

	WORK SITE ENTRY ALL-HSE-PRC-164	Retention Code: CG01 - CA
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1.0 Purpose

This Work Site Entry procedure must be used at all ConocoPhillips locations where hydrocarbons are piped, stored, processed or treated and where they do not have a fixed gas LEL detection or hydrocarbon sulphide (H₂S) detection installed.

2.0 Hazards to Mitigate

All hazards associated with work site entry or equipment staging must be identified and mitigated during the permit/hazard assessment process.

Hazards include, but are not limited to, the following:

- Toxic atmospheres
- Confined spaces
- Explosions
- Fire
- Wildlife
- Hantavirus
- Extreme temperature (hot or cold)

3.0 Procedure-Specific Roles and Responsibilities

3.1. Permit Issuer and Permit Receiver

- Ensure the minimum clearance and setback distances are followed.
- Ensure hazardous locations are identified and minimum clearance distances are complied with.

3.2. Workers

- Know, understand and comply with the equipment setback distances.
- Know and understand work site entry procedures.

4.0 Procedures

4.1. Additional PPE Requirements

- Refer to the permit or hazard assessment and applicable Business Unit procedures for appropriate task PPE.

4.2. Additional Equipment

- Determine additional equipment requirements based upon the permit/hazard assessment and applicable Business Unit or functional group procedures.

4.3. Entering the Lease

- If working alone, ensure a working alone plan is in place (ALL-HSE-PLN-184).

- Understand the area classifications for oil and gas facilities and leases before entry with a vehicle.
 - Follow the Hot Work Procedure (ALL-HSE-PRC-175) when entering a classified area.
- Position vehicle upwind of buildings and pointing in the direction of egress and outside the classified area. If area classification is unknown, position vehicle(s) a minimum of 7.5 m from the building. If vehicle(s) are within 7.5 m, adhere to the Hot Work Procedure (ALL-HSE-PRC-175).

4.3.1. Positive Air Shut-off Valve Requirements

- All diesel-powered equipment, including pickups and service rigs, operating within 25 m of a gas source requires a manual positive air shut-off as a minimum.
- The manual positive air shut-off must be readily accessible at all times when the engine is in operation.
- Any requirements above this minimum standard will be determined by the permit.

4.4. Preparing to Enter the Building

- Check personal monitor and wait for calibration with fresh air.
- Approach buildings slowly and other enclosed spaces from an upwind direction, if possible, and plan an exit strategy.
- Prior to entering building or opening enclosure, check for any sounds, odors or visual signs of leaks, abnormal conditions or other hazards.
- Evaluate if additional safety measures are required. If so, notify someone prior to proceeding.
- Verify that static electricity is dissipated by touching the outside of the metal building prior to entry. This will provide for grounding to a steel surface.
- Buildings or enclosures that are closed tight to retain heat also increase the risk of accumulation of hydrocarbon gases inside the structure. This increases the risk of:
 - fire
 - explosion
 - oxygen deficiency resulting in knock-down
 - hazardous atmosphere exposure (e.g. H₂S, CO, LEL)

Note: If the building or enclosure is equipped with a catalytic heater, the building or enclosure must be vented appropriately as per this procedure.

4.4.1. If Building has an Inside Atmosphere Test Line

- Remove weatherproof cap from test line and insert personal monitor pump into end of tubing.
- Wait 45 seconds for the inside atmosphere to be sampled by a personal monitor.
 - If readings indicate no hazardous conditions, open the door and enter with caution.
 - If readings indicate hazardous conditions — **Do Not Enter**.

- Enter building through upwind door if no abnormalities are detected.
- Ensure atmosphere check with monitor is satisfactory. Note the measurements listed below:

H ₂ S	>10 ppm	Worker must don breathing air; backup person is required.
LEL	0 %	Desirable – Mandatory for Hot Work
LEL	>10%	Workers must not enter or remain in building.
O ₂	<19.5% or >23%	Workers must not enter or remain in building.
CO	>25 ppm	Worker must not enter or remain in building.

- Continuously monitor atmosphere while inside building.

Warning: Reaction time for the personal monitor could be as long as 10 seconds.

- Use personal monitor for continuous monitoring while workers are inside the building. Warn workers if conditions change.
- Prior to exiting building, leave vents/windows in a position that will provide adequate cross-ventilation and prevent the accumulation of hazardous levels of toxic, explosive or oxygen-deficient atmospheres.

4.4.2. If Building does not have an Inside Atmosphere Test Line

- Ventilation of building prior to entry.
 - Extra care and caution have to be taken for buildings that may only have one point of ventilation such as buildings with one door or buildings with a door and a window and the window is closed.
 - If building has two doors, open the downwind door first, then the upwind door. Ventilation fans, if present, should be switched on prior to entry.
- Take a safe position to the side (not in front) of the door prior to opening it. Ventilate the building by opening all access doors.

Warning: More time is required for natural ventilation to take place when interior and exterior temperatures are similar.
- Prior to entry through doorway, check for any abnormalities or odors within building. Use a multi-head gas detection monitor to check atmosphere at doorway.

Warning: Reaction time for the multi-head gas detection monitor could be as long as 10 seconds.
- Building entry is prohibited if LEL is >10% and/or H₂S concentration is >10 ppm.

5.0 References

- HSE and Regulatory Field Handbook
- Hot Work (ALL-HSE-PRC-175)
- Working Alone (ALL-HSE-PLN-184)

6.0 Document Retention

Records must be retained in accordance with ConocoPhillips' Document Retention Schedule.

Record	Owner	Classification	Retention

Appendix A – Revision Record

Page#	November 27, 2014	Previous Information	Change Assessment
	Incorporated Cold Weather Entry into 4.4 “Preparing to Enter the Building” as these steps should always be considered	Cold Weather Building Entry was its own section.	Low
ALL	Incorporated “Positive Air Shut-off Valve Requirements” from Equipment Spacing document.	None	Low