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Guidance on Practice for Ground Disturbance Safe Operating Procedure No. 3

GP 82-63

**BP GROUP
ENGINEERING TECHNICAL PRACTICES**

Foreword

The Golden Rule on Ground Disturbance states:

Work that involves a man-made cut, cavity, trench or depression in the earth's surface formed by earth removal cannot proceed unless:

- A hazard assessment of the work site is completed by the competent person(s)
- All underground hazards, i.e. pipelines, electric cables, etc., have been identified, located and if necessary, isolated

Where persons are to enter an excavation:

- A confined space entry permit must be issued if the entry meets the confined space definition
- Ground movement must be controlled and collapse prevented by systematically shoring, sloping, benching, etc., as appropriate
- Ground and environmental conditions must be continuously monitored for change

A competent person is one who is capable of identifying existing and predictable hazards in the surroundings or working conditions that are unsanitary or hazardous to those working there. A competent person has the authority to take prompt corrective action to eliminate such dangers.

This document is a version of the Lubricants HSSE Safe Operating Procedure No. 3 reformatted for consistency with the ETP template.



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Introduction

This Technical Practice establishes the minimum requirements for work involving ground disturbance that could cause injury to personnel. All employees shall comply with the procedure. The intent is not to supersede any local, state or country regulations. In all cases, the more stringent requirements will be met.

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1. Scope

This practice applies to all Lubricants SPU employees and contractors performing work that requires any Ground Disturbance to take place on or at sites where BP has control of the work.

The rule applies to all open excavations made in the earth's surface, including trenches.

2. Normative References

BP

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European Legislation

Health and Safety at Work etc Act 1974

Management of Health and Safety at Work Regulations 1992

Provision and Use of Work Equipment Regulations 1992

Construction (Health, Safety and Welfare) Regulations 1996

USA Legislation

OSHA 1926.650

3. Terms and definitions

3.1. Responsibilities

Supervision:

Anyone with direct supervisory responsibility over Issuing Authorities or Performing Authorities is required to ensure that all employees are in compliance with the Ground Disturbance procedure. Assists the HSSE Manager in performing periodic reviews of Ground Disturbance activities.

HSSE Manager:

Conducts initial and any follow up Ground Disturbance training sessions. Ensures that the Ground Disturbance procedures are adequate to eliminate any risk of incident or injury. Ensures that the Ground Disturbance procedures meet the relevant legal requirements of the country, state and local authorities. Conducts/coordinates the annual inspection and review of the Ground Disturbance procedures.

Site Manager:

Ensures that a viable Ground Disturbance procedure is in place and supports the compliance of this procedure.

The Regional Vice President and Regional Supply Director

Responsible for auditing compliance with the practice in their respective areas of responsibility.

