Loss Prevention Week

Safety Topic of the Month
Richmond Refinery

1/5/09

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Loss Prevention Week, January 12-16

Global Downstream will recognize the week of January 12-16 as Loss Prevention Week.

Across the globe, Chevron Employees and Contractors will explore the theme,

Got Risk? What ACTION are *YOU* taking?

There are a number of activities planned for the week and you'll be involved! This Safety Topic of the Month is one activity and will provide a:

- Review of the Loss Prevention System tools,
- Format for you to create a personal safety plan, and a
- Review of our overarching principles

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Another Safe Day… and another…

For the last three years the Richmond Refinery has done very well in January in terms of preventing OSHA recordable injuries.

January OSHA recordable injuries and first aids 2006 – 2008

Year	OSHA recordable injuries	First aids
2008	0	12
2007	0	50
2006	1	10

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Safety Topic of the Month: Loss Prevention Week

Historically, January has been a time of major spikes in incidents and injuries, but we've proven that we can work incident and injury free when we make the effort to safely complete our jobs.

Group discussion:

- Why is FIRST AID reporting so critical to the success of our performance?
- What risky behavior have you resisted changing?
- Will you change risky behaviors this year to make us an incident and injury free workplace?

January is also a good time to reinforce our individual commitment to an incident and injury free workplace.

- Do you believe we can have an injury free January? Why or Why not?

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Loss Prevention System Review.
What is a loss?

By "loss" we mean any unplanned event that has a negative impact on our people or our business.

Got Risk? The LPSA is an effective tool for identifying risks and planning steps that reduce and eliminate risks. Complete <u>all</u> phases of the LPSA before continuing with work.

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LPS uses these tools to identify and correct any areas of potential loss:

- LPSA – the loss Prevention Self Assessment is a risk assessment for any work task.
- LPO – A Loss Prevention Observation is a standardized, systematic tool designed for observing a work process and determining of the process is being performed to standards.
- JLA – A Job Loss Analysis studies and records each step of a task to identify existing or potential hazard and to develop critical actions to address each hazard.
- LI/ NLI – Loss Investigations (LI) are conducted after a loss occurs in order to identify the root causes and develop solutions. Near Loss Investigations (NLI) follow the same process except that, in these cases, no injury or loss resulted from the incident.

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Take a moment to read a few LPS success stories

"My supervisor talks to each one of us every morning about LPSA. I tried to beat him to it one morning and was surprised that my supervisor actually started the conversation by telling me about one of his LPSAs."

"Pipe class spec break was not specified on sketch and all required pipe to be replaced wasn't indicated on sketch. Also, it wasn't indicated in EWO or on sketch that it is ok to have threaded connection at tie-in point. These questionable items were overlooked and can possibly lead to communication problems on what work is required to be performed."

Thank You

"LOTO was performed, it was disconnected and ready for removal. Location was free of tripping hazards and was clean. Upon initial inspection of the area I noticed that the bleeder valve was still blocked in and plugged. Bleeder valve tag hung, but bleeder valve still had plug in it. I notified the safety operator and the plug was removed and valve opened prior to starting any work."

Thank You

LPS WEBSITE

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Loss Prevention is grounded in our basic guiding principles

- To meet our objectives we must develop a culture where everyone believes that we can achieve "Zero Incidents and Injuries".
- The Tenets of Operation provide a foundation for a culture of operational excellence at Chevron.
- The Tenets of Operation are a code of conduct to guide daily decisions.
- These Tenets are based on two key principles:
  - ***Do it safely, or not at all***
  - ***There is always time to do it right***

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Create your Personal Safety Plan

Create and post your personal safety plan prominently in your work location.

What will you do to prevent the next incident or injury from occurring?

Click Here for Personal Safety Plan Document

Sample Personal Safety Plan:

John Doe
Personal Safety Plan
1/5/09

I will:

1. *Notify my supervisor of any unsafe work conditions I see in the workplace and will take actions to correct them.*
2. *Stop, think, and act to correct any potential losses before beginning work.*
3. *Always wear a seatbelt when traveling in a motor car, both on the job and off the job.*

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Stop Work Authority and Refining Tenets

Stop Work Authority

It is your responsibility AND you have stop work authority. We always comply with the Refining Tenets shown on the reverse side of this card that are based on the two principles

- ***Do it safely or not at all***
- ***There's always time to do it right***

As an employee or contractor for Chevron, you are responsible and authorized to STOP any work that does not comply with our Tenets. Your actions to support the Tenets are fully supported by the Chevron Richmond Refinery Management Team.

- ***All issues will be addressed promptly***
- ***All levels of refinery management support you***

That is our commitment to you.

Mike Coyle, Refinery General Manager

Refining Tenets

1. Always operate within design and environmental limits
2. Always operate in a safe and controlled condition
3. Always ensure safety devices are in place and functioning
4. Always follow safe work practices and procedures
5. Always meet or exceed customers requirements
6. Always maintain integrity of dedicated systems
7. Always comply with all applicable rules and regulations
8. Always address abnormal conditions
9. Always follow written procedures for high-risk or unusual situations
10. Always involve the right people in decisions that affect procedure and equipment

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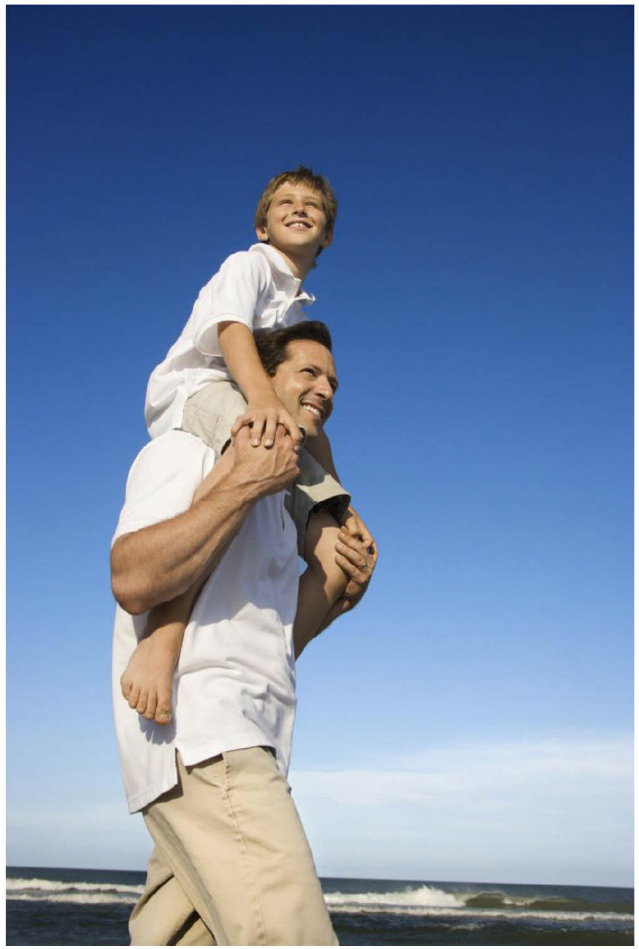
On and Off-the-Job

Safety applies to all of us – all the time. When you return home take time to share the LPSA and our overarching principles with your family and loved ones. After all they are the reason why we all stay safe.

Let's make this year a safe and memorable one!



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