



## Section 15: Safety Procedures and Permits

### 1. General Information

- 1.1 Sections 15 through 32 of this manual contain specific, technical safety procedures to be followed by contractors and their employees.
- 1.2 The technical safety procedures are not intended to be “all inclusive.” If certain provisions of these safety procedures are less stringent than applicable federal, state, or local statutory safety regulations, the statutory regulations take precedence. Where EQ standards are more stringent than federal, state, or local regulations, the more stringent standards take precedence.

### 2. Safety Procedures

- 2.1 The safety procedures in sections 15 through 32 apply to all contractors unless otherwise noted. Contractors and their employees are responsible for familiarizing themselves with applicable site-specific procedures.
- 2.2 Contractors must review these procedures with the EQ representative to determine which procedures are applicable to the contract.
- 2.3 Contractors and employees must review the applicable safety procedures described in these sections to determine their roles and responsibilities as they relate to the work.
- 2.4 EQ and contractors will enforce the provisions of these safety procedures.
- 2.5 Contractors are responsible for administering and controlling the activities of the work area. Where work is performed within existing EQ facilities or structures, the EQ representative and EHS manager reserve the right to assume the responsibility for administration and permitting, which will be determined on a case-by-case basis.

### 3. Site Procedures and Permits

- 3.1 EQ facilities have specific site procedures, permit requirements, medical clearance and surveillance requirements with which contractors must fully comply. Examples include, but are not limited to the following: hazardous energy control, hot work, earthwork clearance, confined space, crane use, respiratory protection, and hearing conservation. Site-specific requirements and the requirements in this manual must be met, with the most stringent requirements taking precedence. Contact the EQ representative for site-specific requirements and permitting questions.
- 3.2 Permits are required for certain work activities, including the following:
  - A. Hot work
  - B. Excavation and trenching
  - C. Lockout/Tagout and high voltage electrical work
  - D. Confined space entry
  - E. Cranes or heavy lift equipment

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- 3.3 The EQ representative must authorize any work to be completed. The EQ representative or EHS manager will approve any work permits needed.
- 3.4 Permit requests must be submitted with as much lead time as possible to allow coordination of the various groups involved in the process. At a minimum for non-emergency work, EQ requests the following advance notice for the permits:
  - A. Lockout/Tagout – 2 days
  - B. Hot Work Permit – 2 days
  - C. Earthwork Clearance Permit – 2 days
  - D. Confined Space Entry (Contractor's Permit) – 3 days
  - E. Crane Use Notification – 2 weeks

#### **4. Safety Procedure Modification**

- 4.1 If working conditions dictate that current safety procedures are inadequate or unusable, the safety procedures defined in this manual may be modified.
- 4.2 The modified procedure must conform to the following rules:
  - A. It must be specific to an activity, a location and a time period.
  - B. It must be proposed on the "Safety Procedure Modification Form" (QES-FM-091-ALL) and signed by the EQ representative (or individual responsible for the area in which the work is being done) and the contractor's safety manager.
  - C. It must be submitted to the EQ EHS manager for final approval and signature.