



COMPRESSED GAS ASSOCIATION, INC.

SAFETY BULLETIN

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14501 GEORGE CARTER WAY, SUITE 103
CHANTILLY, VA 20151
703-788-2700
cga@cganet.com

GUIDELINES FOR EMPLOYEE SAFETY AT CUSTOMER LOCATIONS

Introduction

Many incidents that are reported within the compressed gas industry take place outside a company's fence line. At a minimum, the same safety procedures that apply at a company's facility should also be followed offsite at a customer's location to ensure employee safety.

Scope

This safety bulletin provides recommendations for employee safety and general security at customer locations and defines the safety responsibilities of the customer, the supplier, and the supplier's employees.

Customer responsibility

To help ensure the supplier's employee safety and security, the customer responsibility includes but is not limited to:

- providing a safe work area by meeting and following regulatory requirements; and
- communicating and coordinating safety policies and procedures as applicable to the supplier, to the supplier's employee(s), or both.

Supplier responsibility

To help ensure the supplier's employee safety and security, the supplier responsibility includes but is not limited to:

- establishing safe work procedures and practices associated with the work activities;
- establishing an internal system for reporting and managing concerns at the customer site;
- conducting risk and security assessments and coordinating with the customer as appropriate prior to work at the customer's site;
- communicating and coordinating with the customer regarding the customer's requirements and the workplace hazards to which the supplier's employees will be exposed;
- communicating and coordinating with the customer regarding the supplier's safety requirements and any unique hazards associated with the work activity to the customer's employees; and
- communicating to the employee any safety concerns unique to the customer, i.e., special personal protective equipment requirements, emergency procedures, or on-site communication.

Employee responsibility

To help ensure the supplier's employee safety and security, the employee responsibility includes but is not limited to:

- following customer and supplier procedures;
- being cognizant of work area and potential hazards;

- communicating any unsafe working conditions immediately to both the supplier and the customer; and
- ensuring that unsafe work conditions have been resolved before starting or resuming work.

When working at a customer site, personnel should be aware of work station hazards such as substandard equipment and design, tripping hazards, poor lighting, electrical hazards, weather conditions, and all other activities in the area that can impact their safety. They also should be aware of a customer's site security measures, emergency plans, alarms, and evacuation and shelter points, etc.

Risk assessments

As appropriate, safety and security risk assessments should consider items such as:

- verification of equipment installation (against design);
- evaluation of area for unsafe conditions (i.e., inadequate lighting, tripping hazards, substandard house-keeping);
- adequate security provisions in place;
- appropriate product compatibility and segregation controls in place;
- verification of correct and adequate product identification and labeling;
- adequate access to equipment and loading and unloading areas; and
- verification that applicable supplier and customer safety requirements are in place.

Specific methodologies for risk assessment can vary in complexity depending on the risk and activity. Appropriate methodologies can range from simple employee hazard awareness recognition/training programs to formal site inspection checklists (i.e., routine delivery, first fill) and even more complex process hazard analysis including pre-startup safety reviews.

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