

6STANDARD OPERATING PROCEDURE**Pipeline****SOP No: 010-PL****SOP Title: Poly Pipe Installations****SOP Number 010-PL****SOP Title Poly Pipe Installations**

	NAME	TITLE	SIGNATURE	DATE
Author	Safety Team	Safety Department		8/17/2016
Reviewer	Safety Committee	Safety/Management		8/17/2016
Authorizer				

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10				

1. PURPOSE

- This procedure is a guideline for the proper way to offload, string, and fuse poly pipe joints along the right-of-way. Employees at BBGCI will utilize this guide in helping them perform their duty in a safe and productive manner.
- BBGCI will be in compliance with all government regulations as well as the regulations set forth by our clients.

2. INTRODUCTION

- BBGCI understands that all jobs are different. This SOP is set in place as a guideline to help employees understand the overall concept poly pipe installations and the necessary steps needed to be taken.

3. SCOPE

- This procedure has been set in place for BBGCI equipment operators, truck drivers, and supporting personnel who will assist in the installation of poly pipe.

4. DEFINITIONS

- Fusion- The joining of two pieces of poly pipe by heating and bonding of two separate pieces of pipe.
- Poly Pipe- High-density polyethylene pipe used in the petroleum pipeline industry.
- Buffer Zone- The area where operation occurs, that is deemed not safe for unauthorized personnel or equipment.
- Line of Fire- The potential path of a moving object that may cause injury or damage.

5. RESPONSIBILITIESBBGCI Qualified Truck Drivers

1. Participate in tailgate meeting and JSEA.
2. Complete equipment inspection.
3. Understand the scope of work prior to beginning work.
4. Establish good communication with the spotter prior to beginning work.
5. Prior to use, ensure the sucker device is working properly.
6. Complete task in a safe and timely manner

Qualified Spotter

1. Participate in tailgate meeting and JSEA.
2. Understand the scope of work and the hazards involved in his/her specific job duty.

3. Maintain good communication and eye contact with operator and support personnel throughout the job.
4. Ensure that the buffer zone is free of any unauthorized equipment or personnel at all times.
5. Maintain a safe working distance away from any mobile equipment while work is in progress.
6. Be aware of traffic throughout the right-of-way, and make sure the equipment/truck driver knows when equipment or a vehicle is approaching.

Qualified Equipment Operator

(Equipment includes: Forklift, Skid Steer, Fusion Machine, and Wheel Loader)

1. Participate in tailgate meeting and JSEA.
2. Complete equipment inspection.
3. Understand the scope of work prior to beginning work.
4. Establish good communication with the spotter prior to beginning work.
5. Commence work and maintain safe operations.

6. SPECIFIC PROCEDURE

Offloading of Poly Pipe

(Personnel Involved: Truck Driver, Equipment Operator and Spotter)

1. Before work can commence, properly complete all JSEA's, work permits, safety tailgate meetings, and equipment inspections.
2. Equipment inspections will be completed by a qualified operator.
3. Establish the scope of work, and ensure everyone knows their specific job duty.
4. Spotter will maintain a safe buffer zone and inform the operator that it is safe for work to commence.
5. Truck driver will position truck in the required location.
6. Truck driver will then unbind the straps that were securing the poly pipe.
7. Spotters will scan the area for unauthorized personnel or equipment, if all is clear, the spotter will give the operator the signal to begin offloading.
8. The operator of the forklift will begin to position the forks underneath the bundle of poly pipe while ensuring the forks do not extend underneath any other bundle of pipe.
9. The forklift operator will then transport the bundle of poly pipe to the designated location along the right-of-way while being accompanied by a spotter.
10. Once all poly pipe has been properly offloaded and transported to its designated location stringing of poly pipe will occur.

Stringing of Poly Pipe

(Personnel Involved: Equipment Operator and Spotter)

1. Involved personnel will participate in a tailgate meeting and complete a JSEA prior to performing work.
2. Equipment inspections will be completed by a qualified operator.
3. Establish the scope of work, and ensure everyone knows their specific job duty.
4. Spotter will maintain a safe buffer zone and inform the operator that it is safe for work to commence.
5. Equipment operator will lift a single joint of pipe and position it along the right away. This procedure will be repeated until all poly pipe is strung with a 1 foot overlap along the right-of-way with the spotter ensuring no one enters the danger zone.

Fusion of Poly Pipe

(Personnel Involved: Skid Steer Operator, Fusion Equipment Operator & Spotter)

1. Involved personnel will participate in a tailgate meeting and complete a JSEA prior to performing work.
2. Equipment inspections will be completed by a qualified operator.
3. Establish the scope of work, and ensure everyone knows their specific job duty.
4. Spotter will maintain a safe buffer zone and inform the operator that it is safe for work to commence.
5. The Skid Steer Operator will use the equipment forks to position the poly pipe so that the fusion machine is able to roll under the poly pipe.
6. Once two joints of poly pipe are in position in the fusion machine, the fusion operator will begin fusing the pipe.
7. This procedure will be repeated until all poly pipe has been fused along the right-of-way.

NOTE: Throughout this procedure, a competent person will be assigned to cut out a fused section of the poly pipe with a chainsaw for testing.

7. JOB RELATED HAZARDS

Slips, Trips and Falls while:

- While inspecting equipment

- Climbing on and off equipment.
- Walking near open holes/trenches
- Walking on uneven surfaces or rocks.

Pinch Points and Line of Fire while:

- Moving equipment
- Walking in unauthorized work areas/ buffer zone
- Binding/ unbinding material
- Working near overhead loads
- Operating a chainsaw.
- Fusion operation
- Contact with heating material during fusion operations

Biological Hazards while:

- Encountering wildlife

Fatigue

8. REQUIRED PPE

- Hard Hat
- Safety Glasses
- Steel Toe Boots
- Gloves (Supporting Personnel)
- Fire Resistant Clothing (FRC's)
- Personal Gas Monitor (Site Specific)
- Face Shield (Chainsaw operations)
- Chaps (Chainsaw operations)

NOTE: If client requires, spotter will be equipped with high visibility vest while performing their duties.

9. FORMS/TEMPLATES TO BE USED

- JSEA
- Work Permits (If required)
- Equipment Inspection Forms
- DOT Documentation

10. INTERNAL AND EXTERNAL REFERENCES

10.1 Internal References

10.2 External References

11. CHANGE HISTORY