

## CODE OF SAFETY WORK PRACTICES

**Work description:** Operational, Maintenance and Administrative Tasks on HRH Controlled Infrastructure

**Scope:** All work undertaken by HRH Employees and Contractors

**References:** N/A

PPE and precautions	Competencies or qualifications	Licenses or permits required
As per Task Risk Assessment	As per Task Risk Assessment	As per Task Risk Assessment

**Tools and equipment required**

As per Task Risk Assessment


**Note**

The following is the basic code of safe work practices that applies to all employees for work being conducted in HRH operations and maintenance. These safety rules are not inclusive, and all federal, state, and local safety regulations will also be applicable. Where a conflict exists between federal, states, local and/or other applicable safety regulation, the more restrictive requirement shall be in force on the project site.

This is a recommended format. It is general in nature and intended as a basis for the preparation of a code of safe practices by HRH that fits our operations more exactly. As a minimum performance standard, it shall be adopted and enforced by HRH employees and subcontractor employees performing work for operations and maintenance.

	All persons will follow these safe practice rules, will render every possible aid to safe operations, and will report unsafe conditions or practices to his/her supervisor.
<b>Safe Work Practices</b> <i>All</i>	<ul style="list-style-type: none"> <li>Hard hats will be worn only in areas where an overhead/falling object hazard exists.</li> <li>Sleeved shirts will be worn at all times (minimum sleeve length of 4 inches).</li> <li>Class II Hi-Visibility shirt or vest must be worn at all times.</li> <li>Long pants will be worn at all times.</li> <li>Composite boots will be worn at all times, no tennis or running shoes are allowed.</li> <li>Safety glasses will be worn as the hazard(s) is identified in the AHA or within the Standard Operating Procedure (SOP).</li> <li>Additional eye protection will be worn when cutting, grinding, sawing or conducting any other activity that poses a potential eye hazard.</li> <li>100% fall protection will be used at unprotected heights of more than 6 feet; this includes working on a ladder when more than 6 feet above the ground or floor.</li> <li>Hearing protection will be worn when employees are exposed to noise levels requiring hearing protection as defined by federal or state health and safety standards.</li> <li>Illegal drugs, alcohol, personal firearms, or other dangerous substances (i.e., explosives, incendiary devices, etc.) will not be allowed on a project site.</li> <li>If taking prescription drugs, the worker's Supervisor must be informed of the potential side effects and the Supervisor must provide the appropriate approval.</li> <li>Smoking shall only be permitted in designated areas.</li> <li>Good housekeeping practices will be maintained continually.</li> <li>Any time work is performed overhead, a barricade or adequate barrier will be erected to protect personnel working/walking at lower levels.</li> <li>Barriers will consist of caution or danger tape and appropriate warning signs.</li> <li>Barricades and barriers will be removed when the hazard(s) no longer exists.</li> <li>Site personnel are required to honor the barricades and barriers erected by other contractors on the project site.</li> <li>Supervisors will ensure that employees observe and obey every applicable HRH, federal, or state regulation and order as is necessary to the safe conduct of the work, and shall take such action as is necessary to obtain compliance.</li> <li>Anyone known to be under the influence of drugs or an intoxicating substance that impairs the employee's ability to safely perform the assigned duties will not be allowed on the job while in that condition.</li> <li>Horseplay, scuffling, and other acts that tend to have an adverse influence on the safety or wellbeing of the employees will be prohibited.</li> <li>Work will be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.</li> </ul>

<b>Approved By:</b>	<input type="checkbox"/> Director, Operations and Maintenance	<input type="checkbox"/> Department Manager	<input type="checkbox"/> Manager, HSE (Operations and Maintenance)
<b>Signature:</b>			
<b>Date:</b>			

## CODE OF SAFETY WORK PRACTICES

- No employee will knowingly be permitted or required to work while their ability or alertness is so impaired by fatigue, illness, or other causes that the employee or others might be exposed to injury unnecessarily.
- Employees should not carry out specific jobs if they are not trained nor competent to do so.
- Employees should not access or work in safety critical room, lineside, etc. if they are not trained nor competent to do so.
- Employees will not enter manholes, underground vaults, chambers, tanks, silos, or other similar confined spaces unless the requirements of the HRH Confined Space Entry Program have been implemented. (Need Program)
- Employees will be instructed to ensure that all guards and other protective devices are proper and adjusted and will report deficiencies promptly to their supervisor.
- Electric cords will not be exposed to potential damage from vehicles.
- Only trained and authorized persons will operate machinery or equipment.
- Loose or frayed clothing, lose or hanging long hair, dangling ties, finger rings, etc. will not be worn around moving machinery or other areas where they may become entangled.
- Machinery will not be serviced, repaired, or adjusted while in operation, nor will oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.
- Where appropriate, lockout/tagout procedures will be used.
- Employees will not work under vehicles supported by jacks or chain hoists without protective blocking that will prevent injury if jacks or hoists should fail.
- Air hoses will not be disconnected from compressors until the hose line has been bled.
- When loading where there is a probability of dangerous slides or movement of materials, the wheels or treads of loading equipment, other than that riding on rails, should be turned in the direction that will facilitate escape in case of danger, except in a situation where this position of the wheels or treads would cause a greater operational hazard.
- Workers will not handle or tamper with any electric equipment in a manner not within the scope of their duties, unless they have received instructions from a qualified, licensed electrician.
- All injuries will be reported promptly to employee's supervisor and O&M Safety Manager so that arrangements can be made for medical or first aid treatment.
- No burning, welding, or other source of ignition will be applied to any enclosed tank or vessel, even if there are some openings, until it has first been determined that no possibility of explosion exists and authority for the work is obtained from the supervisor.