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| --- | --- | --- | --- | --- | --- |
| **Facility Name:** |       | **Location:** |       | **Date:** |       |
| **Assessor 1:** |       | **Assessor 2:** |       | **Operator:** |       |
| **Date of previous HSE Assessment:** |       | **Is there a copy of previous** **HSE Assessment for review:** |       |
| **Were any deficiencies noted during the previous HSE Assessment? (If so describe or attach previous action plan.)** |
|       |
| **Are there any outstanding follow-up actions?** |
|       |

| **Documentation** | **Yes** | **No** | **N/A** | **Comments** |
| --- | --- | --- | --- | --- |
| 1 | Do all full-time operations staff and contract operators have a HSE Program?* Are acknowledgement forms signed and on file?
 | [ ] [ ]  | [ ] [ ]  | [ ]  |       |
| 2 | Are HSE Program forms available and being used as required (Safe Work Permits, Ground Disturbance Permits, Incident Reports, etc.)? | [ ]  | [ ]  | [ ]  |       |
| 3 | Are Contractor’s HSE Orientation pamphlets available and being used as required? | [ ]  | [ ]  | [ ]  |       |
| 4 | If required, is a specific ERP on site? | [ ]  | [ ]  | [ ]  |       |
| 5 | Are site specific procedures and equipment maintenance and operating manuals on site? | [ ]  | [ ]  | [ ]  |       |
| 6 | Are safety meetings held regularly?* Scheduled safety meetings? Are minutes documented, distributed and available for review?
* Pre-job safety meetings?
 | [ ] [ ] [ ]  | [ ] [ ] [ ]  | [ ]  |       |
| 7 | Are ABSA Certificate of Inspection permits available on site and/or electronically available? | [ ]  | [ ]  | [ ]  |       |
| 8 | Are ABSA regulated pressure equipment inspection records and PSV servicing records available on site? | [ ]  | [ ]  | [ ]  |       |
| 9 | Are copies of monthly HSE Reports available? | [ ]  | [ ]  | [ ]  |       |
| 10 | Is a copy of the local Oil Spill Cooperative binder available? | [ ]  | [ ]  | [ ]  |       |
| 11 | Are current (M)SDS sheets available? | [ ]  | [ ]  | [ ]  |       |
| 12 | Is there a wildfire protection plan?Is the facility in compliance with the plan? | [ ] [ ]  | [ ] [ ]  | [ ]  |            |
| 13 | Are standard references available on site and/or via the internet?* OH&S Statutes and Regulations
* Specific Oil and Gas legislation
 | [ ]  | [ ]  | [ ]  |       |
| 14 | Have any external regulatory inspections been completed on the site recently? Are records available for review? | [ ]  | [ ]  | [ ]  |       |

| **Safety** | **Yes** | **No** | **N/A** | **Comments** |
| --- | --- | --- | --- | --- |
| 15 | Do all workers have current required training?* WHMIS, TDG, First Aid/CPR, H2S?
 | [ ]  | [ ]  | [ ]  |       |
| 16 | Do all workers have appropriate personal protective equipment?* Hard hat, steel toed boots, fire resistant coveralls, and safety glasses?
* Is other PPE available as required/posted (e.g. personal monitors, hearing protection, proper chemical handling clothing etc.)?
 | [ ] [ ] [ ]  | [ ] [ ] [ ]  | [ ]  |                 |
| 17 | Is a communication plan/system available for employees required to work alone?* Is a site specific procedure available?
* Is it being followed?
 | [ ]  | [ ]  | [ ]  |       |
| 18.1 | Is proper facility signage in place?Do signs contain:* Name and telephone number;
* Legal description of location; and
* Appropriate warning symbols.
 | [ ]  | [ ]  | [ ]  |       |
| 18.2 | Do controlled products have WHMIS labels? | [ ]  | [ ]  | [ ]  |       |
| 18.3 | Is noise exposure signage posted?* Noise levels above 85dBA must be posted.
 | [ ]  | [ ]  | [ ]  |       |
| 19 | Is the facility equipped with appropriate eyewash stations?* Unobstructed?
* Situated for quick access?
* Marked with clear signage?
 | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | [ ]  |       |
| 20 | Is there appropriate first aid equipment on site? | [ ]  | [ ]  | [ ]  |       |
| 21.1 | Are stairways equipped with handrails? | [ ]  | [ ]  | [ ]  |       |
| 21.2 | Does facility have appropriate fall protection equipment? | [ ]  | [ ]  | [ ]  |       |
| 21.3 | Are combustible gas meters available at the facility? | [ ]  | [ ]  | [ ]  |       |
| 21.4 | Is appropriate respiratory equipment available at the facility?* Are workers trained to use the respiratory equipment?
* Have fit tests been conducted and documented?
 | [ ] [ ] [ ]  | [ ] [ ] [ ]  | [ ]  |                 |
| 21.5 | Is isolation equipment (i.e. lock out/tag out) available at the facility? | [ ]  | [ ]  | [ ]  |       |
| 21.6 | Is the facility equipped with appropriate fire fighting equipment?* Is fire equipment inspected and properly maintained?
 | [ ] [ ]  | [ ] [ ]  | [ ]  |       |
| 21.7 | Is facility equipment and piping properly isolated?* Blinds/blanks, blind flanges, double block and bleed.
 | [ ]  | [ ]  | [ ]  |       |
| 22 | Is the perimeter of the facility fenced and locked? | [ ]  | [ ]  | [ ]  |       |
| 23 | Is the facility equipped with fire and gas detection? | [ ]  | [ ]  | [ ]  |       |
| 24 | Does the facility have an H2S monitoring system? | [ ]  | [ ]  | [ ]  |       |
| 25 | Is the facility equipped with a sufficient ESD system? | [ ]  | [ ]  | [ ]  |       |
| 26 | Is there safe access and egress to and from the site and buildings?Are building exits clearly marked and free of obstructions?Are building doors equipped with panic hardware? | [ ] [ ] [ ]  | [ ] [ ] [ ]  | [ ]  |                 |
| 27 | Are buildings properly vented? | [ ]  | [ ]  | [ ]  |       |
| 28 | Are buildings properly illuminated? | [ ]  | [ ]  | [ ]  |       |
| 29 | Is there proper spacing between equipment? | [ ]  | [ ]  | [ ]  |       |
| 30 | Is all moving equipment guarded? | [ ]  | [ ]  | [ ]  |       |
| 31.1 | Do truck loading/unloading areas have procedural signs in place? | [ ]  | [ ]  | [ ]  |       |
| 31.2 | Do truck loading/unloading areas have adequate fire fighting equipment available? | [ ]  | [ ]  | [ ]  |       |
| 31.3 | Are truck loading/unloading areas properly grounded? | [ ]  | [ ]  | [ ]  |       |
| 31.4 | Do truck loading/unloading areas have enviro-boxes or drip pans in place? | [ ]  | [ ]  | [ ]  |       |
| 32 | Is equipment properly guarded from vehicle traffic? | [ ]  | [ ]  | [ ]  |       |
| 33 | Are good housekeeping practices followed? | [ ]  | [ ]  | [ ]  |       |

| **Environment** | **Yes** | **No**  | **N/A** | **Comments** |
| --- | --- | --- | --- | --- |
| 34 | Are necessary regulatory approvals in place at the facility?* Is the facility in compliance with the conditions of the approvals?
 | [ ]  | [ ]  | [ ]  |       |
| 35 | Are drains tied into suitable tankage? | [ ]  | [ ]  | [ ]  |       |
| 36 | Is surface runoff handled properly?* A lease dike or other containment system is required for any well or battery within 100m of a body of water or permanent stream.
* Does disposal meet requirements regulatory approvals, if applicable?
* Are proper discharge procedures followed?
 | [ ]  | [ ]  | [ ]  |       |
| 37.1 | Is a flare system in place where required?* Are proper flare ignition devices in place?
* Does flare stack location comply with spacing requirements?
* Does flare stack height appear comply with regulations?
* Are flare stacks equipped with wind guards?
* Is there a flare separator/knockout drum?
* Is it equipped with a high-level alarm?
* Is the area around the base of the flare stack blackened to prevent fires?
* Is a flare form and procedure in place and a decision tree posted and available?
 | [ ]  | [ ]  | [ ]  |       |
| 37.2 | Are there any flare pits on site? | [ ]  | [ ]  | [ ]  |       |
| 37.3 | Are venting practices conducted in accordance with Directive 60?* Are all sour tank vapours conserved or gathered and burned?
* Do all sour pressure relief valves tie into a flare stack?
* Are vent lines from storage tanks to flare stacks equipped with flame arresters?
 | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  |       |
| 37.4 | Are procedures and/or automatic shutdowns in place to control major sour/acid gas flaring events? | [ ]  | [ ]  | [ ]  |       |
| 38 | Do compressors larger than 600 kW utilize low NOx technology?Is compressor exhaust stack height appropriate?  | [ ] [ ]  | [ ] [ ]  | [ ] [ ]  |       |
| 39.1 | Do storage area locations meet requirements? | [ ]  | [ ]  | [ ]  |       |
| 39.2 | Do storage areas contain signs that indicate type of materials being stored, warnings and general housekeeping procedures? | [ ]  | [ ]  | [ ]  |       |
| 39.3 | Are storage tanks designed in accordance with Directive 55? * Double walled storage tanks >5m3 require overfill protection and vehicle traffic protection.
 | [ ]  | [ ]  | [ ]  |       |
| 39.4 | Do storage areas have appropriate secondary containment?* Storage tanks >5m3 require secondary containment in the form of:
	+ A lined dike that can contain 110% of the capacity of the tank for one tank or 100% of the capacity of the largest tank plus 10% of the aggregate volume of the remainder of the tanks for more than one tank.
	+ Double walled tank (additional design and monitoring requirements involved).
 | [ ]  | [ ]  | [ ]  |       |
| 39.5 | Are storage tanks inspected monthly and are records available?* Double walled storage tanks >5m3 require monthly interstitial space monitoring.
 | [ ]  | [ ]  | [ ]  |       |
| 39.6 | Are stored materials consumed within two years?* Are oilfield wastes stored for more than one year?
* Does temporary storage of materials exceed three months?
 | [ ] [ ] [ ]  | [ ]  | [ ]  |       |
| 40 | Are waste management areas adequately fenced?Are proper waste management techniques being followed?* Proper disposal (DOW & NDOW)?
* Proper documentation (i.e. waste manifests)?
 | [ ] [ ] [ ]  | [ ] [ ] [ ]  | [ ]  |       |
| 41 | Have there been oil/saltwater or other spills and are they handled correctly?* Are off lease spills or spills >2m3 reported to the regulator?
* Are spills of refined products reported to the regulator?
 | [ ] [ ] [ ]  | [ ] [ ] [ ]  | [ ]  |       |
| 42 | Are permissible sound levels met? | [ ]  | [ ]  | [ ]  |       |
| 43 | Have there been any landowner complaints?* Noise, vegetation, odours?
 | [ ]  | [ ]  | [ ]  |       |
| 44 | Is there an effective vegetation management strategy on site? | [ ]  | [ ]  | [ ]  |       |
| 45 | Are DEOS posted at glycol dehydrators? Is the site in compliance with D039 requirements? | [ ] [ ]  | [ ] [ ]  | [ ] [ ]  |       |
| 46 | Is a site specific fugitive emissions procedure in place and followed? | [ ]  | [ ]  | [ ]  |       |
| 47 | Are there any active remediation projects being conducted onsite? | [ ]  | [ ]  | [ ]  |       |

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| --- | --- | --- | --- | --- |
| **Vehicle Safety** | **Yes** | **No** | **N/A** | **Comments** |
| 47 | Do vehicles have adequate communication systems?* Are they equipped with two-way radios, cell phones?
 | [ ] [ ]  | [ ] [ ]  | [ ]  |       |
| 48 | Are all permanent full-time employees & contractor vehicles equipped with proper safety equipment?* Do vehicles have fire extinguishers, first aid kits, flares, etc.?
 | [ ] [ ]  | [ ] [ ]  | [ ]  |       |
| 49 | Are company vehicles in good repair?* Are they regularly maintained, clean, equipped with spare tire?
* Is a vehicle inspection checklists completed?
 | [ ] [ ] [ ]  | [ ] [ ] [ ]  | [ ]  |       |

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| **Comments/Sketch** |
|  |

**Action Plan**

Describe action items required to correct any deficiencies. Include person responsible for action and anticipated completion date. Please correlate comments to the numbers indicated on the HSE Assessment Form.

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| Facility Name: |       | Assessor 1: |       |
| Location (LSD): |       | Assessor 2: |       |
| Type of Facility: |       | Operator: |       |
| Inspection Date: |       |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| # | Action Item | Person Responsible | Date to be Completed |
|       |       |       |       |
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**Action Items Completed:**

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| --- | --- | --- | --- | --- | --- |
| Date: |       |  |  |  |  |
|  |  | Operator Signature |  | Supervisor Signature |