

# Work Authorization

## Field Reference Tool



### Life Critical Expectations

#### WORK AUTHORIZATION

Work with a valid Work Permit when required



- I identify activities necessitating a Work Permit including Hot Work, Confined Space Entry, and Excavation Entry when required.
- I never begin an activity requiring a Work Permit before confirming with the Permit Issuer that all conditions of the permit are in place.

### Life Critical Failure Examples

- A roustabout grinding in close proximity to an open top frac tank without obtaining a Safe Work Permit.
- A mechanic entering a production tank without first obtaining a Safe Work Permit for a hazardous confined space entry.
- A welder using a cutting torch on a line tied to process equipment. The welder recorded the results from the initial monitoring for the Safe Work Permit, but failed to record the continuous monitoring results.

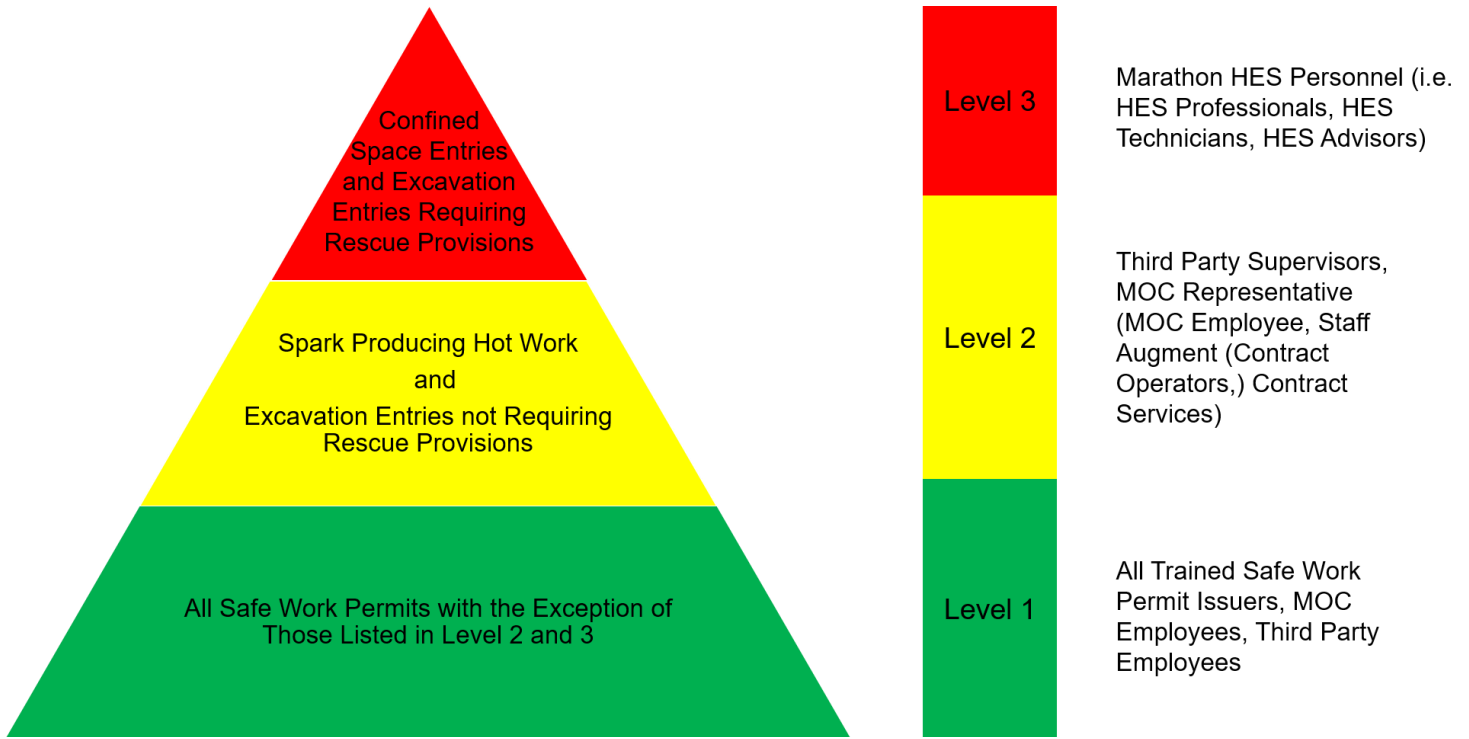
### Tasks Requiring a Safe Work Permit

Task	Requirements	
<b>Hot Work</b>	<p><b>Non-Spark Producing Hot Work</b></p> <ul style="list-style-type: none"> <li>• When conducted within 10 feet of an above ground hydrocarbon source, <b>OR</b></li> <li>• When conducted within a Class I Division I or Class I Division II area, <b>OR</b></li> <li>• When conducted within 50 feet of an open source</li> </ul> <p><b>Note:</b> Provided controls measures in Section 3.4 of the RP Hot Work Procedure are taken, limited forms of non-spark producing hot work may be conducted without a safe work permit. This provision applies to all non-spark producing hot work including vehicle access or engine use if a fixed continuous LEL monitoring system is utilized. This provision does not apply to non-spark producing hot work in Class I, Division I areas such as within 5 feet of vents, or use of non-work related electronic devices such as e-cigarettes or digital audio players.</p>	<p><b>Spark Producing Hot Work</b></p> <ul style="list-style-type: none"> <li>• When conducted outside of a designated safe welding and burning area and within 50 feet of an above ground hydrocarbon source, <b>OR</b></li> <li>• When conducted within a Class I Division I or Class I Division II area, <b>OR</b></li> <li>• When conducted within 100 feet of an open source, <b>OR</b></li> <li>• When conducted within 35 feet of combustible materials.</li> </ul>
<b>Confined Space Entry</b>	A Safe Work Permit will be completed for all confined space entries (non-hazardous and hazardous.)	
<b>Excavation Entry</b>	Entry into an excavation that is at least 24 inches in depth and 18 inches in width or when the head will break the plane of the excavation, <b>AND</b> That contains or has the potential to contain a hazardous atmosphere or any other serious safety hazards.	

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Ensure that only appropriately trained personnel are issuing Safe Work Permits by referencing the Safe Work Permitting Issuance Hierarchy detailed below



## Atmospheric Monitoring Requirements

	Non-Hazardous Confined Space Entry	Hazardous Confined Space Entry	Excavation Entry with Hazardous Atmosphere	Spark Producing Hot Work (including CIDI)	Non-Spark Producing Hot Work in CIDI Area	Non-Spark Producing Hot Work
Monitoring Frequency	Continuously					Periodic
Documentation Intervals	Initial monitoring results are documented on Safe Work Permit. All continuous monitoring results are documented on <b>Safe Work Permit Atmospheric Monitoring and Entrant Log (ATTACHMENT B)</b> no more than 1 hour apart			Initial monitoring results are documented on Safe Work Permit – Visually verify readings are within acceptable limits every hour thereafter		
Monitor Pump Requirement	Yes				No	

## Permit Duration, Control, and Cancellation

- Issue Safe Work Permits for a maximum of one work shift, not to exceed 12 hours, with the same personnel.
- Stop the activity and cancel the permit when:
  - Non-authorized tasks are identified.
  - Unsafe condition is identified and cannot be immediately corrected.
  - Emergency events occur during the activity.
  - Expiration of authorized time period.
- Upon issuance, ensure the Safe Work Permit is:
  - Transferred electronically (i.e., text, email) by the Permit Issuer to the Task Supervisor for electronically Issued Permits **OR**
  - Handed to the Task Supervisor for hard copy permits.