

# Colonial Pipeline Company Contractor Safety Process

<u>SECTION</u>	<u>DESCRIPTION</u>	<u>PAGE</u>
1.0	INTRODUCTION	1
1.1	Safety Ally Definition	1
1.2	Contractor Level Designation	1
1.3	Application of the Process	2
1.4	Contractor Accountability	2
1.5	Colonial's Contractor Safety Council	2
2.0	CONTRACTOR SAFETY AND HEALTH POLICY STATEMENT	3
3.0	CONTRACTOR PRE-EMPLOYMENT REQUIREMENTS	4
3.1	Written Safety and Health Plan	4
3.2	Drugs, Alcohol, and Firearms	5
3.3	Smoking	5
3.4	Basic Safety Requirements for Contractors Booklet	5
4.0	SAFETY PROCESS ELEMENTS	6
4.1	Colonial Pipeline Company and Contractor Safety Alliance	6
4.2	Pre-Construction/Pre-Job Safety Meeting	6
4.3	Recordkeeping	7
4.4	Daily Work Permit and Safety Checklist	7
4.5	Safety Training and Education Requirements	7
4.6	Hazardous Waste Operations & Emergency Response (HAZWOPER)	8
4.7	Communications	8
4.8	Safety Incident Analysis and Reporting	8
4.9	Near Miss Reporting (Good Catch)	9
4.10	Communication of Incidents and Lessons Learned	10
4.11	Hazard Communication	10
4.12	Post Job Requirements	10
5.0	PERSONAL PROTECTIVE EQUIPMENT	11
5.1	Eye Protection	11
5.2	Foot Protection	11
5.3	Hand Protection	11
5.4	Head Protection	12
5.5	Hearing Protection	12
5.6	Protective Clothing	12
5.7	Fire Retardant Clothing	12

# Colonial Pipeline Company Contractor Safety Process

<u>SECTION</u>	<u>DESCRIPTION</u>	<u>PAGE</u>
6.0	RESPONSIBILITIES	13
6.1	Colonial's Corporate Office	13
6.1.1	Leadership Team	13
6.1.2	Procurement	13
6.1.3	Safety & Security Team Leader	13
6.1.4	HSSE Safety Coordinator	13
6.2	District Office	14
6.2.1	District Leader	14
6.2.2	Special Project Manager/Project Manager Responsibilities	14
6.3	Field Locations	15
6.3.1	HSSE Coordinator / Special Projects Safety Coordinator Responsibilities	15
6.3.2	Project Inspector Responsibilities	15
6.4	Contractors	16
6.4.1	Contractors Management and Supervisor Responsibilities	16
6.4.2	Contractor Personnel Responsibilities	17
7.0	ATTACHMENTS	
	1. Colonial's Safety Philosophy	
	2. Basic Safety Requirements for Contractors Booklet	
	3. Pre-Construction/Pre-Job Safety Discussion Outline	
	4. Personal Injury Report	
	5. Good Catch Card	
	6. Contractor's Quarterly Injury Report	

# Colonial Pipeline Company Contractor Safety Process

## 1.0 Introduction

Colonial Pipeline Company is committed to the safety of everyone impacted by its operations. Our employees and our contractors are our most valuable resource and no phase of business is of greater importance than their personal safety.

Therefore, this process is intended as part of the "General Conditions of a Contract between Colonial Pipeline Company (hereinafter called Colonial) and any contractor. Its purpose is to elaborate on areas of safety and health concerns routinely recognized by Colonial. This document is not intended to replace the contractors' safety and health program, or reduce the contractor's responsibility for all aspects of healthful and safe work conditions, procedures, equipment and materials for their personnel. This document defines minimum requirements which contractors and subcontractors are expected to meet. We only employ contractors that embrace our Safety Philosophy (see Attachment 1).

This process applies to all contractors and subcontractors performing work at Colonial facilities, leased premises and right-of-ways. The application of the process is determined by the level a contractor or subcontractor is assigned.

### 1.1 Safety Ally Definition

Successful contractor safety performance can best be accomplished by working with the contractor in a "Safety Ally" relationship. This does not mean Colonial will take control of the contractor's safety program or relieve them of their safety responsibilities. Instead, we will support contractors to improve their overall safety efforts in key areas related to our business.

### 1.2 Contractor Level Designation

The requirements of this Contractor Safety Process apply at the designated levels below to all contractors performing "Covered Tasks" as defined by 49 CFR 195 (Subpart G) - Operator Qualification (OQ) compliance or 49 CFR 199 Drug and Alcohol Compliance and or performing physical work on the pipeline or associated systems.

For contractors, consultants and vendors who do not perform physical work on the pipeline or associated systems the safety requirements will be conveyed in the purchase order or contract.

**Level I Contractors:** Contractors that have or are expected to generate in excess of 1 million dollars in invoices during a 12-month period.

**Level II Contractors:** Contractors that have or are expected to generate in excess of \$250,000 but less than 1 million dollars in invoices during a 12-month period.

**Level III Contractors:** Contractors that have or are expected to generate less than \$250,000 in invoices during a 12-month period

# Colonial Pipeline Company Contractor Safety Process

## 1.3 Application of This Process\*

Level I and Level II contractors must comply with all provisions of this document.

Level III contractors must comply with sections 1.1, 3.2, 3.3, 3.4, 4.1, 4.2, 4.4, 4.5, 4.6, 4.7, 4.8, 4.9, 4.10, 4.11 and all sections of 5.0 of this document.

*\*Depending on the work and hazards involved, Colonial Pipeline Company reserves the right to require a contractor to comply with any or all provisions of this document.*

## 1.4 Contractor Accountability

As outlined in Section 1.2, contractors shall be responsible for complying with the provisions of this document. Subcontractors are considered to be employees of the prime contractor. Therefore, prime contractors are accountable for insuring their subcontractors are in compliance with the applicable provisions of this document. Should Colonial determine, in its sole discretion, that a contractor or its subcontractor has failed to comply with any required provision of this document, Colonial shall have the right to hold said contractor accountable for that breach of duty. Colonial may then exercise any and all rights available to it for breach of the terms and conditions of its contract with said contractor, specifically including treating the breach of duty as a failure to proceed with the work in a timely manner, incorporating all remedies available therefore.

## 1.5 Colonial's Contractor Safety Council

The purpose of the council is to improve safety performance, through communication, and addressing safety concerns between Colonial and Contractors. The Contractor Safety Council is open to all Level 1, Level 2, and other Alliance contractors along with Colonial representatives from Safety, Atlanta Engineering, District Projects and Procurement.

Any contractor interested in participating may contact the Health, Safety, Security & Environmental Team Leader for more information.

# Colonial Pipeline Company

## Contractor Safety Process

### 2.0 Contractor Safety and Health Policy Statement

The use of contractors continues to be an effective means of performing various work activities. Colonial Pipeline Company will attempt to identify, develop and use contractors who deliver the best value for the time and money invested. Safety performance is a major factor to be considered when determining best value. We believe successful contractor safety performance can best be accomplished by working with the contractor in a "Safety Ally" relationship. It is not intended that Colonial will take control of the contractor's safety program or relieve them of their safety responsibilities. Instead, we will support contractors to improve their overall safety efforts in key areas related to our business.

Colonial Pipeline Company is committed to safety and health as the primary consideration in all our activities. We operate, and expect our contractors to operate, on a principle that all accidents are preventable. No work shall begin without first addressing and resolving all safety issues.

We expect contractors to conduct their business in a manner that complies with both the letter and spirit of all laws, rules, and regulations, and applicable company policies and procedures. We expect:

- All contractor personnel will work every day without injuring themselves or others.
- Contractors will have a comprehensive written safety program and will submit it upon request.
- Contractors will provide new employee safety orientation.
- Contractors will provide ongoing safety training necessary for their employees to safely perform their tasks as well as meeting OSHA's training requirements.
- Contractors and contractor employees will fully accept the responsibility for a safe work place.

Colonial believes that excellent contractor performance in safety and health is essential to the long-range success of our business.

# Colonial Pipeline Company

## Contractor Safety Process

### 3.0 Contractor Pre-Employment Requirements

All contractors shall be knowledgeable of the following requirements and their agreement to perform work for Colonial implies contractor agreement to abide by these requirements.

- All Level 1 and Level 2 contractors must have an annual total OSHA recordable incidence rate (TRIR) equal to or less than the average for their North American Industry Classification System code (NAICS) as compared the latest data published by the U. S. Department of Labor, Bureau of Labor Statistics (BLS).
- All Level 1 and Level 2 contractors must have established a workers' compensation experience modification rating (EMR) that is equal to or less than 1.0.
- All Level 1 and Level 2 contractors must, prior to employment complete a third party evaluation process conducted for Colonial by ISNetWorld.
- Annually thereafter, all Level 1 and Level 2 contractors must complete an ISNetWorld update that includes all requested information along with verification of information supplied.
- All Level 1 and Level 2 contractors must be evaluated as 100% compliant by RAVS in the areas of work they perform for Colonial.

The overall safety performance of a contractor will be evaluated during the employment process using information obtained from ISNetWorld and other applicable sources.

### 3.1 Written Safety and Health Plan

Contractors shall have a written safety health plan and adhere to its requirements. The document will be furnished to Colonial upon request and must address general requirements for the types of jobs to be performed for Colonial. It must also include:

- Compliance with applicable rules from the appropriate regulatory agencies.
- Pre-job and new-hire safety orientations.
- Individual responsible for administering site safety and health.
- Pre-job safety and health meetings.
- Near miss reporting.
- Regular safety and health audits.
- Site-specific safety and health rules.
- Subcontractor(s) safety requirements.
- Documentation and reporting activities.

The contractor shall assure that each employee is trained in the work practices necessary to safely perform these jobs. Training records shall be documented and available upon request.

### 3.2 Drugs, Alcohol, and Firearms

Using, being under the influence of, possessing, transporting, promoting, or selling illegal drugs or drug paraphernalia, and/or otherwise legal but illicitly used substances by anyone while on Colonial premises or Colonial business is strictly prohibited. The term "Colonial premises" in this notice is used in its broadest sense and includes all ROW, land, property, buildings, structures, installations, boats, planes, helicopters, cars, trucks, and other means of conveyance owned by or leased to Colonial or otherwise being utilized for Colonial business.

The use, possession, or transportation of alcoholic beverages, firearms, explosives, or any other type of weapons is prohibited. Contractor's personnel who are found in violation of these

# Colonial Pipeline Company

## Contractor Safety Process

prohibitions will not be allowed on Colonial's premises and may be referred to law enforcement agencies. The contractor will be held responsible for the documentation of this violation. Repeated violation of this policy will result in the probationary status of the contractor with the possibility of contract termination.

To help ensure a safe, healthy, and productive work environment, Colonial reserves the right to carry out reasonable searches of individuals and their personal effects, and contractor's vehicles when entering Colonial premises, while on Colonial premises, or when leaving Colonial premises. Such searches may be initiated by Colonial without prior announcement and will be conducted at such times and locations as deemed appropriate. Cooperation is voluntary; however, refusal of an individual to cooperate will be cause for not allowing contractor employee(s) on Colonial premises.

The contractor shall have a comprehensive substance abuse prevention policy. This policy will include prohibitions, notification to employees, testing, and searches. Testing includes pre-employment, "for-cause", post rehabilitation, and random as detailed in Colonial's contract.

### **3.3 Smoking**

Smoking is prohibited while working for Colonial. Colonial employees, contractors and vendors are prohibited to smoke on any worksite, in any office or vehicle.

### **3.4 Basic Safety Requirements for Contractors Booklet**

As part of the "Safety Ally" relationship with our contractors, Colonial will provide copies of a "Basic Safety Requirements for Contractors Booklet" (Attachment 2). This booklet covers the minimum safety requirements expected of all contract employees. It is provided as a means to help the contractor communicate Colonial's safety requirements to each employee. However, the contractor is fully responsible for the effectiveness of his/her program. A card and hardhat decal will be provided to the contractors that complete the review of the booklet.

The decal and card are intended to be a recognizable sign that the employee has read and understands the content within. Upon completion of the reviewing the booklet, the employee is to place the decal on their hard hat and retain the card on their person as visible signs of their commitment to safety. Annual refresher training is required to renew the hardhat sticker and card.

## **4.0 Safety Process Elements**

This section defines Colonial's minimum requirements that contractors and subcontractors are expected to meet prior to the start of any work.

### **4.1 Colonials and Contractor Safety Alliance**

The formation of a Colonial and Contractor Safety Alliance is crucial to the success of the contractor "Safety Ally" relationship. Those relationships can only succeed when there is communication between Colonial and the contractor. Colonial will assign a minimum of one Representative to all contractor work. This individual is the contact person for that contractor. Those assigned as Representatives may include, but not limited to:

- Colonial Projects personnel
- Operations Managers,
- Operating personnel - Technician and Operators
- Colonial Inspectors

# Colonial Pipeline Company

## Contractor Safety Process

Once selected to act as a Colonial Representative, this individual will be made aware of their responsibilities and accountabilities prior to work beginning. There will be a clear identification to all contractor personnel who the individual(s) is that is assigned to work with them. Any changes in people assigned to a contractor, as a Representative will also be clearly communicated to that contractor.

One of the primary functions of this Representative is to provide the contractor a point of communication with Colonial, especially, communication about safety. This communication shall include the reporting of all safety-related incidents and near misses. Responsibilities and accountabilities of our Representatives are defined in Section 6 of this document.

The Colonial and contractor representatives are jointly responsible for the safety on the worksite. They shall identify the hazards associated with the work at hand and perform a Job Hazard Analysis to eliminate or mitigate the hazards involved. The Colonial Representative and contractor will have:

- Authority to change or stop unsafe work activities.
- Joint accountability for any incident on the worksite
- The responsibility to conduct joint work-site inspections and audits

### **4.2 Pre-Construction/Pre-Job Safety Discussion**

A contractor pre-construction/pre-job safety discussion shall be held before beginning any work. The extent and formality of the meeting will be based on the scope of the job. For contractors who work on a regular or repetitive basis, the discussion shall be held before the start of each job and after significant changes in the scope of the work or personnel.

The discussion will familiarize the contractor with requirements of the Contractor Safety Process, the job location, hazards associated at the job site, and abnormal conditions that may occur. In addition, responsibilities and accountabilities shall be identified. The Pre-Construction/Pre-Job Safety guidelines (Attachment 3) will be used to direct the discussion in developing the overall safety expectations. The guidelines will be discussed with all parties involved with the job. If subcontractors are not yet chosen, the contractor is responsible for advising the subcontractors of all safety requirements.

### **4.3 Recordkeeping**

Recordkeeping is vital to a successful safety program. Contractors are required to document safety training and training records must be easily accessible to Colonial upon request. A hard copy of the class roster including attendees' signatures, along with course curricula shall be available upon request. All training records shall be kept in an acceptable computer database. At a minimum your database should contain the following information:

- Employees name / identification
- Training and dates attended
- Course description
- Instructors name
- Expiration dates
- Pass/Fail/Score (if applicable)
- The capability to sort data

# Colonial Pipeline Company

## Contractor Safety Process

### 4.4 Daily Work Permit and Safety Checklist

The purpose of the Daily Work Permit and Safety Checklist is to assure safety and health through communication. It is the responsibility of the contractor to first obtain work authorization through the Colonial Representative and (if applicable) operation personnel at the work location. No work shall begin without proper authorization and without all affected personnel fully understanding the requirements of the permit, Daily Work Permit & Safety Checklist Form 7007.

To complete the Daily Work Permit and Safety Checklist:

1. Fill out for EACH JOB that may affect the integrity of the pipeline or its associated systems.
2. Each section of the form must be reviewed and each item marked with "YES-NO-N/A" and then signed by the individual accountable for authorizing the work described in each section listed. If any section does not apply to the job being performed put a diagonal slash through that section and go on to the next.

### 4.5 Safety Training and Education Requirements

Contractors shall ensure that employees receive training as required for the tasks they are assigned, as part of the "Safety Ally" relationship. Contractor's employees may attend Colonial training if space is available. It is not intended that Colonial will conduct special or separate training for a contractor's employees or relieve the contractor of training responsibility.

All contract employees shall be trained to recognize and avoid unsafe conditions and to control or eliminate hazards.

#### **New Employee Orientation**

Contractors shall conduct a new employee safety orientation, which will include at a minimum:

- Colonial and Contractor's Safety Philosophy
- "Basic Safety Requirements for Contractors Booklet" review
- A review of the hazards associated with the work to be performed by the employee
- Employee will be identified for 90 days by a hardhat with green strips visible from 360°
- Introduction to safety terminology and culture - associated with the employee's job with the contractor and Colonial

#### **Employee On-Going Training**

- OSHA training requirements, including an evaluation of the training materials, must be completed and documented.
- Colonial's "Basic Safety Requirements for Contractors Booklet" will be annually reviewed and documented.

### 4.6 Hazardous Waste Operations and Emergency Response (HAZWOPER)

Contractors used for emergency response or hazardous waste operations shall ensure all employees have successfully completed the training and field experience as required by OSHA Hazardous Waste Operations and Emergency Response (HAZWOPER), 29 CFR 1910.120. A written certificate for each employee must be provided upon request. If the contractor is given control of the post emergency clean up, the contractor shall prepare the Site Safety and Health Plan for each shift. If Colonial retains control, Colonial shall prepare this plan. In either case, cleanup contractors are responsible for:

# Colonial Pipeline Company

## Contractor Safety Process

- Complying with the Site Safety and Health Plan.
- Training their employees.
- Informing their subcontractors of the provisions and requirements of the Site Safety and Health Plan.
- Complying with all appropriate laws and regulations.

### 4.7 Communications

Contractors must provide a bilingual individual for each work crew containing non-English speaking employees. When the work being performed requires electronic communication to be maintained with Colonial, it is the contractor's responsibility to provide the equipment necessary.

### 4.8 Safety Incident Analysis and Reporting

Contractors shall immediately report to the Health, Safety & Security Team (HSS) and appropriate Colonial Representative all vehicle collisions, accidents, and occupational injuries or illnesses involving contractor employees or subcontractor employees or incidents which cause damage to Colonial or third party property which occur in the course of work for Colonial.

The contractor and a Colonial representative shall conduct an analysis to determine the root cause of any incident. The Colonial Job Representative and a Colonial Safety representative will be party to this analysis process. Additional participation may include a contractor representative from one of the other Contractor Safety Council members. After completion of the team's analysis, the contractor shall furnish a copy of the completed report to Colonial's Health, Safety, Security and Environmental Coordinator and/or Safety and Security Team Leader.

#### **OSHA and Colonial's Reporting Requirements**

Within 8 hours after an occupational accident that involves a fatality or results in the hospitalization of 3 or more employees, the contractor must report the accident to the nearest OSHA area office or the national OSHA office (1-800-321-6742).

The contractor shall submit the following reports:

- Within 48 hours of each accident - Supplementary Record of Occupational Injuries and Illnesses, OSHA No. 301 or equivalent.
- Within 72 hours of each personal injury - Employee's Report of Personal Injury (Attachment 4).
- Within 72 hours of each incident not resulting in a personal injury - Incident Analysis/Good Catch Report (Attachment 5).
- By the 10<sup>th</sup> calendar day of the month following the quarter (Apr., Jul., Oct., Jan.) Contractor's Quarterly Job Injury Report (Attachment 6).

Mail or e-mail report to:

**Colonial Pipeline Company**  
HSSE Coordinator  
P. O. Box 1624  
Alpharetta, GA 30009-9934  
[safety@colpipe.com](mailto:safety@colpipe.com)

### 4.9 Near Miss Reporting (Good Catch)

# Colonial Pipeline Company

## Contractor Safety Process

The purpose of the near miss (Good Catch) reporting process is to identify hazards and take corrective actions that can prevent accidents. Near miss (Good Catch) events have the same causes as accidents, and provide “free” lessons when they are reported, analyzed, and communicated to others. Near misses (Good Catches) encourage mind-full behaviors by focusing the organization on learning and prevention.

Near misses (Good Catches) can be interpreted as potential failures in the organization’s safety system. They point out the vulnerability in our safeguards and identify opportunities for improvement. Near misses (Good Catches) are a valuable tool for creating a safer workplace. A “Good Catch Card” (Appendix 5) shall be completed as soon as possible. These reports shall be mailed or e-mailed to the HSE Safety Coordinator for initial analysis. A more detailed incident analysis may be required if deemed necessary.

### **4.10 Communication of Incidents and Lessons Learned**

The learning and application of information shared on incidents and Good Catch Cards are essential to improving safety performance.

- The incident analysis and Good Catch cards shall be completed by the contractor, being forwarded to the HSE Safety Coordinator.
- Incident analysis reports will be reviewed by Colonial’s Safety Team and distributed to the Contractor Safety Council.
- The HSE Safety Coordinator will forward near miss (Good Catch) reports to the members of the Contractor Safety Council for review along lessons learned.
- Contractors are encouraged to then share all incident analysis and near miss reports with their employees at subsequent safety meeting.

### **4.11 Hazard Communication**

The OSHA Hazard Communication Standard (29 CFR 1910.1200) requires that employers inform their workers of the presence, identity, and hazards of workplace materials through a written hazard communication program, labels, substance lists, material safety data sheets (MSDS), and training. In this regard, contractors shall provide, on request, documentation that their employees and subcontractors have received the required hazardous chemical training as specified in 29 CFR 1910.1200.

Contractors and their subcontractors shall provide Colonial, before commencing work, a list of hazardous chemicals and their material safety data sheets (MSDS) for all contractor owned hazardous chemicals on site.

Prior to beginning work that involves potential employee exposure to a hazardous chemical, the contractor and Colonial shall discuss the labeling system each uses for identifying hazardous chemicals.

Colonial will provide contractor’s access to MSDSs for Colonial owned hazardous chemicals on site to which the contractor’s employees may be exposed. The contractor shall disseminate such information to its employees and subcontractors and assure that appropriate precautions are taken.

### **4.12 Post-Job Requirements**

# Colonial Pipeline Company Contractor Safety Process

Colonial requires a post-job safety review at the completion of work. The purpose of this is to review the job and identify items that worked well and those that could be improved. As with the "Pre-Job" safety discussion, the extent and formality of the meeting will be based on the scope of the job.

## **5.0 Personal Protective Equipment**

The following safety and health instructions are not all-inclusive and are intended to provide a base from which the contractor can build a comprehensive list of general and specific safety requirements. This list of requirements should in no way be construed to eliminate the safety and health responsibilities of the contractor nor to place responsibility on Colonial for compliance by the contractor, his employees, subcontractors, or agents. It is the contractor's responsibility to have extra PPE available at all job locations.

### **5.1 Eye Protection**

Minimum eye protection consists of approved (ANSI Z87.1 - latest edition) safety glasses with side shields. Eye protection must be worn at all times in required eye protection areas. Eye Protection is required to be worn at all times while on Colonial work projects.

A face shield shall be worn whenever exposure to the face exists due to flying particles, sprayed liquids, etc. Safety glasses or goggles must also be worn when using face shields.

Chemical goggles are designed to protect the wearer's eyes against spray or splash of liquid or chemicals in powder form. Chemical goggles must be worn whenever spray or splash hazards exist.

It is recommended that contact lenses not be worn while engaged in maintenance or construction activities. Approved eye protection must be worn over the contact lenses in required eye protection areas.

### **5.2 Foot Protection**

ANSI Z41 approved safety footwear shall be worn at all times, except in Atlanta Home Office. Safety shoes shall be made of leather and shall cover the entire foot. Absorptive material shoes, such as canvas or cloth "tennis" or "jogging" style shoes, are not allowed while engaged in maintenance or construction activities.

When the possibility of working in water or petroleum products exists, rubber boots providing the same level of protection shall be worn.

### **5.3 Hand Protection**

When hands are exposed to hazards, gloves shall be worn. The appropriate hand protection must be selected for the work being performed. A short, tight fitting canvas or leather glove should be worn during most construction and heavy maintenance work. Certain electrical work requires the wearing of approved insulating rubber gloves. Chemical resistant rubber or plastic gloves shall be worn when handling petroleum products or chemicals as specified by the chemical's MSDS. Long, cuffed welding gloves shall be worn during welding or grinding.

### **5.4 Head Protection**

# Colonial Pipeline Company Contractor Safety Process

Contractors must properly wear hard hats that meet ANSI Z89.1 Class E requirements except when in vehicles, control rooms, offices, or warehouses unless situation warrants. Welders are only exempt while wearing welding hoods. Contractors are not permitted to wear Colonial Pipeline logoed hard hats, but are required to wear hard hats identifying their company. Contractor's are required to identify new employees with less that 90 days on their payroll by the use of a hardhat with special markings as stated in section 4.5 of this document.

## **5.5 Hearing Protection**

Hearing protection shall be used in areas designated as having high noise levels by either the contractor or Colonial Representative.

## **5.6 Protective Clothing**

Shirts and long pants are considered as protective clothing in preventing over exposure to the sun's rays. Loose clothing shall not be worn, due to the danger of entanglement. Sleeveless shirts and blouses, "tank tops", "muscle shirts", mesh-material shirts do not offer splash or burn protection and shall not be worn.

Protective clothing shall be worn when handling substances as specified by the substance's material safety data sheet (MSDS).

Contract employees shall not wear clothing that would increase injury in the event of an electrical arc or fire. Individuals working on or near electrically energized equipment shall not wear conductive articles such as metal buttons or studs, jewelry, watches, or key chains.

## **5.7 Fire Retardant Clothing**

Colonial requires contractors to furnish and properly wear approved fire-retardant clothing (FRC) while performing certain tasks as determined by either the Colonial Representative or the hazard analysis process.

# Colonial Pipeline Company Contractor Safety Process

## 6.0 Responsibilities

### 6.1 Colonial Home Office

#### 6.1.1 Leadership Team Responsibilities

- Has overall responsibility to ensure Company compliance with Contractor Safety Process.

#### 6.1.2 Procurement Responsibilities

- Initiates National Compliance Management Services (NCMS) and ISNetWorld evaluation of potential contractors.
- Maintains lists of contractors that have been NCMS and ISNetWorld reviewed and meet Colonial requirements.
- Ensures contractors have a current copy of the "Contractor Safety Process".
- Participate in the Contractor Safety Council

#### 6.1.3 Safety & Security Team Leader Responsibilities

- Ensures "Contractor Safety Process" is kept up-to-date.
- Reviews NCMS and ISNetWorld evaluation noting any exceptions.
- Evaluate contractors according to NCMS and ISNetWorld review, Colonial experience and work performed.
- Determines contractor's eligibility for Colonial work based on safety performance
- Sponsor the Contractor Safety Council

#### 6.1.4 HSSE Coordinator

- Provide safety assistance and guidance to Alliance Contractors.
- Review and update the "Contractor Safety Process".
- Reviews ISNetWorld evaluation noting any exceptions for Alliance Contractors.
- Evaluate Alliance contractors according to ISNetWorld review, Colonial experience and work performed.
- Determines Alliance contractor's eligibility for Colonial work based on safety performance.

# Colonial Pipeline Company

## Contractor Safety Process

- Lead the Contractor Safety Council in a manner that provides value to both contractor and Colonial Pipeline Company.
- Performs formal work-site inspections and audits to ensure compliance with "Contractor Safety Process" (this document).
- Stops, corrects and reports any unsafe work condition.
- Ensures that findings from Post-Job Reviews are communicated to all contractors and Colonial personnel involved.
- Ensures and tracks the orientation of each contractor employee in the review of basic safety requirements.
- Ensures all contractors working under their direction complete all documentation associated with Contractor Safety Process including "Contractors Quarterly Report".

### **6.2 District Office**

#### **6.2.1 District Leader Responsibilities**

- Has the overall responsibility of ensuring District compliance with Contractor Safety Process.

#### **6.2.2 Special Project Manager/Project Manager Responsibilities**

- Ensures contractor is on Colonial approved contractor list.
- Participates in Contractor Safety Council.
- Ensures pre-construction/pre-job safety meetings are held prior to beginning work.
- Ensures periodic job safety meetings are held for ongoing work after changes in personnel or scope of work.
- Ensures work-site inspections are performed to comply with "Contract Safety Process".
- Ensures that Post-Job Reviews with contractor and Colonial personnel are held.

### **6.3 Field Locations**

#### **6.3.1 Safety Advocate/Special Project Safety Coordinator Responsibilities**

- Participates in Contractor Safety Council.
- Ensures pre-construction/pre-job safety meetings are held prior to beginning of contract work within the District.

# Colonial Pipeline Company

## Contractor Safety Process

- Ensures that all safety and health issues are resolved prior to starting work.
- Performs formal work-site inspections and audits to ensure compliance with "Contractor Safety Process".
- Stops, corrects and reports any unsafe work condition.
- Ensures that Post-Job Reviews with contractor and Colonial personnel are held.
- Ensures all contractors working under their direction complete all documentation associated with Contractor Safety Process including "Contractors Quarterly Report".
- Ensures and tracks the orientation of each contractor employee in the review of basic safety requirements.

### **6.3.2 Colonial Representative/Project Inspector Responsibilities**

- Ensures that contractor is on Colonial approved contractor list.
- Ensures a complete hazard analysis is conducted jointly with the contractor as required.
- Ensures that all safety and health issues are resolved prior to starting work.
- Conducts a pre-construction/pre-job safety meeting prior to beginning work.
- Ensures periodic job safety meetings are held for ongoing work after changes in personnel or scope of work.
- Stops, corrects and reports any unsafe work condition.
- Performs informal work-site inspections to ensure compliance with the "Contractor Safety Process".
- Conducts "Tailgate" Safety Meetings as needed.
- Immediately report any safety-related incidents to the Contractor Safety Coordinator and Safety & Security Team Leader.
- Reviews accident and near miss reports with work crews.
- Participates in root cause analysis of safety-related incidents experienced by contractor or their subcontractors.
- Conducts post job reviews with contractor and Colonial personnel and forwards the document to the Contractor Safety Coordinator.

# Colonial Pipeline Company

## Contractor Safety Process

- Ensures that a review and orientation of each contractor employee with basic safety requirements has taken place.
- Assists in completing required permits as appropriate.

### 6.4 Contractors

#### 6.4.1 Contractor Management and/or Safety Supervisor Responsibilities

- Prepares and submits RAVS Evaluation Forms to RAVS
- Ensures contractor personnel are in compliance with contractor's own safety program.
- Ensures all contractor personnel are properly trained to perform their work safely.
- Participates in or designates alternate to participate in Contractor Safety Council.
- Ensures a complete hazard analysis is conducted jointly with the Colonial Representative as required.
- Ensures all aspects of healthful and safe work conditions, procedures, equipment and materials for contractor personnel are met.
- Stops, corrects and reports any unsafe work condition.
- Participates in or designates alternate for Pre-Construction/Pre-Job Safety Meeting.
- Ensures "Contractors Quarterly Report" is completed and posted on time.
- Reviews and complies with the "Contractor Safety Process".
- Ensures that all accidents and occupational injuries or illnesses involving employees or subcontractors or which cause damage to Colonial or third party property are reported to the Colonial Representative.
- Conducts a joint incident analysis with Colonial Representatives and establish corrective actions for any safety-related incidents.
- Reviews Good Catches and initiates corrective actions to improve safety performance.
- Complies with all applicable Colonial, federal, state and local regulations.

# Colonial Pipeline Company Contractor Safety Process

## 6.4.2 Contractor Personnel Responsibilities

- Creates and maintains a safe work place.
- Works every day without injuring themselves or others.
- Performs work that they are trained in and can perform safely.
- Recognizes and reports all near miss (Good Catch) situations.
- Stops, corrects and reports any unsafe work condition
- Actively participates in safety meetings.
- Complies with all applicable Colonial, federal, state and local regulations.

# Colonial Pipeline Company Contractor Safety Process

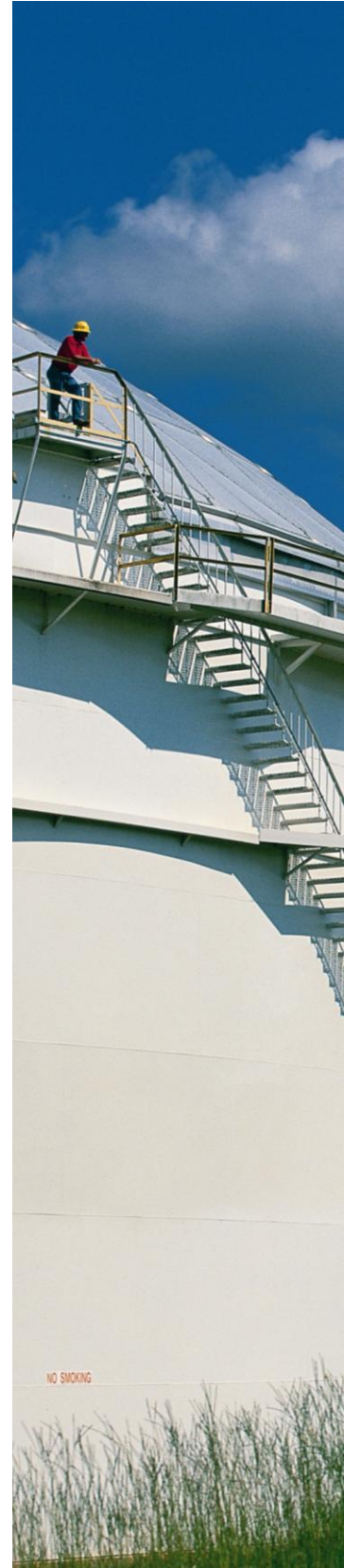
## Colonial Pipeline Company

### *Our Safety Philosophy*

Colonial Pipeline Company is committed to the safety of everyone impacted by its operations. This philosophy is a moral obligation and fundamental to our success. We believe all injuries and accidents are preventable because:

- We, employees and leaders, do not compromise safety to achieve any business objective.
- We are all accountable for our personal safety and the safety of all employees, contractors and the public.
- We ensure both employees and contractors are properly trained and qualified to perform their work safely.
- We empower and encourage all employees and contractors to stop, correct and report any unsafe condition.
- We only employ contractors that embrace our Safety Philosophy.
- We minimize exposure to hazards in the workplace.
- We build safety into the design, construction, operation and maintenance of our pipelines and facilities.
- We assess, learn and communicate to continuously improve our safety practices.
- We actively encourage each other to practice safety on and off the job 24/7.
- We recognize and celebrate our individual and company safety excellence.

Our personal commitment to the prevention of injuries and accidents is and always will be our greatest accomplishment. Safety as a core value ensures Colonial's future.





# Colonial Pipeline Company Contractor Safety Process

## Basic Safety Requirements for Contractors Booklet



**COLONIAL PIPELINE COMPANY**

**CONTRACTOR  
SAFETY  
ALLIANCE**

### Basic Safety Requirements for Contractors Booklet

**Communications** - It is the Contractor's responsibility to ensure all workers under their employment comprehend and understand the information presented in this booklet. Contractors must provide a bilingual individual for each work crew containing non-English speaking employees.

**Drugs & Alcohol** - It is prohibited to possess, sell or be under the influence of illegal drugs or alcohol while on Colonial property or work sites.

**Firearms** - are not permitted on Colonial property.

**Smoking** - is not permitted while working for Colonial.

**Work Permits** - A properly signed and dated work permit must authorize contractor work.

**Accidents and Injuries** - must be reported to your supervisor and to Colonial supervision immediately.

**Near Misses** - Contractors are encouraged to use near misses to identify work activities and practices to reduce injuries, illnesses, and vehicle collisions before they occur.

**Housekeeping** - Good housekeeping is mandatory. Job sites must be kept neat and clean at all times.

**Vehicle Rules** - Observe all speed limits and keep seat belts fastened. Unattended vehicles must be turned off.

**Hazard Communication** - Exposure to certain materials may be hazardous. Some require special handling. Request information on materials prior to starting work.

**Head Protection** - Contractors must properly wear hard hats at all times except in vehicles, control rooms, offices, and warehouses. Contractors are not permitted to wear Colonial Pipeline logoed hard hats, but are required to wear hard hats identifying their company.

### Orientation Conducted By:

---

**CP Employee**

# Colonial Pipeline Company Contractor Safety Process

## Basic Safety Requirements for Contractors Booklet

**Eye/Face Protection** – Eye protection must be worn at all times during Colonial work projects. It is recommended that contact lenses not be worn while engaged in maintenance or construction activities.

**Hand Protection** – When hands are exposed to hazards, gloves shall be worn. The appropriate hand protection must be selected for the work being performed. A short, tight fitting canvas or leather glove should be worn during most construction and heavy maintenance work. Certain electrical work requires the wearing of approved electrical rubber gloves. Chemical resistant rubber or plastic gloves shall be worn when handling chemicals, as specified by the MSDS.

**Protective Clothing** – shall be worn when specified by a substance's Material Safety Data Sheet (MSDS). Sleeveless shirts and blouses, tank tops, muscle shirts, mesh-material shirts or blouses do not offer splash or burn protection and should not be worn. Working without a shirt or wearing short pants shall not be allowed.

**Foot Protection** – ANSI Z41 approved, safety footwear must be worn at all times, except in Atlanta General Office. Safety shoes must be made of leather and must cover the entire foot.

**Working over or Near Water** – U.S. Coast Guard approved life jackets or buoyant work vests (Personal Flotation Devices) are required within 10' of water.

**Lockout/Tagout** – is required for all hazardous energy sources that are energized, connected to any energy source, or contain residual or stored energy.

**Fall Protection** – Employees shall wear full body safety harnesses with lifelines attached and tied off to a secured point while working on any unguarded working surface above dangerous equipment or six feet or more above the next lower level.

**Fire Retardant Clothing** – Fire retardant clothing must be worn anytime the possibility of a flash fire exists or when determined necessary by the Colonial Job Representative.

**Confined Spaces and Permit-Required Confined Spaces (PRCS)** – Prior to any confined space entry, a work authorization permit shall be completed and reviewed by a Colonial job representative. The Contractor job representative must ensure adequate precautions have been taken. Entry into PRCS presents more hazards than entry into a confined space. These increased hazards may include serious atmospheric hazards, potential for engulfment, configuration that could trap an entrant, or other serious hazards.

**Respiratory Protection** – Only trained and qualified individuals are permitted to wear respirators.

**Hot Work** – A Daily Work Permit and Safety Checklist must be completed for all tasks involving hot work in any area with potential for hydrocarbon exposure. Combustible gas meter tests must indicate the area is safe for hot work. These tests must be repeated continuously during hot work.

**Excavating and Trenching** – Excavations shall be inspected by a competent person prior to each work period when personnel are expected to enter the excavation. The walls and face of all excavations and trenches more than 5 feet deep, in which employees are exposed to danger from moving ground, shall be guarded by a shoring system, sloping of the ground or some other equivalent means. The overburden of excavated materials shall be located at least 2 feet from the edge of any excavation that is 4 feet or more in depth. When employees are required to be in trenches 4 feet deep or more, ladders or steps shall be provided and located so as to require no more than 25 feet of lateral travel to exit. If working on main line pipe, ladders will be provided on both sides of pipe. Contractors shall furnish and place proper guards, barricades, lights, fences, etc., around excavations and trenches that may be necessary for the safety of the public. A registered professional engineer must be consulted for all excavation 20 feet or deeper.

**Scaffolding** – All scaffolding must be erected by a trained and competent person.

# Colonial Pipeline Company Contractor Safety Process

Basic Safety Requirements for Contractors Booklet

## PERSONAL SAFETY AUDIT

- WHAT WORK AM I GOING TO PERFORM TODAY?
- DO I UNDERSTAND ALL WRITTEN PROCEDURES ASSOCIATED WITH MY JOB?
- ARE OPERATIONS PERSONNEL FULLY AWARE OF THE WORK TO BE DONE AND THE LOCATION WHERE THAT WORK WILL TAKE PLACE?
- HAVE I CONSIDERED THE HAZARDS THIS WORK MAY POSE?
- DO I HAVE THE APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT?
- HAS ATMOSPHERIC TESTING BEEN PERFORMED?
- AM I PROTECTED AGAINST HAZARDOUS SUBSTANCES?
- IS THE WORK AREA LOCKED OUT/TAGGED OUT?
- IS A WORK PERMIT REQUIRED FOR THE WORK TO BE DONE?
- IS MY WORK AREA ORDERLY?
- DO I KNOW THE LOCATION OF EMERGENCY EQUIPMENT?
- CHECKED AREA TO AVOID OR SAFE GUARD AGAINST TRIPPING OR FALLING HAZARDS?
- CHECKED TOOLS TO ENSURE GOOD CONDITION?
- CHECKED FOR PINCH POINTS?
- AM I READY TO START MY JOB?



**SAFETY  
24 – 7  
IS  
THE  
WAY WE LIVE**

**“CARD”**



The undersigned has been informed of Colonial Pipeline's Basic Safety Requirements for Contractors

Contractor's Name

**SAFETY IS OUR FUTURE**



# Colonial Pipeline Company Contractor Safety Process

## PRE-CONSTRUCTION / PREJOB SAFETY MEETING

The foreman for the contractor, in the presence of the Colonial Representative, shall hold a pre-construction/pre-job safety meeting with all persons who will be working on the site. Shorter weekly and daily tailgate safety meetings can address the work being done that day. The employees shall be informed of the following in the initial pre-construction/pre-job safety meeting.

### **I. General Safety Rules:**

**THE COLONIAL EMPLOYEE HAS THE RESPONSIBILITY AND AUTHORITY AS COLONIAL SAFETY REPRESENTATIVE.**

1. Drugs - Contractors will have a Department of Transportation (DOT) approved drug-testing program in place. Possession of illegal drugs is prohibited on Colonial property. Persons found in possession of illegal drugs are prohibited on Colonial property. Persons found in possession or suspected to be under the influence of illegal drugs will be removed from the property. Appropriate law enforcement authorities will be notified.
2. Alcohol - Its use and consumption is also regulated under the DOT program. Possession of any alcoholic beverages is prohibited on Colonial property. Persons found in possession or under the influence of alcohol will be removed from the property.
3. Firearms/Fireworks - Possession of firearms or fireworks on a Colonial property or job site is strictly prohibited.
4. Smoking is not permitted while working for Colonial.
5. Horseplay - Such as wrestling and practical jokes can be dangerous and is prohibited.
6. Housekeeping - Work and break areas must be maintained in a neat and orderly manner.
7. Toilet and Wash Facilities - Shall be provided by the contractor, or transportation is readily available
8. Contractor will have qualified supervision on the site at all times.
9. Store and use flammable liquids in a safe and proper manner that provides protection against spills.
10. Hazard communication plan must be on site. (Worker Right-to-Know)
11. Contractor will ensure that all equipment and machinery is in good working order, carries appropriate safety labels/signs/markings/guards and properly working safety warning alarms/devices. All Equipment must have current annual inspection. (if possible)
12. Contractor will ensure that all personnel operating equipment are trained and qualified to operate that equipment.
13. Have adequate first-aid supplies on site.

# Colonial Pipeline Company

## Contractor Safety Process

14. Hold daily safety meetings informing workers of any safety hazards they may encounter during the day. Emphasis must be placed on any safety concerns that may have changed from previous workday.

### **II. Personal Protective Equipment Required:**

1. Hard hats meeting ANSI Z89.1 Class E are required at all times except in buildings when no overhead danger is present and in vehicles. Welders are exempt only while actually welding.
2. Safety footwear meeting ANSI Z41.1 is required.
3. Clothing - You are required, as a minimum, to wear a shirt with sleeves that cover the shoulders and trousers that cover the legs and ankles.
4. Eye protection must be worn when exposed to flying objects, dust, splashing liquids or chemicals. DO NOT WATCH WELDING ARC.
5. Respiratory Protection will be worn when spray painting, sand blasting, exposed to dust, toxic material, and power brushing coal tar coatings or working in confined, poorly ventilated areas. NOTE: Only trained and qualified individuals are permitted to wear a respirator.
6. If work requires employees to work from boats or near water, United States Coast Guard (USCG) approved personal flotation devices must be worn.
7. Depending on the hazard and/or work performed, a contractor may be required to furnish to their employees fire retardant clothing for wear while performing certain tasks.

### **III. Vehicles on site:**

1. Seat belts - Colonial requires use of seat belts.
2. Limit vehicles at the work site to the minimum required motor vehicles - Never leave a vehicle running while unattended. Always set the parking brake. Designate a parking area for all vehicles.

### **IV. Fire Extinguishers:**

1. Contractors will provide adequate fire extinguishers both in number and capacity for the work being performed. Contractors will maintain these extinguishers in good working order and provide trained personnel to operate this equipment.

**BE SURE CONTRACTORS HAVE TRAINED THEIR PEOPLE IN THE PROPER USE, MAINTENANCE, AND RECHARGE PROCEDURES FOR FIRE EXTINGUISHERS.**

### **V. Evacuation Procedures & Notification:**

1. When evacuation alarm sounds, assemble at the pre-determined point.
2. Leave vehicles, walk up-wind, up-hill, up-stream, etc.
3. Communications with control building provided by contractor.

# Colonial Pipeline Company Contractor Safety Process

## **VI. Emergency Phone Numbers and Location:**

1. Post all emergency telephone numbers conspicuously on site (such as 911, fire, police, ambulance, etc.). Post GPS coordinates if applicable
2. Post maps to local hospitals and clinics.
3. Provide Colonial Job Representative night telephone numbers of contractor's supervisors.

## **VII. Injury Reporting:**

Report to Colonial Representative ALL:

1. Accidents (PERSONAL INJURY/PROPERTY DAMAGE) in writing along with a plan or procedure to prevent reoccurrence.
2. Accidents that involve personal injury resulting in an OSHA recordable classification, an OSHA 301 form will be completed.
3. Near miss accidents using the Good Catch Report Card in this document.
4. First Aid Cases
5. Safety Hazards

## **VIII. Scaffolding/Dangerous Heights/Suspended Platforms:**

1. Be careful of overhead loads/slings, especially during the unloading of the pipe, during any transportation of the pipe by side boom, or when lowering the pipe into the ditch. This includes any load being loaded/unloaded by any type of lifting equipment, boom truck, crane, hoist, etc..
2. Do not allow anyone to ride suspended pipe.
3. Walking along the top of an exposed pipeline is prohibited.
4. Any work beneath or along side a power transmission line must be reported to the utility company so that necessary precautions can be taken.
5. Fall Protection - Approved fall protection is required for heights greater than 6 feet.
6. Do not allow anyone to ride in backhoe, loader bucket or as a passenger on a piece of equipment - only the operator is to be on that piece of equipment.
7. A trained and competent person shall erect all scaffolding.

## **IX. Daily Work Permit and Safety Checklist (Form 7007)**

The Daily Work Permit and Safety Checklist is a tool to help remind us to work safely. As with any tool, it should be used for the purpose intended, and that purpose is to ask ourselves

# Colonial Pipeline Company Contractor Safety Process

questions. These questions can ensure that we have not overlooked anything that will cause harm to others, the equipment, our environment or ourselves.

To complete the Daily Work Permit and Safety Checklist:

- Fill out for EACH JOB that may affect the integrity of the pipeline or its associated systems.
- Each section of the form must be reviewed and each item marked with "YES-NO-N/A" and then signed by the individual accountable for authorizing the work described in the sections listed. If any section does not apply to the job being performed put a diagonal slash through that section and go on to the next.
- Job Hazard Analysis shall be completed when required.

# Colonial Pipeline Company Contractor Safety Process

## EMPLOYEES REPORT OF PERSONAL INJURY

THIS FORM IS TO BE COMPLETED BY THE INJURED EMPLOYEE AS SOON AS PRACTICAL. IN THE EVENT THE EMPLOYEE IS INCAPACITATED, THE FOREMAN/SUPERVISOR SHOULD COMPLETE THIS FORM. IT IS THEN FORWARDED TO THE DISTRICT SAFETY COORDINATOR/SPECIAL PROJECT SAFETY COORDINATOR AND COLONIAL JOB REPRESENTATIVE/PROJECT INSPECTOR.

1. NAME OF INJURED \_\_\_\_\_
2. WORK LOCATION \_\_\_\_\_
3. OCCUPATION \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_
4. DOCTOR - NAME & ADDRESS \_\_\_\_\_  
\_\_\_\_\_
5. WHO WENT WITH INJURED TO DOCTOR? \_\_\_\_\_
6. NATURE OF INJURY \_\_\_\_\_  
FIRST AID \_\_\_\_\_ OSHA RECORDABLE \_\_\_\_\_ LOST WORKDAY \_\_\_\_\_ FATALITY \_\_\_\_\_
7. TREATMENT \_\_\_\_\_  
\_\_\_\_\_
8. DESCRIBE WORK BEING DONE \_\_\_\_\_  
\_\_\_\_\_
9. WHAT PRECAUTIONS WERE TAKEN? \_\_\_\_\_  
\_\_\_\_\_
10. HOW DID ACCIDENT OCCUR? \_\_\_\_\_  
\_\_\_\_\_
11. CAUSES:  
MECHANICAL \_\_\_\_\_  
PERSONAL \_\_\_\_\_  
HAZARDS \_\_\_\_\_  
WORK METHODS \_\_\_\_\_
12. WHAT OTHER DAMAGE OR LOSS RESULTED? \_\_\_\_\_
13. WHAT STEPS WERE TAKEN TO PREVENT REOCCURRENCE? \_\_\_\_\_  
\_\_\_\_\_
14. HOW COULD I HAVE PREVENTED THIS ACCIDENT? \_\_\_\_\_  
\_\_\_\_\_

SIGNATURE EMPLOYEE: \_\_\_\_\_

SIGNATURE FOREMAN/SUPERVISOR: \_\_\_\_\_

SIGNATURE CONTRACTOR COMPANY REPRESENTATIVE: \_\_\_\_\_



# Colonial Pipeline Company Contractor Safety Process

## Safety 24-7

Please enclose this card in the self-addressed stamped envelop.



### "Good Catch"

Please take time to fill this card with as much information as possible. By reporting potential issues, you will eliminate future injuries and keep the workplace safe. When completed, give the card to a Colonial representative or your supervisor. They will forward it to the District Project Leader, the Contractor Safety Coordinator and the District Safety Coordinator. You will be contacted and thanked for your good catch as soon as it comes to their attention. Thank you for your participation.



Optional
Name: _____
Foreman: _____

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Good Catch Reported:

---

---

Possible Adverse Outcomes:

---

---

Corrective Action Plan:

---

---

# Colonial Pipeline Company Contractor Safety Process

**CONTRACTORS QUARTERLY REPORT  
TO BE COMPLETED QUARTERLY FOR ALL COLONIAL WORK REGARDLESS OF INJURY EXPERIENCE**

Report Period \_\_\_\_\_ 20 \_\_\_\_ to \_\_\_\_\_ 20 \_\_\_\_

CONTRACTOR/SUBCONTRACTOR \_\_\_\_\_  
\_\_\_\_\_

JOB DESCRIPTION(S) \_\_\_\_\_  
\_\_\_\_\_

JOB LOCATION(S) \_\_\_\_\_  
\_\_\_\_\_

COLONIAL JOB REPRESENTATIVE \_\_\_\_\_

**INJURY/ILLNESS CLASSIFICATION**

	Quarter Total	Yearly Total
• First Aid Cases	_____	_____
• Recordable Cases	_____	_____
• Restricted Duty Cases	_____	_____
• Lost Work Day Cases	_____	_____
• Vehicle Collisions (Colonial Experience Only)	_____	_____
• Colonial OSHA Recordable Incident Rate	_____	_____
• Total Company OSHA Recordable Incident Rate	_____	_____
TOTAL HOURS WORKED	_____	_____

SUBMITTED BY \_\_\_\_\_ TITLE \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

Mail, fax or electronically transmit completed report to:

Colonial Pipeline Company  
Attn: Safety Department  
P O Box 1624  
Alpharetta, GA 30009

Or electronic data may be sent to:  
[tgandy@colpipe.com](mailto:tgandy@colpipe.com)

Fax: 678-762-2466