



## HSSE REQUIREMENTS FOR CONTRACTORS

### 1 CONTRACTOR HSSE REQUIREMENTS

#### 1.1 PURPOSE & SCOPE

The purpose of this section is to set forth Motiva's Contractor Health, Safety, Security, & Environmental (HSSE) Requirements. This document is to be used in conjunction with all other applicable requirements, including and without limitation, the Motiva Life Saving Rules, local site policies, requirements of the Purchase Contract, and applicable laws.

Safety is the number one priority for all work performed. No one shall compromise safety in any way. If there is any doubt as to whether an activity is safe; stop, assess and determine the appropriate course of action and contact Company site contact as necessary. All employees and Contractors are authorised to stop the work if there is a genuine HSSE concern about the work. Motiva's Life Saving Rules are always in effect on a Motiva site or when conducting work on Motiva's behalf and can be found on the Motiva Supplier Page.

Applicable country laws shall be complied with when performing all work. In the event of any inconsistency between the provisions of this document and applicable law, the more stringent requirement shall prevail.

This document applies to all contractors and subcontractors who perform work at Motiva locations. This includes Contractors and all Subcontractors performing work on behalf of Motiva at Motiva Fuel Sales and Marketing, Distribution, and Manufacturing locations.

The method of implementation of these requirements is at the discretion of the individual contractors. At a minimum, these requirements must be reflected in contractor Job Hazard Analyses (JHAs), specific procedures and training programs as applicable. Contractor is required to contact Company site representatives to identify and address any site specific HSSE requirements that may be in place prior to the execution of CONTRACTOR scope of work.

These requirements are the minimum level and the adherence with local legislation is mandatory. It is the obligation of the Contractor and all subcontractors to comply with these requirements, and to show evidence of this compliance when requested. Motiva has a structured process in place to check, monitor and review compliance.

DEFINITIONS	
<b>Employee</b>	For the purposes of these guidelines, OSHA Recordable Incidents reported apply to Motiva employees, and CONTRACTORS and SUBCONTRACTORS employed by Motiva.
<b>Incident</b>	An unplanned event or chain of events that has, or could have, resulted in injury or illness or damage to assets, the environment or COMPANY reputation.
<b>Work Related Incident</b>	Only Work-Related Incidents should be reported i.e. activities for which management controls are or should have been in place, including CONTRACTOR activities, and incidents that meet the definition of "OSHA" below.
<b>OSHA Work Related Incident</b>	<p>An event or exposure in the work environment either caused or contributed to the resulting condition or significantly aggravated a pre-existing injury or illness. A work-related injury or illness has occurred if it has:</p> <ul style="list-style-type: none"> <li>▪ Resulted from events or exposures occurring in the work environment.</li> <li>▪ Significantly aggravated a pre-existing injury or illness that would not have resulted but for the occupational event or exposure based on an evaluation of duties, environment and events or exposures of the individual(s).</li> <li>▪ Resulted in a loss of consciousness. Every work-related injury or illness case involving a loss of consciousness is recordable regardless of the length of time the employee remains unconscious.</li> <li>▪ Resulted in one or more days away from work, restricted work, or job transfer.</li> <li>▪ Resulted in medical treatment in a case where no medical treatment was needed before the workplace event or exposure, or a change in medical treatment was necessitated by the workplace event or exposure.</li> <li>▪ Resulted when an employee was on travel status and begins work each day and re-enters the work environment and was engaged in work activities. Travel status does not include the time the injury or illness occurs in the temporary residence "home away from home;" does not include time travelling from the "home away from home" to a fixed worksite; and does not include taking a detour for personal reasons.</li> <li>▪ Occurred while the individual was on travel status and was engaged in work activities</li> <li>▪ Occurred while working at home, including home office, performing work for compensation in the home and the injury or illness is directly related to the performance of work rather than to the general home environment</li> </ul>
<b>Examples of Incidents that are not Work Related</b>	<ul style="list-style-type: none"> <li>▪ Fatality COMPANY Location from natural causes e.g. ill health; heart attack etc. (if previously found to be medically and physically fit for work).</li> <li>▪ 3<sup>rd</sup> party fatalities where a missing control did not contribute to the cause of the incident occurring at Non-COMPANY owned or operated facility.</li> </ul>
<b>Suicides and Homicides</b>	<ul style="list-style-type: none"> <li>▪ Should be reported in all circumstances. However, if there is no work relationship established, this will be classified as not work related.</li> <li>▪ All work related THIRD PARTY fatalities resulting from assault, sabotage and theft should be reported and included in the statistics.</li> </ul>
<b>Near Miss</b>	<ul style="list-style-type: none"> <li>▪ Incidents that under slightly different circumstances could have caused illness, injury or damage to assets, the environment or COMPANY reputation, but did not (incident has occurred).</li> </ul>

	<ul style="list-style-type: none"> <li>Potential Incidents are unsafe practices or hazardous situations that could result in an incident (incident has not occurred).</li> </ul>
<b>Assault</b>	<ul style="list-style-type: none"> <li>The threat or actual use of force (or violence) on another person that reasonably makes that person fear bodily harm, e.g., an event when the cashier is physically attacked while closing the shop or while walking home is classed as assault.</li> </ul>
<b>Fatality</b>	<ul style="list-style-type: none"> <li>A Fatality is a death resulting from a work-related injury or occupational illness, regardless of the time intervening between the incident causing the injury or exposure or causing illness and the death.</li> <li>All THIRD-PARTY fatalities, which are suspected to have resulted from work related activities should be notified to the business, including those resulting from assault, sabotage and theft.</li> </ul>
<b>Spill</b>	<ul style="list-style-type: none"> <li>Any unexpected loss to a receiving environment (i.e. water or land) of crude oil, condensate, feed-stocks, intermediates, products, brine, or non-aqueous phase process material.</li> </ul>
<b>Motor Vehicle Accident</b>	<ul style="list-style-type: none"> <li>Accidents involving a CONTRACTOR-owned or a CONTRACTOR-operated motor vehicle that results in injury or property damage. "COMPANY-owned vehicle" and "CONTRACTOR-operated vehicle" refer to motor vehicles that are owned, rented, or leased by CONTRACTOR for CONTRACTOR business purposes related to activities associated with COMPANY.</li> </ul>
<b>Preventable Motor Vehicle Accident</b>	<ul style="list-style-type: none"> <li>A Preventable Motor Vehicle Accident is an MVA that the CONTRACTOR driver in question did not do everything reasonable to prevent the occurrence. Preventability is determined by the COMPANY driver's ability, or lack of ability, to avoid an accident. Preventability is not determined by the wrong actions of the other driver and adverse driving conditions</li> </ul>
<b>THIRD PARTY Incident</b>	<ul style="list-style-type: none"> <li>A 3<sup>rd</sup> party incident is an incident that does not include a SOP US or Motiva employee that occurs on SOP US and Motiva property. These procedures do not apply to incidents, with the exception of fatality reporting, that occur at ORO, JV and Wholesale locations.</li> </ul>
<b>CONTRACTOR Incidents</b>	<ul style="list-style-type: none"> <li>Work-related incidents on Motiva property that result in OSHA Recordable and Fatalities to CONTRACTOR or SUBCONTRACTOR employees. Incidents on Wholesale property are included only if there is a fatality or if the injured person is a CONTRACTOR employed by Motiva.</li> </ul>
<b>OSHA First Aid</b>	<p>This is a list of all treatments that may be considered First Aid:</p> <ul style="list-style-type: none"> <li>Using a non-prescription medication at non-prescription strength</li> <li>Tetanus immunizations</li> <li>Cleaning, flushing or soaking wounds on the surface of the skin;</li> <li>Bandages, Band-Aids™, gauze pads, etc.; or using butterfly bandages or Steri-Strips™</li> <li>Using hot or cold therapy</li> <li>Non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc.</li> <li>Temporary immobilization devices while transporting an accident victim</li> <li>Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister</li> <li>Using eye patches</li> <li>Removing foreign bodies from the eye using only irrigation or a cotton swab</li> <li>Removing splinters or foreign material from areas other than the eye by irrigation tweezers, cotton swabs or other simple means</li> <li>Using finger guards</li> <li>Massages</li> <li>Drinking fluids for relief of heat stress</li> <li>Others as defined by OSHA</li> </ul>

<b>OSHA Medical Treatment</b>	<p>Medical treatment means the management and care of a patient to combat disease or disorder. Medical treatment <b>does not include</b>:</p> <ul style="list-style-type: none"> <li>▪ Visits to a physician solely for observation or counselling;</li> <li>▪ Diagnostic procedures, such as x-rays and blood tests</li> <li>▪ Administration of prescription medications used solely for diagnostic purposes (e.g., eye drops to dilate pupils)</li> </ul>
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DEFINITION OF SIGNIFICANT INCIDENTS	
<p><b>Significant Incidents</b></p> <ul style="list-style-type: none"> <li>▪ RAM Severity 4/5</li> <li>▪ Significant Incidents require special reporting and review requirements that include senior management involvement.</li> </ul>	<p><b>Harm to People</b></p> <ul style="list-style-type: none"> <li>▪ Permanent Total Disability or one to three fatalities - From an accident or occupational illness. Irreversible health damage with serious disability or death, e.g. corrosive burns, heat stroke, cancer (small exposed population) –</li> <li>▪ Multiple fatalities - From an accident or occupational illness (e.g. chemical asphyxiation or cancer (large exposed population) – <b>Asset</b></li> </ul> <p><b>Damage and other Consequential Business Losses</b></p> <ul style="list-style-type: none"> <li>▪ Major damage - Partial operation loss (2 weeks shutdown costs up to US\$10,000,000)</li> <li>▪ Extensive damage - Substantial or total loss of operation (costs in excess of US\$10,000,000)</li> </ul> <p><b>Environmental Effect</b></p> <ul style="list-style-type: none"> <li>▪ Major effect - Severe environmental damage. The COMPANY is required to take extensive measures to restore the damaged environment. Extended breaches of statutory or prescribed limits, or widespread nuisance.</li> <li>▪ Massive effect - Persistent severe environmental damage or severe nuisance extending over a large area. Loss of commercial, recreational use or nature conservancy resulting in major financial consequences for the COMPANY. Ongoing breaches well above statutory or prescribed limits.</li> </ul> <p><b>Impact on Reputation</b></p> <ul style="list-style-type: none"> <li>▪ National impact - National public concern. Extensive adverse attention in the national media. Effect on Regional / national policies with potentially restrictive measures and/or impact on grant of licenses.</li> </ul> <p>Mobilization of action groups.</p>

Environmental Non-Compliances	
<b>Water Non-Compliance Events Category</b>	<ul style="list-style-type: none"> <li>▪ Examples: EPA NPDES permit; Car wash discharge permit; State permit; General discharge permit; Public Owned Treatment Works (POTW) pre-treatment permit; Written approval from an agency; Reference to an applicable statute and/or regulation; Municipal ordinances; A condition of a POTW's permit; Variance; Administrative order or consent order</li> </ul>
<b>Air Noncompliance Events Category</b>	<ul style="list-style-type: none"> <li>▪ Examples: NOV issued for Stage II equipment, including hoses and nozzles at locations where the hoses and nozzles are SOP US and Motiva's responsibility; NOV for hoses and nozzles at RORO locations where the COMPANY is a permittee for the equipment; Noncompliance for remediation system discharges; NOV for Stage II equipment</li> </ul>
<b>Complaint</b>	<ul style="list-style-type: none"> <li>▪ Any environmental event that results in one or more complaints to a regulatory agency from local citizens or business neighbors.</li> <li>▪ The intent of this category is to capture citizen/community complaints about environmental conditions at our facilities.</li> <li>▪ Does Not Include: employee complaints, nor does it include customer complaints about our products/services.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Does Include: noise, light, or odor from remediation systems, yard or canopy lights, delivery truck noise/vibrations, spills, etc.</li> <li>▪ Can Include: statements or questions (even without an expression of dissatisfaction) about excessive or unusual light, noise or odors, etc.</li> <li>▪ Record a Complaint if: upon investigation, you can be reasonably sure the source of the complaint originated at your facility</li> <li>▪ Do Not Record a Complaint if: factors such as wind direction rule out your facility as the source, e.g., Continuous wind direction made it impossible for the COMPANY facility to be the source of a particular odor complaint</li> </ul>
<b>Fines</b>	<ul style="list-style-type: none"> <li>▪ The number and number of fines paid (not assessed by the agency) during the month are tracked.</li> <li>▪ Report citations and NOVs at the time a fine is paid.</li> <li>▪ Detailed description of each of the fines paid</li> </ul>

## 1.2 MANAGING RISK

The purpose is to establish a process to identify HSSE Hazards and to reduce the Risks to As Low As Reasonably Practicable (ALARP).

### REQUIREMENTS

HSSE Risks are identified and classified and documented. For all medium Risks the Contractors are responsible for creating Safe Work Guidelines, in which controls are identified to mitigate the risks to ALARP.

The Contractors are required to:

- train all employees and subcontractors working on Motiva sites via Toolbox Talks or other training programs so that all employees and contractors are aware of these controls
- assure themselves that employees and subcontractors understand the controls described in the Safe Work Guidelines and have implemented them in their JHAs to mitigate the medium risk activities.

The Contractors need to regularly review the identified Risks, as existing operations/activities can change in a way that that can potentially reduce the effectiveness of the Controls and Recovery Measures. This annual review should consider all Incidents, Near Misses and Potential Incidents, Audit Findings and new Activities. After the review, Motiva should be informed, and all contractors should also update their Toolbox Talks and JHAs to ensure mitigation of new risks that are identified.

## 1.3 EMERGENCY RESPONSE

The purpose is to plan and prepare for Emergency Response to incidents to mitigate the consequences and enable normal operations to resume.

### REQUIREMENTS

The Contractor is responsible for implementing the following requirements:

- 1) The Contractor should have an Emergency Response Plan (ERP) effective 24/7 for all risk scenarios under their control. This means that in case of Emergency after Office Hours or in the Weekend, the Contractor should be available to call a subcontractor to assist in the emergency (e.g. - safeguarding a Site/Canopy).
- 2) The Contractors should be aware of their responsibilities in the ERP and provide resources accordingly.
  - o In case of a significant incident on a Company Site which effects Motiva assets or operations, Motiva Staff will serve as the Incident Manager.
  - o If the incident on a non- Motiva operated site, the responsible contractor, will be in charge. However, the Motiva shall be informed of the emergency.
- 3) Minimum requirements for first aid kits should comply with local legislation and include burn kits when conducting hydrocarbon-related work at a site. Other minimum requirements:
  - o First aid kits should be maintained in readily accessible locations on each job site.
  - o For mobile or vehicle-based operations in remote locations, first aid kits may be necessary in vehicles.
  - o Kits will be inspected prior to being sent to a work location and on regular basis while in use. The frequency of inspection must be minimum once a year and in accordance with local legislation. Any items not approved for the kit will be removed during inspection.
  - o Appropriate first aid must be used to treat any burns or scalds as soon as possible. This will limit the amount of damage to your skin.

## 1.4 MANAGEMENT OF CHANGE

The purpose is to manage the HSE risks resulting from unforeseen consequences of Changes. The section applies to:

- Specification or Procedural Changes
- Organizational Changes

It is only needed where it may have a HSE impact.

## 1.5 PERMIT TO WORK

The purpose is to manage the risk of hazardous work and work that could interfere with other hazardous operations.

### REQUIREMENTS

The Contractor is responsible for implementing the following requirements:

- 1) Establish, Implement and maintain the Permit to Work (PtW) Procedure.
- 2) Train all Contractors, Permit Issuers and Permit Holders when needed.

#### 1) Establish, Implement and maintain a Permit to Work Procedure:

- Contractors are to ensure that all Contractors are trained with the PtW process and that the PtW process is implemented with every applicable activity on a Motiva Site.
- All Contractors have training logs of all their workers to ensure compliance.

2) Train all Contractors, Permit Issuers and Permit Holders when needed:

- Contractor to keep a record of all competent Permit Issuers, and to ensure subcontractor Permit Holders are competent.

## 1.6 PLANNING AND PROCEDURES

The Purpose is to integrate the requirements of Motiva HSSE into Business Plans and Procedures.

### REQUIREMENTS

- 1) Integrate the HSSE Objectives, HSSE targets and HSSE plans into the operational Plan.
- 2) Develop and maintain Procedures to implement the requirements of the HSSE Standards and to manage the HSSE Risks.
- 3) Communicate the Plan and Procedures.

1) Integrate the HSSE Objectives, HSSE targets and HSSE plans into the operational plan:

- Contractor to integrate the HSSE Objectives, the HSSE targets and the HSSE plans into their Business Plan. This should be done at the corporate and at the local level ensuring alignment between the two.

2) Develop and maintain Procedures to implement the HSSE Standards requirements and to manage the HSSE Risks:

- Where applicable Motiva will develop contractor HSSE Requirements and Technical Standards and Procedures.
- The Contractor is responsible for applying Motiva requirements including development of operational Standards when needed.

3) Communicate the HSSE Plan and Procedures:

- The Contractor is responsible to ensure that the yearly HSSE plan and the Motiva Requirements are communicated to and implemented by the its employees and subcontractors.

## 1.7 INCIDENT INVESTIGATION AND LEARNING

The purpose is to log, investigate and learn from Incidents

### REQUIREMENTS

- 1) Contractors should report all Incidents, including Near Misses and Potential Incidents. They can use their own systems for this.
- 2) In case of an incident (see below) the appropriate Contractor Manager should be notified as soon as possible.
- 3) The Contractor should make an initial classification of the Incident, if needed with the support of the Motiva Contract Holder.
- 4) The Contractor to investigate the Incident within 30 days.
- 5) Make a final classification based on the outcome of the incident investigation.



- 6) Learn from Incidents, Fatalities, High Potential Incidents and High Severity Incidents through communication and implementation of required actions.
- 7) Contractors should report all Incidents, including Near Misses and Potential Incidents in line with Figure 1 and 2:
  - a. All Contractor workers should report Near Misses and Potential Incidents. The Contractor should report the number of Near Misses and Potential Incidents to the Motiva Contract Holder at least quarterly. If there are any trends or potentially High Near Misses or Potential Incidents they should be reported separately, and Contractor should focus on these to mitigate the trend.
  - b. Loss of Primary Containment (LOPC) < 22 lb (3 gal) should be reported as Potential Incidents;
  - c. LOPCs between 22 lb and 220 lb (3 -32 gal) should be reported as Incidents with Consequences and investigated at HSSE Manager's discretion; LOPCs >220 lb (> 32 gal) are reported as a Total Recordable Case and investigated within 30 days with a Learning from Incident (LFI) within 6 weeks of the incident (see 2-6 above).
- 8) The Contractor needs to report all Incidents (fatalities, LOPC > 220 lb (32 gal), total recordable cases (TRC), medical treatment cases (MTC and LSR Breaches) within 24 hours to the Motiva Contract Holder. The Motiva Contract Holder should inform the Motiva HSSE Manager.
- 9) The Contractor should make an initial classification of the Incident, Fatality, Loss of Primary Containment, Total Recordable Case, Medical Treatment Case and LSR Breaches within 3 days with the support of the Motiva Contract Holder.
- 10) The Contractor should set up an Investigation Team and this team needs to finalize the Investigation Report within 1 month (30 Calendar days) after Incident occurs. This Investigation Report should contain a Root Cause Analysis, learnings and actions to prevent the same Incident recurring.
- 11) After the Investigation Report and the review with the Motiva Contract Holder the Incident should be classified as final by the Contractor.
- 12) The Contractor should prepare an LFI within 6 weeks (calendar days) after the Incident. This LFI should be sent to the Motiva Contract Holder and HSSE Manager and should be communicated to all relevant persons to ensure that the incident is not repeated.

## **1.8 PERFORMANCE MONITORING AND REPORTING**

The purpose is to report HSSE Performance data that are relevant, consistent, transparent, accurate and complete, for consolidation by the Motiva HSSE Manager for internal review.

### **REQUIREMENTS**



- 1) Contractor to collect HSSE Performance data. The data that needs to be collected monthly is:
  - a. Exposure hours for all contractors and subcontractors.
    - i. The exposure hours need to be reported by the Contractor to the Motiva Contract Holder. This means all exposure hours for all contractors and subcontractors working for the Motiva.
    - ii. The number of hours can be estimated, although actual hours are preferred.
    - iii. The estimations must be re-calculated twice per year. This should be interpreted as revisiting any assumptions which have been made in calculating exposures hours to ensure they are still valid.
  - b. Number of Near Misses/Potential Incidents.
    - i. Number of Near Misses and Potential Incidents should be reported to the Motiva Contract Holders.
  - c. Number of Total Recordable Incidents.
  - d. Other KPIs as referenced in this contract.
- 2) Contractor to report this data to the Motiva Contract Holder at least on a quarterly basis or sooner if related to an incident.

## 1.9 ALCOHOL AND DRUGS

The purpose is to manage the risk caused by the use of Alcohol and Drugs.

### REQUIREMENTS

- 1) Establish and maintain an Alcohol & Drugs Policy as described within the contract and attachments.
- 2) Establish and maintain procedures to implement this Policy.

#### Establish and maintain an Alcohol & Drugs Policy:

Contractor to establish and maintain an Alcohol & Drugs Policy and to ensure that subcontractors also establish and maintain an Alcohol & Drugs Policy. Policy should include:

- 1) Standards of behaviour.
- 2) Awareness Training.
- 3) Testing.\*

#### Establish and maintain procedures to implement the Alcohol & Drugs Policy:

- Contractor to establish and maintain procedures to implement the Alcohol & Drugs Policy and to ensure that subcontractors also establish and maintain procedures to implement an Alcohol & Drugs Policy. Procedures should include:
  - 1) Design of Alcohol & Drugs testing.\*
  - 2) Disciplinary Measures.

\*Note:

Alcohol and / or Drug testing may be required where contractor or subcontractor staff appearance, actions, or behaviour suggest that they may be affected by drugs and/or alcohol ("Reasonable Cause"). In practice, there should usually be at least two people who have seen the person and have reason to believe that the person may be affected by drugs/alcohol, and that the person may be a source of actual or potential harm to themselves or others in the workplace.

Persons involved in an incident (vehicle & mobile equipment incidents, injuries, property damage and near miss incidents) should also be tested if this is required in the investigation of the incident.

The law and regulations must be taken into consideration.

It is up to the Contractor to take more proactive steps such as random testing of all contractor and subcontractor personnel working on or visiting a Site. However, this is not mandatory.

## **1.10 ASBESTOS AND REFRACTORY CERAMIC FIBERS**

Where CONTRACTOR may be exposed to Asbestos and/or Refractory Ceramic Fibers as part of scope of work, the CONTRACTOR must identify locations where Asbestos exists and establish an Asbestos and Refractory Ceramic Fibres register, to include location, type, condition and quantity. Manage Asbestos and Refractory Ceramic Fibres (RCFs) risks as required by contractor Managing Risk and Health Risk Assessment.

Prior to commencement of work activities, CONTRACTOR must apply for an approved Permit to Work for work on and removal of Asbestos and Refractory Ceramic Fibres that requires:

- a written Method Statement
- enclosure, segregation and signposting of the work area that may be contaminated
- protective clothing and Respiratory Protection
- personal hygiene facilities
- waste collection, labeling and disposal
- exposure monitoring and clearance testing
- ventilation or air-filtration equipment (where appropriate)
- a decontamination unit (where appropriate)

The use of Asbestos and Refractory Ceramic Fibres is prohibited

## **1.11 FITNESS TO WORK**

The purpose is to reduce the risk of Injury, Illness or Incidents by evaluation of Fitness to Work.

For Contractors and subcontractors this Standard applies to:

- Crane Operator Work.

- Activities where respiratory protection is necessary to protect the worker.

## REQUIREMENTS

- 1) Contractors to verify that the subcontractors Contractors are familiar with these requirements of having a Fitness to Work certificate before they can start doing their work.
- 2) Contractors and subcontractors doing applicable activities should have a Fitness to Work process to ensure that the Fitness to work evaluations are completed and a Fitness to Work certificate is issued before the person is deemed fit to perform the work.

The purpose is to reduce the risk of Injury, Illness or Incidents be evaluation of Fitness to Work

For Retail Contractors this applies to:

- Crane Operator Work
- Activities where we need respiratory protection (a tight seal) to protect the user

## 1.12 HEARING CONSERVATION

The purpose is to prevent Noise Induced Hearing Loss in the workplace.

### REQUIREMENTS

- 1) Contractor to identify and assess through Health Risk Assessment those tasks and areas where noise levels could result in Noise Induced Hearing Loss.
  - a. Update noise assessments when equipment or conditions change in a way that may increase the exposure of personnel to noise.
- 2) Contractors and subcontractor reduce noise exposure to As Low As Reasonably Practicable in the workplace using the following Hierarchy of Controls.
  - a. Beginning with the first control, assess each in turn to select a control or controls that reduce exposure to noise to As Low As Reasonably Practicable:
    - i. First: Eliminate equipment that makes noise.
    - ii. Second: Substitute equipment with other equipment that makes less noise.
    - iii. Third: Isolate equipment that makes noise.
    - iv. Fourth: Apply engineering controls to equipment that cannot be eliminated or substituted to reduce noise levels in the workplace to less than 85 dB(A).
    - v. Fifth: Apply procedural controls to reduce duration or magnitude of exposure.
    - vi. Sixth: Provide personal hearing protection.
  - b. Do maintenance to keep noise levels in line with the equipment design criteria.
- 3) Keep peak noise levels in the workplace below 140 dB(C).

- a. This value applies irrespective of the duration of the exposure or the use of hearing protection.
- 4) Keep the exposure of personnel to noise below 85 dB(A) for an eight-hour Noise Dose.
- 5) Do the following when hearing protection or procedural controls are used to maintain exposure below 85dB(A) for an eight-hour Noise Dose:
  - a. Establish hearing protection zones based on a Noise Contour of 85 dB(A) and identify them with marking/signage.
    - i. When portable equipment is the source of the noise use location drawings, equipment marking or other controls to identify hearing protection zones.
  - b. Contractors to train the subcontractors to train personnel who enter hearing protection zones about noise hazards, describe:
    - i. how to identify areas where hearing protection is required;
    - ii. the correct use and maintenance of hearing protection;
    - iii. the effect of noise on hearing; and
    - iv. how to prevent Noise Induced Hearing Loss.
  - c. Contractor to advise subcontractors in selecting hearing protection that fits, and reduces exposure of personnel below 85dB(A) for an eight-hour Noise Dose.
  - d. Contractor to advise subcontractors to identify typical Noise Levels for all equipment and work activity at site and to identify where hearing protection or procedural controls are necessary.
- 6) Contractor to advise subcontractors to provide hearing protection to everyone who may enter identified hearing protection zones.
- 7) Contractor to instruct subcontractors to wear hearing protection at all times when entering or working in an identified hearing protection zone, and to verify use.
- 8) Contractor to instruct subcontractors to select equipment that will reduce noise levels to As Low As Reasonably Practicable.

## 1.13 OCCUPATIONAL EXPOSURE LIMITS

The purpose is to manage the Health Risk of occupational exposure to chemical and physical agents by using Occupational Exposure Limits (OELs). This section covers occupational exposure of contractors to chemical and physical agents at Motiva facilities and installations.

### REQUIREMENTS

Contractor to manage occupational exposure to chemical and physical agents to whichever of the following is lower:

- 1) Occupational Exposure limits set by legislative authorities
- 2) Motiva Occupational Exposure limits (see below)

Contractor is responsible for implementing the following requirements:

- 1) Contractors and subcontractors must manage the exposure of their personnel to chemical and physical agents to whichever of the following is lower:
  - OEL's set by local legislative authorities.
  - Specific OEL's for benzene and ethylene oxide as shown below:

Benzene OEL: 0.5 ppm or 1.6 mg/m<sup>3</sup> (8 hour time weighted average Limit)  
2.5 ppm or 8 mg/m<sup>3</sup> STEL (15 min short term exposure limit)

## 1.14 CLEANING OF STORAGE TANKS

The purpose is to manage the risk associated with the cleaning of storage tanks

### REQUIREMENTS

The Contractor is responsible for implementing the following requirements:

- 1) Contractor to apply the Hierarchy Of Control as follows:
  - a. **First:** Minimize the need for or reduce the frequency of tank cleaning.
  - b. **Second:** Use Online Cleaning methods that do not require the opening of, or entry into, tanks.
  - c. **Third:** Use mechanical cleaning options that do not require people to enter tanks.
  - d. **Fourth:** Allow personnel entry and manual cleaning of tanks where supported by a documented Risk Assessment. Reference Confined Space Work.
- 2) Contractor and subcontractors to establish and maintain procedures for tank cleaning in accordance with industry standards. Procedures must include:
- 3) Pre-cleaning inspection to assess the tank contents and roof condition.
- 4) Precautions during gas freeing to include vehicle and personnel access restrictions, control of ignition sources and weather conditions.
- 5) Emergency Response arrangements during tank cleaning.
- 6) Contractor and subcontractors to apply the Permit to Work for all tank cleaning and recognize, as a minimum, the Hazards:
  - a. fire and explosion;
  - b. toxic substances and asphyxiation;
  - c. static electricity due to steam and water jetting and grit blasting; and
  - d. pyrophoric scale.
- 7) Contractor to select a specialist Contractor for tank cleaning.

## 1.15 CONFINED SPACE WORK

The purpose is to prevent or reduce the consequences of Incidents related to planning, preparing, executing and supporting Confined Space Work including Gas Confined Space Entry

## REQUIREMENTS

This section applies to work in Confined Spaces. A Confined Space is a fully or partially enclosed space:

- that is not designed and constructed for continuous human occupancy, and
- has limited or restricted means for entry or exit, and
- where there is a risk of injury or health effect from hazardous substances or conditions.

The Contractor is responsible for implementing the following requirements:

1) Identify Confined Space Work (CSW) and implement procedures to manage the risk of CSW:

- a. The CSW procedure must describe local requirements, responsibilities, competence, training and monitoring.
- b. All CSW must be controlled by the Permit to Work process.
- c. Supervisors must make sure that personnel are informed of the existence and hazards of Confined Spaces and ensure those carrying out entry work are trained.
- d. Reduce risk by applying the Hierarchy of Controls:

**First:** Eliminate the need for CSW

**Second:** Avoid the need for Respiratory Protection or skin protection for CSW by eliminating or minimizing flammable, toxic, asphyxiant or other hazards through emptying, flushing, clearing, and ventilating. Avoid the need for hearing protection, fall protection, lifelines or other types of personal protective equipment by removing or controlling hazards.

**Third:** Specify Respiratory Protection and/or other protective equipment and apply working methods that reduce the exposure time of people in the Confined Space.

The Contractor is responsible for implementing the following requirements (to be confirmed by the Permit Issuer prior to issuing the Permit and maintained by the contractor / Permit Holder during the work):

- i. Verify that the Confined Space is isolated from all potential sources of hazardous material and energy.
- ii. Verify that atmospheric conditions meet the following criteria before entry, and are maintained throughout the work:

	Without Respiratory Protection	With Respiratory Protection
Oxygen %	20 to max. 21.5	>16 to max. 21.5
Toxics	< ½ <u>OEEL</u>	< <u>IDLH</u>
Flammables % of <u>LFL</u>	Not detectable (<1)	<10 For hot work - not detectable

2) An Authorized Gas Tester must carry out the gas test before the Permit is issued. The test must be documented and provided with the Permit.

All persons involved in gas testing should be adequately trained in the use of gas testing equipment and the interpretation of results, prior to being authorised to undertake gas tests and certify results. The Permit Issuer must ensure:

- a. The work area is clear of flammable and combustible materials before the work starts.
  - b. The tester is competent/trained (documentation required).
  - c. The equipment has been calibrated and tested.
- 3) The Authorized Gas Tester must test atmosphere continuously to establish that the Confined Space remains free of flammable materials during the work, by means of an Authorized Gas Tester or flammable gas monitoring equipment so occupants in the Confined Space are protected from atmospheric hazards. Investigate any deviation in the oxygen level or in the contaminant level of toxics or flammables, assess the risks and take appropriate action.
  - 4) Allow entry into Confined Spaces, with respiratory protection, only when the source, nature and concentration of the hazardous atmosphere are understood. A competent person must approve the selection of respiratory protection. A competent person must verify the quality of air supplied from bottles, compressors or ventilators.
  - 5) If contaminants or heat in the Confined Space can affect entrants' health, provide a plan for ventilation or other controls prior to entry, list the controls with the Permit and verify that the controls are put in place. Do not use oxygen or oxygen-enriched air to ventilate a Confined Space.
  - 6) Include in the Permit the controls required to manage the risks from any energy sources used inside the Confined Space. If electrical equipment is needed inside the Confined Space (e.g. lighting) use low voltage equipment if available. If low voltage equipment is not available, an earth leakage current device or ground fault circuit interrupter must be used to protect entrants against electric shock.
  - 7) Verify that lighting in the Confined Space allows entrants to see well enough to work safely and to exit the space quickly in an emergency.
  - 8) Establish a rescue plan for recovering people from the Confined Space. All equipment and other resources including trained responders needed for a rescue must be readily available whenever people are in the Confined Space.
  - 9) Indicate the entry points to be used, and barricade or use signs at all other openings to prevent unauthorized entry.
  - 10) Station an Attendant outside the Confined Space.
  - 11) Verify that the Attendant is present at all times while entrants are in the Confined Space. Before people enter the Confined Space establish effective means of communication between the people inside the Confined Space and the Attendant outside.

The Contractor is responsible for implementing the following requirements (to be maintained by the Attendant during the work):

- 1) Prevent unauthorized entry and take action if conditions change.
- 2) Maintain a record of numbers and names of people in the Confined Space.
- 3) Monitor the Confined Space from outside at all times while entrants are inside, and maintain communication with the entrants.



- 4) Stop the work and evacuate the Confined Space if ventilation systems fail, contaminants exceed established limits, conditions become unsafe, or other emergencies at the site require evacuation.
- 5) Activate the emergency response plan in the event of emergency. The Attendant must not attempt a rescue unless it is defined in the rescue plan.

## 1.16 ELECTRICAL SAFETY

The purpose is to manage risk to people from Electrical Hazards.

This section applies to:

- construction, installation, operation, inspection and maintenance; and
- isolation, grounding and testing.

### REQUIREMENTS

The Contractor is responsible for implementing the following requirements:

- 1) Appoint a person who is competent in electrical safety to develop and maintain electrical safety rules in line with industry standards and local legislation.
- 2) Define which people can work on electrical equipment.
- 3) Set responsibilities and requirements for operation, maintenance, identification (labeling) and inspection of electrical equipment.
- 4) Set requirements for electrical work at construction sites.
- 5) Require use of Lock Out/Tag Out (LO/TO) and personal protective equipment to prevent contact with exposed, energized equipment and to protect people from arc flash.
- 6) Use only people that are competent to work on electrical equipment and authorized to carry out the assigned work in line with the electrical safety rules.
- 7) Use equipment or work instructions that control static electricity to prevent:
  - a. discharge or arc flash that could harm people or damage HSSE Critical Equipment; or
  - b. arc flash, fire or explosion due to static discharge from equipment used in hazardous areas.
- 8) Control work on or near electrical equipment and provide safe isolation:
  - a. De-energize and isolate equipment as required in the Safe Isolation (LO/TO) section of this document. Verify that there is no voltage and when required use grounding.
  - b. Use physical barriers, protective equipment, special tools or other controls to prevent harm to personnel when it is not possible to de-energize equipment.
  - c. Obtain a Permit prior to conducting any high risk live electrical work per the Permit to Work system.
  - d. Control work, equipment and use of ladders near underground and overhead electrical hazards to prevent contact with energized lines or equipment.
- 9) Control electrical work in design and construction:

- a. Provide a system to review and approve the design, installation and bringing into service of permanent or temporary electrical systems and facilities.
- b. Approve whether newly constructed electrical equipment may be connected to electrical power distribution and generation systems.
- c. Verify that electrical drawings are provided and maintained.

## 1.17 EXCAVATION

The purpose is to manage the risk of excavation activities.

This section applies to:

- Excavations greater than 4 feet deep.

This section does not apply to:

- Well drilling or blasting.

### REQUIREMENTS

The Contractor is responsible for implementing the following requirements:

- 1) Reduce risk by applying the hierarchy of controls:
  - First:** Eliminate the need for excavation by applying trenchless technology.
  - Second:** Apply allowable slopes or benching.
  - Third:** Use shoring or trench shields.
- 2) Control excavations in line with the Permit to Work system.
- 3) Apply the Confined Space Work section when working in a confined space.
- 4) Establish and maintain procedures for excavation which must:
  - a. State that a qualified person for excavation safety must be appointed for each job that involves excavation.
  - b. Specify safe distances from the edge of excavation for the placement of spoil and equipment.
  - c. Define means of avoiding underground and overhead infrastructure including:
    - i. identification and marking the route of cables, live lines, pipelines or other
    - ii. hazardous infrastructure; and
    - iii. use hand probing and hand tools only (i.e. no powered excavators) within 1.6 ft of a live line, pipeline or power cable, to prevent damage.
- 5) Specify means and conditions for soil testing and classification.
  - a. Define maximum allowable slopes or benching or shoring for excavations greater than 4 ft deep.

- b. State the restrictions on the placement and movement of excavation machinery to avoid collapse or risk to personnel, including the use of reverse alarm, mirrors and a flagman when maneuvering near an excavation.
- c. Specify measures to minimise the impact of adverse weather conditions.
- d. Specify barriers and safety signs.
- e. Define safe access and exit for personnel.
- f. Define a rescue plan and rescue equipment.

The qualified person for excavation safety (Permit Issuer) is responsible for the following requirements:

- 1) Implement the procedures established for the type of excavation, including the following:
  - a. Identify and mark the route of cables, live lines, pipelines or other hazardous infrastructure.
  - b. Confirm the location of underground and overhead infrastructure before starting work.
  - c. Apply the specified procedures for soil testing and classification.
  - d. Inspect excavations and shoring, including areas adjacent to the excavation, for signs of ground instability, before each shift, before resuming work after adverse weather conditions and following any incident that may affect its stability.

## 1.18 HOT WORK

The purpose is to manage the risk of ignition of flammable materials during Hot Work.

This section applies to:

Control of ignition sources during work in classified/hazardous areas and equipment that could contain flammable materials.

This section does not apply to:

- Control of health hazards arising from hot work.
- Control of ignition potential of electrical equipment.

## REQUIREMENTS

The Contractor is responsible for implementing the following requirements:

- 2) Reduce risk by applying the hierarchy of controls:
  - First:** Eliminate hot work whenever possible. Consider the objective of the project and confirm if there is not another means to accomplish – avoid retrofit work that requires cutting into hydrocarbons or whether alternative methods can be used such as mechanical fittings, cold cutting techniques.
  - Second:** Carry out work when the classified area is free of flammable materials or at a different place (outside the classified area).

**Third:** Eliminate ignition sources by selecting alternative work methods or equipment.

**Fourth:** Implement controls to avoid co-existence of flammable materials and ignition sources during hot work. Controls must include continuous monitoring of the hazardous area to assure gas free before starting any Hot Work and through the duration of the Hot Work activities. Personal Protective Equipment (PPE) must include Flame Retardant upper body and lower body clothing. All PPE used for Hot Work must be non-static charge generating and meet the requirements of PPE in this contract.

- 3) People who operate, inspect and maintain equipment to be used for hot work in classified areas must be competent to do so.
- 4) Select, inspect and maintain equipment to be used for Hot Work in classified areas.
- 5) Manage Hot Work using a Permit to Work and include a Job Hazard Analysis (JHA) as part of planning the work.

The Contractor is responsible for implementing the following requirements (to be confirmed by the Permit Issuer prior to issuing the Permit and maintained by the Permit Holder during the work):

- 1) Confirm that equipment which could contain flammable materials is gas free and isolated before the work begins.
- 2) Clear the work area of flammable and combustible materials before the work starts. Use visual inspection and test the atmosphere.
- 3) Test the atmosphere continuously to establish that the area remains free of flammable materials during the work, by means of an Authorized Gas Tester or flammable gas monitoring equipment.
  - a. Intervene if flammable gas concentrations exceed the established set points.  
Stop the work and investigate reasons for deviation.
  - b. Define and communicate corrective action before resuming the work.
  - c. Maintain a fire watch throughout the Hot Work.
  - d. The Permit Issuer and Permit Holder must establish means of communication between the fire watch and the workers performing the Hot Work.

Minimum PPE requirements for working in hydrocarbon/hazardous areas (e.g. Non-static and Flame Retardant) must be defined and implemented.

## 1.19 LIFTING AND HOISTING

The purpose is to manage the risks of lifting and hoisting operations.

This section applies to:

- All aspects of lifting and hoisting using pedestal cranes, mobile cranes, overhead and gantry cranes, A-frames, jib cranes, derricks, hoists, and special hoist-supported personnel lifting devices.

This section does not apply to:

- Jacking
- Well operations
- Earth moving
- Fork lift trucks
- Mobile work platforms
- Vehicle maintenance lifts
- Manual lifting

## **REQUIREMENTS**

The Contractor is responsible for implementing the following requirements:

- 1) Establish Fitness to Work requirements for people who supervise or perform lifting and hoisting operations and who inspect and maintain lifting equipment.
- 2) Equipment to be used for lifting and hoisting must be inspected, maintained and certified in line with the manufacturer's specifications and local legislation. Use equipment only for its intended purpose and within its designed operating limits.
- 3) Apply procedures that are approved by a qualified expert for lifting and hoisting, which must include the following:
  - a. Assign an Authorized Person for the lifting and hoisting operation, and a Person In Charge of the lift.
  - b. Conduct a specific JHA to define the lift plan.
  - c. Assess site factors to define logistics, crane stability, and radius of operation.
  - d. Assess load factors to define load integrity and stability.

The Permit Issuer for lifting and hoisting is responsible for the following:

- 1) Check the lifting and hoisting equipment before all lifts and confirm that:
  - a. Equipment is suitable for its intended purpose; and
  - b. Safety devices are installed and operational.

The Person In Charge of the lift is responsible for the following:

- 1) Ensure equipment on site is the same as that specified in the lift plan.
- 2) Confirm that required controls are in place and the lift is carried out as per the applicable lift procedure.
- 3) Establish a safe perimeter and keep people clear of overhead loads and areas of potential impact.
- 4) Assign a flagman when moving cranes in the vicinity of overhead electrical lines, and when reversing or maneuvering in an area with plant, machinery or personnel.

## **1.20 PERSONAL PROTECTIVE EQUIPMENT**

The purpose is to manage the risk to people where personal protective equipment is used.

This section applies to:

- Contractor and subcontractors working at Motiva locations; and
- All visitors entering the active work area.

## REQUIREMENTS

At a minimum, all workers must wear a high visibility vest, hard hat and safety boots/shoes at all times. Other PPE including gloves, eye protection, hearing protection etc. must be used as required by the contractor's risk assessment and documented in the JHA.

All Contractor and subcontractor workers must use the following Hierarchy of Control to manage additional PPE use:

**First:** Eliminate the Hazard or exposure.

**Second:** Substitute materials or equipment to reduce the Hazard or exposure.

**Third:** Use engineering controls to keep the hazard from reaching the worker.

**Fourth:** Use procedural controls to keep the hazard from reaching the worker.

**Fifth:** Use PPE.

In cases where PPE must be used, the All Contractors and subcontractors must have a procedure to manage PPE usage. This procedure must:

- Specify where and when PPE must be used.
- Specify the types of PPE to be used.
- Specify methods for making people aware of when and where PPE must be used.
- Specify how people are fitted for PPE.
- Specify how people are trained to put on and use PPE and trained in the limitations of its use.
- Specify how people verify that PPE remains effective when the hazard, exposure or controls change.
- Specify how to issue, inspect, maintain, store and replace PPE.
- Document the arrangements for people to have fitness evaluation prior to the use of respiratory protection in line with Fitness to Work.

### 1.21 SAFE ISOLATION – LOCK OUT/TAG OUT (LO/TO)

The purpose is to manage the risk of exposure of people to energy and hazardous substances by isolation of equipment and placement of locks and tags.

This section applies to:

- Work on equipment in assets, facilities, operations and projects.

This section does not apply to:

- Equipment with flexible wiring and a plug (to insert into a socket) under the exclusive control of the user;
- Isolation of equipment using emergency response procedures; and

- Testing of energized electrical equipment.

## REQUIREMENTS

The Contractor is responsible for implementing the following requirements:

- 1) Protect people from energy and hazardous substances by isolation of equipment, locking movable isolation devices and placing a tag at each point of isolation.
- 2) Establish and maintain isolation and lock out tag out procedures that include the requirements below:
  - a. Specify the people who are authorized to isolate, lock out and tag out equipment.
  - b. Identify the types of work that need to be controlled by lock out and tag out and the methods of isolation.
  - c. Specify the method to place and remove locks and tags at each point of isolation and the method to control locks and keys.
  - d. Specify the additional controls required and the method of removal that will maintain an equivalent level of protection when the person who placed a lock or tag is not available to remove it (i.e. if the person is forced to leave the site unexpectedly).
  - e. Specify the tests to prove that isolation is complete.
- 3) Apply the following Hierarchy of Control for isolation to protect people from energy and hazardous substances:
  - First:** Remove equipment from the sources of hazards, or create an air gap or physical break that prevents the hazard from contacting people.
  - Second:** Isolate equipment from hazards by using a solid physical barrier.
  - Third:** Move to the safe position and lock movable devices, electrical circuit breakers and valves that isolate hazards.
    - o When applying this control to isolate electrical equipment, verify that electrical back feed is not possible.
- 4) Control isolation and placement and removal of locks and tags by doing the following:
  - a. Shut equipment down and remove or drain any sources of stored energy.
  - b. Isolate equipment from hazards: either disconnect equipment or install or operate isolation devices as close as possible to the equipment being worked on.
  - c. Place locks and completed tags at isolation points to make it clear to anyone who wants to use or work on the equipment that it is isolated. Use locks and tags that:
    - i. are readily identified as being used only for isolation;
    - ii. identify the person placing the lock and tag and the time the tag was placed; and
    - iii. are substantial, weatherproof and secure enough to prevent unauthorized or inadvertent removal.
    - iv. Verify that the equipment is properly isolated and that no stored energy or hazards remain.



- v. When the work is complete, tell affected people about the plans to remove isolation and put equipment back in service.
- vi. Require each person to remove their individual lock, and the person(s) authorized to remove the tag or tags following an agreed plan to remove isolation and tags.
- vii. Tell affected people what equipment has been put back in service or energized.
- viii. Require workers protected by isolation to comply with the following:
  - Maintain keys used for isolation in your sole possession or maintain safe in a Group LOTO Box .
- ix. Do not remove a lock or tag other than one you have placed unless you are authorized to do so by the lock out tag out procedure:
- x. Do not operate or energize a device that is locked or tagged.
- xi. Advise the person named on the tag, or your supervisor, of any tag that has fallen off, or is misplaced.
- xii. Remove and return tags as specified by the lock out tag out procedure.

## 1.21 WORKING AT HEIGHT

The purpose is to prevent falls and reduce the consequences if a fall occurs when Working at Height.

This section applies to:

- All Contractor and subcontractor work at Motiva locations.

### REQUIREMENTS

The Contractor is responsible for implementing the following requirements:

- Contractor should establish procedures to ensure that no one works at a height at or over the limit described in Motiva's Life Saving Rules without adequate safeguards and training. The procedures should provide specific requirements for installing, establishing a safe working perimeter, verifying integrity and using stand-alone ladders and scaffolding, as required.

## 1.22 SOIL AND GROUNDWATER

The purpose is to manage risks due to soil and groundwater contamination.

### REQUIREMENTS

The Contractor is responsible for implementing the following requirements:

- 1) Motiva manages soil and groundwater impact using risk-based standards adopted by the federal government and/or specific state governments. Appropriate management includes the full project site life cycle (acquisition, operation, minimum equipment standards, remediation & disposal).

- 2) Where applicable, Contractor and subcontractors should install and maintain equipment and comply with procedures to minimize the risk of leaks and spills.
- 3) Contractor and subcontractor to have procedures to inspect, document and maintain leak detection and/or containment systems.

## **1.23 RESIDUAL MATERIALS MANAGEMENT**

The purpose is to minimize the generation and to optimize the re-use and recycling, and where necessary, properly dispose of residual materials.

This Standard applies to:

- All Residual Materials material from Motiva installations and activities.

This manual section does not apply to:

- Discharges to surface water;
- Atmospheric emissions; and
- Re-injected production water or gas.

## **REQUIREMENTS**

Contractor is accountable for the following requirements:

- 1) Incorporate controls to reduce waste generation into procedures and working practices.
- 2) Identify opportunities to reuse materials for the same or alternative applications, including in other industries, or return unused materials to suppliers.
- 3) Identify recycling and recovery opportunities for potential residual materials.
- 4) Identify, segregate and properly manage residual material.
- 5) Collaborate with the Motiva Residual Management Specialist who will arrange for transport and recycling, re-use or where required, disposal of Residual Materials.
- 6) When requested, sign manifests and other shipping documents in behalf of Motiva.
- 7) Comply with local, state and federal regulations.

## **1.24 DRIVER SAFETY**

The purpose is to manage the risk of driving and transportation of people and goods on COMPANY Business.

For Contractors this manual applies to all who work and drive for Motiva. Private cars are out of scope. Commuting is out of scope.

## **REQUIREMENTS**

- 1) Contractors to identify which staff work and drive 100% only for Motiva.
- 2) All these Drivers need to have a current driving license that is valid for the location, type of vehicle and, where appropriate, the cargo.
- 3) All the Drivers need to be physically and mentally capable of operating the Vehicle:
  - a. Be rested and alert to maintain attention throughout the trip.
  - b. Stop the vehicle and take the rest break if attention is lost.
  - c. Do not operate a vehicle while under the influence of alcohol, drugs, narcotics or medication that could impact driving ability.
- 4) All the drivers not to make a call or answer a mobile phone or page, send or read a text message or use a hands free mobile phone device while driving a vehicle.
- 5) All Cars (all types of vehicle) need to have a three-point seatbelts; the driver and all passengers need to use seatbelts before operating the vehicle.
- 6) All Drivers not to allow unauthorized passengers in the vehicle.
- 7) All Drivers to attend a accredited defensive driving course within 3 months of assignment and refresh training every 2 years, if you drive more than 4,600 miles a year on COMPANY business.
- 8) All drivers need to visually inspect the vehicle daily for roadworthiness including tires and windscreen/windshield.
- 9) All drivers need to drive with lights on during daytime except where prohibited by law
- 10) Use Vehicles (COMPANY-owned cars, lease cars, rental cars, private cars) equipped with
  - a. Seatbelts and head restraints.
  - b. Anti-lock braking system, vehicle side impact protection and airbags for COMPANY owned contracted, privately owned or leased light vehicle.
- 11) Contractor to challenge the need for people to drive on COMPANY business.
- 12) Drivers to prepare a Journey Management Plan and agree on driving and rest schedule for trips of more than 4 and a half hours. Drivers are not allowed to have trips for more than 10 hours or a combination of work and driving for more than 14 hours.
- 13) Contractors do not allow the use of two-wheeled or three-wheeled vehicles for COMPANY Business.
- 14) Contractors to maintain and equip COMPANY-owned or leased vehicles (if under contract for more than 3 months) so that they are:
  - a. Fit for purpose based on an assessment of usage.
  - b. Kept in safe working order in line with manufactures specifications and local legislative requirements.
  - c. Equipped as described in requirement 10.

Figure 1.

REPORTABLE INCIDENTS and Reporting Template					
The following reporting procedures apply to all CONTRACTOR and SUBCONTRACTOR					
<p><b>1. What To Report</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top; padding: 5px;"> <p><u>Fatality, Injury, Work Related Illness, First Aid, Life Saving Rule Violation, Near Miss:</u> Employee, CONTRACTOR &amp; SUBCONTRACTOR</p> <p><u>Motor Vehicle Accident:</u> Employee, CONTRACTOR &amp; SUBCONTRACTOR</p> <p><u>Hydrocarbon spills to environment :</u> Employee, CONTRACTOR &amp; SUBCONTRACTOR</p> <p><u>Environmental Non-Compliances/Fines :</u></p> </td> <td style="width: 33%; vertical-align: top; padding: 5px;"> <p><u>THIRD PARTY Incidents</u></p> <ul style="list-style-type: none"> <li>➤ Fatality/Injury</li> <li>➤ Robbery / Attempted Robbery</li> <li>➤ Property Damage</li> <li>➤ Assault</li> <li>➤ Fire/Explosion</li> <li>➤ Spill or release, e.g., customer vehicle leak or customer pumping product overfill, etc.</li> </ul> </td> <td style="width: 33%; vertical-align: top; padding: 5px;"> <p><u>Significant Incidents:</u></p> <ul style="list-style-type: none"> <li>➤ Harm to People, Asset Damage and other Consequential Business Losses, Environmental Effect, Impact on Reputation</li> <li>➤ Fatality &amp; In-Patient Hospitalization Of 3 Or More Reporting</li> </ul> </td> </tr> </table>			<p><u>Fatality, Injury, Work Related Illness, First Aid, Life Saving Rule Violation, Near Miss:</u> Employee, CONTRACTOR &amp; SUBCONTRACTOR</p> <p><u>Motor Vehicle Accident:</u> Employee, CONTRACTOR &amp; SUBCONTRACTOR</p> <p><u>Hydrocarbon spills to environment :</u> Employee, CONTRACTOR &amp; SUBCONTRACTOR</p> <p><u>Environmental Non-Compliances/Fines :</u></p>	<p><u>THIRD PARTY Incidents</u></p> <ul style="list-style-type: none"> <li>➤ Fatality/Injury</li> <li>➤ Robbery / Attempted Robbery</li> <li>➤ Property Damage</li> <li>➤ Assault</li> <li>➤ Fire/Explosion</li> <li>➤ Spill or release, e.g., customer vehicle leak or customer pumping product overfill, etc.</li> </ul>	<p><u>Significant Incidents:</u></p> <ul style="list-style-type: none"> <li>➤ Harm to People, Asset Damage and other Consequential Business Losses, Environmental Effect, Impact on Reputation</li> <li>➤ Fatality &amp; In-Patient Hospitalization Of 3 Or More Reporting</li> </ul>
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<p><b><u>Fatality/Significant Incident Notification template:</u></b></p> <p><i>This is to confirm that there has been an incident resulting in a fatality (or other significant incident) as described below:</i></p> <p><b><i>Date/Time of Incident:</i></b> (Date and Local time of the incident)</p> <p><b><i>Location:</i></b> (Country / Retail site address and cost center number)</p> <p><b><i>Operating Platform:</i></b> (Wholesale, JV, etc)</p> <p><b><i>RAM Rating:</i></b></p> <p><b><i>Incident Description:</i></b> ( A brief description of the incident)</p>					

**Figure 2.**

## **MOTIVA HSSE CLASSIFICATIONS**

### **Definition of a TRC:**

An incident is considered a TRC when:

- The person involved in the incident is not coming back to work within 24 Hours (Lost Time Injury)
- The person involved in the incident is returning back to work within 24 hours but has had a treatment which is beyond First Aid.

Here you will find when a treatment is First Case

### **Definition First Aid Case**

A First Aid Case (FAC) is a work related injury, which receives First Aid treatment but does not involve lost workdays, restricted workdays or Medical Treatment.

An incident is classified as a First Aid if the treatment of the resultant injury or illness is limited to one or more of the 14 specific treatments:

1. Using a non-prescription medication at non-prescription strength\*;
2. Giving tetanus immunizations;
3. Cleaning, flushing or soaking wounds on the surface of the skin;
4. Using wound coverings such as bandages, Band-Aids™ or gauze pads; or using butterfly bandages or Steri-Strips™;
5. Using hot or cold therapy;
6. Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc;
7. Using temporary immobilisation devices such as splints, slings, neck collars or back boards while transporting the victim;
8. Drilling a fingernail or toenail to relieve pressure, or draining fluid from a blister;
9. Using eye patches;
10. Removing foreign bodies from the eye using irrigation or cotton swab;
11. Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means;
12. Using finger guards;
13. Using massages; or
14. Drinking fluid for the relief of heat stress.

So if the Person involved in the incident has had one of these 14 treatments, than the incident is considered as a First Aid Case and not as TRC

If the person involved in the incident has received treatment which is beyond these 14 treatments than it is considered a Medical Treatment Case and is it a TRC

There are a number of exceptions to these rules and you will find them in the definition below

## **Definition Medical Treatment Case**

A Medical Treatment Case (MTC) is any work-related injury that involves neither lost workdays nor restricted workdays, but which receives Medical Treatment.

Medical Treatment (MT) occurs when care of the patient to address the injury or illness is beyond First Aid.

Medical Treatment does not include:

- a) The conduct of diagnostic procedures, such as x-rays and blood tests, including the administration of prescription medications used solely for diagnostic purposes such as eye drops to dilate pupils;
- b) Visits to a physician or other health care professional solely for observation or counseling.

The following may not involve any treatment but for incident classification are recorded as Medical Treatment (so also as a TRC):

- a) Any loss of consciousness;
- b) Significant injury or illness diagnosed by a physician or other licensed health care professional for which no treatment is given or recommended at the time of diagnosis. Examples include punctured eardrums, fractured ribs or toes etc.
- c) Needle stick injuries and cuts from sharp objects that are contaminated with blood or other potentially infectious material;
- d) Occupational hearing loss;
- e) Medical removal under a government standard (use the Shell Health Guidelines where no government standard exists).

In some cases, it is very difficult to classify an incident. In case of doubt please contact the Motiva HSSE Manager or the Motiva Contract Holder.

## 2. OTHER RELATED INFORMATION

### 2.1 PAR Building and Unit ACM information:

PAR Buildings Where ACM is Present	
MAIN OFFICE BUILDING	PUMPHOUSE #29 (PS2)
MACHINE SHOP	PUMPHOUSE #11
OLD BOILER SHOP/STORE ROOM(E19TH & A ST.)	PS2
Old Garage	PS3
E&I SHOP	WEST CONTROL CENTER
EOC	#5 WAREHOUSE (E-19 <sup>TH</sup> AVE)
MEDICAL CENTER	TELEPHONE/T&CC
NORTH PRODUCT CONTROL LAB	SOUTH PRODUCT CONTROL LAB

PAR Units Where Asbestos Containing Material is Present	
VPS2	ALKY
VPS4	CRU4
MPU3	PS3
MPU4	3WTP
SBU1	PS2
LCDU	SWAG
LUBE TRAIN	7RES
HTU1	ASTU
HTU2	WSGP
HTU3	57PH
HTU4	27PH
LHCU	PAT
FCCU	LOMD