

## JOB STEPS

- › Who is the Person-In-Charge / Work Site Lead today?
- › What are the job steps?
- › What tasks are you responsible for?
- › Are you familiar with the task?
- › Are there Short Service Employees on the job? Who is their mentor? And what training do they need?
- › What permits do we need? Hot Work, Confined Space, etc.
- › What procedure or standards apply to this job?
- › Are there SIMOPS activities that can affect you or others?
- › Which Life Saving Rules and SIF Exposures apply to this job?

## EQUIPMENT AND TOOLS

- › What are the right tools for this job?
- › Are tools clean and in good working condition?
- › How do we verify that tools and equipment are in good working condition?
- › How could we be hurt using these tools?

## IDENTIFY HAZARDS

**You must eliminate every hazard or mitigate the risk down to an acceptable level.**

- › What Critical Controls must be in place to this job safely?
- › What can fall on us or around us?
- › What is the atmospheric condition in the area you are working in?
- › Where is there trapped pressure / stored energy?
- › Where is there electricity that could shock us?
- › Where are the gas vapors, what could ignite them?
- › Where could we be in the line of fire?
- › What can we get caught in, smashed by or pinned between?
- › What are the pinch points?
- › What can we trip over or slip on?
- › What can we fall off of or fall through?
- › What can cut us, sting us, bite us or burn us?
- › What could we breathe, swallow or get on skin that could hurt us?
- › How could I hurt my back or overexert myself?
- › What could cause a life-altering or fatal injury?
- › What extreme conditions will we be working in?

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

- › What is the right PPE for the job?
- › What additional PPE may be needed? Respiratory or fall protection?

## JOB SCOPE CHANGES

- › What could make us stop or change the job?
- › What will we do if the job changes?
- › What type of emergencies could we experience today and what action should be taken in response? (Injury, Air Release or Spill, Fire)

## LIFE SAVING RULES

**Bypassing Safety Controls:** Obtain authorization before overriding or disabling safety controls.

- Communicate all bypasses between shifts/crews
- Obtain authorization before:
  - Disabling or overriding safety equipment
  - Deviating from procedures
  - Crossing a barrier

**Confined Space Entry:** Obtain authorization before entering a confined space.

- Verify all energy sources are isolated
- Confirm the atmosphere has been tested and is monitored
- Prevent unauthorized entry

**Driving:** Follow safe driving.

- Do not drive when impaired or fatigued
- Wear a seat belt
- Do not exceed the speed limit
- Do not use phones unless hands free or operate devices while driving

**Energy Isolation:** Verify isolation and zero energy before work begins.

- Identify all energy sources
- Confirm hazard energy sources have been isolated, locked and tagged
- Check to see there is zero energy and test for stored energy

**Hot Work:** Control flammables and ignition sources.

- Identify and control ignition sources
- Confirm flammables have been removed or isolated
- Before starting hot work, confirm:
  - A gas test has been completed
  - Gas will be monitored continuously
  - Obtain authorization

**Line of Fire:** Keep yourself and others out of the line of fire.

- Position yourself to avoid:
  - Moving objects
  - Vehicles
  - Pressure releases
  - Dropped objects
- Establish and obey barriers and exclusion zones
- Take action to secure loose objects and report potential dropped objects

**Mechanical Lifting:** Plan lifting operations and control the area.

- Confirm the equipment and load have been inspected
- Only qualified persons shall operate equipment
- Establish and obey barriers and exclusion zones
- Never walk under a suspended load

**Work Authorization:** Work with a valid permit when required.

- Confirm if a permit is required
- Ensure authorization to perform the work is in place
- Understand the permit conditions
- Confirm that hazards are controlled, and it is safe to begin work
- Stop and re-assess if conditions change

**Working at Height:** Protect yourself against a fall when working at height.

- Inspect fall protection equipment before use
- Secure tools and work materials to prevent dropped objects
- Ensure 100% tie off to approved anchor points when outside a protected area

**Submitting a Good Catch:** An identification of a hazardous situation or condition that poses a level of threat or risk to injury, health, property or environment before it becomes a causal factor in an incident.



**Reporting Injuries and Auto Accidents:**

1. Immediately notify supervisor and HSER Rep.
2. Call 911, if necessary.
3. If EXE employee is injured, call Axiom at 1-877-502-9466.
4. If EXE employee is in an auto accident, call Wheels at 1-833-883-0524 and select Option 3.

**Everyone has the right and obligation to stop the job!**

