

STANDARD OPERATING PROCEDURE

Lateral

SOP No: L- 012

SOP Title: Bell Hole Work

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	NAME	TITLE	SIGNATURE	DATE
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1. PURPOSE

- This procedure is a guideline on the proper way to safely perform bell hole activities. Employees at BBGCI will use this as a guide to help 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 proper procedure to follow while performing job related functions inside a bell hole.
- This SOP is set in place to use in conjunction with existing SOP's. Many of the following activities covered in this SOP already exist, but this SOP covers additional steps and precautions while working inside a bell hole.

3. SCOPE

- This procedure has been set in place for any BBGCI employees whose job responsibilities involve working inside a bell hole.

4. DEFINITIONS

- Bell hole- a bell shaped hole dug into the ground over or alongside a pipeline to allow the line to be examined and to provide room for workmen to perform maintenance on the pipeline.
- Excavation/Trenching Competent Person- Person who is capable of identifying existing and predictable hazards and who has been trained accordingly and who is authorized to take prompt corrective measures.
- Sloping- method used by an excavation/trenching competent person to protect employees from cave-ins by excavating to form sides of an excavation that are inclined away from the excavations to prevent cave-ins.
- Benching- Excavating sides by a stepping method designed to incline away from the excavations. The method used will be based on soil type and depth, which will be determined by an excavation/trenching competent person.
- Buffer Zone- The area where operation occurs, that is deemed not safe for unauthorized personnel or equipment.
- Four Gas Monitor- Portable gas detector, used to detect hazardous gasses or oxygen levels in the atmosphere. .
- Bell Hole Inspection- A form that must be completed by an excavation/trenching competent person daily if employees are to be entering the bell hole.
- Live Line- a line that could potentially contain hydro carbons.

5. RESPONSIBILITIES

Excavation/Trenching Competent Person

1. Participate in tailgate meeting and JSEA.

2. Understand the scope of work and the hazards involved in his/her specific job duty.
3. Know and understand criteria involved with excavation/trenching competent person training.
4. Ensure he/she's certification is still in date and has not yet expired.
5. Ensure bell hole inspection is completed and all hazards are controlled prior to entry.

Supporting Personnel involved in bell hole activities

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 with all employees involved in bell hole activities.
4. Ensure no entries are to be made unless a bell hole inspection has been completed by an excavation/trenching competent person and it is safe to enter.
5. Perform task according to the specific procedure in a safe and productive manner.

6. SPECIFIC PROCEDURE

Bell Hole Entry Procedure

(Personnel Involved: Excavation/Trenching Competent Person and Supporting Personnel involved in bell hole operations)

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 qualified personnel.
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. Excavation/Trenching Competent Person will inspect and ensure bell hole is safe for daily activities. This will be completed on the daily bell hole inspection form.
6. Excavation/Trenching Competent Person will communicate with the Supporting Personnel that the bell hole is safe for daily activities.
7. Supporting Personnel involved in bell hole activities will begin their specific procedures in a safe and productive manner.

NOTE: If a bell hole is accompanied with a live line, additional atmospheric testing may be required throughout the work day.

NOTE: A daily bell hole inspection form contains the following criteria: soil type, existing utilities, slope ratio, atmospheric testing, spoil pile, and position of tool and equipment.

7. JOB RELATED HAZARDS

Slips, Trips, and Fall Hazards:

- Walking near open holes/trenches
- Walking on uneven surfaces or rocks

Pinch Points and Line of Fire Hazards:

- Moving equipment
- Walking in unauthorized work areas/ buffer zone

Atmospheric Hazards:

- While inspecting bell hole

8. REQUIRED PPE

- Hard hat
- Safety Glasses
- Steel Toe Boots
- Fire Resistant Clothing (FRC's)
- Personal Gas Monitors (Site Specific)
- Four Gas Monitor

9. FORMS/TEMPLATES TO BE USED

- JSEA
- Work Permits (If Required)
- Equipment Inspection Forms
- Daily Bell Hole Inspection Form

10. INTERNAL AND EXTERNAL REFERENCES

10.1 Internal References

10.2 External References

11. CHANGE HISTORY

