Richmond Operational Discipline: LOTO

Q1 2011 Proactive Event
Richmond Refinery

week of February 21

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Richmond Operational Discipline: LOTO

Many people understand the importance of LOTO. It's life saving!

Despite our best efforts, we still have room to improve the process we follow. The Richmond Operational Discipline program will focus identifying discrepancies and improvement needed specifically for:

- Completing JJSV/ JHA well. Supervisors and/or leaders will observe the quality and provide coaching towards perfection.
- Assessing, correcting, and/ or improving:
  - Lock Box condition
  - Legible documentation
  - Current documentation (Complete blind lists)
  - Housekeeping associated with LOTO
  - Daily auditing

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Review: RI-9900.4.5 – 4.5.2

4.5 Field verification, by Operations and Maintenance, ensures energy sources are isolated and remain isolated during the time equipment is released.

4.5.1 – Joint Jobsite Visit (JJSV) The JJSV is completed at the beginning of every maintenance shift at the jobsite. The JJSV requires a dialog between Maintenance and Operators and answers questions or concerns they have regarding the job, preparation of the jobsite, and potential hazardous activities in the plant.

The JJSV is done with each Mechanic new to the job unless other Mechanics representing the same Craft are currently on the jobsite and available to explain the job, the hazards and preparation of the jobsite to the new Mechanic. Prior to starting work, any Craft Mechanic can request a JJSV.

Appendix B - JHA/JJSV is the form used to perform the JJSV and JHA. A JJSV includes:

1. Use of the job Isolation/Blind List to verify equipment isolation and depressurization points.
2. A verification of electrical isolation by Operator pressing start button.

*3. Before work starts discuss hazards (chemical/physical) and safety requirements related to the work and the surrounding area along with the requirements specified on work permits. Include applicable MSDS numbers on JHA/JJSV.

4.5.2 Job Hazard Analysis (JHA)

A JHA is a completed Audit by each Craft at the jobsite at the beginning of each maintenance shift prior to working on the equipment. When the JHA is complete, it stays with the lockbox until the job is finished (see Appendix B – JHA/JJSV Form).

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Discussion Topics

Maintenance

- How would you describe our current JJSV discussions between the Mechanic and the Operator? Does the interaction provide a thorough review of isolation points and complete and accurate documentation? How do you know?

Operations

- Are there some people who have the JJSV discussion better than others? What do they do that makes it better - that we can all learn from?

Technical Services and Others

- In what ways do your LPO feedback sessions improve the quality of your work? Do you have an opportunity to evaluate the condition of isolated equipment? Can you recognize incorrect LOTO (poor condition of lock boxes, locks on the ground, illegible documentation)?

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