



Phillips 66 Pipeline LLC

One-Call Facility Locates

Weekly Safety Meeting Guide

Excavation is the leading cause of serious pipeline damage. Always contact a One-Call center by dialing 811 anytime an excavation project is planned.

Pipelines and other underground utilities are monitored regularly, but natural elements, such as erosion and flooding can change a pipeline's depth of cover. Therefore, every digging job --large or small-- requires you to contact a One-Call center by dialing 811, the federally-mandated "Call Before You Dig" phone number.

About One-Call

All 50 states have One-Call legislation or established One-Call centers. These states and provinces recognize that excavation performed without prior notification poses a risk to public safety, excavators and the environment--and may ultimately cause a disruption in vital services like delivery of oil and gas, water and communications.

We shall call 811 at least three days before beginning any excavation project. It's fast and easy, and *it's the law.*

811 calls are routed to the nearest One-Call center, which in turn contacts the appropriate underground operator to locate pipelines, or other buried utilities. The operator will mark the proposed dig site with flags or paint before excavation begins. Common Ground Alliance members are committed to educating professional excavators about the importance of 811.

Where have you seen the 811 logo on job sites or around our community (logo shown at right)?



The "811 Bike", commissioned by One Call Concepts and designed by Paul Jr. Designs.



Energy product storage tanks, like these from Phillips 66 Pipeline LLC, are large canvases for the 811 logo.

Safety Observations

List any safety observations or suggestions made by meeting attendees.

Meeting Information

PROJECT/JOB TITLE

Address

Supervisor

Date

Time

Shift

Number in Crew

Number Attending Meeting

Job Site Hazards Checklist

List Specific Job Site Hazards/Conditions:

Job Performance Resources:

- Adequate support from third-party resources
- White paint and flags properly outlining planned dig location
- Utilities properly marked and protected
- Proper digging techniques selected and reviewed
- Lawful One-Call dig ticket in hand

List Personal Protective Equipment (PPE) to be Used:

Conditions Unable to be Planned

Weather/Terrain Observations and Notes:

Traffic Observations and Notes:

Other Unplanned Observations and Notes:



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Proper White-Lining

Weekly Safety Meeting Guide

Excavation is the leading cause of serious pipeline damage. Ensure that you have adequately identified a location to be marked before dialing 811. When the excavation site cannot be clearly and adequately identified to a 811 representative, it is your responsibility to confirm the route or area to be excavated is pre-marked with white marking products before the arrival of a locator.

About White Lining

You shall mark the route of excavation at a proposed dig site with white paint, flags, stakes or a combination of these components *prior* to notifying 811/the One-Call center. This ensures that the site is properly identified before the locator arrives at the job site.

White-lining is an important safety practice. By providing locators with the right information before a project begins, the likelihood of a dangerous pipeline or electrical accident diminishes significantly. Pre-marking allows you to accurately communicate to utility operators where excavation will occur. It saves time and confusion about where locators should be assessing.

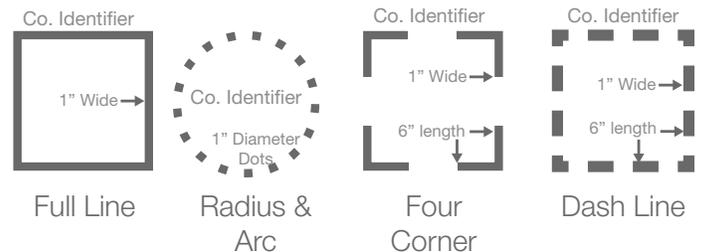
Have you been on a confusing job site with multiple markings and re-markings?

You shall be familiar with the Common Ground Alliance (CGA) recommended guidelines for excavation delineation. The following marking illustrations are two common examples of how excavators may choose to mark their area of proposed excavation.

Single Point Excavation Markings

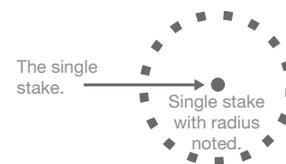
Limit the size of each dash to approximately six to twelve inches long and one inch wide, with interval spacing approximately four to 50 feet

apart. Reduce the separation of excavation marks to a length that can be reasonably seen by the operator's locators when the terrain warrants.



Single Stake Marking Center Point of Excavation Site

When an excavation site is contained within a 50 ft. maximum radius or less, it can be delineated with a single stake that is positioned at the proposed center of the excavation. If the excavator chooses this type of delineation, he must convey that he has delineated the excavation site with a single stake at the center of the site and include the radius of the site in the notification to 811. This single stake is white and displays the excavator company identifier and the radius of the site in



black letters on the stake.

You shall learn all of the guidelines for excavation delineation by reviewing the CGA's Best Practices Guide, found at www.commongroundalliance.com.

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Emergency Coordination with Nearby Facilities

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Excavation is the leading cause of serious pipeline damage. If you suspect that you have hit a pipeline, regardless of whether it was dented, scraped or visibly damaged, immediately notify 911 and the appropriate underground utility operators.

During emergency situations, there are many people involved: excavators, locators, owners and operators, emergency crews, One-Call center representatives, and the general public. Any actions taken by one person could adversely affect others involved. Accordingly, it is important for you to know what to do if you suspect a potential problem.

What You Shall Do:

- Leave the area immediately, walking into the wind and away from the site.
- Warn non-emergency persons to stay away
- Avoid contact with any fluids or vapors escaping from the pipeline.
- From a safe area, call 911 to report the incident.
- Call underground utility operators, using the information provided on nearby markers, if you can do it safely.

What You Shall Not Do:

- No matter how the situation appears, never attempt to operate a pipeline valve or extinguish a pipeline fire. This could prolong and strengthen an incident, or even cause another leak in the pipeline elsewhere.
- Do NOT create a spark. Potential ignition sources include cigarettes, lighters, open flames, cell phones, pagers, flashlights, vehicle keyless entry remotes and motorized vehicles and equipment.

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Vacuum Excavation

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Excavation is the leading cause of serious pipeline damage. Vacuum excavation, when used correctly, is an efficient, safe and effective alternative to hand-digging within a designated facility tolerance zone.

About Vacuum Excavation

The safe exposure of underground facilities within the tolerance zone is essential to protect life, property and the environment. Site conditions may make the use of hand tools to expose underground lines difficult, even impractical.

Vacuum excavation is often a good alternative. Before beginning excavation of any type, you shall contact the local One-Call center by dialing 811, at least three days before beginning the project.

Many underground utility companies have specific criteria for safe

digging practices around their facilities. Always confirm with the underground utility operator that vacuum excavation is an acceptable practice near their facility.

Vacuum excavation may be an appropriate method of excavating safely around underground pipelines if the equipment has been specifically designed and built for that purpose, is operated by a worker trained and experienced in its operation, is operated with appropriate public safety guidance and is used in compliance with state or local ordinances.

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Separate Locate Requests

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Every excavator on a job site shall have a separate One-Call ticket (reference number) before excavating begins.

How many different trades do you estimate will need to dig on our current job site before the project concludes?

About Multiple One-Call Requests

There are often several trades and excavators on a job site performing work. The construction schedules may dictate different types of work requiring excavation from different speciality contractors, even simulta-

neously.

In these situations, it is imperative for each excavator to obtain a One-Call ticket number (reference number) before beginning any digging projects. This ensures that all specific areas have been appropriately marked by all affected underground facility owners or operators.

Without naming names, have you or someone you worked with mistakenly eye-balled markings based off of another trades' One-Call request?

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Locate Marking Verification

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Locate Verification

Upon arrival at the excavation site and prior to starting to dig, you shall do the following:

- Verify that the dig site matches your One-Call request and is performed in a timely fashion
- Verify that all visible facilities have been marked, confirm with color

codes chart if in doubt

- Verify all service feeds from buildings and homes
- Check for any visible signs of underground facilities, such as pedestals, risers, meters and new trench lines. Confirm that they have been marked.
- Check for any facilities that are not members of the One-Call center

Use of a pre-excavation checklist is recommended by insurers and practiced by responsible excavating contractors. Confirm that your supervisor has performed the pre-excavation checklist steps before beginning any digging project.

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Retaining Contact Information

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We shall designate a competent person at each of our job sites. This person will have access to names and phone numbers for all underground utility owners and operators as well as the local One-Call center direct contact information.

About Communication Preparedness

During emergency situations, there are many people involved: excavators, locators, owners and operators, emergency crews, One-Call center representatives, and the general public. Any actions taken by one person could adversely affect others involved.

Situations arise on a job site that require immediate notification of others. To avoid costly delays, a designated competent person at the job site will have all appropriate names and phone numbers. If telephone communication is unavailable, radio communication to the "home office" is available so that timely notification can be made.

The home office will also have immediate access to all appropriate names and telephone numbers.

Give a specific reason why it would be important to quickly communicate with others if an incident arose on this job site.

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Excavation Observer

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Excavators shall have an observer to assist the equipment operator when operating excavation equipment around known underground facilities.

Excavation Observers

The observer is a worker who watches the excavation activity as it is conducted. The observer warns the equipment operator while excavating around a utility to prevent damaging the buried facility.

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[Large grey rectangular area for recording safety observations and suggestions.]

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