Amber L.P.
Electrical & Instrumentation

Best Practices

OVERVIEW

- As a specialty contractor in the refining, petrochemical and general industry, most of our work activities are not of the same nature as those of the customer.
- We believe all accidents are preventable, provided cause or conditions are anticipated, recognized, evaluated, and controlled.
- To be effective, a safety/health policy should be comprehensive and focus on anticipation, recognition, evaluation, and control.

OVERVIEW

Amber, L.P. currently utilizes many programs to educate and audit our employee's safety performance.

We introduce people, equipment, and tools in the process plant environment that require additional and different safety rules and practices.

We face two fronts in terms of health and safety; the plant equipment processes, products and chemicals, as one front and our tools, equipment methods and activities as the other.

AMBER L.P. BEST PRACTICES

- Demo Safety Execution Plan
- Behavior Based Safety Observation Program
- Lock-out/Tag-out Procedure

DEMO SAFETY EXECUTION PLAN

- Amber L.P.'s Demo Execution Plan is a tool utilized to demo any conduit, wire, tubing, or electrical devices. By following the Demo Execution Plan we can:
  - Plan the demolition
  - Identify unexpected events or hazards that may occur
  - Take necessary steps to avoid or minimize risk
- The plan requires the Foreman and/or Superintendent's signature.
- This Demo Plan has procedures in place to trace and identify equipment that will be removed, from start to finish.
- We utilize a red/green tagging system at direction/elevation changes to clearly identify where the Demo work starts and ends.

DEMOLITION OF ELECTRICAL CONDUIT, WIRES, CABLES & INSTRUMENTATION

- Scope:

  - This policy is to be used as general guidelines for the demolishing of conduits that contain wires and for cables in trays and on poles.
  - It is imperative that the job-site superintendent or highest supervision for Amber, to take the responsibility to ensure the safety of employees and the integrity of the clients process and equipment.
  - All efforts are to be made to ensure the proper circuits are being demolished.

DEMO PROCEDURES & PLANNING

Procedures

- Amber L.P. issues a procedures checklist for each demolition of conduit/wiring circuits & instrument tubing.
- The checklist requires the supervisor and craftsperson's name and badge number.

Execution Plan Form

- Planning the job
- Un-expected Events That Can Happen
- Demo Procedure
- Explain Isolation of Equipment
- What Hazards Have Been Identified?
- Steps to Minimize Hazards
- How Will Personnel Be Protected?
- Who Will Be Assigned What Duties?

When these steps have been completed, work may begin.

BEHAVIOR BASED SAFETY OBSERVATION PROGRAM

Amber L.P. believes that every employee is essential in developing a “NOBODY GETS HURT” environment. This program is designed to involve every employee at all levels.

BEHAVIOR BASED SAFETY OBSERVATION PROGRAM

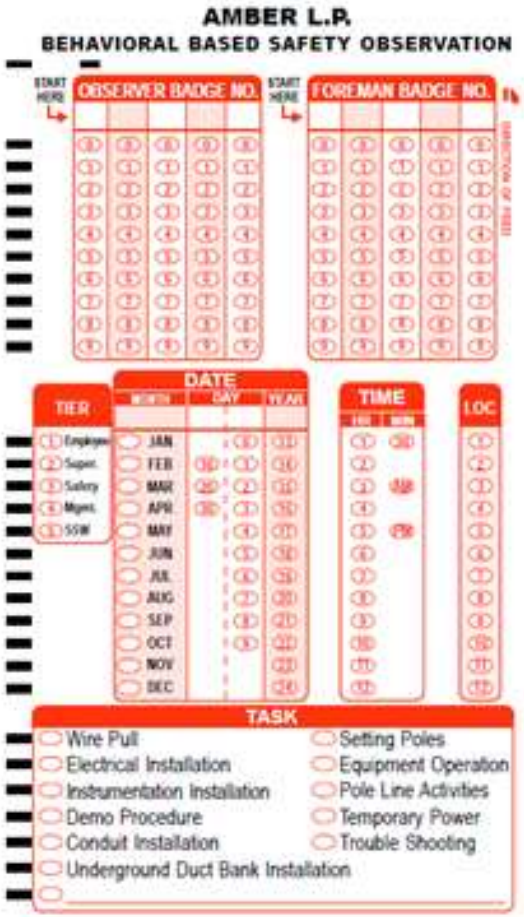
- Behavior Based Safety Observation Program focuses on the safe or unsafe behaviors of the employees.
- Behaviors of employees provides Amber L.P. an in depth view of areas that require attention and/or improvement.
- Our employees are directly involved in the development of the safety culture at Amber L.P. which has shown to greatly reduce the number of incidents over the last 8 years.

BEHAVIOR BASED SAFETY OBSERVATION PROGRAM

- The program is divided into 3 portions:
  - Craft persons
  - Supervision/Safety
  - Offsite Management
- First two consist of using a scantron that is provided to all employees.
- The information collected from the cards and the offsite management audits are used as a guideline to determine trends.
- If a trend is found, onsite management is notified and the data is covered in the next safety meeting with employees.

BEHAVIOR BASED SAFETY OBSERVATION PROGRAM

- Score Cards/Program documents



BEHAVIOR BASED SAFETY OBSERVATION PROGRAM

Field Safety Evaluation Report

SHEP 2.2 f1a

Project No.:	474	Superintendent:	Mike Liggett	Date:	05/24/17
Project Mgr.:	Raymond Shrum	Customer:	Amber LP		
Location:	Baytown	Project Description:	EXXONMOBIL		
Lead Evaluator:	Yvonne White	Title:	Safety Director		
Current Workforce:	90	Exposure Modification Factor (EMF):	1.25		

1. Housekeeping/Sanitation

General appearance, orderliness, scrap and trash not allowed to accumulate. Are walkways clear; materials/equipment properly stored; rebar capped? Cords and hoses strung overhead or properly covered? Are there enough sanitary facilities for number of workers? Are these facilities properly maintained? Eating allowed only in designated, clean areas? Are drinking water containers properly labeled, sealed, and kept free from contaminants?

Describe Deficiencies (Minor, 2; Moderate, 5; Serious 10)	Points
Several microwave needs clean. . Trash can needed empty.Fence (tool boxes)area trash on ground.Truck#281 water cooler tape bad	10
Total Points Deducted For This Category	10

Comments:

2. Fall Protection and Prevention

Are safety harnesses equipped with shock absorbing double-lanyards? Are vertical and horizontal lifelines, perimeter guarding, and handrails installed properly? Are floor/wall openings protected? Are hole covers secured in place and labeled? Is the 100% Fall Protection/Prevention Policy communicated and enforced? Have affected workers been trained in the proper use and inspection of fall protection equipment? Do qualified persons supervise the installation of fall arrest systems?

Describe Deficiencies (Minor, 2; Moderate, 5; Serious 10)	Points
	0
Total Points Deducted For This Category	0

Comments: None found at time of audit

3. Scaffolds, Ladders, and Stairways

Scaffolds: Are they erected and maintained by trained and qualified scaffold erectors? Are they inspected and tagged by a competent person? Are they used by workers who have completed scaffold user training? Are they equipped with appropriate toe boards, diagonal bracing, and proper footing? Are wheels locked or blocked? Are planks made of proper materials, secured, flush, and overlapped, as required?

Ladders & Stairways: Are all portable ladders tied-off or held? Are ladders set at proper angles? Are stairs guarded with handrails and midrails and in good condition? Are stairways well lighted? Are ladders regularly inspected and removed from service if defective? Do straight ladders extend at least three rungs beyond top support/access level?

Describe Deficiencies (Minor, 2; Moderate, 5; Serious 10)	Points
	0
Total Points Deducted For This Category	0

Comments: none found during this audit

SHE
Safety Evaluation Reports
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Scoring Total points possible in each category are obtained by multiplying the baseline points by the exposure modification factor (EMF). This table provides the EMF based on the project's workforce.

Workforce	EMF
0 to 50	1.00
51 to 100	1.25
101 to 150	1.50
151 to 200	1.75
201 to 250	2.00

When the size of the workforce is entered near the top of the form, an EMF is automatically calculated and appears near the top of the form. This EMF is also used in the SER scoresheet below. This EMF pattern based on workforce size is followed up to a workforce size of 2,500. Contact Corporate SHE if your workforce exceeds 2,500.

Important Directions If the category was evaluated/scored, place a check in the box in the first column, no matter whether or not points were deducted. If the category was not evaluated/scored, remove the check from the category box. Removing the check from the box automatically generates zero points possible and zero score for that category.

SER Scoresheet

Scored	Category	Points Possible Base	EMF	Possible	Category Deductions	Category Score
☑	Housekeeping & Sanitation	10	1.25	12.5	10	2.5
☑	Fall Protection and Prevention	10	1.25	12.5	0	12.5
☑	Scaffolds, Ladders & Stairways	10	1.25	12.5	0	12.5
☑	Personal Protective Equipment	10	1.25	12.5	10	2.5
☑	Control Procedures and Permits	10	1.25	12.5	0	12.5
☑	Excavations and Trenching	10	1.25	12.5	0	12.5
☑	Hoisting/Rigging Equipment	10	1.25	12.5	0	12.5
☑	Motor Vehicle & Mobile Equipment	10	1.25	12.5	5	7.5
☑	Tools and Equipment	10	1.25	12.5	0	12.5
☑	Fire Prevention	10	1.25	12.5	0	12.5
☑	Manual Material Handling & Ergo.	10	1.25	12.5	0	12.5
☑	Electrical	10	1.25	12.5	0	12.5
☑	Hazard Communication	10	1.25	12.5	0	12.5
☑	Health Hazard Evaluation	10	1.25	12.5	0	12.5
☑	Worker Monitoring	10	1.25	12.5	0	12.5
☑	Environmental	10	1.25	12.5	0	12.5
☑	Management Commitment	10	1.25	12.5	0	12.5
☑	Planning	10	1.25	12.5	0	12.5
☑	Training	10	1.25	12.5	0	12.5
☑	Program Monitoring	10	1.25	12.5	0	12.5
☑	Measurement & Metrics	10	1.25	12.5	0	12.5
☑	Documentation, Posting, and Signs	10	1.25	12.5	0	12.5
☑	Subcontractor Management	10	1.25	12.5	0	12.5
☑	Other	10	1.25	12.5	0	12.5
	Total Points Possible			300		
	Total Received in this Report					275

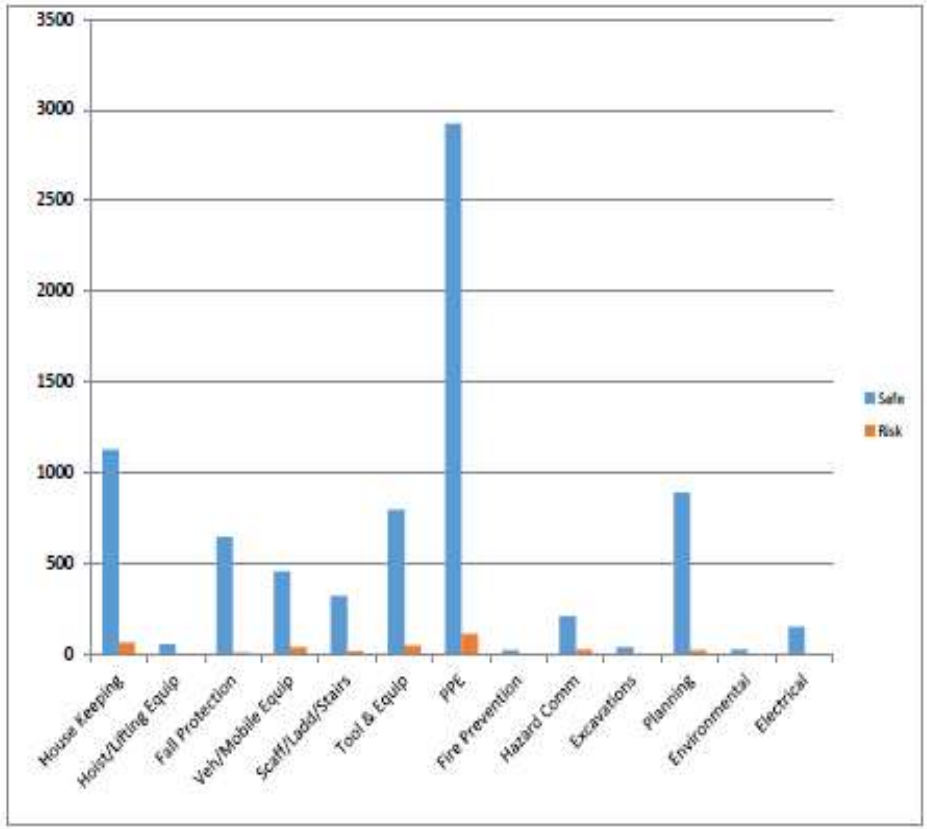
Adjustments

- ☐ Check if TRI, LTI, and MVA rates are ***all*** equal to or less than ***half*** of Company average (adds 2%)
- ☐ Check box if TRI rate is greater than the Company average (this deducts 1%)
- ☐ Check box if LTI rate is greater than the Company average (this deducts 1%)
- ☐ Check box if MVA rate is greater than the Company average (this deducts 1%)

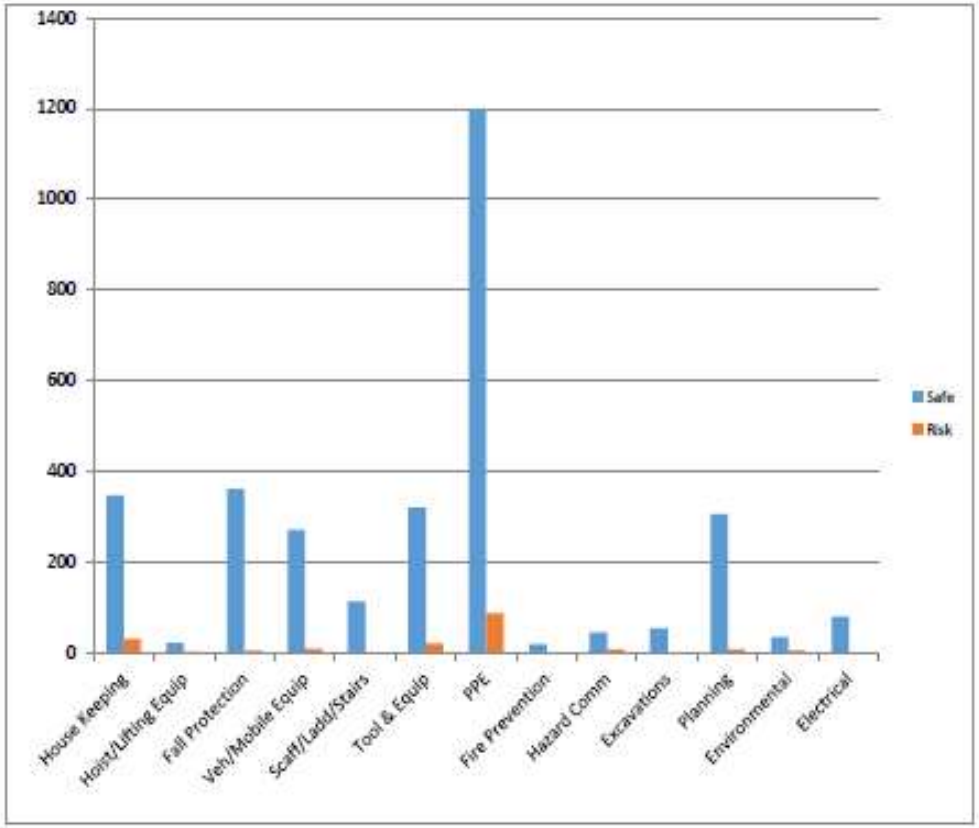
Final SER Score = 92%

BEHAVIOR BASED SAFETY OBSERVATION PROGRAM

ExxonMobil Baytown 2015



ExxonMobil Baytown 2016



ELECTRICAL LOCK-OUT/TAG-OUT PROCEDURE

- Types of hazardous energy we are exposed to include electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other sources in machinery or equipment.

- Amber L.P.'s Electrical Lock-out/Tag-out Procedure is designed to assure everyone in its work crew is safe from electrical shock.

- In our procedure everyone from the supervisor to the helper must hang a lock.

ELECTRICAL LOCK-OUT/TAG-OUT PROCEDURE

- Amber L.P.'s Practices & Procedures
  - Supervisor in charge of assigned work must have six months experience in their position to be the lead in the Lock-out/Tag-out.
    - If the supervisor has less than six months experience in their position, another supervisor must take the lead in the Lock-out/Tag-out.
  - Only after the supervisor has hung his lock will the rest of the crew hang theirs.
  - Once all locks are hung a qualified craft person must check for the absence of voltage with a voltmeter before work can begin.

ELECTRICAL LOCK-OUT/TAG-OUT PROCEDURE

- Amber L.P.'s Practices & Procedures
  - Only after the work is complete, or the shift time has expired will the craft person's lock be removed.
  - If the work is not complete by the end of the shift an un-normal condition tag will be hung to let operation be aware of the condition of the circuit.
  - In Amber L.P.'s Lock-out/Tag-out Procedure, the supervisor is the last person to remove their lock to assure that all of his crew has removed locks. Any un-normal conditions could be stated and information transferred to the end user.

SUMMARY

Amber L.P. is committed to their employee's safety and will provide every opportunity to assure their well-being.