

SAFETY AND SECURITY GUIDELINES

PREVIEW

1.1 PURPOSE:

The purpose of these guidelines is to:

- protect [*Name] operating companies, subsidiaries and joint venture entities (“OWNER”) employees, contractors, CONTRACTOR employees, all persons and the community from injury or illness and prevent property damage;
- protect the environment from damage;
- describe OWNER’S responsibility for advising CONTRACTOR personnel of hazards; and

Identify the responsibility of CONTRACTOR. Subcontractors are to satisfy the same requirements as the CONTRACTOR.

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1.2 SCOPE:

To ensure that CONTRACTOR is responsible to OWNER for adhering to the rules and regulations of these guidelines and to perform all of CONTRACTOR’S responsible activities within recognized safe practices. Further, CONTRACTOR is responsible to OWNER for enforcing all applicable rules and regulations and work standards to its subcontractors. Any violation of this procedure will be cause for immediate removal from the job site. Prior to the start of any contract work, CONTRACTOR shall review with his, her or its supervisors, employees, and subcontractors, the applicable safety requirements to be followed on the job. CONTRACTOR, if his, her or its subcontractor shall then review with its subcontractors’ supervisor and employees, the applicable safety requirements to be followed on the job.

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1.3 APPLICABLE SAFETY CODES, STANDARDS AND LAWS:

CONTRACTOR shall perform all work in strict conformance with all federal, state, and local safety codes, standards, and laws, which are applicable to the work being done. In case of conflict between safety codes, standards and laws, the most stringent shall apply.

1.4 PHOTOGRAPHS / PRESS RELEASES:

CONTRACTOR shall not make any press releases or other public announcements concerning the work being performed at OWNER’S FACILITY without the written prior consent of Owner, nor shall any photographs of the work be taken without OWNER’S prior written consent.

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1.5 DRIVING-CONTRACTOR:

Employees shall drive carefully and shall observe posted speed limits and traffic signs on OWNER’S FACILITY. Drivers of motor vehicles used on OWNER’S FACILITY must possess appropriate current driver’s license.

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1.6 NO SMOKING: **PREVIEW**

SMOKING IS PROHIBITED ON THE PREMISES EXCEPT IN SPECIFICALLY APPROVED AND DESIGNATED AREAS.

1.7 ENTERING OPERATING UNITS:

CONTRACTOR'S employees shall not enter operating areas or operating units other than at the location where work assigned is being performed. CONTRACTOR'S employees shall not operate any valves or other equipment in operating areas or units.

1.8 ~~HALTING WORK~~

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OWNER believes that all personnel have a stake in maintaining OWNER'S goal to provide a safe, healthful, and environmentally sound workplace. Thus, everyone has the responsibility to exercise the obligation and authority to stop work that may pose a threat of injury, impaired health, or property damage, and immediately report the situation to their supervisor and OWNER'S authorized Field Representative.

Thus, CONTRACTOR shall stop work when so instructed by any OWNER employee or CONTRACTOR employee. Work stoppage may be due to CONTRACTOR'S work method and/or conditions, causing the area to be unsafe, or for any other safety reason. CONTRACTOR shall stop work in an emergency situation, while waiting the arrival of OWNER'S authorized Field Representative, when so instructed.

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1.9 INCIDENT REPORTING AND INVESTIGATING:

All incidents involving CONTRACTOR employees, shall be investigated by CONTRACTOR. All incidents shall be reported, including "near misses", to OWNER'S authorized Field Representative and to OWNER'S Shift Supervisor, and an Incident Report Form and Supervisor Accident Report Form completed, before the end of the shift.

For all injuries considered to be "Serious or Major" and involving CONTRACTOR'S employee, CONTRACTOR and his, her or its employee(s) may be asked to participate in OWNER'S investigation. CONTRACTOR'S documentation and training records pertinent to the investigation effort, as well as all involved CONTRACTOR employees, shall be made readily available to OWNER investigators.

2.0 TOOLS:

CONTRACTOR shall ensure that all tools and equipment used on OWNER'S FACILITY are inspected and free of defects. Contractor shall also ensure that all equipment is properly maintained and that all tools and equipment associated with the tools are fit for their proper use. For example, all saws and drill bits must be sharp and in

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good condition, the use of dull or worn out consumables such as saw blades or drill bits is specifically prohibited. OWNER'S authorized Field Representative may request, at any time, verification of such inspections.

2.1 CONTRACTORS USE OF COMPANY EQUIPMENT:

CONTRACTOR shall provide all of his, her or its own tools and equipment needed for the job. However, at any time CONTRACTOR uses staging areas, tools or other equipment furnished or installed by OWNER (or by Other), CONTRACTOR shall assume full responsibility for the adequacy and safety of such equipment.

2.2 DAMAGE TO COMPANY EQUIPMENT:

CONTRACTOR shall promptly notify OWNER'S authorized Field Representative in the event that CONTRACTOR or his, her or its subcontractor(s) damage OWNER'S equipment or property.

2.3 FIRES AND FIRE EQUIPMENT:

CONTRACTOR shall not use or move fire fighting equipment at OWNER'S FACILITY, except such equipment, which is assigned for CONTRACTOR'S use. CONTRACTOR shall keep clear the area around fire hydrants, extinguishers, hose reels, and the like.

CONTRACTOR shall move his, her or its employees away from the vicinity of a fire and out of the area of the fighting activities. CONTRACTOR shall determine beforehand, at the remote location, the emergency procedures which his, her or its employees shall follow and shall instruct his, her or its employees accordingly.

2.4 GOOD HOUSEKEEPING:

CONTRACTOR shall maintain the premises in which CONTRACTOR is working, in a neat and orderly manner, both daily and upon completion of the work.

2.5 PERSONAL CONDUCT:

CONTRACTOR shall be responsible for ensuring that:

- Alcohol, firearms, weapons, explosives, illegal substances, or drugs are not on OWNER'S FACILITY.
- Persons under the influence of alcohol or drugs are not on OWNER'S FACILITY.
- Consumption of alcohol, loitering, gambling, horseplay does not occur on OWNER'S FACILITY.
- All actual or suspected security incidents are reported immediately to OWNER'S Security Manager.

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2.6 CONSEQUENCES FOR NON COMPLIANCE

PREVIEW

IT IS EXTREMELY DANGEROUS TO IGNORE SAFETY RULES, SMOKE IN INDUSTRIAL AREAS OR CARRY FLAMMABLE OBJECTS, ESPECIALLY AT A REFINERY.

CONSEQUENTLY THESE SAFETY RULES WILL BE APPLIED MOST STRICTLY, NO SECOND WARNINGS WILL BE GIVEN FOR VIOLATIONS OF THESE RULES.

ANY PERSON WHO VIOLATES THESE RULES, IS FOUND SMOKING OUTSIDE OF A DESIGNATED AREA OR WHO CARRIES A FLAMMABLE OBJECT SUCH AS A LIGHTER WHICH IS PROHIBITED BY ARTICLE XI SHALL BE ASKED TO LEAVE THE PREMISES AND SHALL NOT BE ALLOWED TO RETURN.

ANY EMPLOYEE OF THE OWNER THAT VIOLATES THESE RULES SHALL HAVE HIS, HER OR ITS EMPLOYMENT TERMINATED IMMEDIATELY.

ANY CONTRACTOR OR SUBCONTRACTOR WHOSE AGENTS, EMPLOYEES, SUBCONTRACTORS, ETC. WHO VIOLATE THESE RULES SHALL BE RESPONSIBLE FOR ANY AND ALL DAMAGES THAT MAY OCCUR INCLUDING BUT NOT LIMITED TO CONSEQUENTIAL DAMAGES OR LOST PROFITS.

ADDITIONALLY, VIOLATION OF THESE RULES ARE GROUNDS FOR OWNER TO TERMINATE ANY AND ALL CONTRACTS WITH A CONTRACTOR OR SUBCONTRACTOR WHOSE EMPLOYEES, AGENTS OR SUBCONTRACTORS VIOLATE THESE RULES. CONTRACTOR AGREES THAT THE OWNER SHALL NOT BE LIABLE FOR ANY DAMAGES WHICH MAY OCCUR AS A RESULT OF THE CANCELLATION OF THE CONTRACT.

THANK YOU

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