

**Auditor:**

1a	Cold Work <input type="checkbox"/>	Hot Work <input type="checkbox"/>	Confined Space <input type="checkbox"/>	Part A #
1b	Start Time:	Low Energy <input type="checkbox"/>	High Energy <input type="checkbox"/>	Date: Part B#
1c	Company / Tesoro Craft			
1d	Unit / Area			Ops Radio:
1f	Work Description:	Low: <input type="checkbox"/>	Medium: <input type="checkbox"/>	High: <input type="checkbox"/>
	*Work Classification Table indicates the level of review required for Low, Medium and High Risk Work. <b>Description must be specific to task</b>			
1g				
	Special Precautions:			
1h	Tools Needed To Complete Job		Chemicals Needed to Complete Job (1i)	
1j	Primary Evacuation Area	Secondary Evacuation Area	Wind Direction:	
1k	Work on Flare/Hot Drop Out Line, Notifications Made to Utility Board Operator Yes/No/NA.			
	Time Work Began on Flare/Hot Drop Out:		Time Confirmation Received:	
1l	<b>Simultaneous Operations</b> - Describe any nearby operations that could negatively effect you or how you could negatively effect others.			

[illegible]

2d	Additional IH Testing from Identified Hazard Types - Typically Completed by Industrial Hygienist - Contact Safety		
	Monitor	Hazard	Monitoring Results / Comments

(3g) (Minimum PPE is Nomex, Hard Hat, Safety Glasses, Hearing Protection (except zone c), Safety Shoes, H2S Detector)									
PPE Selection	Head/Hearing Protection 3a		Respiratory Protection 3b		Hand Protection <sup>3c</sup>		Special Clothing (3d)		
	<input type="checkbox"/>	Dbl. hearing protection	<input type="checkbox"/>	Full Face	<input type="checkbox"/>	Cut Resistant Gloves	<input type="checkbox"/>	Tyvek	
	<input type="checkbox"/>	Hard Hat Straps	<input type="checkbox"/>	Half Mask	<input type="checkbox"/>	Welders Gloves	<input type="checkbox"/>	Acid Gear	
	<input type="checkbox"/>	Other _____	<input type="checkbox"/>	Cartridge type: _____	<input type="checkbox"/>	Nitrile/PVC Gloves	<input type="checkbox"/>	Chemical Gear	
	<b>Eye Protection (3e)</b>		<input type="checkbox"/>	Supplied Air	<input type="checkbox"/>	Leather Gloves	<input type="checkbox"/>	Safety Vest	
	<input type="checkbox"/>	Face Shield	<input type="checkbox"/>	SCBA	<input type="checkbox"/>	Rubber Gloves	<input type="checkbox"/>	Other _____	
	<input type="checkbox"/>	Chemical Goggles	<input type="checkbox"/>	Escape Bottle	<input type="checkbox"/>	Elect. Insulated Gloves	<b>Fall Protection (3f)</b>		
	<input type="checkbox"/>	Dust Goggles	<input type="checkbox"/>	Other _____	<input type="checkbox"/>	Other _____	<input type="checkbox"/>	Harness and Lanyard	
	<input type="checkbox"/>	Welding Hood			<input type="checkbox"/>	Foot Protection	<input type="checkbox"/>	Retractable Device	
	<input type="checkbox"/>	Other _____					<input type="checkbox"/>	Harness for retrieval	
<input type="checkbox"/> Check here if multiple jobs or crafts will be working within the same or similar area, if so additional PPE may be required.									

*See Work Classification Table for Authorization		Printed Name - Legible	Signature	Date / Time
4a	Unit Operator (or Area Supervisor for Zone E)			/
4b	Authorized Employee			/
4c	Tesoro Competent Person:			/
4d	Craft APIC/Entry Supervisor			/
4e	Safety Specialist (or date notified):			/
4f	Zone/Craft Superintendent			/
4g	Specific SME/Other			/
4h	Time/Date Work Complete	Above cells highlighted grey do NOT sign the permit. Please indicate the time they where notified in accordance with Work Classification Table		
Do Not Close Out Part B if Insulation Removal or other actions have created a new hazard - All Hazards Must be Mitigated Prior To Closure				
4i	Post Joint Job Site Visit Completion Verification: Operator:		Authorized Craft/EMP:	

"Darn Good Questions to Consider Upon Completion of JHA" 5a

- 1 Do you have the information and tools necessary to perform the job safely?
- 2 Has the risk been eliminated or mitigated as much as possible before PPE was determined?
- 3 Is there risk of injury from lifting, carrying, pushing, pulling, working above shoulder level or below knee height?
- Have You Identified, Mitigated and Communicated LINE OF FIRE Hazards
- 4 Are there mechanical advantage devices available that might be used on this job to reduce your risk exposure?
- 5 Is the timing or sequence of work critical to the overall job - Does everyone understand the sequence?
- 6 Are the individuals responsible for carrying out the task trained, do they have the appropriate qualifications?
- 7 Will personnel be working alone?
- 8 Is there a plan in case the job takes longer then expected, has fatigue management been considered?
- 9 Do we need any further technical or safety reviews from others?
- 10 Is there a requirement for additional emergency response or rescue planning
- 11 Are you working within close proximity to Instrumentation or Live Electrical Equipment?

\*ALL Members of the crew must be on the declaration below, verifying they have reviewed and understand the documented hazards (Part A and B)

Do it safely or not at all  
There is always time to do it right  
We operate at the pleasure  
of the community



Work Crew Declaration

5b	NAME	Company	Time

Job Hazards Reference

Biological		Mechanical		Chemical	
Pathogens, insects, contaminated water	Limit Exposure	Rotating Equipment	LOTO	Chemical, (corrosive, flammable, toxic)	List specific chemicals/hazards
	Respiratory Protection	Conveyor Belts	Machine Guarding in Place		Review SDS
	Skin Protection		Trip Test Procedures		Exposure Monitoring
Body Mechanics		Vehicle traffic, heavy equipment	Traffic Barricades		Have Proper containers/labels
Manual Lifting	Review Lift Method		Cones		PPE matches exposure data
	Assisted Lifting/Lowering?		Signs		Ensure adequate ventilation
	Use of Mechanical Device		Flagmen / Spotters		Substitution of chemicals
	Hand Protection/Pinch points		Lane Closure	Lead Paint	Lead paint controls in place
Hand Hazards	Identify sharp tools, material		Communication with Equip Ope		Exposure Monitoring
	PPE (gloves)		Plans to avoid process equip	Asbestos/Silica	Asbestos controls in place
	Protect sharp edges as needed				Exposure Monitoring
Pinch Points	Identify line-of-fire hazards	Electricity		Environmental	
	List potential pinch points	De-Energized Electrical Equipment	Verify LOTO	Hazardous Materials Spills	Adequate Containment
	Barrier from rotating equipment	Electrical Tracing	Confirm de-energized		Nearby Equipment/Personnel
Ergonomic	Hand/Body Positioning	Static Electricity	Review and comply with MP 5.4.2	Wet Conditions	Rain Gear
	Twisting while lifting		Verify grounding/Bonding		GFCI / Assured Grounding
	Repetitive Motion		Use non-sparking tools	Icy Conditions	Snow / Ice Removal
Gravity	Poor body positioning				Sanding
					Slip-on Boot Spikies
				Other	
Excavation	Shoring/Sloping/Benching	Noise > 85 dB	Ear Plugs / Muffs	Adjacent work/process	Notification of presence
	Inspection by Competent P		Double Hearing Protection		Work above/below
	Barricades		Noise Barriers		Coordination with crew
Dropped Objects	Barricades	Pressure		Hand & Power Tools	Barriers required
	Tool Lanyards	Hydraulic, Pneumatic Process	LOTO, verify zero energy		Inspect general condition
	Hand Rail Netting		Elevated PPE		Use GFCI
Ladders	Cover Floor Openings		Barricades	Employee Inexperience	Identify PPE for tool use
	Inspect general condition	X-Rays	Secure gas cylinders, cap		Guarding in place
	Ladder tied off or held		Use whip checks on connection		Tan Hat Program
Scaffolds	Proper angle and placement	Radiation	Barricades	Poor Lighting	Increased foreman oversight
	Review ladder safety		Communication		Light Plant
	Inspect before use		Radiography Procedures		Temporary Lights
Slips/Trips/Falls	Tags in place	Thermal		Fatigue	Flashlight
	Harness used when required	Heat Stress >90	Heat Stress Monitoring and Plan		Fatigue Standard
	Materials properly stored		Liquids, Work/Rest, Training		Frequent Breaks
	Good Housekeeping	Fire Hazard	Hot Work Practices		
	Work Surfaces Inspected		Fire Watch, Fire Water Available		

Plant Communication

For Emergencies - Dial 333 or use a Plant Radio to communicate the emergency to Operations

Refinery Process Units \*Refinery Safety Inspectors stay on the zone channel they are assigned to

Zone A - CH.3

23-OP Supr  
5-NHT BSU  
6-Crude Unit  
7-VF SHU FOB  
8-Fur/JFT/CWP  
9-CFH DHT  
10-CR RSC Splitter  
11-Rose/CGS

Zone A - CR/NHT - CH.8

Zone B - CH.4

24-Op Supr  
12-CC Unit  
13-FRAC Unit  
14-GR Unit  
15-Treaters  
16-Boilers  
32-BI Bu Unit  
33-Alky Reactors

Zone B - Alky - CH.7

Zone C - CH.5

25-Op Supr  
18-Tank Farmer  
19-Blender  
21-Asphalt Op  
41-Loader/Gauger

Zone C - CH.6

20-B/H Operator  
22-Effluent

Zone C - Wharf Op - CH.2

Zone E

Maintenance - CH.1  
Construction - CH.10  
Security - CH.16

JHA Audit Notes