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1.0 INTRODUCTION

1.1 Purpose

1.1.1 This procedure establishes guidelines for Tesoro Los Angeles Refinery (LAR) employees and contractors to maintain clean, sanitary, and orderly

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temporary work area. This procedure applies to all Tesoro and contract employees working Tesoro, LAR.

2.0 REFERENCES

2.1 Government

2.1.1 Title 8, California Code of Regulations, Sections 1513, 3273

2.1.2 Los Angeles County Code - 11 LAC 22.510, 22.530, 22.550

2.2 Tesoro Standards

2.2.1 F/S 490 Hazardous Material Storage


2.2.2 ENV 008 Hazardous Waste Container Storage and Spent Catalyst Disposal

2.2.3 F/S 730 Barricades

2.2.4 F/S 744 Building Trailers and Other Structures

2.2.5 E 305 Waste Management

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3.0 DEFINITIONS

Table 1 Definitions

Terms	Definitions
Barricade	<p>Permanent-a physical warning method to indicate a hazard in the area (e.g. K-rail, gate etc.).</p> <p>Temporary-a visual warning method not meant to prevent physical entry (tape, cones etc.).</p>
Hazardous Waste	<p>Hazardous waste is a waste with properties that make it potentially dangerous or harmful to human health or the environment. The universe of hazardous wastes is large and diverse.</p> <p>Hazardous wastes can be liquids, solids, or contained gases. They can be the by-products of manufacturing processes, discarded used materials, or discarded unused commercial products, such as cleaning fluids (solvents) or pesticides.</p>
House Keeping	<p>Housekeeping includes keeping work areas neat and orderly; maintaining walking surfaces free of slip and trip hazards; and removing of waste materials, other fire hazards from work areas, paying attention to the layout of the whole workplace, the adequacy of storage facilities, and maintenance.</p>
Laydown Area	<p>Any authorized area or location that has been hazard assessed and cleared for the storage of equipment, supplies and or field fabrication.</p>
Permanent Laydown Area	<p>Any authorized area or location that has been cleared for the storage of equipment and supplies for a time period greater than twelve (12) months.</p>
Temporary Laydown Area	<p>Any authorized area or location that has been cleared for the storage of equipment and supplies for a time period less than (12) months.</p>
Tesoro Authorized Employee	<p>Any Tesoro employee who is authorized to grant the use of a location for a laydown area.</p>

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4.0 HOUSEKEEPING

4.1 Housekeeping Minimum Requirements

- 4.1.1** Keep all construction and repair material, including scrap lumber with protruding nails and other debris, clear from work areas, passageways, and stairs in and around buildings or other structures.
- 4.1.2** Keep materials storage areas and walkways in the designated field fabrication or laydown area reasonably free of dangerous depressions, obstructions, and debris.
- 4.1.3** Contact hazardous waste or environmental department when hazardous waste needs to be removed.
- 4.1.4** Supply the correct trash receptacles for waste accumulated at the field fabrication or laydown area, e.g. paint cans, "never seize" cans, welding rods, etc.
- 4.1.5** Do not allow oily rags, packing material and similar combustible materials to accumulate on shop tables, floors or in gang boxes. Store the rags in closed metal containers. Dispose of combustible packing material promptly.
- 4.1.6** Do not allow extension cords, welding leads, air hoses and rope to lie in doorways and main passageways; suspend them at least 7 feet whenever possible.
- 4.1.7** If cords are laid on the ground, ensure they are covered correctly.
- 4.1.8** Ensure work areas and platforms are free of dangerous projections or obstructions, maintained in good repair, and free of oil, grease, or water. If work areas and platforms become slippery during work, protect surfaces by using mats, grates, or other methods which provide equivalent protection.
- 4.1.9** If absorbent must be used to clean up spilled oil, it must be swept up immediately to ensure that it doesn't get into the sewers.
- 4.1.10** Where water is used, ensure proper drainage is in place to prevent accumulated water, e.g. slipping hazard.

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5.0 ROLES AND RESPONSIBILITIES

5.1 Tesoro, LAR Authorized Representative:

5.1.1 Tesoro, LAR employee who is authorized to allow a location to be used as laydown area.

5.2 Contractor:

5.2.1 Tesoro, LAR contract employee who is authorized to request a laydown area.

6.0 TEMPORARY LAYDOWN AREAS

6.1 Laydown Requirements

6.1.1 No laydown location shall be used if it presents an additional work hazard.

6.1.2 Laydown areas can be either permanent or temporary (see Definitions).

6.1.3 Issuance of a laydown area shall follow the Permit to Work process, (see HSS 201).

6.1.4 Tesoro, LAR authorized representative (or Tesoro, LAR designee) shall fill out the [hazard assessment](#) prior to a location/area being used as a laydown area/s.

6.1.5 Tesoro, LAR authorized representative (or Tesoro, LAR designee) shall review all laydown area/s every 6 months, to ensure hazardous assessment has not change since issuance.

6.1.6 Tesoro employee or contractors shall request a location for the purposes of storing material prior to moving into a laydown area/s from the Operations, Maintenance or Construction authorized representatives.

6.1.7 Minimum PPE is required to be used in laydown area/s, upgrade as required.

6.1.8 Storage of all flammable or combustible materials; e.g. solvents, thinners or liquids etc. that can affect soil or ground; **shall have a secondary**

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containment or equivalent (e.g. spill containment), in compliance with F/S 490 Hazardous Material Storage.


- 6.1.9** Ensure that incompatible flammable or combustible materials are not mixed or stored together.
- 6.1.10** Keep all Safety Data Sheets on file in laydown area and inform Tesoro Health Department before any chemical or hazardous material is brought into the Refinery
- 6.1.11** All employees must have a safe, clean, sanitary area provided for eating, washing hands, and restroom facilities.
- 6.1.12** Control vehicle access in and out of laydown areas.
- 6.1.13** No Tesoro, LAR material or equipment is allowed in Contractor laydown area without specific permission from a Tesoro, LAR representative.
- 6.1.14** If location has overhead electrical hazards, that have the potential of being contacted, **STOP WORK**, identify the hazard and mitigation plan for the electrical hazard.

Revision #	Summary of Changes	By:	Date
0	Merged F/S 513 into HSS 009, Added Hazard Assessment, Clarification of use of PTW (HSS 201) and responsibilities	Rinaldo Edmonson	05/05/2016

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7.0 ATTACHMENT A

 LAYDOWN AREA HAZARD ASSESSMENT		Work Order #
Temporary Location:		Assessment Date:
Please circle the expected time duration for this location/area		Circle: < 12 months = Temporary Usage
For temporary canopies or hooches see: FS 744 - MOC - OCCUPIED BUILDINGS, TRAILERS AND OTHER STRUCTURES/PSM-002B Siting of Portable Buildings Near Process Units		Circle: 12 Months or > = Permanent Usage
All yes answers require a Comment or Hazard Control/s	NO or N/A	YES-Comment or Hazard Control/s
SAFETY:		
Overhead/Underground process lines or utilities		
Electrical hazardous area classified as (HAC), overhead power lines 50' or more horizontal clearance		
Slips, Trips, Falls - walking surfaces (prefer min. 2" depth of mixed size angular rock <1"; or CMB)		
RR tracks proximity (10' min. clearance)		
Vehicular Traffic or Heavy Equipment (add K-rail barricades)		
Pipe rack hazards - loose insulation, PSV vents, potential leaks from flanges		
Unit process hazards/adjacent unit process hazards, PRV vent to atmosphere, 300' from flares		
Adjacent work by others		
Fire Hazard/Hot Work		
Suitable lighting for the work and time of day		
Safety showers/eye wash stations locations, evacuation location		
Space adequate for the planned work		
Access & egress, do not block emergency vehicle access		
Flooding during heavy rains		
ENVIRONMENTAL:		
Waste generation and disposal, Hazardous and Non-Hazardous, trash cans available		
Proximity to oily water sewer system and/or clean water system		
HEALTH:		
Noise >85 dB		
Lead Paint or Asbestos potential - proximity to distributed insulation		
Location of portable restroom		
Dust generation from equipment or vehicles		
Cooling towers - mist		
Potential for exposure to heat - hot equipment, sun		
OTHER:		
APPROVED BY:		
TESORO, LAR AUTHORIZED REPRESENTATIVE: Print:	Sign:	
CONTRACTOR REPRESENTATIVE: Print:	Sign:	

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