance

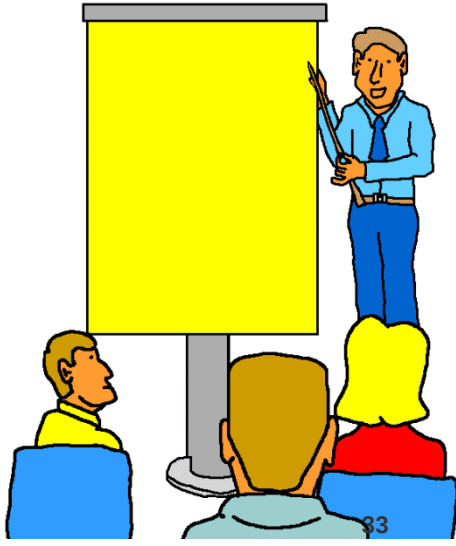
Remote-Permitting is only approved for use by qualified and authorized contractors performing construction and maintenance activities at retail fuel distribution and/or convenience stores in the US and Canada.

Note: This Process is not authorized for use at Chevron Marketing Terminals or Retail facilities outside of the US and Canada.

Contractor Authorization to Remote Permit

- Company Requirements for Remote Permitting
- Authorized by:
  - Chevron M&C Management
- Qualified by:
  - API 1646 Training and current certification of contractor employees on recommended practice 1646 (Safe Work Practices for Contractor Working at Retail Petroleum/Convenience and C&I Facilities) and Specific Chevron SWP based on scope of work permitting.
  - Signed Contract
  - Annual Contractor Update/Training Meeting

NOTE: Sub Contractors are not automatically authorized to remote permit, permitting of sub contractor work is the responsibility of the GC. See GC process to certify subs to self permit.



GC Remote Permit Writers for High risk work

Contractors are required to supply an updated list of employees who have been approved to Remote Permit High risk work at Chevron sites.

- **In order to remote permit work the GC must ensure that each employee has completed the following:**
- Review API practice 1646 and has valid ID card
- Received training from GC on Chevron Contractor Remote Permitting (this deck) available on Chevron web site.
- Competency has been verified by the GC for the area of high risk work they will be permitting. (Permit Writer Competency Tool) should be used.
- Provided list to Chevron Contract Owner and have documented training records.

High Risk = Work

- ❑ **Hot Work**
- ❑ **Confined Space Entry**
- ❑ **Trenching & Excavation**
- ❑ **Rigging, Hoisting & Lifting**
- ❑ **Working at heights**
- ❑ **Lock Out Tag Out**
- ❑ **Energized Electrical**
- ❑ **Use of Vacuum Trucks**

Task Consequence Catalog use

- High risk Activity requires work permits to be written and signed my 2 separate workers.
- All Critical Work activities requires work to be reviewed prior to start by a Chevron representative (Project Manager or OEHES).
- The list below may be updated from time to time, communications will be sent out by Chevron when there are changes. For any questions please contact your Project Manager.
- Below is a list of Critical tasks, High risk is listed on the following page.

Critical

- Energized electrical conductors:> 300v (within restricted approach boundary) - excluding troubleshooting, voltage testing)
- Excavation: > 20 ft. deep (6.1m) (Confined Space Entry)
- "Lift – Critical Heavy lift (over 75% of lifting device capacity)Complicated Lifts (per L&R Standard)Complex Lifts (per L&R Standard) Blind Lifts "
- "Lift – Critical Lifts within the minimum Clearance Distances noted in DS&C Lifting & Rigging Standard Table J-1"" http://www.chevronwithtechron.com/safeworkpractices

TCC – Retail Critical and High risk work activities

High

- Area lighting repairs (light bulbs and isolated components) - involving work at heights
- Asbestos - disturbance or removal of asbestos containing material (ACM)
- Confined Space Entry - Isolation not applicable (e.g., excavations, floating roof tank roofs, cooling towers, underground electrical vaults, vessel skirts)
- Confined space entry that meets Isolation Standards defined in DS&C IHE Standard.
- Degas UST using Nitrogen
- Energized electrical conductors >50 volts <300v (within restricted approach boundary) - excluding troubleshooting, voltage testing) not including troubleshooting
- Excavation < 4ft deep using a powered mechanical tools or device
- Excavation using hydro excavation techniques
- Excavation: > 4ft (1.2m) (Confined Space Entry)
- Hot Work - Open Flame - in a restricted area that meets Isolation Standard
- Lift - Assembly or disassembly of crane (Greater than 2000 lb. capacity)
- Diaphragm pump use to move water & contaminated water
- Scaffolding - erecting, dismantling or modifying installations that are built from grade or a dedicated, fixed platform and are between 15 feet and 120 feet tall.
- Vacuum Truck Operation - Hydrocarbon Service and Toxic
- Vacuum Truck Operation - Dry Vacuum Service within Hydrocarbon Service area with hydrocarbon laden dry material
- Working at heights greater than 6 feet from ground outside of fixed platforms, Ariel lifting devices or approved scaffolding. (e.g., inspection, measurements, painting, etc.)

* Dispenser healy vac motor

* Dispenser meter replacement

* Repair LED sign

* Car wash mechanical / electrical repair

* Add circuit to electrical panel/ replace outlet in store

* These items are exempted from 2 separate signatures

Sub Contractors – Remote Permitting

Preferred method is for GC to have enough qualified staff to permit sub contractor work, however in some situations the work location is remote or the work being done is specialized and a sub contractor is needed **to work alone**. **Below are the steps for GC's to certify Sub's to permit their own work**, **not required if GC will be onsite permitting for Subs.**

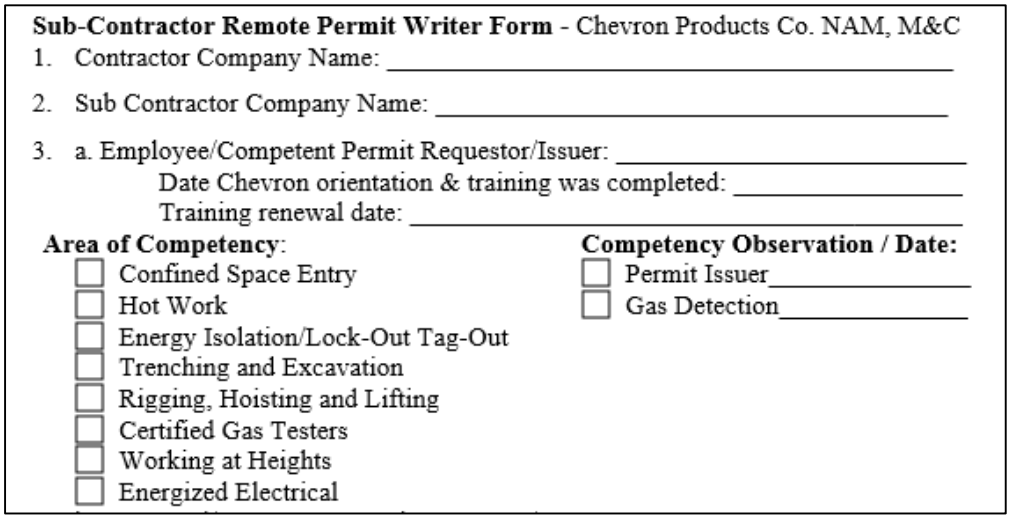
NOTE: Sub contractors will be audited by GC and Chevron for adherence to API and Chevron safety standards, with scores impacting the General Contractor.

- Authorized by:
  - Sub Contractor must be approved by Chevron M&C Management
- Qualified by:
  - GC must have a process to select and manage Subs and ensure Chevron HES expectations are being followed.
  - API Training and current certification of contractor employees and Sub contractors on recommended practice 1646 (Safe Work Practices for Contractor Working at Retail Petroleum/Convenience and C&I Facilities)
  - General Contractor provides to Sub Contractor the Chevron specific training on remote permitting using this deck and Safe Work Practices on the web site and SWA, LPSA, JSA etc. http://www.chevronwithtechron.com/safeworkpractices/maintenance-construction/default.aspx
  - Sub Contractors complete Permit & High Risk CBT's on Chevron web site Contractor provides training records of above to Chevron as requested. Contract must ensure list and records are maintained and up to date. List of qualified writers must be approved by Chevron prior to allowing Sub to Remote permit. (see next slide)

Sub Contractor – Remote Permitting (cont.)

1. GC identifies need for Sub to write Permits and begins the certification process.
2. GC will certify Sub contractors (employees) who will be working on Chevron sites by training Subs on the Chevron requirements using the "**Chevron Safety Program for M&C**" ,this orientation deck and any specific High risk work material, Subs must also complete their API certification.
3. GC will verify all training has been completed & documented, and ensure Subs have the competency for the work including any **"High Risk"** work they will permit by auditing (CHESM MSW Field V&V) the Sub Contractor work.
4. GC will provide training records (see example) and audit results to Chevron Contract owner for review, only after received can the Sub Contractor be allowed to remote permit.
5. Chevron will also audit (CHESM MSW Field V&V) Sub contractors while onsite and review findings with GC, results of audits will be entered into CHESM Database for GC.

Form can be found on Chevron Web site



Sub-Contractor Remote Permit Writer Form - Chevron Products Co. NAM, M&C

1. Contractor Company Name: _____
2. Sub Contractor Company Name: _____
3. a. Employee/Competent Permit Requestor/Issuer: _____
   Date Chevron orientation & training was completed: _____
   Training renewal date: _____

Area of Competency:

- ☐ Confined Space Entry
- ☐ Hot Work
- ☐ Energy Isolation/Lock-Out Tag-Out
- ☐ Trenching and Excavation
- ☐ Rigging, Hoisting and Lifting
- ☐ Certified Gas Testers
- ☐ Working at Heights
- ☐ Energized Electrical

Competency Observation / Date:

- ☐ Permit Issuer_____
- ☐ Gas Detection_____

On-Site Pre-job Activities

The following activities must be completed before Permitted work can occur:

- Station Manager notification crew is onsite – Completed “5 Steps to Working Safely”
- Posting of signage (not for routine Maint) and Emergency Response Procedures as applicable.
- Risk Assessment (LPSA)
- JLA/JSA and rescue plans reviewed and updated for site specific conditions.
- Completion of General Work Permit and High risk Form(s) for any High Risk Work Permitted work.
- Pre-job safety meeting

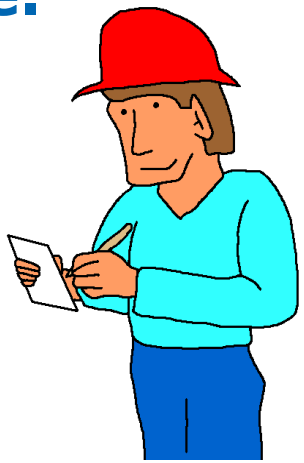
For additional information or questions regarding the Chevron M&C contractor work permitting process please contact your Chevron M&C Project Manager or Contract Owner.

How does the Permitting Procedure Work?

Authorized Contractor awarded job or Maintenance Work

Contractor and Chevron Project Manager coordinate with Station Manager to ensure notification of planned work and proposed dates as applicable.

Contractor crew lead by a competent Superintendent or Maintenance contractor who has been qualified and authorized by his company and is on-site during the work.



Form Samples – General Work & CSE

General Work Permit

This form shall only be completed by an Approved, Competent, Authorized and Qualified person.
This form is required to be completed and posted on All sites where Chevron work is being performed.

Chevron - NA Retail/M&C/C&I	**General Work Permit**	Permit Number: GW-
This permit is to be used for Remote-Permitting at North America Retail and C&I facilities only.		This Permit to be Displayed at Job Site

Store Manager Signature: I acknowledge that I have been made aware of the work activities covered by this permit and will work with the work crew foreman/superintendent to coordinate safe operations. (Signature required on active sites before this permit becomes effective)

Work Order # | Equipment ID: | Construction or Maintenance work (circle one)

Who requested and authorized the work: | Location:

Description of Work to be authorized by this Permit:

List Types of Tools and Equipment Required:

Nearest Medical Facility Phone # | Name of Medical Facility:

Emergency / Rescue Phone# | Directions:

GENERAL PERMIT REQUIREMENTS

☒ Permit Issuer to Check items required below and once verified as completed, the responsible party to initial this form

	Initials			Initials	
☒		Risk Assessment / LPSA	☒		Pre-job safety briefing, including simultaneous operations - SIMOPS
☒		All employees understand their Stop Work Authority and Responsibility.	☒		All employees are properly trained to the appropriate level for the work they will be performing
☒		Review of work procedures	☒		JLA/JSA – required for all work
☐		Approved 2-way radio required on site	☐		Area is required to be barricaded
☐		Approved scaffolding is required to perform the job task	☐		Fall protection is required
☐		Equipment required to be depressurized	☐		Equipment required to be drained
☐		Standby Person required during performance of work	☐		HES / Site Safety Plan as required
☐		Special PPE and/or clothing required List:			
☐		Respiratory protection required List type required:			
☐		All energy sources to equipment isolated, locked and tagged using proper Lock-out & Tag Out procedures			
☐		MSDS provided & Hazards reviewed List:			
☐		Additional instructions, conditions and/or requirements listed below have been met.			

Additional hazards, equipment, site precautions, special requirements or instructions:

ADDITIONAL REQUIRED PERMIT FORMS AND/OR PROCEDURES TO ACCOMPANY THIS GENERAL WORK PERMIT – ADDITIONAL PAGES PERMIT FORMS TO BE ATTACHED TO THIS GENERAL WORK PERMIT –

☐ Hot Work ☐ Equipment Isolation Checklist (LOTO) ☐ Excavation and Trenching ☐ Hoisting/Rigging ☐ Pre-Entry Checklist
☐ Confined Space ☐ Work at Heights ☐ Energized Electrical Work ☐ Gas test results ☐ Other

PERMIT TO WORK For Petroleum/Convenience Sites

Worker Signatures: I have reviewed and understand the conditions of this permit and its attachments. I will report hazardous conditions or acts identified on the jobsite to my supervisor or customer representative. My signature indicates that I fully understand and will fully comply with all conditions and requirements of this Remote Permitted Form.

1. 2. 3. 4. 5. ☐ Additional worker signatures are included on the back of this form.

Permit Requestor (Authorized Permit Issuer): (signature required)

Permit Issuer (Authorized Permit Issuer): (signature required)

Company Name:

I ensure this permit has been filled out completely and in conjunction with all applicable OSHA / WorkSafe BC or other regulatory or Chevron requirements to provide a safe workplace for all workers and myself. I will take action to eliminate hazardous conditions or acts identified on this job site.

General Work Permit Renewal

This permit may be renewed up to 5 consecutive days, but conditions must be revalidated each day

My signature below indicates all requirements and conditions of this GWP and referenced forms remain in effect and the work can be performed safely.

Notes: 1) Gas Test results (if required) to be recorded on this form or on an attached supplemental Gas Test Record Sheet.
2) The renewal of a General Work Permit involving Confined Space Entry is prohibited.

Date	Valid From (start time)	Valid To (end time)	Permit Requestor- signature (renewal/extension)	Permit Issuer- signature (renewal/extension)

Revised April, 2017 Latest version can be downloaded at http://www.chevronwithchevron.com/safeworkpractices/maintenance-construction/default.aspx

Confined Space Entry Form & Gas Testing Page 1 of 9 in package

Chevron - NA Retail/M&C/C&I Permit-to-Work Forms to be used with a General Work Permit
For use at Chevron - NA Retail/M&C/C&I Petroleum/Convenience Sites
This form shall only be completed by an Approved, Competent, Authorized and Qualified Persons!

CONFINED SPACE PRE-ENTRY CHECKLIST / RECLASSIFICATION

Atmospheric Tests (Pre-Isolation & Ventilation)	Time:	O_2 (19.5%-23.0%):	% LEL (0%):	Toxicity (H_2S, Benzene – 0 PPM):
Source Isolation (No Entry)	Electrical LOTO	☐ YES	☐ NO	☐ NA
	Pumps off & LOTO	☐ YES	☐ NO	☐ NA
	Lines Disconnected	☐ YES	☐ NO	☐ NA
	Valves shut and LOTO	☐ YES	☐ NO	☐ NA
Atmosphere ventilation:	Mechanical Forced Air	☐ YES	☐ NO	☐ NA
	Natural Ventilation Only	☐ YES	☐ NO	☐ NA
Pre-Entry Check List	Surrounding Area Free of Hazards?	☐ YES	☐ NO	☐ NA
	Proper notifications made?	☐ YES	☐ NO	☐ NA
	Does your knowledge indicate the area will remain free of all atmospheric hazards?	☐ YES	☐ NO	☐ NA
	Are all entrants trained in confined space entry?	☐ YES	☐ NO	☐ NA
	Is the gas tester operator properly trained and authorized?	☐ YES	☐ NO	☐ NA
	Has the monitor been calibrated before use?	☐ YES	☐ NO	☐ NA
	Did you test the atmosphere in the space before entry?	☐ YES	☐ NO	☐ NA
	Did the atmosphere check as acceptable?	☐ YES	☐ NO	☐ NA
	Will the atmosphere be continuously monitored?	☐ YES	☐ NO	☐ NA
	Life line worn by personnel entering confined space?	☐ YES	☐ NO	☐ NA
	Temperature of confined space acceptable range for entry (80° F)?	☐ YES	☐ NO	☐ NA
	Area barricaded with warning signs installed?	☐ YES	☐ NO	☐ NA
	Site specific rescue plan attached (retain with permit)?	☐ YES	☐ NO	☐ NA
	Trained rescue personnel and rescue equipment on hand?	☐ YES	☐ NO	☐ NA
	NOTE: IF ANY OF THE ABOVE ANSWERS ARE "NO", DO NOT ENTER			

Additional hazards, equipment, site precautions, special requirements or instructions:

CONFINED SPACE ENTRY FORM (A confined space entry permit can not be renewed, must be re-issued)

Purpose of Entry: | Previous Contents:

Attendants:	1.	2.	Entrants:	1.	2.
	3.	4.		3.	4.

Pre-Entry Checks: ☐ LOTO ☐ Emergency Rescue Plan ☐ Secure Area ☐ Ventilation ☐ PPE ☐ Lines Isolated/blocked ☐ Respirators ☐ Fire Extinguisher ☐ Purge ☐ Hot Work Permit ☐ Communication system ☐ Lighting

Continuous atmosphere Monitoring: Min. Document Freq. _____ minutes	Test	Allowable limits	Initials	Time:	Time:	Time:	Time:	Time:
	Oxygen	19.5%-23.0%		Value:	Value:	Value:	Value:	Value:
	LEL	0% (up to 5% with supplied air respirator use)		Value:	Value:	Value:	Value:	Value:
	H_2S	< 5 PPM		Value:	Value:	Value:	Value:	Value:
	Other			Value:	Value:	Value:	Value:	Value:

Gas Tester Make/Model/Serial Number: | Instrument Calibration Date:

Have all of the conditions above been satisfied? YES ☐ NO ☐

Attendant signature: | Entry Supervisor Signature:

I ensure this permit has been filled out completely and in conjunction with all applicable OSHA / WorkSafe BC other regulatory and Chevron requirements to provide a safe workplace for all workers and myself. I will take action to eliminate hazardous conditions or acts identified on this job site.

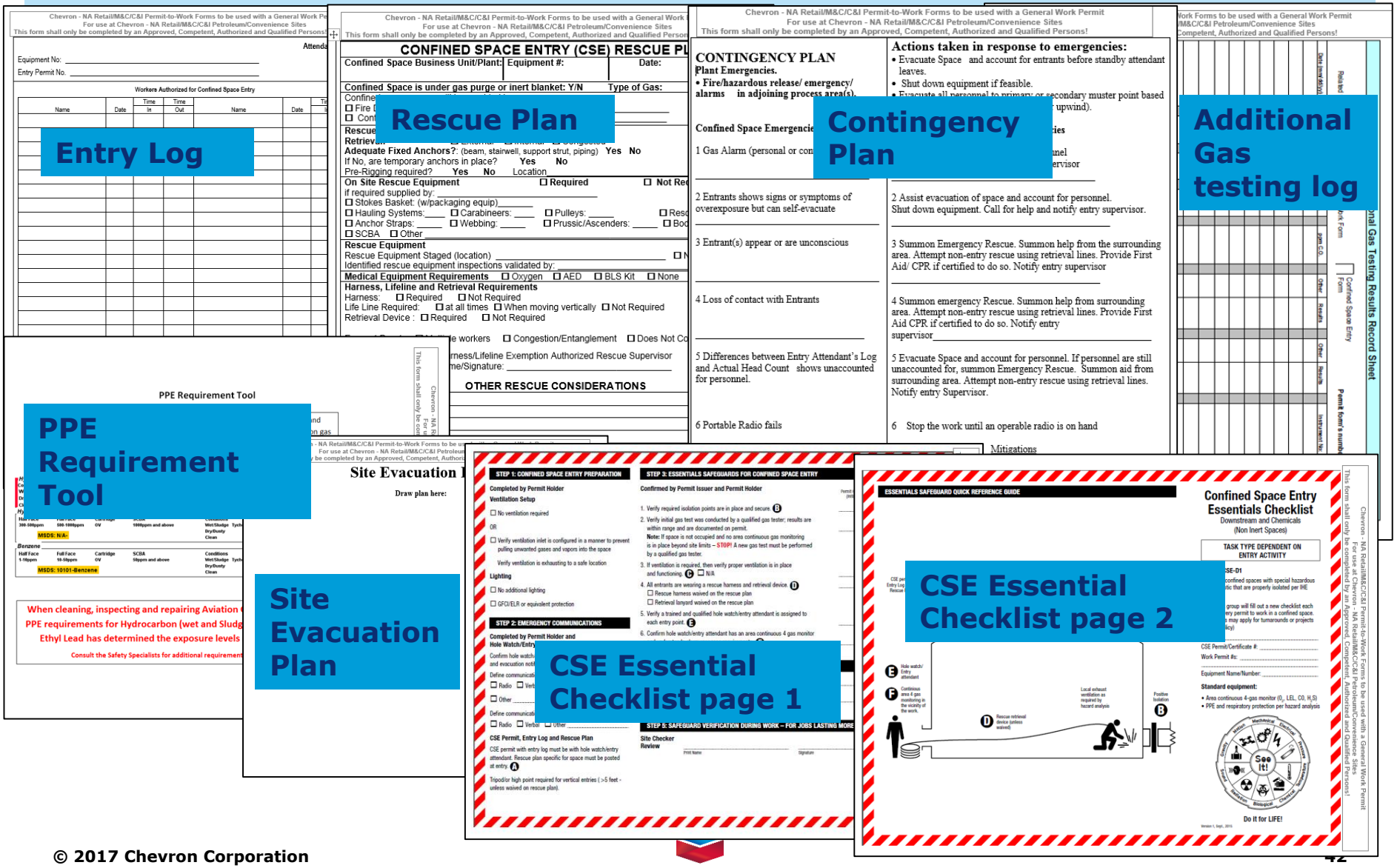
Permit Requester: | Permit Issuer:

Time Issued: am/pm | Date: | Date & Time Completed: | Associated General Work Permit No.

Confined Space Entry Package Documents

Entry Log / Rescue plan / Contingency Plan / Additional Gas Readings / PPE Requirement / Site Excavation / CSE

Essential Check List



Form Samples – LOTO, Rigging & Trenching

Chevron - NA Retail/M&C/C&I Permit-to-Work Forms to be used with a General Work Permit
For use at Chevron - NA Retail/M&C/C&I Petroleum/Convenience Sites
This form shall only be completed by an Approved, Competent, Authorized and Qualified Person!

EQUIPMENT ISOLATION CHECKLIST (EIC) General Work Permit #_____.

Equipment Name and location:

EIC Prepared By: EIC Field Checked By:

Isolation Point	Equipment Isolation Point	✓ if Tag Installed	✓ if Lock Installed	Lock Number	Blind Installed	Blind ID Number	Normal Operating position	Date installed	Initials	Date Removed	Initials
1 (Primary)											
2											
3											
4											
5											
6											
7											
8											
9											
10											
Comments											

HAZARDOUS ENERGY LOCK-OUT TAG-OUT Review and Approval

Permit Requestor (signature):		Permit Issuer (signature):	
Time Issued: am/pm	Date:	Date & Time Work Completed:	Associated General Work Permit No.

RIGGING, HOISTING AND LIFTING—API 1646 Section 10

	YES	NO		YES	NO
Has the Lift Plan been completed by a competent person?	☐	☐	Does the equipment have the size, load, and swing capacity to do the job safely?	☐	☐
Air or hydraulic systems inspected for deterioration or leakage in lines, tanks, valves, drain pumps, etc?	☐	☐	Tool Box discussion conducted & lift plan communicated to all affected personnel?	☐	☐
Hooks, hoist chains, and end connections checked for signs of wear, twist, cracks, distorted links, or excessive stretch	☐	☐	Are outriggers set before hoisting operations begin? N/A ☐	☐	☐
Has rigging been performed by a competent person?	☐	☐	Is proper cribbing being used	☐	☐
Is the hoisting equipment sitting on a stable surface?	☐	☐	Overhead risks evaluated as part of the lift plan?	☐	☐
Is work area properly barricaded/isolated?	☐	☐	Is the operator certified for the equipment?	☐	☐
Has the hoisting equipment been inspected before use?	☐	☐	Are periodic inspections complete and documented?	☐	☐

NOTE: IF ANY OF THE ABOVE ANSWERS ARE "NO", DO NOT PROCEED UNTIL CORRECTED

Permit Requester (signature):		Permit Issuer (signature):	
Time Issued: am/pm	Date:	Date & Time Work Completed:	Associated General Work Permit No.

This form must be accompanied by a valid General Work Permit Page 1

Version: April, 2017

LOTO, Energy Isolation, Gas Test & Rigging

Trenching & Gas testing & LOTO

Chevron - NA Retail/M&C/C&I Permit-to-Work Forms to be used with a General Work Permit
For use at Chevron - NA Retail/M&C/C&I Petroleum/Convenience Sites
This form shall only be completed by an Approved, Competent, Authorized and Qualified Person!

TRENCHING AND EXCAVATION

Has "One Call" performed utility mark outs?	YES ☐	NO ☐	One Call Dig Number:
Has a line locating service marked out utilities on-site?	☐	☐	Comments:

Weather Conditions: Rainfall Last 24 hours? Water Conditions: ☐ Wet ☐ Dry

Who is the designated excavation Competent Person? How deep is the excavation?

Manual methods to determine soil classification:	☐ Thumb Compression Test	☐ Pocket Penetrometer	☐ Plasticity	☐ Dry Strength
Visual methods to determine soil classification:	☐ Observe samples of excavated material	☐ Observe excavation walls	☐ Observe adjacent surface area	☐ Observe soil as it is excavated
Trench / Excavation Measurements: **(if ≥ 4 ft. and entry is required, also complete pre-entry/reclassification Permit)**		Length:	Width:	Depth:
What is the Soil Classification?	☐ Stable Rock (vertical)	☐ Class/Type A (3/4:1)	☐ Class/Type B (1:1)	☐ Class/Type C (1.5:1)
Which protective system(s) is used?	☐ Sloping	☐ Shoring	☐ Trench Shield/Trench Box	

	YES	NO		YES	NO
Are Employees Kept Out of and/or away from the excavation during digging or material handling?	☐	☐	Evidence of significant fracture planes in soil or rock?	☐	☐
Have proper notifications been made?	☐	☐	Any area of unusually weak soils or materials?	☐	☐
Is there an exit or entry point within 25 feet of each worker?	☐	☐	Any noted dramatic dip in bedrock?	☐	☐
Spoils, tools. Equipment >3 feet from excavation edge?	☐	☐	Short term excavation (<24 hours)?	☐	☐
Are barricades / flagging in place?	☐	☐	Trench box(s) certified?	☐	☐
Is high visibility clothing being properly worn?	☐	☐	Tension cracks observed along slope top?	☐	☐
Utilities or structures protected?	☐	☐	Hydraulic shore pumped to design pressure?	☐	☐
Underground lines exposed?	☐	☐	Any water seepage in excavation walls or bottom?	☐	☐
Bracing system installed according to design?	☐	☐	Is shoring secure?	☐	☐
Evidence of shrinkage cracks in excavation walls?	☐	☐	Trees, boulders, or other hazards in area?	☐	☐
Evidence of caving or sloughing of soils?	☐	☐	Vibration from Traffic / equipment being too close?	☐	☐
Are slopes cut at design angle of repose?	☐	☐	Underground utilities (piping, electric, etc.) located, verified and marked?	☐	☐

NOTE: Excavations deeper than 20 feet must have protective systems designed by a Registered Professional Engineer

Observations:

I hereby attest that the above conditions existed and that the items were checked or reviewed during this inspection:

Competent Person Signature:

GAS TEST RESULTS

☐ Check if Gas Test is required ☐ Check if continuous Gas Testing is required throughout Job ☐ Additional gas test results form attached

Date:	Time	% 02	% LEL/L	H2S - PPM	Other	Results	Other	Results	Gas Testing Inst. ID	Qualified Gas Tester

HAZARDOUS ENERGY LOCK-OUT TAG-OUT (LOTO)

Has Chevron Equipment Isolation Checklist (EIC) been completed?	YES ☐	N/A ☐

Permit Requester: (signature required)

Permit Issuer: (signature required)

Company Name:

I ensure this form has been filled out completely and in conjunction with all applicable OSHA / WorkSafe BC other regulatory and Chevron requirements to provide a safe workplace for all workers and myself. I will take action to eliminate hazardous conditions or acts identified on this job site.

This form is valid through	Date:	Date & Time Work Completed:	Location:	Associated General Work Permit No.

This form must be accompanied by a valid General Work Permit Page 1

Version: April, 2017

Form Samples – Hot Work

Chevron - NA Retail/M&C/C&I Permit-to-Work Forms to be used with a General Work Permit
For use at Chevron - NA Retail/M&C/C&I Petroleum/Convenience Sites
This form shall only be completed by an Approved, Competent, Authorized and Qualified Person!

HOT WORK FORM

NOTE: Chevron **requires 0% LEL** within 50ft of where hot work is to take place. Please take the necessary precautions.

Category of Work	Describe:	Location:
☐ Welding ☐ Cutting ☐ Drilling ☐ Grinding ☐ Sandblast ☐ Other		

Which of the following special precautions are required? Check all that apply:
☐ Inspect Excavation ☐ Adequate Bonding ☐ Local Rectifiers Off ☐ Lock-Out Tag-Out (Supplemental EIC Form) ☐ Fuel Delivery
☐ Hydrocarbon soils nearby ☐ Vent Stacks ☐ Other vapor hazards (list):

Initial Atmospheric Tests	O_2:	%LEL:	Toxicity (H_2S):

Fire Watch Name (s)(if applicable)

The following are required in addition to those requirements listed on the associated General Work Permit

☒ Permit Issuer to Check items required below and once verified as completed, the responsible party to initial this form

	Initials	
☐		Fire Extinguisher(s) located at job site
☐		Spark containment required
☐		Special PPE and/or clothing required List:
☐		Additional instructions, conditions and/or requirements listed below have been met.

Additional hazards, equipment, site precautions, special requirements or instructions:

GAS TEST RESULTS

☐ Check if Gas Test is required ☐ Check if continuous Gas Testing is required throughout Job ☐ Additional gas test results form attached

Date:	Time	% 02	% LEL/LFL	H2S - PPM	Other	Results	Other	Results	Gas Testing Instrument ID	Qualified Gas Tester

Permit Requester: (signature required)

I ensure this form has been filled out completely and in conjunction with all applicable OSHA / WorkSafe BC other regulatory and Chevron requirements to provide a safe workplace for all workers and myself. I will take action to eliminate hazardous conditions or acts identified on this job site.

Permit Issuer: (signature required)

Company Name:

Time Issued: am/pm	Date:	Date & Time Work Completed:	Associated General Work Permit No.
Time expires: am/pm (16 hrs max.)			

Hot Work Form Renewal/Extension

This permit may be renewed up to 5 consecutive day, but conditions must be revalidated each day

My signature below indicates all requirements and conditions of this Hot Work form remain in effect and the work can be performed safely.

Notes: 1) Gas Test results (if required) to be recorded on this form or on an attached supplemental Gas Test Record Sheet.
2) Must be associated with a valid General Work Permit.

Date	Valid From (start time)	Valid To (end time)	Permit Requester- signature (renewal)	Extend to: (same day only)	Permit Issuer - signature (renewal extension)

This form must be accompanied by a valid General Work Permit Page 1

Hot Work & Gas Testing

Additional Gas Testing Sheet – part of CSE package

Chevron - NA Retail/M&C/C&I Permit-to-Work Forms to be used with a General Work Permit
For use at Chevron - NA Retail/M&C/C&I Petroleum/Convenience Sites
This form shall only be completed by an Approved, Competent, Authorized and Qualified Persons!

Additional Gas Testing Results Record Sheet

Related to: ☐ General Work Permit ☐ Hot Work Form ☐ Confined Space Entry Form **Permit form's number:**

Date (mm/dd/yy)	Time	%O2	% LEL	ppm CO	Other	Results	Other	Results	Instrument No:	AGT Initials

Forms – Work at Heights

Work at Height Plan

Required when feet are above 6' of working surface and not on an approved working platform

Not required for ladder use lasting less than 15 minutes

Date _____ General Work Permit # _____

Standby Person:	Rescue Equipment On Site	Critical Rescue Factors (When Applicable)
Contact for Emergency Rescue ☐ Phone number (w/ area code) ☐ Radio Channel ☐ Date of last harness/lanyard certification (if used):	☐ Ladder ☐ Life Ring ☐ Life Vest (Type V) ☐ Scaffold ☐ Alternative Lowering Device (Describe) ☐ Rescue Equipment Location	☐ Anchor Point ☐ Landing Area ☐ Obstructions/Hazards

Yes	N/A	Permit Issuer to Check ☑ as verified *N/A – Risk not present or otherwise mitigated
		Has work area been properly barricaded to protect, worker(s), public and equipment?
		Have alternatives to requiring fall arrest equipment been considered?
		Has harness, lanyard and rescue equipment been inspected and found in good shape?
		Is equipment adequate for the rescue plan (weight ratings, length, connection type, etc.)?
		Are all standby persons familiar with the use of the onsite rescue equipment/procedures?
		If working over water, is there a boat available? (Not required, must be considered)
		If working over water, is Type V life vest adequate for fall protection? Life ring available?
		Fall arrest lanyard sized for potential fall distance? ☐4' lanyard ☐6' lanyard ☐self-retracting
		Is working area safe to walk on?
		If used, does ladder have stable/level surface?
		If not for rescue, is ladder able to be secured from falling?
		Is ladder non-conductive if used around live or energized electrical? If yes, refer to ESH 560
		Have overhead electrical lines been identified, protected against, and considered in equipment selection and use? Will you maintain at least 10 feet distance from all lines and equipment?
		If used, has scaffold been certified for use and tagged by a competent person?
		Are devices in place to prevent tools from falling?

Permit Issuer (signature required):		Company Name: ☐ Chevron ☐ Other _____
Time Issued: am/pm	Date:	Date & Time Work Completed:

This form must be accompanied by a valid General Work Permit

April, 2017

Working at Heights

Important Reminders

- Work at Heights form is required to be used in conjunction with the General Work Permit anytime workers will be 6 feet / 2m off the ground.
- Risk assessment and JSA are also required.
- Rescue plan is built into the form at the top.
- Not required for ladder use less than 15 minutes.
- Only Permit that doesn't require 2 signatures.

Vacuum Truck Essential Checklist

Liquid Vacuum Truck Service Request and ECL Form

This form must be used for all Vacuum Truck Operations.

The Essentials Checklist must be completed when handling material with a flash point <140 deg. or operating within a classified hazardous location

Location:_______________ Source:_____________ Product Description:_______________ Temperature_______

SDS#________ (provide copy) TVP _________ Estimated Quantity____________ Disposal Location ____________

Requester___________________________ (Project Manager, Terminal Manager, Terminal Engineer)

Print Name

Essentials Check List: ☐ Required ☐ Not Required

ESSENTIALS SAFEGUARD QUICK REFERENCE GUIDE

REFERENCE A – Make ground connections to an approved ground point.

Ensure that ground connections are made for:

1. Truck, 2. Collection Pans and 3. If required, the scrubber.

Trucks equipped with Mobile Ground Verification (MGV):

1. Witness Red light on MGV then proceed to connect to ground.
2. Once Green light is established on MGV, ground is verified.

Trucks NOT equipped with Mobile Ground Verification (MGV):

1. Must be connected to an approved ground point.
2. Bond connections from the clamp to ground point must be verified.

REFERENCE B – Place exhaust hose in safe location.

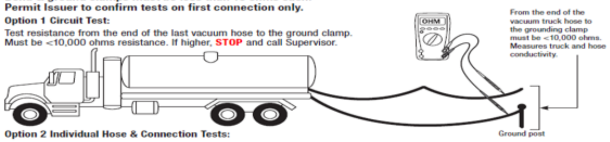
Option 1: 50 feet (15 m) horizontally downwind. If scrubber is required, scrubber has to be grounded with a bonded vapor absorber (carbon or other scrubber).

Option 2: Equipped with a vertical stack venting minimum of 12 ft (3.6 m) above truck.

REFERENCE C – Complete circuit test of suction and exhaust hoses and all clamps for bonds/grounds.
Bond & ground clamps must be less than 10 ohms each.
Permit Issuer to confirm tests on first connection only.

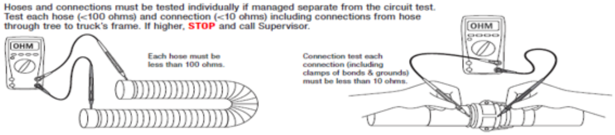
Option 1 Circuit Test:

Test resistance from the end of the last vacuum hose to the ground clamp. Must be <10,000 ohms resistance. If higher, **STOP** and call Supervisor.



Option 2 Individual Hose & Connection Tests:

Hoses and connections must be tested individually if managed separate from the circuit test. Test each hose (<100 ohms) and connection (<10 ohms) including connections from hose through tree to truck's frame. If higher, **STOP** and call Supervisor.



Liquid Material Vacuum Truck Operations Essentials Checklist

Manufacturing

NON-OPEN FLAME HOT WORK

ID#: EC-VT-1

Applies to Liquid Ring and Sliding Vane Vacuum Trucks ONLY.

Rotary Lobe Blower Vacuum Truck

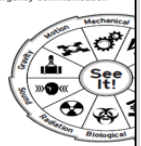
Fill out new Checklist for every loc material change.

Date: ______

Request/Permit#: ______

Standard equipment:

- 20 lb. B/C (9 kg DCP) fire extingu
- Wheel chocks
- Personal 4-gas monitors (LEL, 0
- Spill kit
- Emergency communication



Do it for LIF

Version 1, August 2015

Top portion of the checklist will be filled out and sent to the Vacuum truck provider prior to trucks showing up at a Retail site for services. Form must be accompanied by a General Work Permit.

STEP 1: BEFORE LEAVING FOR JOB SITE

Completed by Truck Driver

Inspect grounding and bonding cables. No fraying; strong clamps with sharp points. ______

Inspect all vacuum and exhaust hoses. No visible damage; no exposed wires. ______

ID tags are current and within expiration. ______

STEP 2: LIMITATIONS & SPECIAL INSTRUCTIONS

Completed by Permit Issuer and Truck Driver

Material: ______

Equipment Name: ______

1. Material must be less than 120°F (49°C). If material Temperature is greater than 120°F (49°C), **STOP** and call Supervisor.
2. Material has a True Vapor Pressure (TVP) of equal to or less than 11 psi.
   ☐ Yes ☐ No
   Materials with a TVP of greater than 11 must never be loaded onto a vacuum truck.
3. When connecting to live process equipment, an approved procedure must be used. MOC/Procedure Number ______ If no approved procedure, **STOP** and call Supervisor.
4. When connecting to isolated lines, process pressure must be below vacuum truck PSV set point.
   Process Pressure (PSI) ______
   PSV Set Point (PSI) ______
   If process pressure is above vacuum truck PSV set point, **STOP** and call Supervisor.
5. When pans are used for collection, ensure they are conductive and grounded. If pan is non-conductive, **STOP** and call Supervisor.

Switch Loading/Compatibility Instructions
Completed by Truck Driver

Has truck been cleaned? Yes ______ No ______

If not, **STOP!** The Chevron VT Coordinator must approve material compatibility and required relaxation time before mixing loads. Approval documented on permit/request form.

STEP 3: ON JOB SITE

Confirmed by Truck Driver and Permit Issuer

Complete area gas test if in hazardous classified area. ☐ %LEL ☐ %02
Verify lockable fittings are secured before transfer.
Identify work taking place within 50 ft (15 m) and safeguards needed.
Identify **STOP!** criteria for the job.

Verification of Essential Safeguards.	Truck Driver (Initial)	Permit Issuer (Initial)
1. Make ground connections to an approved ground point. **(See REFERENCE A)**	______	______
2. Vent exhaust hose to safe location. **(See REFERENCE B)**	______	______

3. Complete Circuit Test (do either Circuit or Individual Hose & Connection Tests). **(See REFERENCE C)**

Circuit Test

Transfer	Max Circuit Test Reading Less than 10,000 ohms	Truck Driver (Initial)	Permit Issuer (Initial)
1st	______	______	______
2nd	______	______	
3rd	______	______	
4th	______	______	

OR

Individual Hose & Connection Tests

Transfer	Max Hose Reading Less than 100 ohms	Max Connect Reading Less than 10 ohms	Truck Driver (Initial)	Permit Issuer (Initial)
1st	______	______	______	______
2nd	______	______	______	
3rd	______	______	______	
4th	______	______	______	

STEP 4: PRINT AND SIGN BEFORE BEGINNING WORK

Permit Issuer ______ Print Name ______ Signature ______ Date

Truck Driver ______ Print Name ______ Signature ______ Date

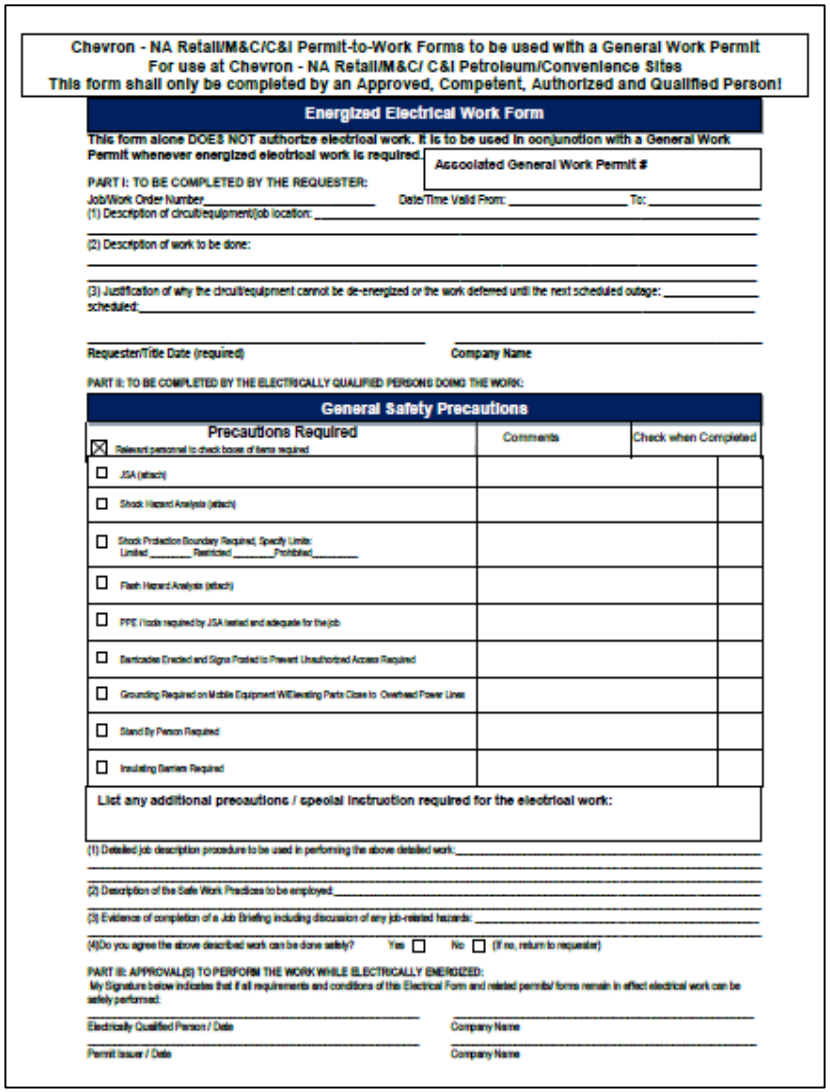
STEP 5: FOR AUDIT PURPOSE ONLY (10%)

Qualified Person Review ______ Print Name ______ Signature ______ Date

Review Vacuum Truck Standard and Awareness material on the web site.

Energized Electrical Work Form

To be used when working "on" or "near" energized equipment – if needed for work, see your Project manager for the form.



Chevron - NA Retail/M&C/C&I Permit-to-Work Forms to be used with a General Work Permit
For use at Chevron - NA Retail/M&C/ C&I Petroleum/Convenience Sites
This form shall only be completed by an Approved, Competent, Authorized and Qualified Person!

Energized Electrical Work Form

This form alone DOES NOT authorize electrical work. It is to be used in conjunction with a General Work Permit whenever energized electrical work is required.

Associated General Work Permit #

PART I: TO BE COMPLETED BY THE REQUESTER:

Job/Work Order Number_____ Date/Time Valid From: _____ To: _____

(1) Description of circuit/equipment/job location: _____

(2) Description of work to be done: _____

(3) Justification of why the circuit/equipment cannot be de-energized or the work deferred until the next scheduled outage: _____ scheduled: _____

Requester/Title Date (required) Company Name

PART II: TO BE COMPLETED BY THE ELECTRICALLY QUALIFIED PERSONS DOING THE WORK:

General Safety Precautions

Precautions Required ☒ Relevant personnel to check boxes of items required	Comments	Check when Completed
☐ JSA (attach)		
☐ Shock Hazard Analysis (attach)		
☐ Shock Protection Boundary Required, Specify Limits: Limited _____ Restricted _____ Prohibited _____		
☐ Flash Hazard Analysis (attach)		
☐ PPE / tools required by JSA tested and adequate for the job		
☐ Barricades Erected and Signs Posted to Prevent Unauthorized Access Required		
☐ Grounding Required on Mobile Equipment W/Elevating Parts Close to Overhead Power Lines		
☐ Stand By Person Required		
☐ Insulating Barriers Required		

List any additional precautions / special instruction required for the electrical work:

(1) Detailed job description procedure to be used in performing the above detailed work: _____

(2) Description of the Safe Work Practices to be employed: _____

(3) Evidence of completion of a Job Briefing including discussion of any job-related hazards: _____

(4) Do you agree the above described work can be done safely? Yes ☐ No ☐ (If no, return to requester)

PART III: APPROVAL(S) TO PERFORM THE WORK WHILE ELECTRICALLY ENERGIZED:
My Signature below indicates that if all requirements and conditions of this Electrical Form and related permits/ forms remain in effect electrical work can be safely performed:

Electrically Qualified Person / Date Company Name

Permit Issuer / Date Company Name

Energized Electrical Work Form

Requires Live Electrical Work Form

Electrical Work: Any task that involves working "on" or "near" (within 3.2 m [10 ft.]) any electrical system or equipment that is operating at a voltage of 50 volts or more and that has exposed energized electrical conductors or circuit parts.

This includes work on nonelectrical equipment that is within 3.2 m [10 ft.] of equipment or lines operating at 50 volts or more and that have exposed energized electrical conductors or circuit parts.

Doesn't require Live Electrical Work Form

***Diagnostic* (testing)** is taking readings or measurements of electrical equipment with approved test equipment that does not require making any physical change to the equipment

Energized Electrical Work (cont.)

Additional information is found in the Energized Electrical Awareness deck on the Web site.

- **Work** "on" or "near" any energized conductors and/or exposed equipment parts at 50 volts and above require an Energized Electrical Work Form be issued.
- The Energized Electrical Work Form is in addition to the General Work Permit. All permit to work requirements need to be met as well as the requirements in the Energized Electrical Work Form.
- The following Assessment documents **must** be attached to the Energized Electrical Work Form as part of the risk assessments:
  - ✓ A Job Safety Analysis (detailed electrical work)
  - ✓ A Shock Hazard Analysis
  - ✓ A Flash Hazard Analysis

NOTE: Working on or around Energized Electrical Equipment is not typical at Retail or C&I locations, see your Project Manager or Contract Owner if you need to get the form for work. (Manager of M&C must approve all "live" electrical work. Be prepared to explain why needed.

General Work Permit

General Work Permit / Additional High Risk forms and JSA's will be needed if work involves these activities:

- ✓ Confined Space Entry,
- ✓ Lock-Out Tag-Out (energy isolation checklist),
- ✓ Hot Work (including Vacuum truck)
- ✓ Excavation & Trenching,
- ✓ Gas Testing,
- ✓ Working at Heights
- ✓ Rigging, hoisting and Lifting
- ✓ Vacuum Truck Services
- ✓ Energized Electrical Work (not typical for Retail locations)

- **Note:** Contractors must provide list of employees and their area of competency and certification dates to Chevron listing who can issue permits for these High risk activities **before** they are allowed to permit High Risk Work.

Permitting Work
See Specific High Risk Work Awareness decks for additional requirements.

- General Work Permit and High risk forms are only required for work that is classified as **"High risk"** work.
  - Confined Space Entry
  - Hot Work
  - Work at Heights
  - Trenching & Excavation
  - Rigging, Hoisting & Lifting
  - Lock Out Tag Out
  - Vacuum Truck work
  - Commercial Diving (not typical) – see Project Manager
  - Energized Electrical Work (not typical for Retail – see Project Manager)
- All other work that **doesn't** involve these activities do not require the use of the General Work Permit, however all work requires the use of Pre job meeting/ LPSA/ Stop Work Authority, JSA/JLA , "5 Steps to Working Safely", sign in at station and any job specific procedures.

Remote Permit and forms (cont)

Permit Guidance when using a single General Work Permit for multiple activities

Multiple high risk activities can be permitted using the same General Work Permit if,

- ✓ **ALL work is described in the Description of Work on the GWP, and**
- ✓ **ALL tools and equipment are listed in the Equipment/Tools box, and**
- ✓ **ALL high risk activities have a separate High risk form, and**
- ✓ **ALL high risk activities are included on the JSA or have separate site specific JSA/JLA `s, and**
- ✓ **ALL workers attend Safety briefing or pre job meeting and sign GWP or meeting sign in sheet attached to the GWP.**

- For multiple jobs it is suggested that you separate the work into separate General Work Permit(s) by work that will end at or around the same date/time in order to allow for workday renewals and for closure of the General Work Permit without confusion.

NOTE: Confined Space Entry High risk form **can not be renewed**, do not combined with other work on the GWP that may need renewal. **Each Entry Space (Sumps etc.) must have it's own Permit**

Initiating the Remote Permit

1. The superintendent/Maint contractor reviews the scope of work the crew is assigned to perform and completes Hazard Assessment to determine if any work will involve High risk work.
2. If High Risk work, the authorized permit issuer (the superintendent/ Maint Contractor) initiates the Remote-Permit by identifying
   - Permit GW #, Work Order number
   - Equipment to be worked on (as applicable)
   - Permitted work is construction or maintenance (circle one)
   - Who or what organization requested and authorized the work (PM name or Dispatch Service)
   - A brief description of **ALL** the work to be completed and permitted under the GWP
   - List of the tools and equipment needed to perform the job safely
   - The location of the nearest medical facility and the appropriate emergency-rescue telephone number
   - Rescue plan (as required)

Initiating the Remote Permit (cont)

3. The superintendent / Maintenance contractor identifies the General Permit Requirements of this permit
4. The superintendent / Maintenance contractor then identifies any additional permit high risk forms and/or procedures that are required as attachments to the General Work, **such as JLA/JSA's, rescue plans for CSE and Work at Heights or Essentials Checklists.**

Special Note:

If permitted work will require Gas Testing, the initial Gas Test reading must be within 30 minutes prior to the permit being issued and work beginning, you must also record initial test results on the Gas Testing form.

Initiating the Remote Permit (cont)

5. If additional forms, JSA's, Rescue Plans and/or procedures are required **as attachments** to the General Work, the superintendent or Maintenance contractor identifies the requirements and conditions on the appropriate forms.
6. If the station is an active facility, the superintendent / Maint. Contractor then takes the General Work Permit and form(s) to the station manager and discusses the scope of work and activities the work crew will be conducting.

The discussion should also include:

- ✓ Any lane closures and barricading to be done, rescue procedures (as required)
- ✓ Any restrictions or coordination activities that are needed or SIMOPS
- ✓ A general review of the work permit.

Initiating the Remote Permit (cont)

7. After obtaining the Store Manager's signature acknowledging the planned work activities and restriction, the superintendent/Maint. Contractor conducts a pre-job safety briefing with the contractor work crew. **For non-High risk work, only check in, pre-job briefing, LPSA, SWA , JLA/JSA is required**.

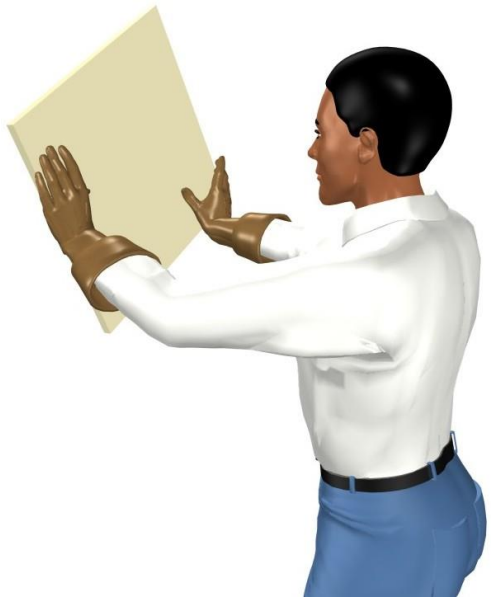
The pre-job safe briefing should include a discussion of:

- ✓ The scope of work
- ✓ The hazards of the work
- ✓ The hazard control measures that will be used
- ✓ The emergency response plan or rescue plan for CSE or Work at Heights
- ✓ The conditions and requirements of the work permit and forms.

8. Each member of the work crew should then sign the permit.

Initiating the Remote Permit (cont)

9. Upon verifying that permit requirements have been satisfied, the superintendent/ Maintenance contractor initials next to the check box indicating these requirements has been met.
10. After all requirements and conditions are satisfied, the superintendent /Maintenance contractor will sign as the Permit Issuer and the second tech will sign as the Permit Requester and complete the permit valid date/time.
11. The Permit and associated form (s) are then posted at the job-site for construction projects or kept with contractor for Maintenance.



On-Site Pre-job Activities

The following must be completed before work can occur:

- **All Work**
- **Station Manager notification crew is onsite, sign in at store**
- **Workers must have valid API cards**
- **Risk Assessment / JSA reviewed or completed.**
- **Pre-job safety meeting**
- **LPSA (Assess, Analyze, Act) to prevent injury**
- **Stop Work Authority reviewed, agree to use.**
- **Barricade work area**

High Risk Work add

- Completion of General Work Permit and High risk Form(s) for High risk work, permit signed by Issuer and Requester.
- Review Rescue plan as applicable

General Work Permit – Completing top section

Completing the **top section** of the General Work Permit

- Be as specific as you can with the Description of work, if the General work covers several items then list them **ALL**.
- GW # is a number you create by using the ***Station number+date and time***. This will create a unique number that can be referenced later.
- Permit is only valid once Issued Date/Time/ Expire Time and signed by permit issuer/requestor

This form shall only be completed by an Approved, Competent, Authorized and Qualified person.
This form is required to be completed and posted on All sites where Chevron work is being performed.

Chevron - NA Retail/M&C/C&I General Work Permit	Permit Number: GW- **Station # date & time**
This permit is to be used for Remote-Permitting at North America Retail and C&I facilities only.	Station # / Date/ Time: **This Permit to be Displayed at Job Site**

Store Manager Signature: I acknowledge that I have been made aware of the work activities covered by this permit and will work with the work crew foreman/superintendent to coordinate safe operations. (Signature required on active sites before this permit becomes effective)

Signature of Store Manager /PIC

Store/Site Manager or designee Signature / Date

Issue Date: **Date permit issued**	**Issue Time:** **Time permit issued**	**Expiration Time:** **Time permit expires**
		Estimated number of workers on site: **# of workers**
Work Order # **WO # from Chevron**	Equipment ID: **ID # ,Model or NA**	Construction or Maintenance work (Circle One)
Who requested and authorized the work: **Chevron person who auth work**	Location: **Location of facility**	
Description of Work to be authorized by this Permit: **Description of ALL work on this permit, with enough detail to allow for understanding of work being performed post job (use back of form if needed)**		
List Types of Tools and Equipment Required: **List of all tools that will be used to complete the work, ladders, welding, hand tools, powered tools etc.**		
Nearest Medical Facility Phone # **Phone # or 911**	Name of Medical Facility: **Hospital or Medical facility name**	
Emergency / Rescue Phone# **Fire # or 911**	Directions: **Directions to Hospital (ex Right on 98, to SI5, exit 41**	

General Work Permit – Completing middle section

- Requirements every time are pre-selected (X) (Green circle) and must be initialed by Superintendent/ Maint contractor issuing the permit signifying that items have been completed.
- Items circled below in Red should be selected and initialed based on the work being performed.

GENERAL PERMIT REQUIREMENTS					
☒ Permit Issuer to Check items required below and once verified as completed, the responsible party to initial this form					
☒	Initials	Risk Assessment / LPSA	☒	Initials	Pre-job safety briefing, including simultaneous operations - SIMOPS
☒	Initials	All employees understand their Stop Work Authority and Responsibility.	☒	Initials	All employees are properly trained to the appropriate level for the work they will be performing
☒	Initials	Review of work procedures	☒	Initials	JLA/JSA – required for all high risk work
☐	Initials	Approved 2-way radio required on site	☐	Initials	Area is required to be barricaded
☐	Initials	Approved scaffolding is required to perform the job task	☐	Initials	Fall protection is required
☐	Initials	Equipment required to be depressurized	☐	Initials	Equipment required to be drained
☐	Initials	Standby Person required during performance of work	☐	Initials	HES / Site Safety Plan as required
☐	Initials	Special PPE and/or clothing required List: **List Special PPE** **As required**			
☐	Initials	Respiratory protection required List type required:			
☐	Initials	All energy sources to equipment isolated, locked and tagged using proper Lock-out & Tag Out procedures **Required for LOTO**			
☐	Initials	SDS provided & Hazards reviewed List: **List SDS for chemicals being used**			
☐	Initials	Additional instructions, conditions and/or requirements listed below have been met **As required based on type of work**			
Additional hazards, equipment, site precautions, special requirements or instructions:					
Additional hazards or special instructions regarding other activity or site specific conditions that are not addressed above, based on your hazard assessment etc.					

General Work Permit – Completing bottom section

- Select type of High risk work, triggering additional forms that are required for these work types, complete High risk work review and forms, then permit signed by permit issuer, permit requester and workers.

ADDITIONAL REQUIRED PERMIT FORMS AND/OR PROCEDURES TO ACCOMPANY THIS GENERAL WORK PERMIT
– ADDITIONAL PAGES PERMIT FORMS TO BE ATTACHED TO THIS GENERAL WORK PERMIT –

☐ Hot Work	☐ Equipment Isolation Checklist (LOTO)	☐ Excavation and Trenching	☐ Hoisting/Rigging	☐ Pre-Entry Checklist
☐ Confined Space	☐ Work at Heights	☐ Energized Electrical Work	☐ Gas test results	☐ Other _____

PERMIT TO WORK For Petroleum/Convenience Sites

Worker Signatures: I have reviewed and understand the conditions of this permit and its attachments. I will report hazardous conditions or acts identified on this jobsite to my supervisor or customer representative. My signature indicates that I fully understand and will fully comply with all conditions and requirements of this Remote Permitted Form.

1. **All workers sign**	2.
3.	4.
5.	☐ Additional worker signatures are included on the back of this form.

For Vacuum truck work check this box and write in Vacuum truck

Permit Requestor signature
Permit Requestor (Authorized Permit Issuer): (signature required)

Permit issuer signature
Permit Issuer (Authorized Permit Issuer): (signature required)

Company Name: **Contractor company name**

I ensure this permit has been filled out completely and in conjunction with all applicable OSHA / WorkSafe BC or other regulatory or Chevron requirements to provide a safe workplace for all workers and myself. I will take action to eliminate hazardous conditions or acts identified on this job site.

General Work Permit Renewal
This permit may be renewed up to 5 consecutive days, but conditions must be revalidated each day

My signature below indicates all requirements and conditions of this GWP and referenced forms remain in effect and the work can be performed safely.

Notes: 1) Gas Test results (if required) to be recorded on this form or on an attached supplemental Gas Test Record Sheet.
2) The renewal of a General Work Permit involving Confined Space Entry is prohibited.

Date	Valid From (start time)	Valid To (end time)	Permit Requestor- signature (renewal/extension)	Permit Issuer- signature (renewal/extension)
Date	**Valid start**	**Valid end**	**Permit Requestor signature**	**Permit Issuer signature**

Permits Extension and Renewals

Permit extension & Renewal (Same Day)

- General Work Permit and high risk forms can be extended during the same day, but the total time of the work permit **can not exceed 16 hours.**
  - An extension can only be granted by the Authorized Permit Issuer with all forms being recovered and extension signed by the **Permit Issuer and Requestor.**
- Work Permits for General Work, Hot Work, Work at Heights, EIC/LOTO and Trenching can be renewed for up to 5 days providing there is no change to the scope of work, site conditions and all requirements of the permit are verified as continuing to be met.

Note: A work permit for entry into a confined space **can not be renewed**, a new permit must be completed each day.

Conditions for Work Stoppage or Invalidating the Permit

Work should stop and the General Work Permit with the associated forms are made invalid when any of the following occurs:

- A serious safety concern is raised by a worker or company representative
- An emergency alarm is sounded
- The initial time limit designated on the General Work Permit has been reached
- Lunch breaks or any work stoppage for greater then 30 minutes where the work site is left unattended for changing conditions.

- The invalid work permit and all high risk forms must be returned to the permit issuer for review to assess if the permit can be revalidated

Conditions for Canceling the Permit

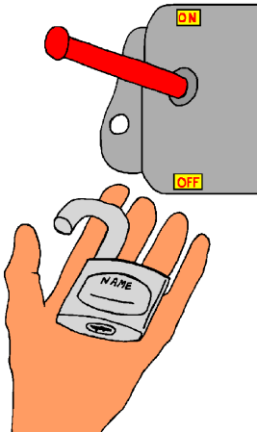
Work should be suspended and the General Work Permit with the associated forms cancelled when any of the following occurs:

- A change of the enter crew
- Change of the Permit Issuer (Superintendent / Maint Contractor).
- A change in the scope of work
- The maximum hours for a calendar day reached.
- Change in site conditions that result in a new potential hazard, such as a leak or spill.
- A serious injury, incident or near miss/loss at the job site
- Withdrawal of the permit by the permit issuer

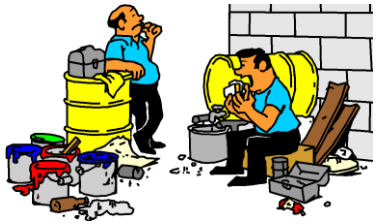
- **The cancelled work permit can not be revalidated. If work is to resume, a new permit must be issued.**

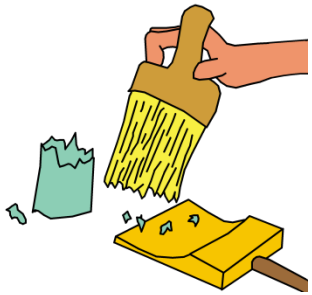
Completion of Permitted Work

- Upon completion of the work authorized by the General Work Permit, the Superintendent / Maintenance Contractor must ensure the following:



  - Hazards created are removed or controlled.
  - All isolation devices (e.g. locks and tags, blinds, etc.) are removed and equipment returned to normal operating condition, if safe to do so.
  - The jobsite is left safe, clean and orderly.
  - Work performed meets the scope and specifications.
  - All Permit(s) and forms are closed out and kept together.

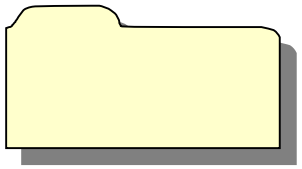


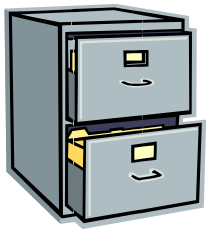


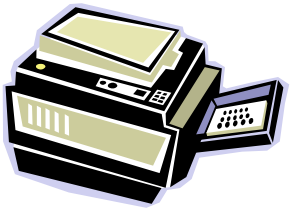
Permit Retention & submittal

The General Work Permit and associated forms under which the work was completed, are to be retained and submitted as indicated below:

- Development Contractors (including any Sub Contractor permit documents) send copy to Project Managers for inclusion into Job File, Contractors **keep copies for 1 year**, must be available for inspection at any time
- Maintenance or Other (including any Sub Contractors permitting documents) retain copies in your job file and **keep for a minimum of 1 year**; must be available for inspection at any time.



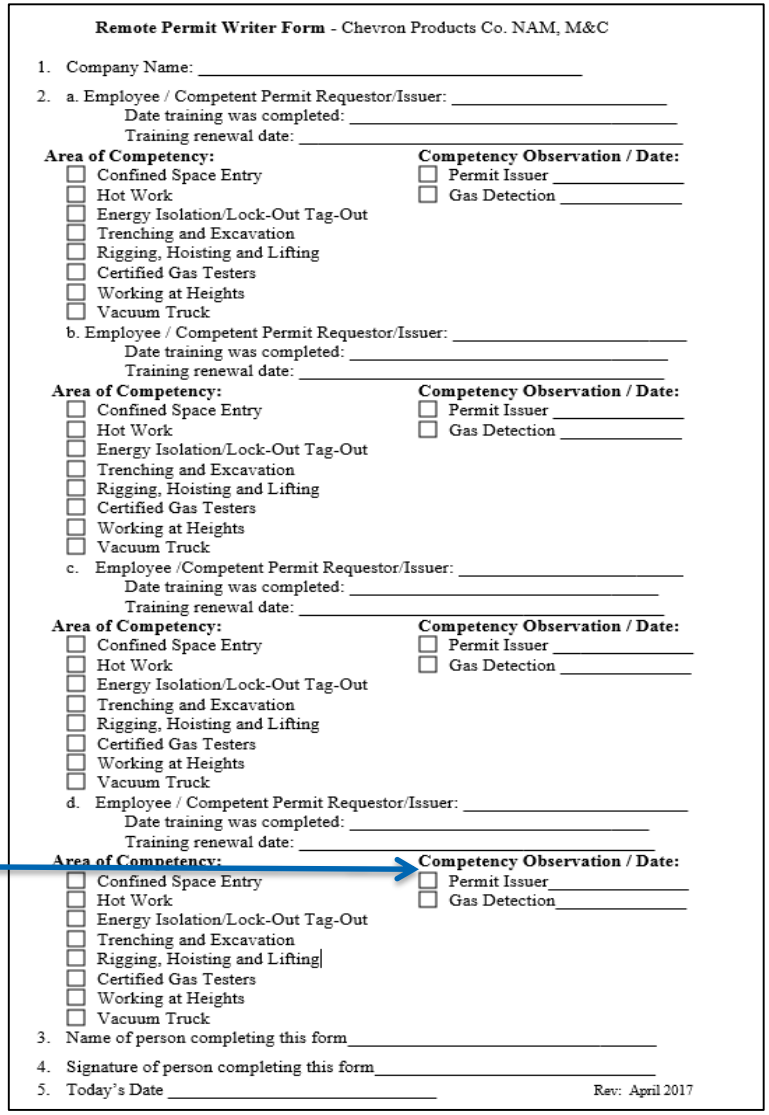




Remote Permit Writer Lists

Contractors are required to supply an updated list of employees (at least annually) who have been approved to **Remote Permit High** risk work at Chevron sites. Refresher training required every 3 years.

- In order to Issue remote permits for high risk work the GC must ensure that each employee has completed the following:
  - API practice 1646 and has valid ID card
  - Reviewed the Remote Permitting process for Chevron
  - Received training from GC on Chevron Contractor Safety Orientation material (available on Chevron web site)
  - Competency has been verified by the GC for the area of high risk work they will be permitting (Competency Tool can be used for Permit Issuer/Requestor)
  - Provide list to Chevron Contract Owner and have documented training records.



Remote Permit Writer Form - Chevron Products Co. NAM, M&C

1. Company Name: _____
2. a. Employee / Competent Permit Requestor/Issuer: _____
   Date training was completed: _____
   Training renewal date: _____

Area of Competency:	Competency Observation / Date:
☐ Confined Space Entry	☐ Permit Issuer _____
☐ Hot Work	☐ Gas Detection _____
☐ Energy Isolation/Lock-Out Tag-Out	
☐ Trenching and Excavation	
☐ Rigging, Hoisting and Lifting	
☐ Certified Gas Testers	
☐ Working at Heights	
☐ Vacuum Truck	

b. Employee / Competent Permit Requestor/Issuer: _____
   Date training was completed: _____
   Training renewal date: _____

Area of Competency:	Competency Observation / Date:
☐ Confined Space Entry	☐ Permit Issuer _____
☐ Hot Work	☐ Gas Detection _____
☐ Energy Isolation/Lock-Out Tag-Out	
☐ Trenching and Excavation	
☐ Rigging, Hoisting and Lifting	
☐ Certified Gas Testers	
☐ Working at Heights	
☐ Vacuum Truck	

c. Employee /Competent Permit Requestor/Issuer: _____
   Date training was completed: _____
   Training renewal date: _____

Area of Competency:	Competency Observation / Date:
☐ Confined Space Entry	☐ Permit Issuer _____
☐ Hot Work	☐ Gas Detection _____
☐ Energy Isolation/Lock-Out Tag-Out	
☐ Trenching and Excavation	
☐ Rigging, Hoisting and Lifting	
☐ Certified Gas Testers	
☐ Working at Heights	
☐ Vacuum Truck	

d. Employee / Competent Permit Requestor/Issuer: _____
   Date training was completed: _____
   Training renewal date: _____

Area of Competency:	Competency Observation / Date:
☐ Confined Space Entry	☐ Permit Issuer _____
☐ Hot Work	☐ Gas Detection _____
☐ Energy Isolation/Lock-Out Tag-Out	
☐ Trenching and Excavation	
☐ Rigging, Hoisting and Lifting	
☐ Certified Gas Testers	
☐ Working at Heights	
☐ Vacuum Truck	

3. Name of person completing this form _____
4. Signature of person completing this form _____
5. Today's Date _____ Rev: April 2017

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SSE's
Short Service Employees

Overview- Additional guidance can be found in the SSE Policy on the Web site

Don’t let this happen to you!

What was “tolerated” at your new employees last work place?
What risky behaviors have already been created?

Short Service Employees

- Contractors must have program in place to manage **Short Service Employees** (SSEs) in accordance with Chevron expectations

An SSE is anyone who:

- Has less than 6 months experience in the industry or in the same trade/craft
- Has returned to work in their trade/craft after a break in service in the industry for more than one year

- SSE program outlines method to be used to systematically identify, supervise, train and mentor SSEs to help prevent personal injury and other incidents

SSE Requirements

Crew* Makeup Requirements:

- Single Person contractor crew/lone worker is not permitted to be an SSE.
- Crew size of less than five contractor personnel will not have more than one SSE.
- Crew size in excess of 5 contractor personnel shall not have more than 20% SSEs.

- Contractor outlines proposed crew makeup on Contractor SSE Form before job mobilization/ crew change
- SSE Personnel must be visibly identifiable
- The Contractor must have a SSE mentoring process in place
- Where SSE requirements cannot be met, a SSE Risk Reduction Plan must be established
- Retail M&C Contractors can use a SSE Competency evaluation tool to manage SSE's if unable to meet the requirements outlined on the left.

SSE Form must be completed and sent to Contract Owner or Project Manager before SSE's coming on site.

Short Service Employee Form

An **SSE Form** must be completed for each contractor SSE:

Contractor Short-Service Employee Form

Contractor must complete and submit this form to the Chevron On-Site Representative for approval prior to job mobilization/crew change. The Chevron person managing control of work shall approve this form.

I. SSE Information			
Contractor Company Name:		Date:	
SSE Name:			
Date of Employment:	Current Job Title:		
Industry Experience: Yrs Months	Experience in Current Position:	Yrs	Months
Has the individual returned to work within their trade/craft after a break in service in the industry for more than one year?		☐ Yes	☐ No
Have site owner, contractor and HES policies been reviewed with SSE?		☐ Yes	☐ No
Who has been assigned as the SSE's mentor?			
Mentor's Experience: Yrs Months			
Training:			
List all training provided to the SSE:	List any previous special training:		
SSE(s) identified by: ☐ Hard Hat – _____	☐ Other – Describe _____		

II. SSE Crew Composition Requirements
Choose one of the crew types below.
☐ Single person crew – cannot be an SSE
☐ 2 to 5 person crew – no more than one SSE
☐ 6 or more person crew – no more than 20% SSE(s) per crew

III. SSE Review and Approval	
Contractor Manager:	Date:
Chevron On-Site Representative:	Date:

IV. SSE Early Release	
Contractor Manager:	Date:
Chevron On-Site Representative:	Date:

The variance section must be completed when SSE conditions cannot be met:

This portion of the SSE form is to be filled out whenever the SSE conditions cannot be met.

V. Variance Information	
Variance Justification (What are the current circumstances and what will be done to ensure an acceptable level of risk?)	
Alternatives to Variance (If the variance is denied, what are the alternatives to completing the scope of the work? Briefly detail the cost and operational impact of the alternatives.)	

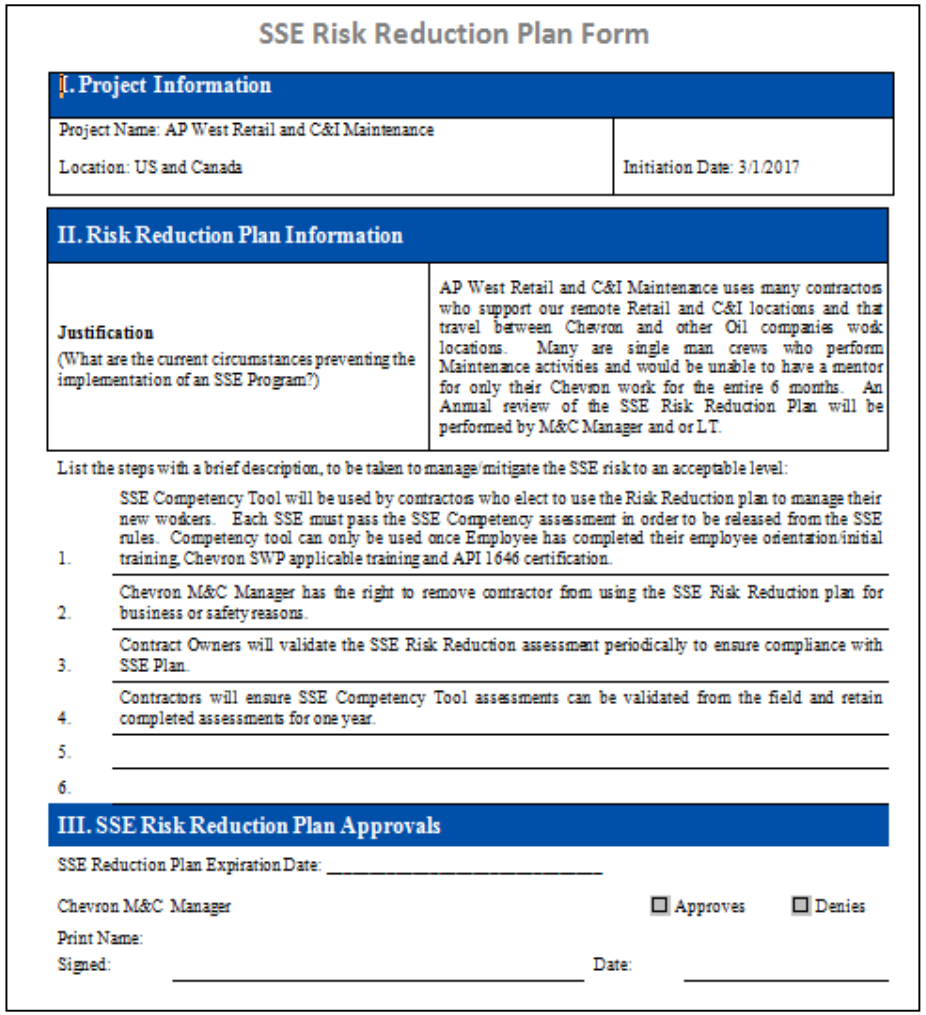
List the steps to be taken to manage/mitigate the SSE risk to an acceptable level:

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

VI. Variance Review and Approvals	
Variance Expiration Date:	
Chevron On Site Representative Signature:	☐ Approve ☐ Deny Date:
Contractor Manager/Supervisor Signature:	☐ Approve ☐ Deny Date:
Chevron Manager Signature:	☐ Approve ☐ Deny Date:

Retail M&C SSE Risk Reduction Plan

- For Retail M&C - SSE Risk Reduction Plan has been developed for Contractors to allow the removal of workers from SSE requirements prior to the 6 months.
- The Plan will allow contractors to exclude SSE's from the requirements if they comply with the all items listed in the plan.
- Contract Owners must validate if contractors will be using the Risk Reduction plan and Competency Tool and validate how being used and number of SSE's that have completed the review.
- Retail SSE Risk Reduction Plan



SSE Risk Reduction Plan Form

I. Project Information

Project Name: AP West Retail and C&I Maintenance Location: US and Canada	Initiation Date: 3/1/2017

II. Risk Reduction Plan Information

Justification (What are the current circumstances preventing the implementation of an SSE Program?)	AP West Retail and C&I Maintenance uses many contractors who support our remote Retail and C&I locations and that travel between Chevron and other Oil companies work locations. Many are single man crews who perform Maintenance activities and would be unable to have a mentor for only their Chevron work for the entire 6 months. An Annual review of the SSE Risk Reduction Plan will be performed by M&C Manager and or LT.

List the steps with a brief description, to be taken to manage/mitigate the SSE risk to an acceptable level:

1. SSE Competency Tool will be used by contractors who elect to use the Risk Reduction plan to manage their new workers. Each SSE must pass the SSE Competency assessment in order to be released from the SSE rules. Competency tool can only be used once Employee has completed their employee orientation/initial training, Chevron SWP applicable training and API 1646 certification.
2. Chevron M&C Manager has the right to remove contractor from using the SSE Risk Reduction plan for business or safety reasons.
3. Contract Owners will validate the SSE Risk Reduction assessment periodically to ensure compliance with SSE Plan.
4. Contractors will ensure SSE Competency Tool assessments can be validated from the field and retain completed assessments for one year.
5.
6.

III. SSE Risk Reduction Plan Approvals

SSE Reduction Plan Expiration Date: _____

Chevron M&C Manager ☐ Approves ☐ Denies

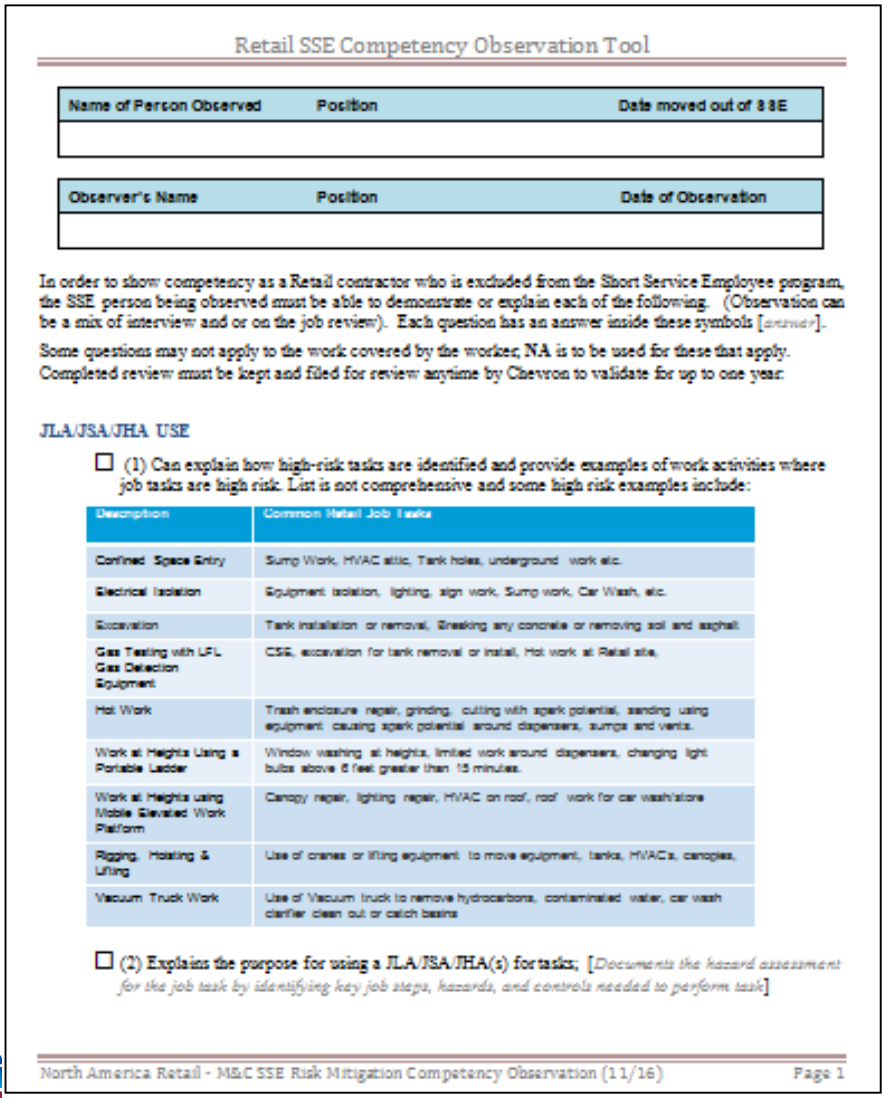
Print Name:

Signed: _____ Date: _____

M&C Retail Competency Observation Tool

- Contractors assess each SSE through the use of competency assessment each SSE must pass in order to be removed.
- Worker needs to have a copy of their assessment until they reach 6 months
- The assessment can be done through verbal interview or on the job, the SSE must be able to answer each question in order to pass and be removed from the SSE requirements.
- Provide Contract owner or Project manager the names or copies of the assessments once passed.

M&C SSE Competency Assessment Tool



Retail SSE Competency Observation Tool

Name of Person Observed	Position	Date moved out of SSE

Observer's Name	Position	Date of Observation

In order to show competency as a Retail contractor who is excluded from the Short Service Employee program, the SSE person being observed must be able to demonstrate or explain each of the following. (Observation can be a mix of interview and or on the job review). Each question has an answer inside these symbols [*answer*].

Some questions may not apply to the work covered by the worker, NA is to be used for these that apply. Completed review must be kept and filed for review anytime by Chevron to validate for up to one year.

JLA/JSA/JHA USE

☐ (1) Can explain how high-risk tasks are identified and provide examples of work activities where job tasks are high risk. List is not comprehensive and some high risk examples include:

Description	Common Retail Job Tasks
Confined Space Entry	Sump Work, HVAC attic, Tank holes, underground work etc.
Electrical Isolation	Equipment isolation, lighting, sign work, Sump work, Car Wash, etc.
Excavation	Tank installation or removal, Breaking any concrete or removing soil and asphalt
Gas Testing with LFL Gas Detection Equipment	CSE, excavation for tank removal or install, Hot work at Retail site,
Hot Work	Trash enclosure repair, grinding, cutting with spark potential, sanding using equipment causing spark potential around dispensers, sumps and vents.
Work at Heights Using a Portable Ladder	Window washing at heights, limited work around dispensers, changing light bulbs above 6 feet greater than 15 minutes.
Work at Heights using Mobile Elevated Work Platform	Canopy repair, lighting repair, HVAC on roof, roof work for car wash/store
Rigging, Hoisting & Lifting	Use of cranes or lifting equipment to move equipment, tanks, HVAC's, canopies,
Vacuum Truck Work	Use of Vacuum truck to remove hydrocarbons, contaminated water, car wash clarifier clean out or catch basins

☐ (2) Explains the purpose for using a JLA/JSA/JHA(s) for tasks; [*Documents the hazard assessment for the job task by identifying key job steps, hazards, and controls needed to perform task*]

North America Retail - M&C SSE Risk Mitigation Competency Observation (11/16) Page 1

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Hand Safety

The OSHA Requirements

OSHA 1910.138 states:

- ***EMPLOYERS shall select and require employees to use appropriate hand protection when employees' hands are exposed to hazards*** such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns; and harmful temperature extremes.

Gloves to Protect Against Physical Hazards

DUTY/HAZARD	TYPE OF GLOVE MATERIAL
Light Duty Abrasions/loss of grip/adsorption	Cotton, Leather, Rubber Coated or Kevlar separately or in combination with nylon / nitrile / Teflon®
Medium Duty Laceration/adsorption	Leather or Kevlar separately or in combination with nylon / nitrile / Teflon®
Heavy Duty Laceration/puncture	Kevlar (exposure to sharp or jagged metal, glass, box cutters, etc), stainless core (stainless steel woven into material), HexArmor™
High Temperature	Kevlar / Nomex / Fibreglass
Low Temperature	Insulating Gloves
Puncture	Aramid, HexArmor™

HAND SAFETY PROGRAM

Task	Hazard	Glove / Safeguard
General purpose (non-chemical) work such as valve operation, climbing ladders, etc.	Scrapes, scratches and light / moderate burns	Leather palm, leather driving, dipped nylon, or gloves with equal or improved protection.   
Working on Long Warf	Wet slippery surfaces / pinch points	Gloves manufactured or coated with a slip resistant materials and back of the hand protection as needed  

HAND SAFETY PROGRAM

Task	Hazard	Glove / Safeguard
Minor chemical exposure potential such as collecting samples from approved sample stations, blood – borne pathogens, lab work, etc.	Incidental contact to chemical and hydrocarbon exposure potential/ skin contact	Disposable Vinyl, Latex, Nitrile or PVC Disposable Gloves offer limited protection for incidental contacts. To be changed immediately when contaminated product contacts gloves (offer very little protection- get a new pair often)  
When there is potential for elevated chemical exposure such as draining, cleaning, leaking of chemical and/or process equipment	Moderate to high chemical and hydrocarbon exposure potential (use proper arm and body protection)	Industrial grade, chemical resistant gloves rated by the manufacturer sufficient for the chemical and time of the exposure. Materials used can be Neoprene, Nitrile, Butyl and PVC materials. Remember gloves are chemical resistant and shall be changed when exposed.  

HAND SAFETY PROGRAM

Task	Hazard	Glove / Safeguard
Welding , cutting and brazing	Thermal / Heat	Welding Grade Gloves for the type of welding 
Sharp edges, tools and knifes	Cuts and scrapes	ASTM F-1 cut resistant gloves at Level 3 or higher  
Hammering, rigging, scaffolding, pipefitting and task with potential impact hazards	Pinch, Smash, Crush, Fracture etc.	Impact Resistant Gloves (back of the hand protection, knuckle and finger reinforcements)  

HAND SAFETY PROGRAM

Task	Hazard	Glove / Safeguard
High voltage electrical work (racking in/out, testing etc.)	Electrocution / Burns	Voltage rated gloves with seamless protectors as outlined in Electrical Safe Work Practices NFPA 70E and RI-389 
Boiler shop, Working around material of high temperature.	Thermal Burns	Gloves of Materials tested and approved for temps exceeding work temp 

Knife Ban Policy: Effective 10/10/14

Affected Facilities: All Chevron Retail Facilities in North America Products Company

Purpose:

- The intent of this Knife Ban Policy is to reduce the risk of injury as a result of using knives or non approved cutting tools. Retail Marketing has experienced incidents involving cut or puncture injuries related to the use of personal or non approved knives and cutting tools.

Scope:

- This policy applies to both company and contract personnel at all North America Retail facilities.

Requirements:

- Company and contractor personnel are not allowed to use their personal knives, or any knife previously distributed by the company or contractor, regardless of the type of work, due to the potential safety hazard that they pose. This ban applies to all knives that have exposed sharp-edged blades that are fixed or can be opened or locked into a fixed position. The ban also applies to all types of multi-use tools.
- Personnel are required to use only approved safer alternative cutting tools. Tool approvals shall be obtained from the HES/Safety Department prior to use.
- As with any tool, visually inspect approved cutting tools prior to use for any damage.
- Damaged tools shall be reported to your supervisor and replaced immediately.

Knife Ban Policy: Effective 10/10/14

Exceptions:

Certain jobs require the use of fixed blade knives and are exceptions from this policy. These include:

- Fixed-blade knives used for food preparation by cafeteria or catering personnel. *(These personnel must take additional precautions such as safe hand position or cut resistant gloves or glove liners.)*
- Cutlery or tableware, both metal and plastic that is used to cut prepared food.
- Flange gasket knives used to remove flange gaskets and scrape flange surfaces. Gloves appropriate for task must be worn.
- All other exceptions will require supervisor approval before use. Gloves appropriate for task must be worn, while approved knife is being used.

FOBK Practices and Guidelines

- **Suppliers and subcontractors**
  - If you see a FOBK being used at a Retail or C&I site:
    - Exercise Stop Work Authority
    - Review HASP for FOBK Exception Permit and JSA describing proper use of FOBK
    - Notify PM if exception and JSA are not documented
    - PM to Complete a Near Loss Investigation
- **Project Managers**
    - Assess if the use of FOBK is appropriate for the task
    - If so, issue the exception permit with manager approval
    - If not, discuss the appropriate response with your Manager
    - If in doubt, consult the HES Specialist

Use of Alternative Tools

- Alternative cutting tools also have risks associated with them. Each tool has a sharp cutting blade (although it is usually protected or self-retracting). Thus, prior to initially using these tools, a training session must be completed.

Employees using these tools must:

1. be trained how to use them safely
   - ✓self retracting or guarded knives typically have a lever which must be engaged to expose the cutting blade
   - ✓shears and scissors are guarded only by the limit of the jaws opening
2. wear the proper hand and eye PPE when using these tools.

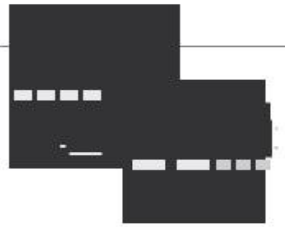
- The use of safety knives or specialty cutting tools may mean that one tool will no longer accomplish all cutting tasks on-site. A tool belt or other tool carrying device may help workers transport and access these tools efficiently.

- Unlike FOBKs, alternative tools may not be capable of being sharpened when dull, or if the blade has been bent or burred.

There are many types of safer cutting tools that are available. These are some examples. All safer type cutting tools will need to be approved by the HES/Safety Department prior to use.

Examples of appropriate tools for use during cutting activities	Appropriate Tool	Photo
Cutting plastic zip ties used on tags.	Snips	
Wire Stripping	Wire Stripper	
Band Cutting	Band Cutting Shears	
Cutting Insulation	Insulation Cutting Tool	
Cutting Cartons	Carton Knife	

Cutting Tools Continued

General Cutting e.g.: Cardboard Box Opening; knives used to cut thru corrugated fiberboard	Safe-Use Utility Knife (self retracting)	
Designed to cut cardboard, vinyl, thick foam, soft tubing and bubble wrap	Tube Knife	
Food Preparation	Kitchen Knife	
Cutting Paper, Cardboard	Scissors	
Cut resistant gloves are recommended while using approved knife or cutting tool. Proper type of glove will be determined based on scope of work.	Kevlar/Dynema Level 3 or higher	
Cut resistant glove liners can be worn under work and chemical gloves.	Ansell Kevlar Glove Liners	

Non Approved Cutting Tools

Examples of Non approved tools for use during cutting activities.	Photo
Multi Tool	
Multi Tool Leatherman	
Swiss Army	
Belt Knife	
Hunting Knife	

Other Sharp Objects

- **Broken glass** - never attempt to clean up broken glass with the hands; always use a broom and dustpan, tongs, or other appropriate tools in addition to gloves.
- **Sharp edges**– never attempt to remove equipment (fueling or merchandising) with out the proper gloves for protection.
- **Hypodermic needles** – at uncontrolled or old sites, always be aware that drug activity could have been taking place at the site. Always wear puncture resistant gloves when hand clearing man-made or natural debris from these sites.
- **Debris** – demolition debris can hide sharp surfaces and objects. Always wear cut/puncture resistant gloves when hand clearing demolition debris.

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Incident Reporting

Incident Reporting

First and foremost – Take care of the Injured person or unplanned event!

- **Directly after the person that is being cared for, Report every work related illness, injury or unplanned event (spill etc) to the Chevron Project Manager immediately, no matter how small.**
- Our goal is to provide Early Injury Management and Intervention. The report must be to a **live person** at Chevron or Chevron representative and not a recording. Keep calling until you reach a live person. Please refer to your contact list for phone numbers.
- When reporting a Loss injury, contractor must supply as much of the following information that is available as soon as possible to the Chevron Project Manager. If in doubt contact the Chevron Project Manger/Representative as soon as possible. Do not delay reporting due to lack of information; time is of the essence to Chevron.

▪ Name of person injured ▪ How incident occurred ▪ Place/date/time ▪ Description of Injury ▪ Contact Info of injured ▪ Alternative Contact	▪ Medical treatment administered ▪ Where taken to ▪ How transported ▪ Medication prescribed ▪ Current status of injured

- It is Chevron's belief that early case management of the incident is key, to keeping small incidents small and to help control the others from getting bigger. To do this we will offer support to the injured and guidance to the contractor, such as – can the employee return to work for light duty if they are able, can they get over the counter medication vs. prescriptions, is the injury first aid or do they need medical intervention, etc.
- When in doubt, report any potential issues to the Chevron Project Manager immediately. Unreported incidents ***will not be tolerated***. An HES loss investigation team will be dispatched for all qualifying incidents.

Retail Work Flow – High/Medium Risk

Chevron Retail Work Flow

1 Identify Work in Scope

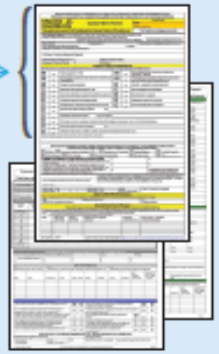
- Sign in at the site
- Determine if high-risk work applies to the site
  - Confined space entry
  - Energized electrical work on or near > 50 volts
  - Hot work
  - Isolation of hazardous energy
  - Work at heights
  - Excavation and trenching
  - Rigging, hoisting and lifting
- If YES, follow Safe Work Practices, verify name on permit writer list and continue
- If NO, Work Permit not needed, continue and use LPSA in place of JSA
- Validate API 1646 is current

2 Conduct Hazard Assessment and Control Risks

- Conduct hazard assessment

- Review/update JSA for any site-specific conditions or use approved written procedure

- Update written work plan and rescue plans if needed
- Complete the permit and high-risk form(s)

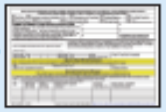


- Implement controls (gas testing, soil sampling, fall protection, equipment inspection, etc.)

3 Perform Work Safely

- Conduct pre-job briefing
- Conduct LPSA

- Validate permit by signing and entering date and times



- Start and monitor work
- Throughout task, determine if work can progress or needs to be stopped. Use Stop Work Authority

- Close out permit and forms
- Sign out at the site
- Retain permits and forms for 1 year and send to Chevron as requested.

Every Task...The Right Way...Every Time

Low Risk Work guidelines document

Safety Guidelines for Low-Risk Work

1. Follow all guidelines posted, such as "No Smoking" or restricted areas, etc.
2. Upon arrival, all contractor employees must sign in the visitor's log and ensure they understand the emergency procedures for that location (earthquake, fire, medical emergency, rally point, etc.).
3. General safety PPE must be followed, i.e., vests, shoes, gloves, ear and eye protection as applicable.
4. Work area must be kept clear of hazards that could result in a slip, trip or fall by either contractor or others.
5. Contractor should sign out on the visitor's log when the job is completed and/or when leaving the location.
6. All personnel reserve the right to evoke **Stop Work Authority** and stop all work in progress if they see any unsafe behaviors or work conditions by any contractor at the site, thus contractors also have the authority to stop any work or action they feel is unsafe and report it to the supervisor. (See Stop Work Authority card commitment).
7. Before starting any task, use the **LPSA** tool to **Assess** the risk, **Analyze** how to reduce or eliminate it and **Act** to ensure incident-free operations. Do not proceed unless you understand the task and have assessed what's the worst thing that could happen and taken steps to eliminate the risk. (See LPSA card and guidelines).
8. Any deviations from the original scope of work or alterations on site must be approved by Chevron.
9. Barricade work area to ensure that it is not a hazard to others (as applicable); 42" cones are required around forecourt.
10. Anytime work changes and becomes high-risk, you must **STOP** and follow the high-risk work flow process.
11. Report all injuries or incidents to the Chevron representative ASAP, talk to a live person, do not leave a message.
12. Work safely with the understanding that you must **do it safely or not at all. There is always time to do it right.**

Stop Work Authority

- Gives any employee/contractor the authority and responsibility to suspend work tasks when an unsafe or risky condition is present.
- You don't have to be an expert in the area or to be involved with the work in question to exercise stop work authority.
- There is absolutely no repercussion to an individual who exercises stop work authority.


Stop Work Authority

It is your responsibility – and you have the authority
Your ideas and concerns are important

We always comply with the Tenets of Operational Excellence shown on the reverse side of this card. As an employee or contractor for Chevron, you are responsible and authorized to stop any work that does not comply with these tenets and there will be no repercussions to you. That is our commitment to you.

Americas Products Leadership Team

LPSA – A Useful and Powerful Tool

- Useful because assessing the task for potential risk and considering the worst that could happen can be applied to ANYTHING you do. Powerful because once you identify what could go wrong, you can proactively take action to prevent it.
- Ask yourself:
  - What's the worst thing that could happen?
  - How can I reduce the risk?
  - What action do I take to ensure the job is incident- and injury-free?


Loss Prevention Self-Assessment

ASSESS the risk!

ANALYZE how to reduce the risk!

ACT to ensure loss-free operations!

Do it safely or not at all **There is always time to do it right**

IDC Gen-088297

MS-10005 (6-11)

human energy

third-party waste stewardship contractor awareness training

2017

topics

Topics
• Training Objectives
• Waste Management Examples
• Contractor Expectations for Managing Wastes
• Environmental Compliance and Environmental Stewardship
• Third-Party Waste Stewardship – Contractor Requirements
• Waste Definition
• Contractor Responsibilities
• Questions, Comments, and Contacts

training objective

At the end of this course, you should understand:

- Policies and regulations that Chevron must abide by throughout the waste management process
- Contractor Roles and Responsibilities in helping Chevron meet waste requirements
- Contractor requirements for complying with Chevron's Third-Party Waste Stewardship Standard

waste management example #1

A U.S. maintenance contractor doing work at several retail services stations, sub-contracted with another company to dispose of some fuel contaminated filters. Neither the contractor or the subcontractor were knowledgeable of Chevron's waste management requirements.

Result:

- Wastes were shipped to a facility that was not approved by Chevron.
- Incorrect information was provided in the shipping document.
- Shipping documents were "lost" and not provided to Chevron in a timely fashion.

What should have happened:

- The contractor should have been familiar with Chevron's waste management requirements, which are outlined in the contract.
- The contractor should have communicated and trained its subcontractors on Chevron's waste management requirements.
- The sub-contractor should have complied with Chevron's waste management requirements which would have included a process for managing waste information and shipping documents.

waste management example #2

A U.S. maintenance contractor completed work at a retail station, and as instructed, left the waste container on site. The contractor notified the Station Manager after completing the work. The label was barely legible on this container, which was stored near other waste containers at the site. The Station Manager was busy and waited several days to request a pick-up of the contractor's waste container. Once the station manager called for a waste pick up, he could not read the container label.

Result:

- The wrong container was picked up and shipped to the disposal facility
- Shipping documents were not correct, so the disposal facility rejected the container
- Additional time and money were needed to get the container approved at the disposal facility

What should have happened:

- Contractors must ensure that labels are securely placed on the waste container, legible, and completely filled-out using weather-resistant ink (e.g., Sharpie or other indelible ink pen)
  - Contractors that add waste to existing drums at retail sites must complete the accumulation date field on the label using weather resistant ink.
- Contractors should contact Chevron Maintenance Dispatch directly (in addition to notifying the Station Manager), when wastes from their activities are left on site and need to be picked up.

contractor expectations for managing wastes

- Comply with all local, state/provincial, and federal environmental laws and regulations
- Comply with Chevron specific policies and procedures
- Read and understand Chevron requirements outlined in your contract
- Communicate and train your workers and subcontractors on these requirements

what is environmental compliance?

- Environmental Compliance is adherence to all laws, regulations, and policies affecting the environmental status of a Chevron facility without regard to the degree of enforcement
- What does that mean?
  - All contractors are expected to perform their work in conformance with Chevron environmental policies as well as the federal, state/provincial, and local laws and regulations

Consequences of Non-Compliance

Failure to comply with the stipulations of regulatory agencies can result in severe consequences including:

- Enforcement actions
- Fines
- Permit revocations
- Criminal and civil penalties
- Civil liability

what are Chevron policies for environmental compliance and environmental stewardship?

- The Chevron Way
- Chevron requirements outlined in the Contract
- Chevron's Operational Excellence Management System (OE-MS)
  - Third-Party Waste Stewardship Standard (Element 7.4 of OE-MS)

OE expectation, element 7: environmental stewardship
TWS Standard (Element 7.4) Overview

The TWS Standard establishes a systemized method for all Chevron facilities to:

- Identify, evaluate, and use only those third-party waste facilities that meet specified environmental, safety, compliance, and financial criteria
- Manage and reduce potential liabilities associated with wastes generated from Chevron operations.

Who has to Comply?

- All contractors and subcontractors who generate or manage waste on behalf of Chevron as part of their scope of work
- Third parties that subcontract waste activities on behalf of Chevron
- Third parties who transfer, transport, store, accumulate, treat, recycle, or dispose of waste on Chevron's behalf

third-party waste stewardship (TWS) standard contractor requirements

- Contractors must adhere to all legal requirements for waste management outlined in the contract established between the third party and Chevron
- Contractors must ensure that its subcontractors follow all legal and Chevron requirements for waste management, including the TWS Standard
- Contractors must use facilities that are "Selected for Use" by Chevron for handling wastes subject to the TWS Standard
- Contractors must keep records of wastes managed on behalf of Chevron, that include*
  - Waste name
  - Amount
  - Name and address of facility receiving waste
  - Date waste was sent to waste facility from Chevron

**Waste records must be kept for 6 years or the length of the Contract, which ever is longer.*

wastes subject to the TWS standard

In Scope Wastes	Out of Scope Wastes
• Most wastes and materials designated for recycling, treatment, or disposal, unless specifically listed as “out of scope”	• Non-oily/non-contaminated office and domestic trash
• Waste generated by contractor activities as part of the contracted scope of work at a Chevron operationally controlled location	• Non-contaminated construction rubble and debris (soil, wood, concrete, steel)
• Material that is recycled, reused, or recovered unless the material is sent back to the original manufacturer	• Non-contaminated glass, plastic, tires and metals (steel, iron, etc.)
• Containers sent for reconditioning including drums	• Wastes generated at fabrication yards where the contractor is serving multiple clients
• Batteries, fluorescent light bulbs, medical wastes	• Waste from the contractor’s equipment maintenance, unless explicitly included in the contractor's scope of work
• Contaminated scrap metal and underground storage tanks	• Materials sent back to the original manufacturer (not vendor/distributor) for recycling
• Out of scope wastes mixed with in-scope wastes	• Sewage and wastewater sent to government-owned or operated treatment facilities

what is a waste?

In general, a waste is any discarded material that is no longer used for its intended purpose.

Non-Hazardous Wastes

- Non-hazardous wastes are generated by businesses and industrial facilities, and are not generally considered to be harmful.

- Examples:
  - Municipal solid waste - station station/office trash, food waste, product packaging
  - Construction debris, soil not impacted with petroleum hydrocarbons
  - Recyclable materials

what is a waste?

Hazardous Wastes

- Hazardous wastes are wastes that could adversely affect human health or the environment because of its physical and chemical properties (i.e. toxicity, reactivity, etc.).
- Examples:
  - Spill pads, spill bucket waters
  - Caustics (bases) and corrosives (acids)
  - Cleanup Materials from Fuel Spills

Universal Wastes

- Universal wastes are a subset of hazardous waste. These wastes are subject to less stringent regulatory requirements than other hazardous waste because of their prevalence in industry.
- Examples:
  - Batteries
  - Lamps (fluorescent bulbs)
  - Mercury-Containing Equipment
  - CA Only - Electronic Devices (e-wastes), CRTs, CRT Glass, Non-Empty Aerosol Cans

chevron waste definition

- Any waste that is generated by contractors while conducting work on Chevron property with Chevron equipment is considered Chevron waste and shall be managed at a Chevron approved, “Selected for Use” facility.

Examples of Chevron Waste*

- Maintenance waste from Chevron equipment (hoses, dispenser filters)
- Spill Bucket liquid and sump water
- Asbestos-containing materials
- Tank bottoms from cleaning out tanks containing Chevron products

* Unless noted in Contract language

contractor waste definition

- Any waste that is generated offsite from Chevron property
- Wastes generated from contractor-owned equipment /materials (even if generated on Chevron premises)
  - *Contractor waste is not to be placed in Chevron storage containers and must not be managed as Chevron waste, unless specifically listed in the contract and/or directed by Chevron.*

Examples of Contractor Waste

- Empty containers from contractor owned chemicals, generated as a result of contractor activities on Chevron premises
- Maintenance waste from contractor equipment (oils from contractor pumps)
- Spill pads and absorbents used to clean up spills of contractor chemicals
- Unused, leftover paint purchased by a contractor and used to paint a Chevron facility.

contractor responsibilities - tips and guidelines

Contractors must ensure that in-scope wastes are sent to “Selected for Use” (SFU) facilities.

- Refer to your contract for a list of SFU facilities, or
- Contact your Chevron representative (Terminal manager, Project Manager, etc.) for recommendations of SFU facilities
- Contractors may continue to use an SFU facility, unless notified otherwise by a Chevron representative
- Your Chevron representative is responsible for communicating any changes in SFU facilities to the contractor

contractor responsibilities - tips and guidelines

Contractors must maintain records on the management of in-scope wastes and make this information available to a Chevron representative upon request.

- Records must be kept for the duration of the contract or 6 years, whichever is longer
- Minimum information to be maintained on each waste shipment is:
  - ***Waste Name***
  - ***Volume***
  - ***Destination Facility Name and Address***
  - ***Date Shipped***

Contractors must handle wastes in accordance with all Chevron, federal, state, provincial and local regulations.

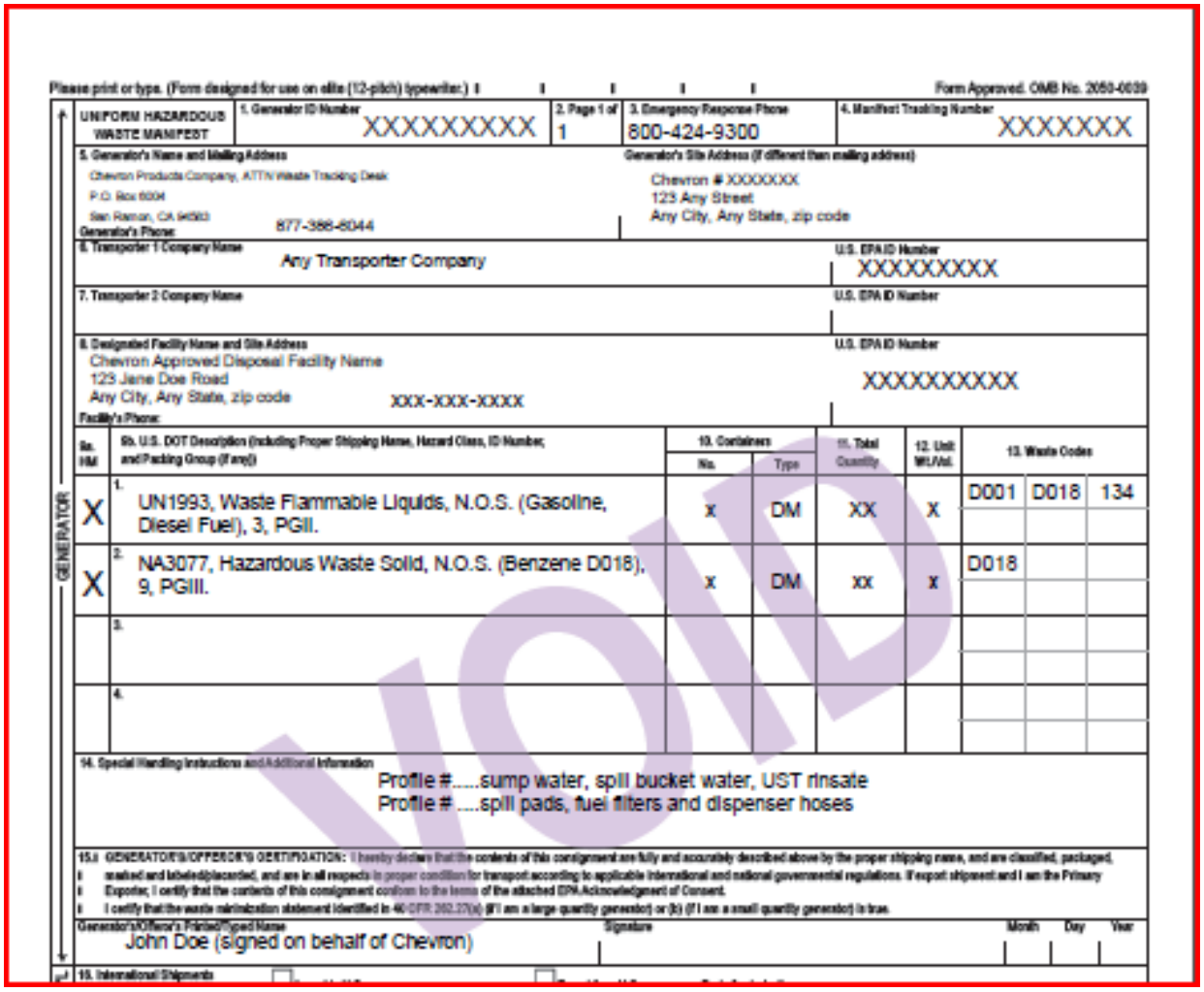
contractor responsibilities - tips and guidelines

Contractor's Role When Shipping Waste on Chevron's behalf

- Contractors, who are trained according to the U.S. Department of Transportation or Canada Transport of Dangerous Goods regulations are the ONLY persons allowed to prepare and/or sign manifests, provided a "Letter of Authorization" is included in the contract.
  - Chevron Station Managers are not authorized to sign Hazardous Waste Manifests in the U.S.
  - Chevron will provide specific information on how to complete manifests in the contract, or by contacting your Chevron representative (Terminal Manager, Project Manager, etc.).
- All required sections of the Waste Manifest or other shipping document are to be completed prior to removing waste from a Chevron facility.

contractor responsibilities - tips and guidelines

- Example of Properly Completed U.S. Waste Manifest



Please print or type. (Form designed for use on elite (12-pitch) typewriter.) Form Approved. OMB No. 2050-0039

UNIFORM HAZARDOUS WASTE MANIFEST	1. Generator ID Number XXXXXXXXX	2. Page 1 of 1	3. Emergency Response Phone 800-424-9300	4. Manifest Tracking Number XXXXXXX

5. Generator's Name and Mailing Address: Chevron Products Company, ATTN Waste Tracking Desk, P.O. Box 6004, San Ramon, CA 94583. Generator's Phone: 877-388-6044

Generator's Site Address (if different than mailing address): Chevron # XXXXXX, 123 Any Street, Any City, Any State, zip code

6. Transporter 1 Company Name: Any Transporter Company — U.S. EPA ID Number: XXXXXXXXX

7. Transporter 2 Company Name — U.S. EPA ID Number:

8. Designated Facility Name and Site Address: Chevron Approved Disposal Facility Name, 123 Jane Doe Road, Any City, Any State, zip code. Facility's Phone: XXX-XXX-XXXX — U.S. EPA ID Number: XXXXXXXXXX

	9a. HM	9b. U.S. DOT Description (including Proper Shipping Name, Hazard Class, ID Number, and Packing Group (if any))	10. Containers No.	10. Containers Type	11. Total Quantity	12. Unit Wt./Vol.	13. Waste Codes		
GENERATOR	X	1. UN1993, Waste Flammable Liquids, N.O.S. (Gasoline, Diesel Fuel), 3, PGII.	X	DM	XX	X	D001	D018	134
	X	2. NA3077, Hazardous Waste Solid, N.O.S. (Benzene D018), 9, PGIII.	X	DM	XX	X	D018		
		3.							
		4.							

14. Special Handling Instructions and Additional Information: Profile #.....sump water, spill bucket water, UST rinsate; Profile #.....spill pads, fuel filters and dispenser hoses

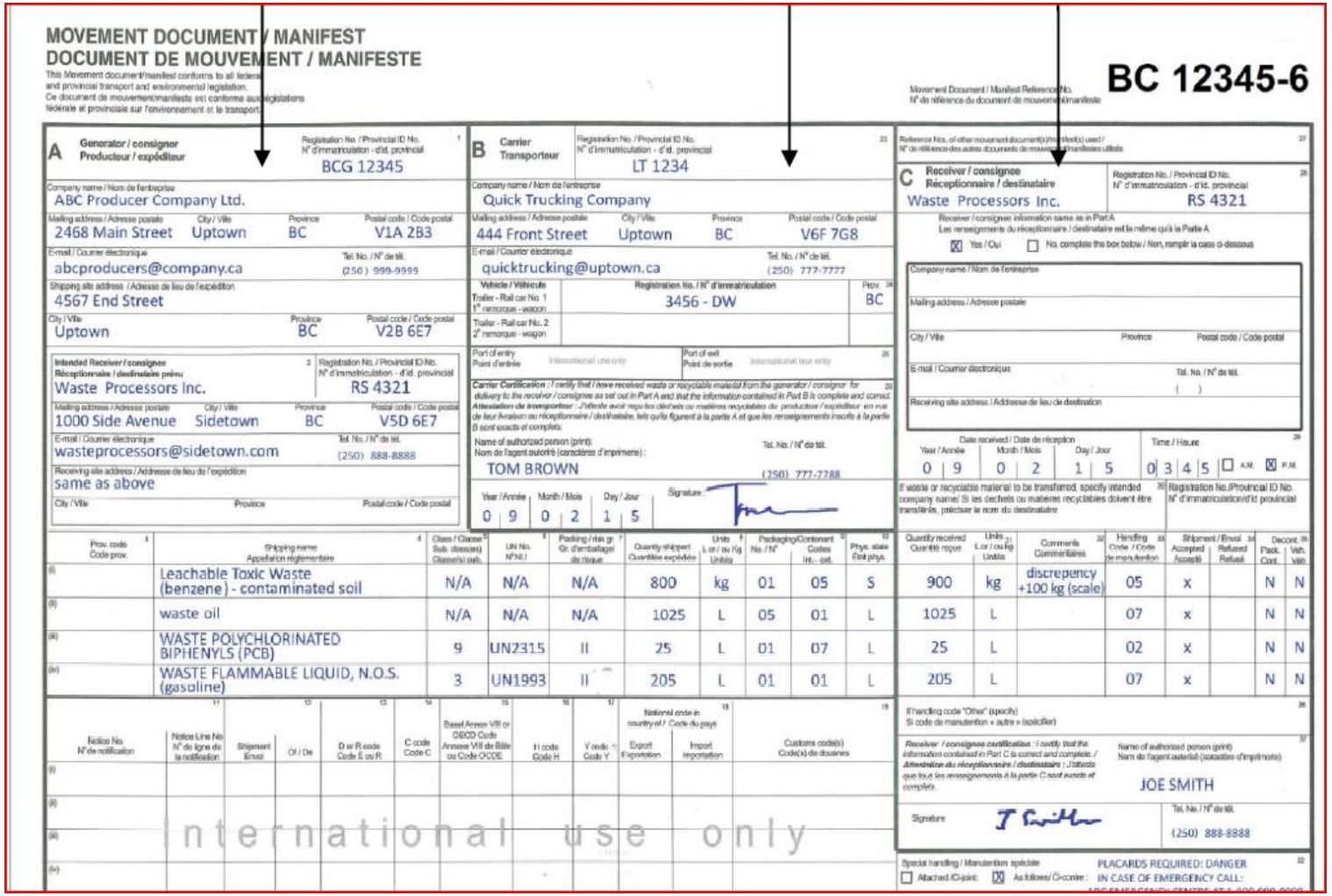
15.I GENERATOR'S/OFFEROR'S CERTIFICATION: I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labeled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. If export shipment and I am the Primary Exporter, I certify that the contents of this consignment conform to the terms of the attached EPA Acknowledgement of Consent. I certify that the waste minimization statement identified in 40 CFR 262.27(a) (if I am a large quantity generator) or (b) (if I am a small quantity generator) is true.

Generator's/Offeror's Printed/Typed Name: John Doe (signed on behalf of Chevron) — Signature — Month — Day — Year

16. International Shipments

contractor responsibilities - tips and guidelines

- Example of Properly Completed Canadian Waste Manifest



MOVEMENT DOCUMENT / MANIFEST
DOCUMENT DE MOUVEMENT / MANIFESTE

BC 12345-6

A Generator / consignor / Producteur / expéditeur
Registration No. / Provincial ID No. / N° d'immatriculation - d'id. provincial: BCG 12345
Company name / Nom de l'entreprise: ABC Producer Company Ltd.
Mailing address / Adresse postale: 2468 Main Street | City / Ville: Uptown | Province: BC | Postal code / Code postal: V1A 2B3
E-mail / Courrier électronique: abcproducers@company.ca | Tel. No. / N° de tél.: (250) 999-9999
Shipping site address / Adresse de lieu de l'expédition: 4567 End Street
City / Ville: Uptown | Province: BC | Postal code / Code postal: V2B 6E7

Intended Receiver / consignee / Réceptionnaire / destinataire prévu
Registration No. / Provincial ID No. / N° d'immatriculation - d'id. provincial: RS 4321
Waste Processors Inc.
Mailing address / Adresse postale: 1000 Side Avenue | City / Ville: Sidetown | Province: BC | Postal code / Code postal: V5D 6E7
E-mail / Courrier électronique: wasteprocessors@sidetown.com | Tel. No. / N° de tél.: (250) 888-8888
Receiving site address / Adresse de lieu de l'expédition: same as above
City / Ville | Province | Postal code / Code postal

B Carrier / Transporteur
Registration No. / Provincial ID No. / N° d'immatriculation - d'id. provincial: LT 1234
Company name / Nom de l'entreprise: Quick Trucking Company
Mailing address / Adresse postale: 444 Front Street | City / Ville: Uptown | Province: BC | Postal code / Code postal: V6F 7G8
E-mail / Courrier électronique: quicktrucking@uptown.ca | Tel. No. / N° de tél.: (250) 777-7777
Vehicle / Véhicule — Trailer - Rail car No. 1 / 1e remorque - wagon | Registration No. / N° d'immatriculation: 3456 - DW | Prov.: BC
Trailer - Rail car No. 2 / 2e remorque - wagon
Port of entry / Point d'entrée (international use only) | Port of exit / Point de sortie (international use only)

Carrier Certification / *Attestation de transporteur*: I certify that I have received waste or recyclable material from the generator / consignor for delivery to the receiver / consignee as set out in Part A and that the information contained in Part B is complete and correct. / *J'atteste avoir reçu les déchets ou matières recyclables du producteur / expéditeur en vue de leur livraison au réceptionnaire / destinataire, tels qu'ils figurent à la partie A, et que les renseignements inscrits à la partie B sont exacts et complets.*
Name of authorized person (print) / Nom de l'agent autorisé (caractères d'imprimerie): TOM BROWN | Tel. No. / N° de tél.: (250) 777-7788
Year / Année: 0 9 | Month / Mois: 0 2 | Day / Jour: 1 5 | Signature:

C Receiver / consignee / Réceptionnaire / destinataire
Waste Processors Inc.
Registration No. / Provincial ID No. / N° d'immatriculation - d'id. provincial: RS 4321
Receiver / consignee information same as in Part A / Les renseignements du réceptionnaire / destinataire est le même qu'à la Partie A: ☒ Yes / Oui ☐ No, complete the box below / Non, remplir la case ci-dessous
Company name / Nom de l'entreprise
Mailing address / Adresse postale
City / Ville | Province | Postal code / Code postal
E-mail / Courrier électronique | Tel. No. / N° de tél.
Receiving site address / Addresse de lieu de destination
Date received / Date de réception — Year / Année: 0 9 | Month / Mois: 0 2 | Day / Jour: 1 5
Time / Heure: 0 3 4 5 ☐ A.M. ☒ P.M.
If waste or recyclable material to be transferred, specify intended company name / Si les déchets ou matières recyclables doivent être transférés, préciser le nom du destinataire
Registration No./Provincial ID No. / N° d'immatriculation/d'id provincial

Prov. code / Code prov.	Shipping name / Appellation réglementaire	Class / Classe: Sub. class(es) / Classe(s) sub.	UN No. / NU	Packing / risk gr. / Gr. d'emballage / de risque	Quantity shipped / Quantités expédiée	Units / Unités	Packaging / Contenant: No. / N°	Codes	Phys. state / État phys.	Quantity received / Quantité reçue	Units / Unités	Comments / Commentaires	Handling Code / Code de manutention	Shipment / Envoi: Accepted / Accepté	Refused / Refusé	Decont.: Pack. / Cont.	Veh. / Véh.
(i)	Leachable Toxic Waste (benzene) - contaminated soil	N/A	N/A	N/A	800	kg	01	05	S	900	kg	discrepency +100 kg (scale)	05	x		N	N
(ii)	waste oil	N/A	N/A	N/A	1025	L	05	01	L	1025	L		07	x		N	N
(iii)	WASTE POLYCHLORINATED BIPHENYLS (PCB)	9	UN2315	II	25	L	01	07	L	25	L		02	x		N	N
(iv)	WASTE FLAMMABLE LIQUID, N.O.S. (gasoline)	3	UN1993	II	205	L	01	01	L	205	L		07	x		N	N

Notice No. / N° de notification	Notice Line No. / N° de ligne de la notification	Shipment / Envoi	Or / De	D or R code / Code D ou R	C code / Code C	Basel Annex VIII or OECD Code / Annexe VIII de Bâle ou Code OCDE	H code / Code H	Y code / Code Y	National code in country of / Code du pays: Export / Exportation	Import / Importation	Customs code(s) / Code(s) de douanes
(i)											
(ii)											
(iii)											
(iv)											

International use only

If handling code "Other" (specify) / Si code de manutention « autre » (spécifier)

Receiver / consignee certification / *Attestation du réceptionnaire / destinataire*: I certify that the information contained in Part C is correct and complete. / *J'atteste que tous les renseignements à la partie C sont exacts et complets.*
Name of authorized person (print) / Nom de l'agent autorisé (caractères d'imprimerie): JOE SMITH
Signature | Tel. No. / N° de tél.: (250) 888-8888

Special handling / Manutention spéciale: ☐ Attached / Ci-joint ☒ As follows / Ci-contre: PLACARDS REQUIRED: DANGER
IN CASE OF EMERGENCY CALL:

contractor responsibilities - tips and guidelines

Contractor's Role When Shipping Waste on Chevron's behalf

- RETAIL: Original waste manifests must be mailed to the Chevron North America Waste Tracking Desk as generated or within 7 days. Copies may be left at the retail stations.

  Address: Chevron Products Company
  Attention: Waste Tracking Desk
  P.O. Box 6004
  San Ramon, CA 94583-0804

  E-mail: NAWTDesk@chevron.com
  Phone: 877-386-6044
  Fax: 866-849-4435

- TERMINALS: Original waste manifests must be left at terminal locations.

questions, comments, and contacts

- For questions about contractor waste responsibilities, contracts, and other general topics:
  - **Contact your Chevron representative (e.g., Terminal Manager, Project Manager, etc.)**

- For questions about waste shipping documents and their preparation, contact the North America Waste Tracking Desk at:

  E-mail: NAWTDesk@chevron.com

  Phone: 877-386-6044

  Fax: 866-849-4435

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CHESM Process

Contractor Health Environmental Safety Management

CHESM Purpose and Objectives

Per the Corporate OE CHESM Process:

The purpose of the Contractor Health, Environment and Safety Management (CHESM) process is to:

- Establish clear accountabilities
- Ensure active engagement of contractors
- Provide a consistent CHESM program to help eliminate health, environment and safety (HES) incidents and injuries involving contractors

CHESM Scope

A Contractor is defined as any company or individual that is under contract or sub-contract that performs work or provides services to or for Chevron.

IN SCOPE

Contractors and Subcontractors within OE Reporting Boundaries

OEDRS

OUT OF SCOPE

- **Professional services, one-person contractor firms or individuals that perform low consequence potential work**
- **Staff augmentation/ contingent labor contractors working under Chevron guidance**

Additional Out of Scope for Americas Products

- ***Vendors covered by RTS (Fuel Delivery, Additives, Transmix, Ethanol and COED Scheduled Pump out activities)***
- ***Inspectors***
- ***Delivery personnel of short or limited duration***
- ***Store operation personnel***
- ***Emergency or Law enforcement or related personnel***
- ***And other service providers considered out of scope per the OEDRS***

Contractors and CHESM Summary

- Chevron **CHESM Questionnaire** is required to be completed once and submitted to Chevron either through Procurement or through ISNetworld. ISN will provide a feed into our CHESM Database. Contract Owners will discuss Contractors Grades and updates with each of their Contractors on a Quarterly basis.
- Chevron will complete a desktop **HES System Review (medium risk)** of all Contractors programs and HES policies or a **Contractor Field Office Assessment (high risk)** at the contractors head office to review the same HES polices and interview key personnel to ensure HES is being follow and maintained.
- **CHESM MSW Field Verfication** are Audits to ensure workers are performing work safely and following Chevron SWP requirements, audit results will impact contractor CHESM grade. Sub Contractors will also be subject to audits results also impacting contractors grade. Copy available on Web site.
- **Contractor Performance Review** will be completed by the Contract Owner at least once a year as a look back on performance. Copy available on Web site.
- **Short Service Employee** (SSE) requirements are part of the CHESM process.
- **Sub Contractor Management Requirement** - Contractor must provide documentation to Chevron of how Sub contractor was selected and how sub contractors are being managed for all High and Medium Consequence potential work.
- Contractor will provide **Chevron Work Hours** worked each quarter when requested by the 15th workday following the end of the quarter.

CHESM Grades for Contractors

Contractors Grade in Chevron Database will include:

- 35% Performance Review
- 30% CHESM Field Verfication
- 15% Contractor Chevron TRIR
- 15% Validated Questionnaire
- 5% Contractor Corporate TRIR

Grade	Score
A	90 or above
B	80 – 89
C	70 – 79; Requires approved mitigation plan
D	<70; Requires approved mitigation plan
L	**Low** contractor work risk profile • Not assigned a grade. • No required Work in Progress activities

Contract Owners will provide Grades via e-mail to each Contractor, you can at any time call or e-mail to see if any change in grade.

Contractors must keep data updated in ISNetworld or your Chevron grade will drop as ISN is feeding data into the Chevron database.

Understanding Engagement Level Requirements

The Contractor Work Risk Profile and CHESM Grade drive Contract Owner Engagement Level.

Contractor Work Risk Profile	CHESM Grade = A	CHESM Grade = B	CHESM Grade = C	CHESM Grade = D	CHESM Grade = L
High	Level 2	Level 2	Level 1	Level 1	-
Medium	Level 3	Level 2	Level 2	Level 1	-
Low	-	-	-	-	Level 4

Engagement Level determines the *Work-in-Progress* activities required for the contractor.

Engagement Level	Performance Reviews	Established KPIs	CHESM MSW Field Verifications
Level 1	2 per year	✓	2 per quarter
Level 2	1 per year	✓	1 per quarter
Level 3	1 per year	✓	1 per 6 months
Level 4	Work and contractor performance managed under MSW; contractor not required to report KPI information		

Contractor Management Representative (CMR) Responsibilities Review

- ❑ Complete qualification activities as requested – particularly for any new scope of work
- ❑ Work with CHESM Contract Owner to set Key Performance Indicators (KPIs)
- ❑ Work with CHESM Contract Owner to develop Mitigation Plan, as necessary
- ❑ Attend Post Award Kick Off Meeting
- ❑ Attend Performance Review meetings and agree on action items with CHESM Contract Owner
- ❑ Provide KPI actual information as requested, including Corporate HES performance data and BU-specific data

What to Expect from Chevron

- **Chevron is committed to the health and safety of its contractors**
- Chevron will work with you to ensure you meet HES performance expectations
- Your CHESM Contract Owner will be your primary contact for CHESM activities, including:
  - Establishing and monitoring Key Performance Indicators (KPIs)
  - Developing and monitoring Mitigation Plans and action items
  - Regularly reviewing HES performance, incidents and associated root causes

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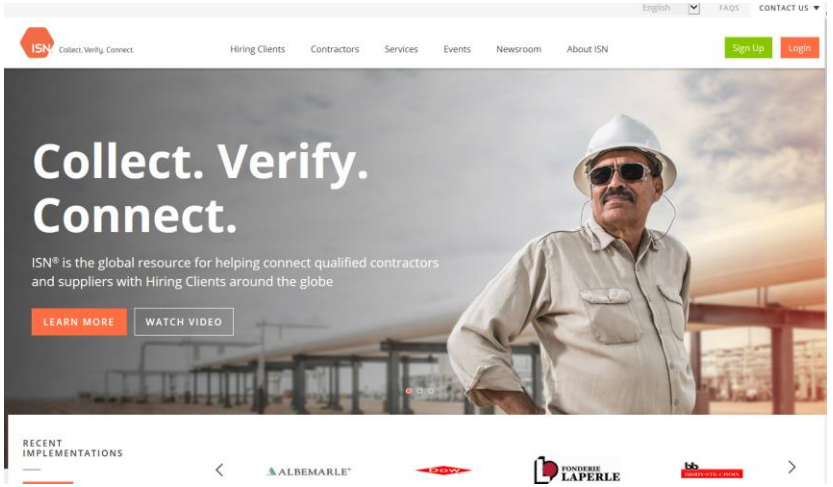
CHESM and ISNetworld

Contractor Health Environmental Safety Management and ISNetworld use.

ISNetworld is a Web-based tool designed to capture and evaluate Health, Environmental and Safety (HES) information for contractors in support of the CHESM process. The information in the ISNetworld application is **confidential** between the Contractor and the Clients connected like Chevron and will not be shared with other contractors. Contractors have access to only their data within ISN.



- Contractors maintain their ISN accounts and update their OSHA/WCB data quarterly to ensure grades are calculated correctly.

- Chevron Questionnaire is part of the ISNetworld question set, once answered the responses are uploaded to Chevron.

- Data is pulled from ISN and entered in the CHESM OE IMPACT CHESM database where a HES grade is generated (A-D). Grades are reviewed and communicated to Contractors by the Chevron Contract Owner, failing or poor grades will require mitigation and may stop some or all work.

- Results from MSW Field V&V's and Performance Reviews are entered into CHESM database and will impact grades. Any Sub Contractors used will also be audited using the MSW Field V&V with results impacting Contractors grade.

ISNetworld Web Site

Questions

- "Always" follow Chevron's Tenets of Operation
- Perform LPSA prior to starting any task
- Don't forget to use Stop Work Authority even when things "seem" ok.
- Report all injuries to your Chevron PM or Contract Owner ASAP.

"Do it safely or not at all"

"There's always time to do it right"

Next Steps

- ✓Review material and **train workers (including Sub Contractors) on Chevron expectations.**
  - ✓LPSA / SWA
  - ✓JSA Development and have reviewed by Chevron HES
  - ✓Safety Guidelines for High/Medium or Low risk work
  - ✓Incident protocol
  - ✓Remote Permit Writer list created and sent to Chevron Contract Owner
- ✓Ensure enough LPSA, SWA and Retail Work Flow tools for workers.
- ✓Update JSA for specific work, make it your own