



FFPO Procedure Blue Sheet Form

A. Procedure Title (list manual, procedure series, or specific procedure #)

Accident Prevention Manual

Section 2 Introduction and General Safety

B. Procedure Name/series type (i.e., operations, maintenance, etc.) E S & H

C. Check (✓) one of the following:

1. Procedure(s) accepted “as is” with terminology replaced as denoted in the Site Procedures Approved Terminology Replacement List for the FFPO SPR M&O contract.

2. In addition to the changes in approved terminology for the FFPO SPR M&O contract, improvements to the procedure are warranted:

Category 1 Finding (Resolution prior to contract start)

Category 2 Finding (Resolution within 90 days of contract start)

Category 3 Finding (Resolution to the Issues Management program)

D. Comments/Notes:

E. Forward a copy of this form to the FFPO Director, Business Management for revision tracking.

Signed

FFPO Reviewer Signature

02/24/14

Date

Steve Mahan

FFPO Reviewer Print Name



Site Procedures Approved Terminology Replacement List

Approved Terminology Replacements	
Terminology to be Replaced	Substituted Verbiage
AGSC	M&O Contractor or MOC
Boeing	M&O Contractor or MOC
Construction Management Services or CMS contractor	M&O Contractor or MOC
DynMcDermott or DM or Company	M&O Contractor or MOC
DM Contract No.	M&O Contract
Organizational Changes	
William Gibson or "Hoot"	DOE Project Manager or DOE PM
Robert (Bob) McGough or DM Project Manager or CEO	MOC Project Manager or MOC PM
Randy Sutton (Acting) or DM General Counsel	MOC General Counsel or MOC GC
Scott Landry or DM APM, O&M and COO	MOC APM, O&M
APM, Cavern Integrity	Senior Director, Cavern Integrity
Colleen Yates or DM APM, Business Operations and CFO	MOC APM, Business Operations and CFO
APM, Security and Emergency Preparedness or Director, Security and Emergency Preparedness Division	Senior Director, Security & Emergency Preparedness
Henry Schmidt, Jordan Jones, or Duane Johnson	Senior Director, Security & Emergency Preparedness
Leslie Williams or APM, Data Systems or Data Systems Director	Senior Director, Data Systems
William Bozzo or DM APM, ES&H	MOC APM, ES&H
Walt Newcomb or DM Director, Energy & Sustainability	Director, Environmental
J.P. Martinez or DM APM, Engineering	MOC APM, Engineering

ACRONYMS

- AGSC ASRC Gulf States Constructors
- APM Assistant Project Manager
- ASRC Arctic Slope Regional Corporation
- CAS Contractor Assurance System
- CFO Chief Financial Officer
- COO Chief Operating Officer
- ES&H Environment, Safety, and Health
- GC General Counsel
- M&O Management and Operating
- MOC Management and Operating Contractor
- O&M Operations and Maintenance
- PM Project Manager

2. INTRODUCTION AND GENERAL SAFETY

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2.1. DM SAFETY AND HEALTH PROGRAM

DM Petroleum Operations Company (DM), under contract to the U.S. Department of Energy (DOE), is responsible for providing a safe and healthful work environment during the operation of the Strategic Petroleum Reserve (SPR) project. Fulfilling this responsibility, DM has developed the Line Control Safety Program to prevent human and material loss. The Accident Prevention Manual (APM) is the authoritative document that directs line organizations in implementing the SPR Safety Program.

In accordance with DOE safety and health and legal requirements, DM will:

- a. Provide a safe and healthful work environment for all employees,
- b. Have zero acceptance of disabling injuries and fatalities,
- c. Actively promote and continuously improve the integrated safety management process throughout the SPR,
- d. Support an employee-owned behavioral safety accident prevention process designed to eliminate “at risk” behaviors, and
- e. Maintain OSHA and DOE Voluntary Protection Program (VPP) status.

DM is committed to providing the human and material resources necessary to maintain a safe work environment and meet all applicable regulatory requirements. DM expects employees to submit their safety and health concerns to management through their immediate supervisors.

DM management believes that all injuries are preventable and encourages employees at every level, from hourly workers to senior management, to be actively involved in the Line Control Safety Program, a process by which line managers and supervisors are the individuals who are

responsible and thus accountable for safety performance. Line managers and supervisors shall ensure that employees are knowledgeable of the contents of this manual as they pertain to the tasks being performed, and are reviewed annually, or following any changes.

NOTE

Every SPR employee has the authority and responsibility to stop work if you see an unsafe activity or feel uncertain of safely performing the work.

2.2. DM'S SAFETY AND HEALTH OBJECTIVES

DM's safety objectives are consistent with the guiding principles and core functions of Integrated Safety Management (ISM), in compliance with DOE Policy 450.4, "Safety Management System Policy." DM management reviews the company's safety objectives annually, as required by contract, revising them if necessary. Our primary safety and health objective is to protect people from harm. Specifically, our objectives are to:

- a. Prevent all accidents and injuries in the workplace and at home.
- b. Incorporate safety into all work we do,
- c. Continuously reduce risk,
- d. Support a Behavioral Safety Accident Prevention Process that recognizes and corrects hazards before any harm can occur,
- e. Maintain a comprehensive ergonomics process, and
- f. Maintain Star status in the OSHA and DOE VPP.

2.3. PURPOSE

The Accident Prevention Manual is the authoritative/directive document that prescribes DM safety and health requirements for employees performing job-related tasks and for contractors/subcontractors to whom it applies. It is recognized as such by DM's Conduct of Operations at the SPR Manual (or COPS Manual)-the administrative operating system. The requirements contained in the APM will assist line management in providing a safe and healthful work environment for all SPR personnel. This manual is intended for use by line management to determine the minimum programmatic and technical safety requirements for work processes and to help identify, prevent, correct, and eliminate hazardous conditions and unsafe behaviors.

2.4. SCOPE

The Accident Prevention Manual applies to all SPR sites and all DOE personnel and contractors working at those sites. It addresses the programmatic and technical activities considered essential to prevent accidents in all areas, from higher-risk operations to the lower-risk office environment. The success of any accident-prevention program depends largely on how well each individual accepts responsibility for working safely. Each employee must remain alert for unforeseen danger and take the initiative in reporting safety hazards to help prevent accidents and unsafe behavior.

This manual outlines fundamentals of accident prevention; contains safety policies, objectives, and goals; and describes the site safety organization, management surveillance responsibilities, site

Line Control Safety Program activities, and safety rules and practices, complaint procedures, and other regulatory requirements.

2.5. IMPORTANT CONCEPTS FOR EMPLOYEES

This manual provides information regarding the creation and maintenance of a safe and productive work environment at the SPR. SPR employees have the following rights and responsibilities:

- a. Managers will not discriminate against any employee who exercises rights outlined in this manual.
- b. Employees must report all injuries, near misses, and potential hazards as stated in Section 2.6.4.
- c. Employees are encouraged to submit hazard reports to their supervisors. Written reports are recommended; however, oral reports are permitted.
- d. Employees must report defective or faulty equipment promptly to the employee's supervisor.
- e. Employee Appeal Procedure. Employees have the right of appeal if they are not satisfied with line management action regarding a hazard.
- f. Anonymity must be granted if requested for oral or written hazard reports.
- g. Immediate oral reports for imminent danger and other high risk situations are mandatory. Abatement may require immediate stop work.
- h. Stop Work Order. Any employee has the right to question the safety of any activity they believe to be unsafe. The supervisor or person in charge of the operation in question must review the associated activities. Any SPR employee can and should stop work if they see an unsafe act or feel uncertain that an activity can be performed safely.
- i. Any employee may decline to perform an assigned task that they believe cannot be performed safely. Both the supervisor and the employee are entitled to a review by a qualified person such as a safety professional to assess the task and provide appropriate mitigation.
- j. Stop work or declining a task for safety reasons shall never result in retribution.

2.6. GENERAL SAFETY PRECAUTIONS

2.6.1. Clothing and PPE Requirements

All personnel, including visitors, are required to wear clothing appropriate for their job tasks and to comply with any additional protective clothing requirements specified by the supervisor. Prior to entrance to an SPR site, personnel and visitors must coordinate with appropriate management or other contacts to ensure proper clothing and PPE are worn.

NOTE

Visitors will be required to wear FRC upon entrance to areas where it is required. FRC will be provided by the site if required.

Employees working in the field are not to wear clothing that could get caught in machinery (such as dragging pants, loose or torn long-sleeved shirts, or neckties). No jewelry (rings, wristwatches, necklaces, bracelets, dangling earrings, etc.) will be allowed to be worn by any employee whose work involves live electrical parts, hand or power tools, rotating equipment, and/or working on or around equipment/machinery or parts. Non-site personnel who go into the field (out-of-office, off of

walkways, and parking lots) will comply with those requirements specified for the work they are to perform.

NOTE

All personnel, including visitors, who wear lanyards, are only authorized to wear break-away style lanyards.

For more information on PPE requirements, see the PPE section of this manual.

2.6.2. Housekeeping

All work areas and storage areas will be maintained in a neat and orderly fashion. In addition, some areas require housekeeping and maintenance specific to the activities, equipment, and personnel common to that area.

For additional information on housekeeping, see the housekeeping chapter of this manual, as well as chapters dedicated to specific areas and disciplines relative to your work.

2.6.3. Walking/Working Surfaces

Safe walking/working surfaces shall be provided to employees, but also require employee diligence and awareness.

NOTE

OSHA allows the use of pipelines as a working surface for a short period of time when no alternative is available **ONLY** if the employee is protected at all times by an adequate fall arrest system, a safe means of access and egress is provided, and the work can be performed with reasonable ease without a platform.

For further information on permanent and portable surfaces, see chapters of this manual governing your specific areas of work.

2.6.4. Reporting of Accidents, Injuries, Potential Hazards, or Near Misses

Accidents, injuries, potential hazards, and near misses -- no matter how minor -- must be reported to the employee's Supervisor/Subcontract Manager's Technical Representative (SMTR)/Construction Manager's Technical Representative (CMTR) or, in his or her absence, to the department manager. This includes personal injury, property damage, environmental damage, and vehicle accidents. For accidents at the storage sites requiring outside medical response (ambulance, helicopter) or activation of the Emergency Response Team (ERT), notify the Control Room Operator, first. They can expedite response. Employees in New Orleans requiring medical support should call 9-911 and provide building number, floor, and office number, then notify the Security Officers' Desk. Employees at the GSA Warehouse in New Orleans call 911 and then report to Operations Control Center (OCC). Employees at the Stennis Warehouse call the Stennis Fire Department and then report to the OCC.

For specific information and guidance on accident reporting, see the reporting/recording chapter of this manual.

2.6.5. Water Safety

Employees working over or near water, where the danger of drowning or falling into the water exists, are required to wear a U.S. Coast Guard -approved personal flotation device (either a PFD Type III over the water or Type V near the water).

2.7. BICYCLE SAFETY PROGRAM

This procedure provides the safety requirements to be followed during the day-to-day use of bicycles on the Strategic Petroleum Reserve sites.

2.7.1. Scope

The scope of this procedure is to identify the “Rules of The Road,” common causes of bicycle accidents and the actions to be taken to minimize the risk of injury when using bicycles on the SPR.

2.7.2. Applicability

This procedure applies to personnel who operate bicycles at the Strategic Petroleum Reserve sites.

2.7.3. Rules of The Road

- a. Ride on the right side of the road with the traffic flow, not against it;
- b. Obey traffic signs and signals;
- c. Use correct hand signals;
- d. Stop at all intersections and crosswalks, both marked and unmarked;
- e. Stop and look both ways before entering a street;
- f. Yield the right-of-way to pedestrians and vehicles

2.7.4. Common Accident Causes

Causes of bicycle accidents include, but are not limited to, the following:

- a. failure to follow the “Rules of the Road,”
- b. riding on uneven or rough terrain,
- c. riding in loose gravel, sand or shell, or on wet or slick surfaces,
- d. riding too close to and making contact with stationary objects,
- e. riding an unsafe bicycle.

2.7.5. Procedure

- a. Prior to riding the bicycle the user must perform a safety check. Verify that all bicycle components are securely attached, guards are in place, the chain is sufficiently adjusted and that brakes are operable. If the vehicle is determined to be safe the user may proceed. If the bicycle is determined to be unsafe the user should initiate a work request for necessary

- repair(s) and place a “Danger -Do Not Operate” tag, which may be obtained from Operations or Maintenance, on the bicycle.
- b. Bicycles must be operated at safe speeds at all times, never exceed the posted speed limits.
 - c. Operate bicycles only on established roadways, well pad entrances and parking areas.
 - d. Always yield the right-of-way to pedestrians.
 - e. Use caution when passing slower vehicles.
 - f. Never stand on pedals when riding bicycles.
 - g. Avoid slippery or wet surfaces, loose gravel, sand or shell.
 - h. Keep your eyes on your path and pay attention to road conditions
 - i. Do not allow passengers on bicycles.
 - j. Do not carry large, heavy or awkward items on the bicycle.
 - k. Keep two hands on the handlebars except when giving signals.
 - l. Do not carry materials that could, if spilled, cause injury/illness or adverse impact to the environment.
 - m. Be alert for:
 - 1. Vehicles coming out of side streets or parking lots
 - 2. Doors opening from parked cars
 - 3. Potholes, loose materials, and drains
 - 4. Valves, valve stems and chains, piping, signage, etc.
 - n. Ensure proper air pressure in tires according to tire manufacturer recommendations.
 - o. Ensure the chain is secured and seat/handle bars are at proper heights to maintain control of bicycle.

NOTE

The above information is a list of minimum rules and precautions for riding a bicycle on the SPR and does not address all possible situations that may have the potential to cause injury while operating a bicycle. Therefore, the rider should exercise good judgment to use other precautions as necessary for conditions that may be encountered.

2.7.6. Training

All users of bicycles on the SPR will receive training on the contents of this procedure prior to bicycle use.

2.8. TABLES: INTRODUCTION AND GENERAL SAFETY.

TABLE 2.1. INTRODUCTION AND GENERAL SAFETY ROLES AND RESPONSIBILITIES	
Position or Department	Responsibility
Site Director	a. Use this manual to implement the Line Control Safety Program. Site directors assist New Orleans Safety in identifying subjects to include in this manual. They may also review completed sections and provide data and comments on completed sections. b. Ensure that all site tasks are performed according to the procedures outlined in this manual.
Manager	a. Use this manual to help implement the Line Control Safety Program in their departments.

TABLE 2.1. INTRODUCTION AND GENERAL SAFETY ROLES AND RESPONSIBILITIES	
Position or Department	Responsibility
	b. Ensure this manual is followed when performing tasks.
Supervisor/Foreman DM and SPR contractors	a. Use this manual to help implement the Line Control Safety Program and for reviewing safety requirements with employees before they perform tasks. b. Ensure employees know of the contents of this manual as they pertain to the tasks being performed, and are reviewed annually. c. Assist New Orleans Safety in identifying subjects to include in this manual. Review and provide data and comments on completed sections. d. Ensure employees are aware of the location of this manual in the central library and SharePoint. e. Ensure employees receive safety training required to perform assigned tasks and training specified in this manual.
Site Training Coordinator	a. Ensure supervisors are made aware when training packages are changed because of changes to this manual.
New Orleans Safety	a. Prepare this manual and keep it current in coordination with site directors, managers, supervisors, and site safety specialists. b. Ensure all personnel are notified of changes to the APM.
Site Safety Specialist	a. Assist in identifying subjects for this manual, preparing material, and reviewing and providing comments on completed sections. b. Monitor site tasks to make sure the safety procedures in this manual are followed. c. Monitor the security contractors' employees to be sure that safety procedures are being followed in the performance of their duties. d. Monitor contractors and subcontractors worksites to ensure that they meet the requirements of this manual.
Personnel	a. Fulfill their responsibilities to the Line Control Safety Program. b. Stop work if and unsafe activity or condition is observed.
Contractor/Subcontractor Safety Personnel	a. Monitor the work they are performing to ensure that all safety requirements are followed.

TABLE 2.2. BICYCLE SAFETY PROGRAM ROLES AND RESPONSIBILITIES.	
Position or Department	Responsibility
Site Director	Ensure that employees understand bicycle safety requirements.
Supervisors	Ensure bicycle safety is discussed during monthly safety briefing if bicycles are used by the department.
Employees	Follow bicycle safety rules when using bicycles.