1. Applicability

- Crude
- Refined Products/Natural Gasoline
- Highly Volatile Liquids (HVLs) / High Vapor Pressure (HVPs)
- CO2

2. Scope

This procedure provides guidelines for personal protective equipment (PPE) to ensure proper selection and standardization. This procedure covers only basic PPE. Other, additional or higher level PPE may be necessary as conditions warrant. Additional PPE may be required when performing work on property where the owner’s PPE requirements exceed this procedure’s requirements.

3. Core Information and Requirements

3.1 Responsibilities

All KM employees, visitors and contractors are responsible for ensuring that they understand this procedure and that they are using PPE as specified. When planning major work, the Environmental Health and Safety (EHS) Department or other resources, as appropriate, may be consulted to help determine the need for proper PPE. At a minimum, employees shall avoid wearing nylon or rayon-type material while working or visiting field operating areas and shall wear sleeved shirts (4-inch (10cm) minimum) at all times. Sleeveless T-shirts, tank tops and muscle shirts are not permitted. All wearing of jewelry except religious medallions and/or medical alert necklaces under uniforms (with acknowledged sign-off) is prohibited. Refer to T-O&M 021 for specific details on the Terminal Jewelry policy.

Maintaining compliance with PPE policy is a key element of the Terminal SQE program, therefore, the enforcement of this procedure is mandatory. Terminal Management and Supervisors who are found to not be actively implementing the requirements of this procedure will be subject to discipline equal to or greater than that for all other employees. The first instance of a PPE violation will result in a written warning, and the second instance will result in termination. The term of the strike is two years and at that time the employee’s record will be cleared.

Highlighting indicates revisions made as of the date on this procedure
All facilities will have maps outlining PPE required areas, any areas exempt from the 5-points of PPE (such as parking lots) and any other areas that require additional PPE above the 5 points. These maps will be posted for clear access to all employees and map review must be included as part of new employee, contractor and visitor orientation.

Necessary PPE as identified by workplace hazard assessments will be provided to employees at no cost. Employees are accountable for using PPE as specified by this procedure. Employees are responsible for inspecting PPE for obvious defects prior to use. Defective PPE must be tagged as unsafe, discarded, and replaced. Kinder Morgan will clean, launder, repair and replace PPE as needed. Employees are responsible for notifying management when PPE must be serviced or replaced.

At a minimum, contractors are required to use PPE as outlined in this procedure. Refer to the Contractor Safety Manual for additional and specific requirements.

EHS is responsible for periodically assessing the effectiveness of this procedure. Management is also responsible for ensuring that:

- PPE is at the worksite before work begins
- PPE is stored in a clean, secure, readily available location known to workers
- The PPE is suitable and of a proper fit for that worker
- Workers are given adequate time to clean PPE during normal working hours without loss of pay or other benefits
- Work procedures and rate of work eliminate or reduce the danger or discomfort to the worker that may arise from wearing PPE
- Use of the PPE itself does not endanger the worker
- The procedure is being actively enforced

3.2 Workplace Hazard Assessments

Conduct hazard assessments using T-OM100-07, Workplace Hazard Assessment or equivalent to determine if current or potential hazards and the appropriate PPE to minimize exposure to identified hazards are present.

Note: See Attachment I for examples of tasks and recommended PPE. PPE requirements will vary based on facility/business unit and site specific conditions. Check the completed T-OM100-07, Workplace Hazard Assessment for your Terminal for specific requirements. Review the Workplace Hazard Assessment (WHA) annually or as workplace conditions change, to ensure continued suitability of selected PPE. Facility personnel, supervisor, and EHS personnel must review and approve the WHA. The document must be signed and then posted in the workplace. This WHA shall be reviewed initially with new employees and as needed thereafter with all employees. Based on the WHA, when head, eye, hand, foot, hearing or clothing protection is required, the following minimum requirements are to be met:

3.2.1 Head Protection

This policy establishes safety measures to be followed by Kinder Morgan Terminal personnel, inexperienced employees (Kinder Morgan Terminals personnel with less than six months experience and who have not completed the mandatory 100/1200 series O&M training). Each inexperienced employee will be provided “new on job” adhesives that will be affixed to the hardhat, identifying the individual as a new hire.

This policy will assist experienced personnel in immediately identifying less experienced employees so they can provide adequate oversight/mentoring to promote awareness and enhance the safety of their workplace.
At a minimum, Company-provided head protection shall comply with ANSI Z89.1-1986, Class B and/or CSA Z94.1-M1977.

When operating all-terrain vehicles (ATVs) and snowmobiles, SNELL-approved helmets are required at all times.

In Canada, the helmet can also be approved by the U.S.A. Federal Motor Vehicle Safety Standard FMVSS 218 or by the BSI Standard BS 6658:85. In Canada, this headwear must be equipped with a suitable liner and cold weather face guard for cold conditions. The worker is also permitted to continue to wear the helmet while working at the worksite if there is no possibility of the worker contacting exposed energized electrical sources and that the work is done for a short period of time.

In Canada, where a worker may contact an exposed energized electrical conductor, the worker must wear approved industrial protective headwear of adequate dielectric strength.

In Canada, management must also provide a suitable liner for the headwear where necessary to protect the worker from cold and a retention system to secure the headwear firmly to the worker’s head where it is likely to be dislodged.

In Canada, headwear must not have been painted or cleaned with solvents and must be of a high visibility color where worker visibility is necessary to protect the health and safety of the worker.

Employees with long hair (below top of shoulder) will be required to tie hair back/up. Hair must be secured under the hard hat, at the nape of the neck or tucked into clothing.

3.2.2 Eye Protection

At a minimum, protective eyewear shall comply with ANSI Z87.1-1989. (In Canada, CAN/CSA-Z94.3-92, Z94.3-99 or Z94.3-02). (Also see CSA Z94.3-M1982 regarding eye and face protection.) Safety glasses are required at all times within a Terminal unless you are in a specifically designated exempt PPE area.

When chipping, grinding, or handling chemicals, goggles and face shields may be needed in addition to safety glasses. In high wind events, safety goggles may not provide sufficient eye protection and as necessary, goggles or form fitting safety wear with a seal should be deployed. In Canada, management must ensure that workers are not exposed to radiation from electric arc welding; workers must either don suitable eye protection or be protected by a screen.

Prescription safety eyewear from selected vendors will be provided for all employees who wear prescription lenses and whose jobs involve potential eye hazards. Employees shall consult with their EHS Representative for program details in their particular region/facility. The cost of eye examinations and any subsequent fittings, if required, will not be reimbursed by the company.

New prescription safety lenses and frames, if necessary, will be provided for eligible employees when an employee’s corrective vision prescription warrants the change or when the prescription lenses are damaged during a work-related activity. Employees will pay the cost of eye examinations.
Employees will provide a current prescription (no more than one year old) when eyewear is ordered.

Fixed or detachable side shields must be obtained at the time of purchase.

Under this procedure, employees may order safety eyewear with clear or tinted lenses, including lenses that darken or lighten with light changes.

In Canada, prescription eyewear is only permissible if it is part of the safety eyewear, meets the requirements of the CSA Standards listed above, and is appropriate to the hazard.

Wearing of contact lenses (where allowed) must be supplemented by eye protection. If an employee's job duties require using a full-face respirator, the Company will provide corrective eyeglass apparatus that fits inside the mask. The Company will not allow using safety glasses that interfere with the respirator seal.

### 3.2.3 Hand Protection

Gloves are required to be worn at all times unless in a specifically designated exempt PPE area or as outlined in a Site Specific Procedure or Job Hazard Analysis. Specialty gloves such as those used for chemical, electrical or thermal protection shall be approved for that particular type of hazard. The following glove types should be used:

- electrical: rubber insulated gloves and sleeves (if needed)
- petroleum products: nitrile gloves
- caustic/acids: nitrile gloves
- cold/hot: insulated gloves
- sharp or abrasives: leather or kevlar gloves

Gloves must also be provided and worn when there is a risk of injury due to prolonged exposure to water.

### 3.2.4 Foot Protection

Safety-toed boots (lace up or pull on) with a distinct heel, shall be required at all areas in the Terminal unless in a specifically designated exempt PPE area. Where chemical (including hot, corrosive, or toxic substances) or electrical hazards may be encountered, applicable protective footwear will be provided as needed. In Canada, these must comply with CSA Z195-M1984. If there are hazards that affect the top of the foot, additional foot guards shall be used.

ASTM standards that are currently in place for safety shoes are [F2412-05 Standard Test Methods for Foot Protection](#) and [F2413-05 Standard Specification for Performance Requirements for Foot Protection](#).

The Company will reimburse employees for protective footwear. Consult your local EHS Representative for program details within your region/facility. Footwear must meet the ASTM standard referenced above. The following is an example of an ASTM marking that may be found on protective footwear:

ASTM F2413-05
M I/75/C/75/Mt75
PR
CS
In Canada, management must provide, and the worker must wear, protective footwear approved to CSA Standard CAN/CSA-Z195-M92 (R200) or Z195-02 if the Workplace Hazard Assessment indicates that footwear requires toe protection, a puncture-resistant sole, metatarsal protection, electrical protection, chainsaw protection or any combination of the above. If the worker is unable, for medical reasons, to wear the footwear outlined above, management may substitute it with external safety toecaps if they meet the impact force requirements of CSA-Z195-02, if metatarsal protection is unnecessary, there is no risk of sole penetration, and the toecaps themselves pose no risk to the worker.

3.2.5 Body Protection

Management must provide, and the worker must wear, safety pants or chaps or any other body protective equipment appropriate where a worker is at risk of a cut, puncture, irritation, or abrasion (including the use of a chainsaw).

3.2.6 Skin Protection

Management must provide, and the worker must wear, properly fitted, approved protective clothing where there is a risk of injury to skin from sparks, molten metal, radiation, or any harmful substance that may injure the skin or cause harm when absorbed through the skin.

3.2.7 Hearing Protection

Hearing protection is required in all areas where noise levels exceed 85 dB or where the requirement for hearing protection is posted. Use the WHA to determine tasks that could expose employees to excessive sound levels.

Refer to T-O&M Procedure 115, Hearing Conservation for specific hearing protection PPE requirements.

3.2.8 Uniform Clothing

- Both issued pant and shirt should be worn as part of the uniform.
- Wear a clean and neatly pressed uniform.
- Uniform shirts shall not be worn in a manner which could create a potential snag hazard (i.e. long shirt tails around moving conveyors, open uniform shirts)
3.2.9 Flame Resistant Clothing (FRC)

All KM Liquids Terminals field operations & maintenance personnel will be required to wear FR clothing with reflective striping. All visitors, office personnel, contractors, and suppliers. working within KM Liquids Terminals will be required to wear FR clothing with reflective striping (or FRC reflective vest over non-striped FR) when working outside of an office building. All Bulk Terminals employees are required to wear FR clothing when working in designated areas based on specific hazards, hazardous areas, and/or specific tasks that are identified by the T-OM100-07, Workplace Hazard Assessment including areas that where an arc flash/flash fire hazard potential exist. (See JHA/Work Place Hazard Assessment/Guidance documents and/or Attachment 2, FR Clothing Decision Tree for additional information and guidance.)

Employees will be furnished FR clothing as required by the Terminal’s Workplace Hazard Assessment. At a minimum, this type of clothing should be made of Fire Resistant NOMEX, Indura, or material(s) that meet fire retardant Hazard Risk Category 2 (HRC 2) specifications. (HRC 2 specifications are based on the requirements specified in NFPA 70E.) HR 2 rated materials have an Arc rating of 4.001 – 8 cal/cm²) For those employees who perform welding, burning, cutting, and other spark producing activities, Fire Resistant cotton uniforms shall be used or the use of specialized PPE that will protect the FRC from being damaged. (i.e. leather sleeves/coats, or other welding/cutting specific PPE that is available). Full implementation of the FR clothing procedure will be complete by June 1, 2012. FRC requirements for contractors are match those for KM employees.

For maximum protection FRC will be required to be worn as described by manufacturer’s instructions. Specific requirements are as follows:

- FRC shirts shall not be worn in a manner which could create a potential snag hazard (i.e. long shirt tails around moving conveyors, open uniform shirts)
- FRC shirts shall be worn with only the top two buttons unfastened
- Sleeves and cuffs shall be worn down and secured
- Non-flame resistant garments shall not be worn over flame-resistant garments. (exceptions can be made for chemical splash suits, rain gear unless a work place hazard assessment identifies a specific hazard that would require the need for increased FR protection.
- Other PPE shall be worn if determined as necessary from a review of the potential hazards to which employees are exposed from the hazard assessment.
- Hooded shirts/sweatshirts that are not rated “Fire Resistant” shall not be worn as the outermost garment when FR Clothing is required. (Exception: Hooded shirts/sweatshirts can be worn under FR clothing as long as the hood is tucked into the FR Clothing and not left hanging out over the collar of the FR clothing.
- It is recommended to wear a cotton or cotton-blend material under FRC.

Highlighting indicates revisions made as of the date on this procedure
3.2.10 Enhanced Visibility Requirements

Based on the WHA and state, county and local laws or regulations, all employees and contractors must wear Company-provided reflective uniforms or reflective warning vests. The enhanced visibility requirements are necessary to protect employees from on or off-site vehicle or equipment traffic in their work environment during completion of their job tasks. Enhanced visibility requirements are required at all times while working on a KM Terminal, unless otherwise outlined in the WHA.

KM Terminal Uniforms will include enhanced reflective tape that will satisfy Company policy. The minimum standards for reflectivity included stripping on the front and back of the employee's upper torso. Contractors may utilize reflective warning vests to meet the enhanced visibility requirements. The WHA should specify those areas of the site where vests with the potential for static accumulations are not permitted to be worn. The Federal Highway Worker Visibility Rule (23 CFR Sec. 634) requires workers to wear ANSI 107 Class 2 or Class 3 High Visibility safety apparel when working on any federal, state, county, or city road projects subsidized with Federal monies. KM employees or contractors in a position to be working in this type of setting will be required to include provisions for meeting federally mandating high visibility requirements as part their Job Hazard Analysis.

3.2.11 Personal Flotation Devices

Floatation devices meeting United States Coast Guard specifications shall be worn when working within 3 feet of the water's edge, and at all times when operating a boat.

In Canada, where a worker could fall and drown, the worker must don either a life jacket (approved to CGSB Standard CAN/CGSB 65.7-M80) or a full-body harness and lifeline, and rescue personnel must be in place along with a boat with a boat hook and a buoyant apparatus attached to a nylon rope that is not less than 9 mm in diameter and not less than 15 m long. If a worker works from a boat for an extended period of time, the worker may wear a PFD (approved to CGSB Standard CAN/CGSB 65.GP-11) provided that there is also a life jacket readily available to each worker on the boat.

Additionally in Canada, where there is a hazard of drowning:

- Emergency equipment, as well as a person qualified to operate the equipment, must be readily available
- If appropriate, a powered boat must be readily available
- Written emergency procedures must be prepared and detail:
  - A full description of the procedures to be followed and the responsibilities of all persons granted access to the work place
  - The location of any emergency equipment

4. Training

Each employee who is required to wear PPE must be initially trained to use and care for PPE, as well as the limitations of its protection, must demonstrate an understanding of training and shall be retrained (frequency) in accordance with Business Unit Training Matrix.
5. Documentation

Keep the completed current T-OM100-07, Workplace Hazard Assessment or equivalent posted at the workplace.

In Canada, a record of all PPE must be kept in the workplace where it is located for a period of 2 years after it ceases to be used. The record must contain:

- A description of the equipment and the date of its acquisition
- The date and result of each inspection and test
- The date and nature of any maintenance work performed on the equipment since its acquisition
- The name of the person who performed the inspection, test or maintenance

In Canada, instructions for the use, operation and maintenance of PPE must be set out in writing and kept readily available for examination by every person in the workplace.

6. References

- 29 CFR 1910.132 through .138
- ANSI Z89.1-1986
- ANSI Z41-1991
- ANSI/ISEA 103-2010
- NFPA 70E (Table 130.7)
- Saskatchewan OH&S Regulations Part VII Personal Protective Equipment
- Alberta OHS Code Part 18 Personal Protective Equipment
- Canada Labour Code Part XII, Safety Materials, Equipment, Devices and Clothing
- T-O&M Procedure 115, Hearing Conservation
- T-O&M Procedure 122, Respiratory Protection for specific respiratory PPE requirements
- T-O&M Procedure 184, Electrical Safety for specific electrical safety PPE requirements
- T-OM100-07, Workplace Hazard Assessment
### Attachment 1 - Hazard Analysis and Personal Protective Equipment Recommendations

<table>
<thead>
<tr>
<th>Job Task Description</th>
<th>Work Site</th>
<th>Facility Types (Tank Farms, Pump Stations, Processing Plants)</th>
<th>Eye &amp; Face Protection</th>
<th>Foot Protection</th>
<th>Hand Protection</th>
<th>Head Protection</th>
<th>Hearing Protection</th>
<th>Respiratory Protection</th>
<th>Skin/Bod Protection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unguarded Elevated Work</td>
<td>All Locations</td>
<td></td>
<td>s</td>
<td>l/c</td>
<td>c</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adding Dye</td>
<td>All Locations</td>
<td>g/s, f</td>
<td>s</td>
<td>c</td>
<td>m/p</td>
<td>c</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Response Operations</td>
<td>All Locations &amp; ROW</td>
<td>f/s</td>
<td>s</td>
<td>c/t</td>
<td>h</td>
<td>m/p</td>
<td>a</td>
<td>c/f/w</td>
<td></td>
</tr>
<tr>
<td>Equipment Maintenance</td>
<td>All Locations &amp; ROW</td>
<td>s</td>
<td>s</td>
<td>l/r</td>
<td>m/p</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Working on or near energized electrical circuits w/voltages &gt;599 v</td>
<td>All Locations</td>
<td>t</td>
<td>s</td>
<td>e</td>
<td>e</td>
<td>h</td>
<td>p</td>
<td>e</td>
<td></td>
</tr>
<tr>
<td>Working on or near energized electrical circuits w/voltages &gt; 50 v &lt; 600 v</td>
<td>All Locations &amp; ROW</td>
<td>t</td>
<td>s</td>
<td>e</td>
<td>e</td>
<td>h</td>
<td>p</td>
<td>e</td>
<td></td>
</tr>
<tr>
<td>Working w/batteries &amp; systems</td>
<td>All Locations</td>
<td>s, f</td>
<td>l</td>
<td>e</td>
<td>c</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sanding/grinding/cutting/chipping/hammer</td>
<td>All Locations &amp; ROW</td>
<td>s/f</td>
<td>s</td>
<td>r</td>
<td>h</td>
<td>m/p</td>
<td>a</td>
<td>p</td>
<td></td>
</tr>
<tr>
<td>Drill Press Operations</td>
<td>All Locations</td>
<td>s</td>
<td>s</td>
<td></td>
<td>r</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Welding</td>
<td>All Locations &amp; ROW</td>
<td>w</td>
<td>s</td>
<td>t</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piping Maintenance &amp; Repair (closed sys)</td>
<td>All Locations</td>
<td>s</td>
<td>s</td>
<td>l</td>
<td>h</td>
<td>m/p</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Product Sampling</td>
<td>Tank Farm, Pump Stations, Terminals</td>
<td>s/g</td>
<td></td>
<td>c</td>
<td>m/p</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sample Testing</td>
<td>Tank Farm, Terminals</td>
<td>g/s</td>
<td>l</td>
<td>c</td>
<td>m/p</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loading/Transferring Petroleum Products or additives (involving hoses)</td>
<td>All Locations &amp; ROW</td>
<td>f/g/s</td>
<td>l</td>
<td>c</td>
<td>h</td>
<td>m/p</td>
<td>c/f</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tank Tape Gauging w/brake equipment</td>
<td>Tank Farm, Terminals</td>
<td>s</td>
<td>l</td>
<td>c</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tank Tape Gauging w/brake equipment</td>
<td>Terminals</td>
<td>s</td>
<td>l</td>
<td>c</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Measuring Product in the Sump</td>
<td>All Locations</td>
<td>s</td>
<td>l</td>
<td>c</td>
<td>m/p</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Changing Filters on Product Line</td>
<td>All Locations</td>
<td>s</td>
<td>s</td>
<td>c</td>
<td>h</td>
<td>m/p</td>
<td>c</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Changing Oil in Units (Motors) and Pumps</td>
<td>All Locations</td>
<td>s</td>
<td>s</td>
<td>c</td>
<td>h</td>
<td>m/p</td>
<td>c</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Greasing Fittings, Valves, Loading Arms</td>
<td>All Locations &amp; ROW</td>
<td>s</td>
<td>l</td>
<td>c</td>
<td>h</td>
<td>m/p</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Launching/Receiving a Plug/Scrapper</td>
<td>All Locations &amp; ROW</td>
<td>s</td>
<td>s</td>
<td>c</td>
<td>h</td>
<td>m/p</td>
<td>c, t/</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drawing Water Off Tank</td>
<td>Tank Farm, Terminals</td>
<td>s</td>
<td>l</td>
<td>c</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prover Maintenance</td>
<td>Tank Farm, Terminals</td>
<td>s</td>
<td>s</td>
<td>c</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Checking Vents</td>
<td>Tank Farm, Terminals</td>
<td>s</td>
<td>l</td>
<td>r</td>
<td>h</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overhead Material Handling</td>
<td>All Locations</td>
<td>s</td>
<td>s</td>
<td>l/r</td>
<td>h</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Material Handling</td>
<td>All Locations</td>
<td>s</td>
<td>l</td>
<td>c/l/r</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Checking Strainer</td>
<td>Tank Farm, Pump Stations, Terminals</td>
<td>s</td>
<td>s</td>
<td>c</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inspecting Meter or Straightening Section</td>
<td>Tank Farm, Terminals</td>
<td>s</td>
<td>s</td>
<td>c</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Opening Pipeline and Removing Debris/Cleaning Area</td>
<td>All Locations &amp; ROW</td>
<td>s</td>
<td>s</td>
<td>c</td>
<td>m/p</td>
<td>f</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chansaw Operation</td>
<td>All Locations &amp; ROW</td>
<td>s, f</td>
<td>s</td>
<td>l/r</td>
<td>h</td>
<td>m/p</td>
<td>P</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ATV Operation</td>
<td>All Locations &amp; ROW</td>
<td>s</td>
<td>s</td>
<td>l/r</td>
<td>h</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grass Cutting</td>
<td>All Locations &amp; ROW</td>
<td>s</td>
<td>s</td>
<td>l/r</td>
<td>m/p</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replace Dry Break Couplers</td>
<td>Terminals</td>
<td>s</td>
<td>l</td>
<td>c</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repair Scully cord</td>
<td>Terminals</td>
<td>s</td>
<td>l</td>
<td>c</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Degreasin, Pressure Wash Truck Rack</td>
<td>Terminals</td>
<td>s</td>
<td>l</td>
<td>c</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Painting</td>
<td>All Locations &amp; ROW</td>
<td>s</td>
<td>l</td>
<td>c</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>a</td>
</tr>
<tr>
<td>Ascending / Descending Tanks</td>
<td>Tank Farms, Terminals</td>
<td>i</td>
<td>l</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>h</td>
<td></td>
</tr>
<tr>
<td>Testing Tank High Level alarms</td>
<td>Tank Farms, Terminals</td>
<td>i</td>
<td>l</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>h</td>
<td></td>
</tr>
<tr>
<td>Mowing of drums</td>
<td>All Locations &amp; ROW</td>
<td>S</td>
<td>l</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disposing of materials into drums</td>
<td>All Locations &amp; ROW</td>
<td>s/f</td>
<td>l</td>
<td>c</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Checking/Draining low point drains on flares</td>
<td>Processing Plants</td>
<td>g/s</td>
<td>p</td>
<td>c</td>
<td>h</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**MATRIX KEY:** [A ( / ) designates alternate choices whereas a ( , ) indicates both must be used, (*) denotes that PPE may be required depending on location/conditions within facility – check with local supervisor or Safety Rep.

1. g=goggles, f=face shield, s=safety glasses, w=welding helmet
2. l=leather footwear w/heel, s=safety footwear w/ safety toe and heel, p=safety footwear with puncture protection, e=electrical insulated safety footwear w/safety toe
3. I=leather work gloves, c=safety gloves w/ chemical protection, r=cut resistant gloves, t=safety gloves w/ thermal protection, e=electrical safety gloves w/leather protectors
4. h=hard hat
5. m=ear mufflers, p=ear plugs (only when noise is being generated)
6. a=air-purifying respirator, p=power air-purifying respirator, s=supplied air respirator
7. c=protective suit w/ chemical protection, t=suit w/ thermal protection, p=suit w/ puncture/abrasion protection, e=electrical arc flash protective clothing, f=fire resistive clothing Nomex III or similar, h=harness for fall protection, w=reflective work vest

**Highlighting indicates revisions made as of the date on this procedure**
Attachment 2- Fire Retardant Clothing Decision Tree

FRC Decision Tree

Is this a Liquids Terminal?

→ No

→ Yes

*Fire Retardant Clothing Required.

→ No

→ Yes

Does the facility Store, handle, use flammable liquids/gases, bulk products where combustible dust(s) may be present, or employees exposed to potential arc flash hazards?

→ No

→ Yes

Has a Job Hazard Analysis/Facility PPE Hazard Assessment been completed for the Facility?

→ No

→ Yes

Based on the completed Job Hazard Analysis/Facility PPE Hazard Assessment, was it identified that employees perform work in areas:

- When there is a known potential for an arc flash hazard,
- A reasonable potential for flammable vapors to be present, and/or
- Where combustible dusts may be present during normal operations.
- Any other situation where a potential for flash fire hazard has been identified by local Operations and EH&S (Based on PPE Hazard Analysis of the facility and activities)
- Oxygen/Acetylene cutting devices are used

Complete a Job Hazard Analysis/Facility PPE Hazard Assessment for the Facility.

*Fire Retardant Clothing Required.