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| **Kinder Morgan Job Hazard Analysis (JHA) Job Safety Analysis (JSA) and Personal Protective Equipment (PPE) Assessment** | | **Task Title:** Mitigating *Exposure to Coronavirus "COVID-19"* | | | | **Date:** | **New:\_\_\_\_\_\_\_\_\_\_ Revised:\_\_\_\_\_\_\_\_\_\_** |
| **Title:** KM employees, contractors, and visitors | | **Supervisor (Print and Sign):** | | **Prepared by:** Contractor Safety Department and Crisis Support Team | |
| **Kinder Morgan Department OR Contractor Company Name:** | | **Locations:** Kinder Morgan wide | | **Business Unit:** All | | **Reviewed By:** Pandemic Committee | |
| **Approved By:** Pandemic Committee | |
| **Required or Recommended Personal Protective Equipment:**   |  |  |  |  | | --- | --- | --- | --- | | Hard Hat  Safety Glasses  HiVis Vest  Safety Toe Boots  Gloves: | Disposable, Work, etc based on task | Hearing Protection  Other: | See below |   For certain tasks (see JHA below) the following are required:   * Potable water and soap (preferable) or hand sanitizer with 60%> alcohol * Paper towels * Disinfectant wipes * Tissues * Nitrile gloves * Safety glasses or goggles * Disinfectant spray list of cleaning products to kill Coronavirus   *Diluted household bleach solutions can be used in place of disinfectant wipes or sprays if appropriate for the surface. Be sure to test the surface for color-fastness prior to use. Follow manufacturer’s instructions for application and proper ventilation. Check that the product is not past its expiration date. Never mix household bleach with ammonia or other cleanser. Unexpired household bleach is effective against coronaviruses when properly diluted.*   * Prepare a bleach solution by mixing:   + 5 tablespoons (1/3rd cup) bleach per gallon of water or 4 teaspoons bleach per quart of water | | | | | | | |
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| This JHA applies to the 2019 Novel Coronavirus (SARS-CoV-2) or the disease known as “COVID-19”. The Centers for Disease Control and Prevention (CDC), World Health Organization, (WHO), Occupational Safety and Health Administration (OSHA), and other public health agencies are considering the outbreak of COVID-19 to be a pandemic. It is important that employees, contractors, and visitors take standard precautions recommended by CDC and OSHA, outlined in this JHA and found on the [COVID-19 Resource Page on KMOnline](https://kmonline.kindermorgan.com/Pages/COVID-19.aspx).   For the most up to date information about COVID-19 visit the [CDC COVID-19 webpage](https://www.cdc.gov/coronavirus/2019-ncov/index.html). For OSHA’s guidance related to Hazard Recognition regarding COVID-19 visit <https://www.osha.gov/SLTC/covid-19/hazardrecognition.html>.  **Risk Assessment:** Incomplete information about incubation, infectious period, and transmissibility, as well as evolving circumstances make a definitive risk assessment challenging. In light of this, awareness and operationally informed precautions are warranted. Risk increases with increased exposure to persons potentially infected with COVID-19, warranting enhanced precautions described below. Kinder Morgan will continue to monitor the situation closely in coordination with appropriate stakeholders and will adjust guidance as appropriate. Kinder Morgan employees, contractors, and visitors should continue to maintain situational awareness for this outbreak.  Personnel should practice good hygiene, wash hands frequently, and cover their cough or sneeze. Stay away from work if you are ill and contact your health provider for guidance. Avoid unnecessary congregate settings where COVID-19 exposure is more probable. Keep your hands below your chin, and avoid touching mouth, eyes, nose and mucous membranes where contaminated hands can spread the disease to your respiratory system. These basic preventative measures reduce the exposure potential for personnel and slow the spread of communicable diseases.  While most COVID-19 lab confirmed cases do display symptoms, some persons may display mild or no symptoms. Symptoms may appear at different stages of the disease. | | | | | | | |
| **Operations/Contractor Work** | **Risk Category** | | **Hazards** | | **Protective Measures / PPE Guidance** | | |
| **1. Fitness for Duty (working from home or before reporting to work)** | **Low** | | **1. Being unfit for duty – impacted by illness (e.g coronavirus)** | | **1a**. Check that you are fit for duty. If you feel unwell or show signs or symptoms of the coronavirus, do not come to work. Current CDC guidance is thatif you have a temperature above 100.4 F [37.8 C], or in close contact with someone suspected of having the coronavirus, then you must stay home. If you have an elevated temperature, do not come to work and contact your healthcare provider. Also, contact your supervisor. By coming to work and onto the project site, employees are self-certifying that they do not have a temperature or show other signs of being unwell and are able to work within the guidelines of the CDC. | | |
| **2. General Field Work** | **Low** | | **2a. Working around others**  **Signs and Symptoms of** COVID-19 include;   * Fever * Cough * Extreme Fatigue * Difficulty breathing * Other Flu Like Symptoms   **2b. Encountering frequent touch points and shared equipment**  **2c. Eating lunch and bathroom breaks** | | **2a**. If experiencing signs or symptoms of COVID-19 infection, such as fever, dry cough, or other flu-like symptoms, do not report to work. If symptoms begin while at work, stop what you are doing immediately and contact your supervisor and a Kinder Morgan Representative. Kinder Morgan employees and/or their immediate supervisor are also to contact Human Resources immediately.  Personnel and contractors shall maintain at least 6-foot distance from each other. Practice social distancing at tailgate meetings and in break rooms and job trailers. Limit the number of people in job trailers and other confined areas so that this distance can be maintained. If possible, hold meetings outside. If indoors, open window(s) for circulation. Wipe down window handles prior to opening and use gloves to open. Even when practicing social distancing, limit the amount of people in groups to less than 10 people, or fewer if directed by a particular jurisdictional order.  **2b**. Wipe down and disinfect equipment before use with soap and water or alcohol wipes. Wear disposable gloves if possible or regularly wash hands when handling tools or equipment. Replace gloves regularly or wash hands, especially before eating or drinking.  Clean hands often with soap and water for at least 20 seconds:   * after using the restroom, * after you have been in a public place, * before and after eating, * after blowing your nose, coughing, or sneezing, * after smoking or vaping in designated areas.   If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands, including around and under fingernails, and rub your hands together until they feel dry.  Wear safety glasses and gloves (nitrile or other work gloves) to avoid contact and to reduce touching face, eyes, nose, and mouth. Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash. Immediately wash or sanitize your hands.  **2c**. Be sure to wash hands with soap and water whenever a bathroom is nearby. At minimum, do so during bathroom and lunch breaks. Use a paper towel to door handle when exiting bathroom. If using outside toilet facilities (i.e. Porta Johns), wash hands with soap and water or hand sanitizer both before and after opening or closing the door. If wearing nitrile gloves, change gloves prior to using the toilet and remove and dispose of them in a trash receptacle when finished. Use hand sanitizer after you dispose of the gloves.  Where possible, personnel are encouraged to pack meals and snacks as needed for the duration of the work day and avoid visiting stores and restaurants. If necessary, modify your schedule to avoid restaurants and public restrooms during peak (i.e., crowded), periods to minimize contact with the public. Use drive-through service for food pick-up if available.  When eating lunch as a group, try to do so outside or in a space with windows open. Wipe down windows prior to opening. Maintain a distance of at least 6 feet and do not share dishes (e.g., bag of chips, communal salad bowl, etc.). Refrain from sharing a field office coffee pot. | | |
| **3. General Office Work** | **Low** | | **3a. Working around others**  **3b. Encountering frequent "touch points" and handling shared equipment** | | **3a**. Work from home when possible.  Clean hands often with soap and water for at least 20 seconds:   * after using the restroom, * after you have been in a public place, * before and after eating, or * after blowing your nose, coughing, or sneezing.   If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands, including around and under fingernails, and rub your hands together until your hands feel dry. Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash. Immediately wash or sanitize your hands.  Sit at least six feet apart from others. Change work stations to accommodate this. Even if you are practicing social distancing, you must still limit groups of people to 10 or fewer.  Do not hold in-person meetings. After tailgate meetings and/or JHA reviews, supervisors should seek verbal agreement from each attendee and note each acknowledgement rather than passing around for signature.  Make hand-sanitizers, sanitizing wipes, and other hygienic supplies readily available.  Do not eat or hang out in common areas.  **3b**. Wipe down keyboards, mouse, phone, headset/headphones, and other "touch points".  Limit contact of shared items. Wipe down surfaces before coming into contact with them. Wash hands after handling or wear disposable gloves.  In reception areas, use your own pen to sign in and out of offices. Do not eat candy out of candy dishes.  Assign someone to clean and disinfect frequently touched surfaces daily. Follow the manufacturer’s instructions for cleaning and disinfection products (e.g., concentration, application method, and contact time). | | |
| **4. Essential Work (deemed by Operations, Project Manager, EHS) where a continued 6 foot distance between persons in not possible.** | **Low-Medium** | | **4a.**Examples such as pipe-fitting, welding, confined spaces, etc.  **4b.** | | 4a. Mitigation tactics such as cloth face covers, face shields, gloves, facing away from another person, etc. must be implemented.  4b. | | |
| **Additional Information**  Prior to starting work, check that required supplies (i.e., disinfectant spray and wipes, soap, hand sanitizer, nitrile gloves) are available. Request re-supply if stock runs low.  Use alcohol-based hand sanitizer that contains at least 60% alcohol. Wash hands with soap and water whenever available. Remember that soap, including bar soap, is generally available and is considered superior to hand sanitizer or disinfectant wipes and sprays. If disinfectants are unavailable, prepare diluted bleach solution as described on page 1 and use in their place. | | | | | | | |
| Common touch points and surfaces include but are not limited to:  \*Arms on chairs \*Table tops \*Doorknobs and handles \*Countertops \*Elevator Buttons \*Coffee Pots    \*Refrigerator, microwave, dishwasher, toaster handles \*Water Dispensers \*Cabinet and file drawer knobs and handles    \*Phone receivers, keypads \*Copier, printer, and fax control buttons \*Sink faucets \*Light switches  \*Shared office supplies such as staplers, paper cutters, scissors, packaging tape dispensers, writing utensils \*Vehicle handles, tailgates, etc.  If personnel are showing possible symptoms of or have been in recent direct contact with others showing symptoms of coronavirus, stop work and notify the site supervisor and HR.  Visit the CDC webpage on cleaning and disinfecting procedures: [CDC Guidance for Community and Residential Cleaning-Disinfection for Coronavirus](https://www.cdc.gov/coronavirus/2019-ncov/prepare/cleaning-disinfection.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Fhome%2Fcleaning-disinfection.html)  A list of approved disinfectants for use against COVID-19, is available here: [US EPA List of Disinfectants Effective Against Coronaviruses](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2). | | | | | | | |
| **Special Considerations:** | | | | | | | |