



# PACIFIC COAST TERMINALS CO. LTD.

***EMPLOYEE / CONTRACTOR / SUPPLIER***

***SAFETY HANDBOOK***

***POLICIES & PROCEDURES***

**PCT CONTACT PERSON:** \_\_\_\_\_

**Phone No.** \_\_\_\_\_

**PO#** \_\_\_\_\_

**REMINDER:**

One of the last 2 pages of this booklet must be signed and returned to:  
-PCT Security or PCT Contact Person for non-employees  
-PCT Foreman for Longshoreman

*Revised July 2014*



## SECTION 1

### 1.1 - GENERAL INSTRUCTIONS FOR EMPLOYEES / CONTRACTORS / SUPPLIERS

All employees, contractors and suppliers must follow PCT's "Site Specific Training Procedure" when coming to site.

The enclosed information is a summary of important safety rules and working procedures which apply to working at Pacific Coast Terminals Co. Ltd. (PCT).

In addition to safeguarding our own personnel and equipment, these precautions will assist Contractors in protecting their own employees and property.

**Note: Obviously all regulations applying to Contractors cannot be included in this summary and situations will arise where additional precautions and good judgement will be necessary.**

Contractors are responsible for all employees and subcontractors working for them and all other persons calling on them or doing business with them on PCT's site. Contractors and suppliers are responsible for complying with all Human Resources Development Canada Occupational Safety & Health Regulations (HRDC), Workers Compensation Health & Safety Regulations (WorksafeBC) and Pacific Coast Terminals Safety Policies and Procedures (PCT).

Contractors must be registered with WorksafeBC, and must provide the WorksafeBC registration number to the PCT Contact person.

Contractors will be accountable to a PCT Manager (hereafter called the Contact Person). The Contact Person will conduct a review of site policies and procedures pertinent for the work to be performed with each Contractor Supervisor prior to commencing work at PCT. This review includes; a general overview of terms and conditions for working at PCT, health & safety, and environmental requirements. The PCT Contact Person will provide each contractor with copies of the "Contractor Safety Handbook" and all other relevant site safety information.

**It is the responsibility of the Contractor Supervisor to convey all safety policies, procedures and rules to their employees and sub-contractors working under their direction. Contractor Supervisors must also ensure employees follow these rules when on site and have completed and returned the "Record of Receipt and Understanding of Pacific Coast Terminals (PCT) Contractor Safety Rules & Site Requirements" document.**

The Contractor shall execute the scope of work so as to avoid interference with PCT's operations that are carried out on a 24-hour per day basis. However if interference is unavoidable, the Contractor must schedule this work with the PCT contact person, in order to perform the work during a shutdown.

At the start of each project, the contractor representative will inform the PCT Contact Person who the "Contractor Safety Contact" will be. They will also indicate the number of people working on that job. The Contractor Representative must report to the Contact Person when the job is complete. The Contact Person will do a final inspection of the job before releasing the contractor from that job.



## SECTION 2

### 2.1 - GENERAL SAFETY / SECURITY PRACTICES

#### 1. SECURITY/ SITE ACCESS

All entry to PCT must be through the security gate. Contractors must check in with the security guard. Contractors shall not bring a sub-contractor onto the PCT site without prior approval from the PCT “Contact Person”. For site security and safety, all areas of PCT are monitored and recorded by cameras on a 24-hour basis.

Contractors dealing exclusively with PCT on the waterfront can be issued a Port Pass by PCT; this will be done by the Assistant Manager of Security. Contractors that already have Port Passes can have PCT access assigned to their cards by the Assistant Manager of Security. Those without Port Passes will be issued Visitor Passes, when proper Identification is supplied, by the guard at the main gate.

Restricted areas at PCT include Berth#1 & #2 if a vessel is at either berth and the Server Room in the Administration building. Access to these areas will require an escort or special access privileges granted by the Assistant Manager of Security. Arrangements should be made through the Contact Person.

#### **The Stakrake area is restricted to the following entry and exit procedures:**

Authorized Persons only are permitted to enter the Stakrake Operating Area. Your PCT “Contact Person” must authorize your entry to this area. (A safety review of the Stakrake area will be completed by the PCT “Contact Person” for all Contractors and Visitors authorized to enter this area).

**Note: Visitors and Contractors unfamiliar with the operation should be accompanied by a PCT representative.**

#### **The Tank Farm compound is a controlled area.**

Contact the Tank Farm Foreman at 604.931.9212 or at 604.868.4567 prior to entry or arrange access through the PCT Contact Person.

#### 2. VEHICLES/MOBILE EQUIPMENT

- a) All vehicles shall be parked only in areas designated by PCT.
  - Job site parking is only for vehicles required for the work
- b) The maximum speed limit is 30 km/h. (15 km/h between Stores warehouse & shops). Lower limits apply as determined by conditions.
- c) Passengers are not allowed to ride in the back of open trucks or on mobile equipment designed for drivers only.
- d) All loads must be properly secured on vehicles prior to transport, regardless of the distance.
- e) All operators of vehicles and mobile equipment shall be operated by a licensed operator. If no license is required, then the operator must have received adequate instruction and demonstrated to a qualified supervisor or instructor competency in operating the equipment.



- f) All vehicles shall adhere to the intent of the City of Port Moody Anti-Idling Bylaw 2859 Guidelines of no idling longer than three minutes in a 60 minute period unless exempted as per the Bylaw.

### **3. RAILYARD**

Private and unauthorized vehicles are not permitted in the rail yard roadway at anytime.

Clearance must be obtained from the PCT Contact Person prior to any work on, or adjacent to any rail track. Appropriate rail switch lock outs will be determined by the Contact Person and/or a PCT Foreman. Contractors are not permitted to climb between or underneath rail cars.

Contractors are responsible for placing a red flag to warn that work is ongoing on the track and to safeguard the workers. This includes any track repairs, equipment maintenance that expose workers to hazards from locomotive traffic or when a specific job requires Contractors to move equipment back and forth across the track on a frequent basis.

### **4. PCT TOOLS & EQUIPMENT**

PCT tools, equipment, Maintenance shops and facilities, Stores and open stock are **not** to be used unless specifically pre-authorized by the PCT Contact Person.

### **5. HOUSEKEEPING**

Good housekeeping practices are to be adhered to with the work place kept clean and orderly. Trash shall be deposited in proper waste containers and removed daily by the contractor.

- a) **DISPOSAL OF DEBRIS:**

All solid waste resultant from the Contractor's work is required to be removed and disposed of **OFF SITE** as per above environmental policy (see section 5 of this booklet). Under no circumstances is debris of any description to be left anywhere on PCT's site.

Water hoses used for wash down on the site shall be stored properly after each use to prevent them from being a tripping hazard.

### **6. SMOKING**

Smoking is permitted in designated areas only. Check with the PCT Contact Person for locations. Smoking and the use of matches and lighters is prohibited within the Tank Farm compound and liquid loading area (berth #1).

### **7. SAFETY SIGNS**

Obey all safety signs. They are posted for a reason. If you are unsure of a sign meaning, ask a foreman or your Contact Person.

### **8. PCT OPERATIONS**



Stay clear of all unfamiliar operations until you have received adequate instructions. Do not enter guarded areas unless authorized to do so and the equipment has been locked out.

**Caution: Equipment on site can start at any time without warning.**

## 9. FIRST-AID - EMERGENCY TELEPHONE 604.931.9218 or Local 218

- Contractors are responsible for their own first-aid coverage and equipment. However PCT's First Aid will respond on an emergency basis. If an ambulance is required the Security Guard must be contacted at 604.931.9211 or local 211.

## 10. EMERGENCIES

In the event of an emergency (fire, chemical leak, etc.), all contractors must stop all work and gather at the Mustering area located in front of the Electrical/Machinist Shops. Contractors should perform a head count to account for all their employees and wait for instructions from the PCT Foreman. Contractors must never leave the site during an emergency without contacting a PCT Foreman or Security.

## 11. PERSONAL PROTECTIVE EQUIPMENT (PPE)

It is the Contractor's responsibility to supply all required PPE for their employees and ensure employees are trained in the use of said equipment.

- a) High Visibility Vests must be worn at all times when on site.
- b) **Footwear** must be a **Work Boot** meeting the following basic requirements:
  - It must meet the requirement of CSA Standard Z195-M92 (i.e. green triangle work boot with safety toes – protective toe box)
  - It must be made of leather or other material which will provide protection (i.e. canvas is not acceptable)
  - It must provide ankle support (i.e. min of 15cm (6") high)
  - It must have a sole or heel which will not slip (i.e. it must have a heel not a flat sole surface)
  - Footwear such as thongs, sandals, cowboy boots or running shoes are not acceptable
  - CSA approved rubber boots may be substituted in special circumstances such as wash down/clean-up and some tasks in the Tank Farm or caustic area

**Footwear such as thongs, sandals, cowboy boots or running shoes are not acceptable.**

- c) **Eye Protection** - Pacific Coast Terminals has identified areas of the site that expose workers to the risk of eye injury and in addition specific job tasks that workers are at risk of eye injury. Therefore all employees whose duties require them to perform tasks exposing them to these risks or entry to areas designated, as eye hazard areas must wear CSA approved protective eyewear necessary for any and all eye hazard exposures. Properly fitting goggles, face shields, eyeglasses complete with side shields, or other eye protection appropriate to the work being done, shall be worn by a worker as designated in the site eye protection policy.



**Note: PCT, utilizes “recycled water” for most of its systems and is not considered potable.**

- d) **Hard Hat** – Pacific Coast Terminals expects contractors to wear protective headwear at all times when in the plant area.

**Note:** CP Rail employees are exempt from protective headwear requirements while performing all rail switching duties.

All Foremen and Longshore personnel are required to wear CSA approved protective headwear (hard hats) under the following conditions:

- All areas of the facility with the exception of the parking areas, shops, buildings or in vehicles with equivalent protection

**Life jackets (PFD)** are to worn at all times while working in a boat and at any other time when there is a risk of falling into the water.

### **13. USE OF CRANES & ELEVATED WORK**

Any mobile cranes, tower cranes, or boom trucks used onsite shall be operated by a licensed operator. That is, a crane operator that possesses one of the following documents:

- Crane operator certificate issued by the Fulford Harbour Group Ltd., or
- Valid crane trade certificate issued by the Industry Training Association, which may include a Red Seal crane operator certificate.
- No Crane operations are to begin without a Pre-Job Hazard Assessment being completed
- No Crane Lifts will begin without the presence of a PCT representative (Manager or Foreman) being present.

Where cranes are utilized in and around roadways or high personnel traffic areas, signs shall be posted advising the reason for caution and, where necessary, a “safety man” shall be utilized to direct traffic. If required the area must be cordoned off.

Crane-truck combinations (Hiabs/boom trucks) shall ensure all loads are properly secured prior to transportation, as per Section 2 – Vehicles (above).

When working on an unguarded structure that is more than 2.4 meters above the nearest permanent safe level, ensure that appropriate fall protection equipment such as safety harnesses and lifelines are used. If in doubt as to the proper use of the equipment, consult with your foreman for instructions prior to use. All scaffolding shall meet HRDC & WCB requirements. Tools shall not be left on unattended scaffolding.

### **14. BARRICADING**

Barricading is required around excavations, holes, openings in floor or roof areas and areas where overhead work is occurring that may jeopardize the safety of workers, pedestrians, or equipment below. Blinking warning lights must be used on road barricades after dark. All barricading must meet HRDC & WCB requirements.



## **15. STORAGE OF FLAMMABLE LIQUIDS AND CHEMICALS**

Paint, paint thinner, gasoline, oil or other flammable material shall be stored only when in reasonable quantities and in approved safety containers. Containers and storage areas must be identified properly. MSDS sheets must be readily available.

## **16. ELECTRICAL WORK**

All electrical work including temporary wiring shall be done in accordance with Canadian Electrical Code and any other codes as outlined in the project specifications or scope of work.

## **17. THE RIGHT TO REFUSE UNSAFE WORK**

If an employee of PCT has a “reasonable cause” to believe that a task may result in a danger to the employee or to another employee, the employee has the right to refuse to perform the work. The employee must immediately report the refusal to work to his foreman or management and state if they are refusing to work under Section 128 of the Canada Labour Code Part II or article 7.03 of the Collective Agreement.

## **18. CONFINED SPACE ENTRY**

This policy has been developed for your safety through Pacific Coast Terminals with input from the site Health and Safety Committee. This policy and procedures comply with all current Occupational Safety and Health Regulations under the Canada Labour Code.

Pacific Coast Terminals is committed to taking a proactive approach to ensure the safety of workers required to work in confined spaces on our site. The Company will provide procedures, equipment, and training necessary to inform and protect workers from hazards associated with confined space entry.

All managers and foremen are required to ensure compliance with this Policy. All workers required to enter a confined space must take a personal responsibility to comply with this Policy for their own safety and the safety of their co-workers.

See *Appendix H* for complete instructions



## SECTION 3

### 3.1 – LOCKOUT

The established lockout procedures must be followed prior to work being performed on any systems or equipment. PCT's complete "**Lockout Policy and Procedure**" can be found at the back of the handbook.

**Caution: Do not climb over or under any conveyor belts unless you have locked out the system.**

Any contractor requiring an electrical lockout of any PCT equipment must:

1. Call one of the following to request the lockout giving a full description of the equipment:

PCT MAINTENANCE / ENGINEERING – 604.939.7371

|                                      |              |
|--------------------------------------|--------------|
| Andre Olivier – Manager, Engineering | 604.931.9239 |
| Rod Kenyon – Manager, Maintenance    | 604.931.9205 |
| Simon Lillis- Maintenance Planner    | 604.931.9216 |

PCT OPERATIONS MANAGERS

|                     |              |
|---------------------|--------------|
| Beau Storey -       | 604.931.9228 |
| Gordon Sims -       | 604.931.9206 |
| Curtis Rutherford - | 604.931.9203 |
| Clayton Smith -     | 607.931.9237 |

The above managers will arrange the lockout with the appropriate parties as per PCT's lockout procedure.

2. The contractors who will be working on the equipment must follow PCT's lockout procedure by contacting a PCT Foreman for the initial lock-out, obtain a lock from the electrician, applying the lock on the appropriate switch according to the foremen's instructions and signing the log book in the MCC room.

**Note: Only PCT "Red Personal Locks" can be used for these lock-outs. Other locks may only be used as part of the lock box procedure.**

## SECTION 4

### 4.1 - FIRE REGULATIONS & HOT WORK PROCEDURES

1. FIRE REGULATIONS

- a) The Contractor shall provide a Fire Watch if the hazards dictates the need for one.
- a) Gas cylinders must always be stored in an upright position and secured with chain or cable. (Rope or wire is not permitted). These cylinders must be provided with a check valve at the regulator hose to prevent flashback.





**Note:** The dock area at PCT is an extremely hazardous area if a fire should start. The docks should be monitored more frequently if hot work has been performed in that area.

## 2. HOT WORK PROCEDURE

The procedures listed below are to be followed when carrying out any “Hot” work on the terminal site other than in designated “Hot Work Area” locations. “Hot Work” includes such jobs as burning, welding and cutting. A printed sign outlining this procedure is posted in the Welders and Maintenance shop. The Foremen responsible for the “Hot Work” job shall ensure that all members of the workforce are familiar with this procedure and follow it at all times.

The Foremen shall also make themselves aware of any areas where hot work is being carried out and checks should be done on a frequent basis for four hours after the work is complete. If these fire checks will carry over into a non-working shift the Foreman responsible for that job should arrange with the security guard to inspect this area as part of his regular scheduled rounds.

- a) Ensure that an active fire hose and/or fire extinguisher is available at the work location.
- b) Prior to any “hot” work, i.e. cutting or welding, ensure that all sulphur residues in the immediate vicinity of the work are thoroughly washed away.
- c) In areas of high sulphur residues such as stockpiles, Stakrake, Dumper, etc. an assistant with an active fire hose should be in attendance while the work is being performed.
- d) When the work has been completed, the area should be cleaned up and washed thoroughly, particularly in areas where concealed smoldering could be a problem, i.e. docks and concealed places.
- e) Wear proper CSA approved eye protection.

**Note:** If “Hot Work” is to be performed in areas that are monitored by PCT’s smoke and fire alarm system, the detectors for that area must be isolated by the Electrical Department before work begins.

- f) When welding and cutting is done outside the designated welding and cutting areas, proper screens and barriers must be in place.

### Designated “Hot Work Area” Locations

Machinists Shop  
Electricians Shop  
Millwrights Shop  
Areas Immediately Outside These Shops

**\*Sulphur will burn, do not breath fumes from smoke\***



## **SECTION 5**

### **5.1 - ENVIRONMENT**

Compliance with all environmental laws, regulations and bylaws concerning contract activities are the responsibility of Employees and the Contractor under PCT's standard contract provisions.

All chemical spills must be reported immediately to your PCT Contact Person. Remediation of spills will be the Contractor's responsibility and must be in compliance with provincial and federal regulations. Contractor's working on site must have their own spill response kit suitable for diesel, gas, oil, etc.

Any potential discharge to PCT's wastewater treatment facilities must be approved by the PCT Manager Engineering/Maintenance or his designate.

Any potential air emissions from equipment must be approved by the PCT Manager Engineering/Maintenance or his designate. Ensure adherence to the City of Port Moody anti-idling bylaw 2859 as outlined in 2f)

Disposal of hazardous waste, waste oil, waste chemicals, waste paints brought on site or generated by the Contractor is the responsibility of the Contractor. The Contractor must supply PCT's Manager Engineering/Maintenance or his designate with a list of waste materials generated and the method and location of disposal prior to commencing work on this site.

Noise generation should be kept to a minimum. Ensure that noise generated falls within the City of Port Moody Sound Level Bylaw 1399.



## **5.2 - ENVIRONMENTAL POLICY**

### **10.1 GENERAL**

Pacific Coast Terminals Co. Ltd. (“PCT”) supports the goals of conducting its operations in a manner which achieves a high standard of environmental stewardship and protects the health and safety of its employees, contractors and the community. In accordance with these goals, the corporate policy is:

- a) To operate all activities in a manner consistent with safety and health considerations and environmental stewardship;
- b) To establish and maintain corporate controls to ensure that the Company's policy is being properly implemented and maintained;
- c) To work with government and industry to continually improve public policies and practices supportive of environmental quality, particularly with respect to the handling and transportation of sulphur and glycol;
- d) To comply with all applicable environmental laws and regulations as well as take into consideration the environmental requirements of customers;
- e) To operate the Company's facilities in a manner which is responsive to the needs of its workers, contractors and the community in order to achieve high standards of environmental stewardship;
- f) To develop and implement environmental training programs, as necessary, in order to ensure that employees are aware of their responsibilities with respect to environmental protection and to increase their environmental awareness;
- g) To require where possible PCT's shippers and contractors to incorporate all prudent measures as may be reasonably and economically necessary to reduce the potential environmental impact of sulphur, glycol and other products handled by PCT in the Port and at its facilities;
- h) To respond immediately to emergencies to protect employees, the public and the environment;
- i) To strongly encourage and where possible require all PCT's contractors to have a formal environmental policy that has as its principal objective environmental stewardship.



## **SECTION 6**

### **6.0 - DRUGS & ALCOHOL**

#### **PCT IS A ZERO TOLERANCE WORKSITE!**

1. No contractor shall report for work or, if already at work, continue working while under the influence of Drugs or Alcohol.
2. No contractor shall sell, consume, distribute, possess or be under the influence of any Drugs or Alcohol on PCT premises.
3. No contractor shall release control of a facility, machinery, equipment or vehicle to anyone where there is a reason to believe that the other person is under the influence of Drugs or Alcohol. Contractors should take appropriate action to ensure safety is not jeopardized and immediately inform the PCT Contact Person.



## SECTION 7

### **7.1 - TANK FARM SAFETY**

Because of the unique hazards associated with the Tank Farm area, extra safety precautions are required. Listed below are the additional safety rules to be followed in the Tank Farm.

#### 1. TANK FARM ACCESS

The Tank Farm compound is a restricted area. All Tank Farm Visitors/Contractors Suppliers must report to the Tank Farm Foreman at 604.931.9212 prior to entry or arrange access through the PCT Contact Person.

#### 2. SMOKING

Smoking and the use of matches and lighters is prohibited within the Tank Farm compound and liquid loading area (berth #1)

#### 3. FOOD & MEALS

No meals or food are allowed in the operating areas of the bulk liquid plant, other than in the lunchroom or offices.

#### 4. SAFE WORK PERMIT

A Safe Work Permit is required for **ALL** work in designated liquids handling areas. Prior to commencing any work or inspections in the liquids handling areas, the Contractor must arrange with the PCT Contact Person the issue of the necessary permit. A new permit must be initiated for each job. Contractors working under a reissued permit must review the status to ensure conditions have not changed and sign under part B. For all Hot Work in the Tank Farm section D must be completed in full.

#### 5. CONFINED SPACE ENTRY

Entry into vessels, equipment or any confined space is forbidden except by authorized and trained personnel and a properly completed "Safe Work Permit".

#### 6. TANK FARM PERSONAL PROTECTIVE EQUIPMENT

##### a) RESPIRATORS

Contractors who may be required to wear respirators or fresh air breathing apparatus must be clean shaven when at work.

##### b) EYE PROTECTION

CSA approved protective chemical mono-goggles must be worn when working on equipment or pipelines, or when grinding, welding, cutting, chipping steel or concrete and when working in dusty areas.



c) CLOTHING

Appropriate protective clothing and footwear must be worn when working with any chemicals or hazardous substances. (Check MSDS sheet or with your PCT Contact Person if unsure.)



Pacific Coast Terminals Co. Ltd.  
**CONTRACTOR LOCK-OUT  
KEY RETURN & PICK-UP FORM**

Note: This form must be completed by Contract workers for any lock-out job that finishes on a shift that does not allow them to remove their locks in conjunction with PCT personnel.

Foremen and electricians removing locks must complete MCC electrical lockout books.

**This form must be retained by security until both sections A & B have been completed.**

**Section A - KEY RETURN TO SECURITY**

Please print

|  |      |                           |  |
|--|------|---------------------------|--|
| Contractor's Company Name  |      | Supervisor                |  |
| Phones: Business   |      | Date & Time job completed |  |
| Home   |      |                           |  |
| Lock Location  | Lock | Date & Time key returned  |  |
| Number   |      |                           |  |
| Job description  |      |                           |  |
| Contractor's employees' signature to signify the above contracted job has been completed and personal safety is no longer at risk. |      |                           |  |
| .....  |      |                           |  |
| .....  |      |                           |  |
| .....  |      |                           |  |
| .....  |      |                           |  |
| Security Guard Name: (print)   |      | Security Guard Signature: |  |

**Section B - KEY PICK-UP, LOCK REMOVAL & SAFETY CHECK OF EQUIPMENT**

|                               |  |
|-------------------------------|--|
| Date & Time of lock removal:  | Safety Check completed satisfactorily:                   |
|                               | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Foremen's Name: (print)       | Foremen's Signature:                                     |
|                               |  |
| PCT Electrician Name: (print) | PCT Electrician Signature:                               |
|                               |  |
| Security Guard Name: (print)  | Security Guard Signature:                                |
|                               |  |

*Completed form to be forwarded to Assistant Manager, Operations, Safety & Training*



**Pacific Coast Terminals Co. Ltd.**  
**SAFE WORK PERMIT**  
**LIQUIDS**

**A. Job Description**

|  |
|--|
|  |
|--|

**B. Checklist**

**All questions must be answered. If not applicable use N/A. NOTE SAFE WORK PERMIT NUMBER ON ALL EQUIPMENT AND ELECTRICAL ISOLATION TAGS.**

| <u>Items to Check</u>  | <u>Yes</u>               | <u>N/A</u>               | <u>Remarks</u>   |
|--|--------------------------|--------------------------|--|
| 1) Isolation<br>a) Has equipment been electrically isolated, locked out, tagged and noted in the Electrical Lock-out Log Book? | <input type="checkbox"/> | <input type="checkbox"/> |  |
| <b>b) Has equipment been electrically isolated, locked out, tagged and noted in the Electrical Lock-out Log Book?</b>          | <input type="checkbox"/> | <input type="checkbox"/> |  |
| c) Are all necessary drains opened and tagged?   | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 2) List required Personal Protective Equipment   |                          |                          |  |
| 3) Line or equipment opening – is the product removed and the system de-pressured?   | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 4) <b>Hot Work:</b> Is <i>Part D</i> completed on the reverse of this form?  | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 5) Confined Space Entry  | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 6) Identify chemical involved. Is the MSDS available?  | <input type="checkbox"/> | <input type="checkbox"/> | Refer to <b><i>PCT Confined Space Policy</i></b> and attach completed checklist. |





**Tank Farm Foreman**

|            |               |               |               |
|------------|---------------|---------------|---------------|
| Signature: | Signature:    | Signature:    | Signature:    |
| Date:      | Reissue Date: | Reissue Date: | Reissue Date: |

**Maintenance Foreman**

|            |               |               |               |
|------------|---------------|---------------|---------------|
| Signature: | Signature:    | Signature:    | Signature:    |
| Date:      | Reissue Date: | Reissue Date: | Reissue Date: |

**Other**

|            |               |               |               |
|------------|---------------|---------------|---------------|
| Signature: | Signature:    | Signature:    | Signature:    |
| Date:      | Reissue Date: | Reissue Date: | Reissue Date: |

**Completion of Job**

|  |  |
|--|--|
| Date & time job field checked:   | Job field checked and accepted as complete<br>Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Tank Farm Foreman's name: <i>(print)</i>   | Tank Farm Foreman's signature:   |
| Date & time job completed and permit returned:   | Job completed and permit returned<br>Yes <input type="checkbox"/> No <input type="checkbox"/>          |
| Maintenance Foreman's name: <i>(print)</i>   | Maintenance Foreman's signature:   |
| <b>All completed forms are to be filed with the Assistant Manager Operations, Bulk Liquids</b> |  |

**C. Tag List**

| Tag Location Master List | On                       | Off                      |
|--------------------------|--------------------------|--------------------------|
| 1)                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 2)                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 3)                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 4)                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 5)                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 6)                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 7)                       | <input type="checkbox"/> | <input type="checkbox"/> |

|                            |              |                    |
|----------------------------|--------------|--------------------|
| <b>PCT</b> Number of Tags: | Date Tagged: | Date Tags Removed: |
|----------------------------|--------------|--------------------|

#### D. Hot Work

**A. Complete for all hazardous work not involving naked flame or continuous spark production. This includes electrical equipment.**

| <u>Items to Check</u>  | <u>Yes</u>               | <u>N/A</u>               | Remarks |
|--|--------------------------|--------------------------|---------|
| 1. Has equipment been electrically isolated, locked out, tagged and noted in the Electrical Lock-out Log Book? | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 2. Has the surrounding area been made safe?  | <input type="checkbox"/> | <input type="checkbox"/> |         |

**B. Complete for all work involving high temperatures, open flame, electrical arc or continuous source of sparks (examples: welding, burning, grinding)**

|  |                          |                          |  |
|--|--------------------------|--------------------------|--|
| 1. Has the hot work area been checked with a combustible gas indicator for hydrocarbon vapours? % LEL: _____ | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 2. Has the equipment or pipeline been gas freed?   | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 3. Has the equipment or pipeline been blanketed?   | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 4. Is the equipment or pipeline free of liquid?  | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 5. Is the equipment electrically isolated?   | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 6. Is the surrounding area safe?   | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 7. Is additional fire protection available (fire water/extinguishers)?                                       | <input type="checkbox"/> | <input type="checkbox"/> |  |

## PCT EMPLOYEE LOCKOUT POLICY & PROCEDURE

This policy is to establish procedures for the application of locks and lockout devices to secure potentially hazardous energy sources in a zero energy state. These procedures, when followed correctly, will eliminate the risk of injury to workers from the unexpected activation of hazardous equipment.

Electrical power is not the only source of energy that can cause accidents if inadvertently operated. Compressed Air (and other gases), hydraulics, pressurized water and gravity are some examples of energy sources that must be isolated, blocked, or dissipated and secured (e.g. locked-out) before physical contact is made with the equipment. If physical contact is required on equipment, then the workers involved must be trained by their foreman, and understand the lock out of the above energy sources is required.

### ELECTRICAL LOCKOUT PROCEDURE

#### GENERAL

- 1) This lockout procedure is to be followed by all personnel on PCT property.
- 2) Non-PCT personnel who will be working on the equipment must follow PCT's lockout procedures.
- 3) Non-PCT personnel must obtain permission from management prior to starting work on PCT property. This can be from their designated contact person, or by contacting the Duty Manager at (604)-931-9242.
- 4) The Company will supply all personal locks and scissors clamps for the purpose of locking out equipment.
- 5) One set of locks designated as "Equipment Locks" (gold or brass in colour) will be utilized by the foremen to ensure safety of the equipment when required. These equipment locks require a tag indicating the reason for use and date of application.

**Note:** "Equipment Locks" are NOT to be used as personal safety locks; they are for equipment protection only.

- 6) Red locks will be designated as "Personnel Safety Locks" and will be made available to all personnel requiring a lockout. Each lock has two keys - one will be issued with the lock in the field, the second key will be kept in the locked cabinet accessible only to management or Foremen (through Security). This second key will be used only when the "Lock Removal Procedure" has been followed and the appropriate form completed. (See Appendix C).
- 7) Lockout logbooks will be kept in each Motor Control Center ("MCC") or Substations (Subs). **ALL** lockouts are required to be recorded in these logbooks. The logbook will indicate the equipment locked out, the signature of the foreman, worker, and electrician performing the lockout, the numbers on the locks used, and the dates and times the locking and unlocking have occurred.
- 8) When a group of workers requires a lockout on the same equipment they may nominate one person to follow the lockout procedure provided they are all under the same supervision. Any worker in the group that wants to work under their own lockout may do so by following the appropriate lockout procedure.

- 9) The opening and closing of switches in MCC's shall be performed only by trained qualified personnel (usually PCT Electricians).
- 10) For the purpose of troubleshooting (only), a lockout may be removed and replaced, as long as:
  - it is on the same equipment,
  - it is removed/replaced by the same worker,
  - it takes place during the same shift, and
  - trained qualified personnel are present.

The lockout will be deemed complete when the equipment is ready for operation.

- 11) PCT requires that all medium and high voltage equipment (greater than 750volt) be locked out before work is started. There is no requirement for "hot work" on "HIGH VOLTAGE" at any time.
- 12) Arc Flash labels are installed on all MCC's (Motor Control Centers), PDC's (Power Distribution panels) and Substation disconnects at PCT. These labels describe the hazard and the required protection for each location. In all cases these hazards are when the equipment is energized and the door is open. There is no Arc Flash exposure hazard when activating disconnects for lock out.
- 13) PCT requires that electrical "hot work" on low voltage equipment be kept to a minimum by isolating the voltage whenever possible. When it is not possible to isolate the equipment (i.e. testing for voltage or trouble shooting an issue) the appropriate PPE (personal protective equipment) will be required. This level of protection is identified on the Arc Flash Label.
- 14) Job Safety Analysis (JSA) reviews for all major equipment may be found in the PCT safety manual.

## **Lockout Procedure for Low Voltage MCC Equipment (below 750volts)**

### Locations:

- Substation C/ MCC8-9
- Substation B/MCC 3-4
- Berth 1 MCC 2
- Stakrake MCC
- Tank Farm MCC
- Dumper MCC
- Other locations throughout the site

### PPE Required:

- Hard hat
- Safety glasses
- Leather work boots ( CSA-Ohm rated )
- Cotton Underwear ( short sleeve shirt, & briefs )
- Fire Retardant Coveralls

- 1) A person requiring the lockout of a piece of equipment shall contact a Foreman. The Foreman will review the work to be done and arrange for the lockout. Trained qualified personnel are required for isolation and energizing of equipment.
- 2) The foreman will notify the electrician of the work and equipment required to be locked out. The Electrician (qualified personnel) opens the appropriate switch and attaches the scissor-clamp. The Worker then applies their red "Personnel Safety Locks" to the switch. The Worker retains the key(s) to the lock(s) for the duration of the time he is working on the equipment.
- 3) The logbook in the MCC/Substation must be completed in full by the Foreman, worker and the electrician (qualified personnel). The Date, Time, Lock number, equipment, and names of personnel involved in the lockout must be complete.
- 4) The Foreman and Worker shall then ensure the locked out equipment cannot be operated prior to commencing work. This may be done by depressing the start or jog button twice or by other means (this may require the help of an Electrician to check voltage inside the starter).
- 5) Long-term lockouts (longer than 1 shift) must have in addition to the regular requirements, an equipment tag indicating the reason for the extended lock out.

## Multiple Lockout System (MLS) Procedure

The Multiple Lockout System may be used so that multiple points of lockout on the same equipment (system) can be secured with one personal lock. The following procedure covers the requirements for using the system.

Locations: Stakrake

- 1) The MLS may be used at the discretion of the Foreman.
- 2) A set of keyed-a-like locks will be designated for a specific area of use.
- 3) MLS lock will be stored in a lock rack in the unlocked state and the Key to these locks will be store in the MLS lock box mounted on the wall.
- 4) When a MLS lockout is required the Foreman will notify the Electrician of the work and equipment required to be locked out. The Electrician will open the appropriate switches and attach MLS locks with scissors. The Foreman and Electrician will confirm the key to the MLS locks is in the MLS lock box. The worker then applies their red "Personnel Safety Locks" to the MLS lock box. The worker retains the key(s) to this lock(s) for the duration of the work.
- 5) The logbook in the MCC/Substation must be completed in full by the foreman, worker and the electrician. All of the equipment in the MLS must be noted in the log book. It is permissible to enter the same "Personnel Safety Lock" number in multiple equipment locations. The Date, Time, Lock number, equipment, and names of personnel involved in the lockout must be complete.
- 6) When a subsequent MLS lockout is required the foreman will notify the electrician of the work and equipment required to be locked out. The electrician will identify the switches already open and locked under the MLS, then open and apply any other MLS locks as required. The foreman and electrician will confirm the key to the MLS locks is in the MLS lock box. The worker then applies their red "Personnel Safety Locks" to the MLS lock box. The worker retains the key(s) to this lock(s) for the duration of the work.
- 7) The subsequent lockout will be treated as a new entry in the logbook and must be completed in full by the Foreman, Worker and the Electrician. All of the equipment required in the subsequent MLS lockout must be noted in the log book. It is permissible to enter the same "Personnel Safety Lock" number in multiple equipment locations. The Date, Time, Lock number, equipment, and names of personnel involved in the lockout must be complete.
- 8) Unlocks are treated the same as regular unlocking procedure. All MLS locks will be returned to the designated storage rack.

## **Lock Box Procedure**

- 1) A Lockbox system may be used for lockouts requiring multiple lock-out points and/or large number of workers. Green Lockbox locks will be used for this system. The use of the Lockbox will be at the discretion of the Foreman in charge or a Maintenance Manager. (See Appendix O for procedure and form)
- 2) The Foreman will notify the Electrician of the work and equipment required to be locked out. The Electrician opens the appropriate switch and attaches a green lock and scissor clamp to the required lock out points. The Foreman and Electrician confirm the key to the green locks is placed with-in the lock box. The lock box is then locked with a "Personnel Safety Lock" of the person requiring the lock out.
- 3) The logbook in the MCC/Substation must be completed in full by the foreman, person requiring the lock out and the electrician. All of the equipment that is locked out by the lock box must be noted in the log book. It is permissible to enter the same "Personnel Safety Lock" number in multiple equipment locations. The Date, Time, Lock number, equipment, and names of personnel involved in the lockout must be complete.
- 4) Unlocks are treated the same as regular unlocking procedure. All lock boxes and locks will be returned to the foremen office for storage.

## Unlocking Procedure

- 1) When the work has been completed on the locked out equipment, the foreman shall ensure the area has been cleaned-up and the equipment is safe to unlock. All workers and tools must be clear of the equipment. The electrician shall then be called to energize the equipment.
- 2) If the equipment is not safe to operate or needs to remain locked-out beyond the end of that lock-out, the Foreman will attach an "equipment lock" to the appropriate lock-out points. The Foreman will also attach an equipment tag which they sign and note the reason for the lock.

**Note:** Before any work commences again on equipment that has an "equipment lock" on it. The correct lockout procedure must be followed. Equipment Locks are for machine safety only and are not to be used for personal lock outs.

- 3) The foreman and worker(s) remove their locks from the equipment and fill in the log book with the unlocking date and time. The electrician may then energize the equipment and sign the logbook. The electrician is not required to be in attendance during the unlocking procedure and may energize equipment at any time once the locks are removed.
- 4) The workers "Personnel Safety Locks" are returned to storage point in the MCC.
- 5) If a job finishes on a shift were there are no PCT personnel on site for unlocking equipment. The workers will leave their "personal lock" key with the security guard and sign a copy of the "lock-out key return and pick up form" stating the work is complete and they are no longer working on that piece of equipment.

On the next working shift the maintenance foreman will retrieve the key and form. Complete a safety check and unlock the piece of equipment. The log book will be filled out referencing the "lock-out key return and pick up form". The electrician may then energize the equipment and sign the logbook.



## Lock Removal Procedure

- 1) If a Worker mistakenly fails to remove their personal lockout lock after completing their work, the Foreman shall attempt to contact the individual to have him return to remove their lock from the switch or ascertain if the lock may be removed safely.
- 2) If the Foreman fails to make contact with the worker, the Foreman will initiate the PCT lock removal procedure using the "lock removal form". He will determine if the equipment is safe to unlock then obtain the second key for the lock from the office and the switch will be unlocked. If the original key is not returned this lock will be returned to the Safety Manager and the lock will be taken out of service.

**Note:** During off shifts the Foreman can gain access to the second key through PCT Security.

- 3) The logbooks will be completed as per the usual unlocking procedures with reference to the lock removal form.



# Record of Receipt and Understanding of Pacific Coast Terminals (PCT) Safety Rules & Site Requirements

## Contractor Employee:

Please complete and return to your supervisor or PCT "Contact Person".

This is to certify that I have received and will comply with the Pacific Coast Terminals "Safety Rules" and I will observe and follow all PCT, WCB, Canada Labour Code safety rules and regulations while employed on PCT property. I will ask my Supervisor or PCT Contact Person to explain any site safety procedures that I do not understand or with which I am unfamiliar.

**Date:**            **Day** \_\_\_\_\_ **Month** \_\_\_\_\_ **Year** \_\_\_\_\_

**Employer: (print)** \_\_\_\_\_

## Contractor Employee:

**Name (print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Port Pass #:** \_\_\_\_\_

## Contractor Supervisor:

I have read and instructed the above named worker in the fundamentals of the PCT Safety Rules for Contractors. I will ensure that all employees under my supervision follow safe work practices and comply with PCT, WCB and Canada Labour Code safety rules and regulations.

**Date:**            **Day** \_\_\_\_\_ **Month** \_\_\_\_\_ **Year** \_\_\_\_\_

**Employer: (print)** \_\_\_\_\_

**Supervisor's Name: (print):** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_

Please return this page to your PCT contact person, or leave with PCT Security.  
PCT security to forward to PCT Reception  
PCT Reception to record into record  
This Indoctrination is valid for 24 months

# Record of Receipt and Understanding of Pacific Coast Terminals (PCT) Safety Rules & Site Requirements

## **PCT Employee or Visitor:**

Please complete and return to your supervisor or PCT "Contact Person".

This is to certify that I have received and will comply with the Pacific Coast Terminals "Safety Rules" and I will observe and follow all PCT, WCB, Canada Labour Code safety rules and regulations while employed on or visiting PCT property. I will ask my Supervisor or PCT Contact Person to explain any site safety procedures that I do not understand or with which I am unfamiliar.

**Date:**            **Day** \_\_\_\_\_ **Month** \_\_\_\_\_ **Year** \_\_\_\_\_

## **Longshore Worker:**

**Name (print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Port Pass #:** \_\_\_\_\_

**Man #:** \_\_\_\_\_

## **Staff:**

**Name (print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Port Pass #:** \_\_\_\_\_

## **Visitor:**

**Name (print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Port Pass #:** \_\_\_\_\_

**Longshore worker to return form to their supervisor  
Supervisors to forward to PCT Reception  
PCT Reception to record into record**

**Visitors to return form to PCT Security  
PCT security to forward to PCT Reception  
PCT Reception to record into record**

**This Indoctrination is valid for 24 months**