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## **Appendix O**

Preliminary Emergency Action and Fire Prevention Plan  
and Preliminary Health and Safety Plan





# **PRELIMINARY EMERGENCY ACTION AND FIRE PREVENTION PLAN VENTURA COMPRESSOR STATION**

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# PRELIMINARY EMERGENCY ACTION AND FIRE PREVENTION PLAN VENTURA COMPRESSOR STATION

## 1. PURPOSE AND SCOPE

- 1.1. The primary goal of this Emergency Action Plan (EAP) is the safety of all employees, during a workplace emergency. It should be followed whenever possible; however, it does not replace the use of common sense by an individual employee. During any workplace emergency, when elements of this plan cannot be conducted, or if personal safety would be compromised, each employee should conduct themselves in a manner that provides for their own safety and the safety of other employees.
- 1.2. This document describes responsibilities of the Facility Responsible Official, Supervisors, Employees, and Emergency Response Teams (ERT's).

## 2. ROLES AND RESPONSIBILITIES

- 2.1 **Facility Responsible Official:** It is the responsibility of the Facility Responsible Official to:
  - 2.1.1 Develop, implement, and update the EAP.
  - 2.1.2 Appoint a Building Leader who will facilitate the development of the ERT.
  - 2.1.3 Ensure all equipment and systems are properly maintained and inspected.
  - 2.1.4 Ensure a copy of this plan is onsite and made available for employees to review.
  - 2.1.5 Ensure the plan is reviewed with each employee, as outlined in this plan.
- 2.2 **Emergency Response Team (ERT)**
  - 2.2.1 The ERT comprises trained employees who assist the Building Leader in responding to a workplace emergency. At a minimum, their responsibility includes reporting emergencies, coordinating evacuations, and employee accountability procedures.
  - 2.2.2 In addition, the ERT may elect to train employees to be able to render first aid, CPR, AED, or implement firefighting measures. If a team elects to have employees trained in these areas, those employees must maintain current training and certification in the corresponding areas.
  - 2.2.3 The ERT members are the Building Leader, Floor Leader(s), Assistant Floor Leader(s), and other employees trained to respond to an emergency: however, any employee may be assigned with responsibilities, during an emergency.

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## 2.2.3.1 **Building Leader's** primary duties are to:

2.2.3.1.1 Form the ERT comprised of volunteer employees. Ensure the ERT is trained and capable of implementing the EAP, as outlined in this procedure.

2.2.3.1.2 Ensure the ERT members obtain training to perform their duties, as outlined in this plan.

2.2.3.1.3 Ensure this plan is implemented, during an emergency.

## 2.2.3.2 **Floor Leader's** primary duties are to:

2.2.3.1.1 Report or verify the emergency has been reported, as outlined in this plan.

2.2.3.1.2 Coordinate and implement the evacuation and employee accounting procedures, as defined in this plan.

2.2.3.1.3 Enlist the help of others, as needed.

2.2.3.1.4 Assume the Building Leader's responsibilities in their absence.

## 2.2.3.3 **Assistant Floor Leader's** duties are to:

2.2.3.3.1 Assist Floor Leader with notifications and implementation of the evacuation and employee accountability procedures, as needed.

2.2.3.3.2 Assist with any other duties assigned.

2.2.3.3.3 Assume the Floor Leader's responsibility in their absence.

2.2.3.3.4 In the absence of the Building Leader, Floor Leader(s), and Assistant Floor Leader(s), other employees should assume the responsibilities outlined in this plan.

## 2.3 **Supervisor** responsibilities are to:

2.3.1 Ensure each employee, under their supervision, is adequately trained on

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how to respond to emergency situations in the workplace.

- 2.4 **Employee** responsibilities are to:
- 2.4.1 Understand their responsibilities, as outlined in this plan.
  - 2.4.2 Become familiar with this Emergency Action and Fire Prevention or the employee Emergency Procedures Brochure.
  - 2.4.3 Notify their supervisor or any member of the ERT immediately of any potential fire hazard or emergency.

### 3. SUPERVISOR AND ERT CONTACT LIST

First Name	Last Name	Mobile Number	Position
Vacant	Vacant	Not Applicable	Base Supervisor
	Gushwa	818-333-6246	Station Operations Manager
Omar	Garza	661-570-0440	Station Maintenance Supervisor
Tryon	Pyeatt	805-385-4819	Safety Representative
Community	Memorial Hospital	805-948-5011	Hospitals
Ventura	Police Department	805-650-8010	Police Dept
Ventura	Fire Department	805-339-4300	Fire departments
Ventura County	Sheriff Department	805-654-9511	County Police
Ventura County	Fire Department	805-384-1500	County Fire
Air Pollution Control		805-654-2797	APC

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## 4. REPORTING PROCEDURES

### 4.1 During an emergency:

4.1.1. Assess the situation and call 911, if appropriate. If you are unsure about the seriousness of the emergency, call 911.

4.1.2. Notify your supervisor or any member of the ERT, as soon as practical.

### 4.2. When reporting an emergency:

4.2.1. Describe the nature of the emergency.

4.2.2. Provide the exact address, including the nearest cross street and actual location of the emergency.

4.2.3. Provide a call back telephone number (yours, your supervisor's, or the Security desk).

4.2.4. Provide your full name.

4.2.5. Provide the building, floor number, office number, cubicle number, or general area where the emergency is taking place.

4.2.6. Do not hang up until instructed, as emergency personnel might need more information from you, unless doing so poses a greater threat to you or anyone else.

4.2.7. If possible, send someone outside to flag emergency personnel and guide them to the location of the emergency.

### 4.3. Emergency Response Team Members:

4.3.1. Report or ensure the emergency has been reported and call 911, if necessary.

4.3.1.1. Notify Building Security, Building Leader, or Floor Leader.

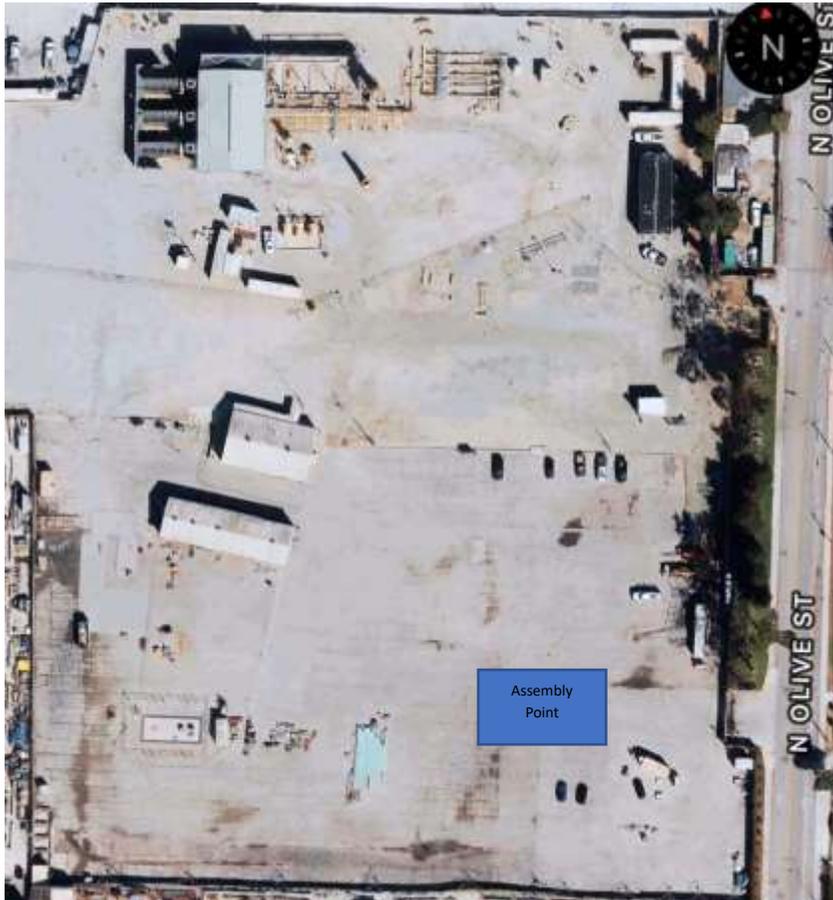
4.3.1.2. Notify Department or Facility Manager, as soon as practical.

### 4.4 Map, Site Image and Assembly Point and Hospital

4.4.1. Every employee at Ventura Compressor Station should know the nearest exit from their work area and the route to reach the exit in an emergency.

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4.4.2. Location Address/Map: 1555 N Olive St., Ventura, CA 93001



4.4.3. Assembly Point Description: In the event of an emergency, all persons are required to move to a safe location. The meeting location will be near the southeast gate to Olive Street.

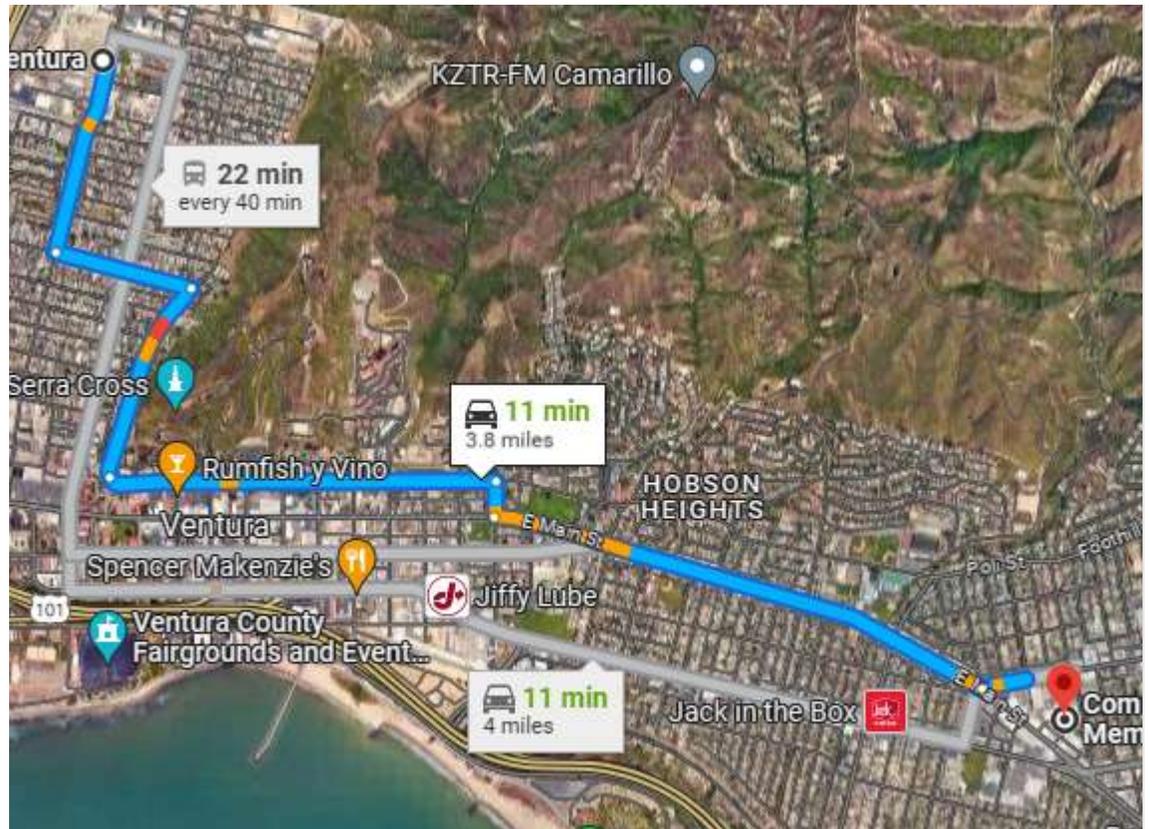
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## 4.4.4 Hospital Information

**NAME:** Community Memorial Hospital

**ADDRESS:** 147 N. Brent St., Ventura CA 93003

**PHONE NUMBER:** (805) 948-5011



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## 5. EMERGENCY COMMUNICATION/ALARM SYSTEM

- 5.1 The Ventura Compressor Station is equipped with gas and fire detection system. Once the emergency is reported, it is communicated across the facility by ERT staff members and other employees sweeping the area and making voice announcements to evacuate.
- 5.2 ~~The alarm system~~ Gas and fire detection systems ~~is~~ are inspected and tested ~~annually~~ quarterly by Ventura Compressor Station personnel.
- 5.3 The inspection, maintenance, and testing records are maintained at Ventura Compressor Station.

## 6. FIRE PREVENTION AND SUPPRESSION EQUIPMENT

### 6.1 Hazardous Materials:

Ventura Compressor Station has a Hazardous Materials Business Plan (HMBP) for a list of major workplace fire hazards, their proper handling and storage procedures, potential ignition sources (i.e., welding, smoking, and forklift), control procedures and the type of fire control equipment to be utilized.

### 6.2 Housekeeping Policy

- 6.2.1 Office areas and cubicles are to be maintained free of paper clutter that could create a fire hazard. Every employee should ensure unnecessary paper is placed in the recycle receptacles.
- 6.2.2 The Facility Manager and the ERT are responsible for ensuring routine checks of the entire workplace are performed to remove any possible fire hazards.
- 6.2.3 Employees should immediately report any suspected workplace fire hazard to the Facility Manager or any member of the ERT for corrective action.

### 6.3 Installation, Inspection, Maintenance, and Testing of Safeguard Equipment:

- 6.3.1 Safeguard equipment used to detect ignition, control fuel sources, or detect fuel leaks are installed where appropriate to prevent the accidental ignition of combustible materials. Reference SPCC Plan ~~and the "Underground Storage Tanks Monitoring Plan"~~ for a list of equipment, inspection and maintenance schedule.

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6.3.2 The Ventura Compressor Station is equipped with a fire detection system. The systems are maintained and tested by Ventura Compressor Station personnel. The inspection, maintenance, and testing records are maintained at Ventura Compressor Station. Fire extinguishers are internally inspected each month by Ventura Station personnel Operations, and annually serviced by an outside agency. The inspection, maintenance and testing records are maintained at Ventura Compressor Station.

6.3.3 Ventura Compressor Station personnel is responsible for the installation, inspection, and maintenance of safeguard equipment.

## 7. EVACUATION PROCEDURES:

7.1 There could be a number of reasons to evacuate the building. In some situations, evacuating may not be the best alternative.

7.2 In an emergency, follows the instructions from the ERT, the Facility Manager, or Security personnel unless doing so poses greater threat of injury to you or anyone else.

7.3 Once the decision to evacuate has been made, ERT members will announce and initiate Evacuation Procedures.

7.4 Assigned ERT members will sweep meeting rooms, restrooms, and work areas to verify everyone has been notified of the emergency and evacuate. PA systems can be used to announce the evacuation, where they are available.

7.5 The ERT will enlist the help of others, as needed, to issue the announcement.

7.6 Evacuation Exits and Routes:

7.6.1 Employees should know the nearest exist from their work area and the route they will take to reach the exist, in an emergency.

7.6.2 Employees should request a copy of their facility floor map from their Floor Leader and mark the exits and two evacuation routes specific to their individual location.

7.6.3 When instructed by the ERT, proceed to the nearest exit. As people are existing the building, it is important to follow the instructions of the ERT. Some basic guidelines for safe evacuation are:

7.6.3.1 Know the exits available to you, at any point. At the time of evacuation, use the nearest safe exit.

7.6.3.2 Take your personal belongings with you (such as keys, purse or

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briefcase, and personal emergency supplies), as you exit.

- 7.6.3.3 Walk, do not run and keep noise to a minimum so evacuation and safety instructions can be heard.
- 7.6.3.4 In the stairwell, use the handrail; and avoid tripping.
- 7.6.3.5 Yield to emergency response personnel.
- 7.6.3.6 Do not push or crowd others.
- 7.6.3.7 As you walk to the exit, inform those around you of the need to evacuate the building.
- 7.6.3.8 If you encounter someone who needs help evacuating, assist them, if you can do so without risk to your own safety.
- 7.6.3.9 Proceed to the assembly area and check-in with the Floor Leader or designee.
- 7.6.3.10 Report any employee left behind, ~~or injured, or as well as anyone~~ Missing to the Floor Leader.

## 7.7 Assembly Area:

- 7.7.1. All employees must report to the assembly area. Ask your Floor Leader for a copy of the latest floor plan and assembly area map or location.
- 7.7.2 Each employee is responsible for checking in with the Floor Leader or their designee at the assembly location.
- 7.7.3 Each employee should report the whereabouts, if known, of any employee not present at the assembly area, as well as anyone left behind, ~~or injured~~ or missing.
- 7.7.4. Employees are to remain at the assembly area until informed by the ERT members it is safe to re-enter the building, report to an alternate work location, or are released to return home.

## 7.8 People with Special Needs:

- 7.8.1. Anyone with a physical disability, including temporary conditions, which would limit their ability to exit safely during an emergency, shall be assigned persons to help them. The ERT should be made aware of these situations and make assignments, as soon as possible. If you see anyone who has a problem exiting the building, stay with the person and, if possible, help with their evacuation. If you cannot, notify any member of the

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ERT of the problem. If you can, stay and wait for help or instructions from the ERT, unless immediate evacuation is needed to avoid personal injury.

#### 7.9 Procedures for Rendering First Aid and Fire Fighting Measures:

7.9.1 Emergencies will be reported and handled as stated in sections 2.7.3 – Reporting Procedures, 8.1 – Fire, and 8.5 – Medical Emergency

#### 7.10 ERT Responsibilities:

##### 7.10.1. Building Leader's duties during excavation:

7.10.1.1. Report or verify the emergency has been reported, as defined in section 4.2.7.

7.10.1.2. Ensure Evacuation Procedures have been initiated.

7.10.1.3. Establish a command post in the assembly area.

7.10.1.4. Assess the situation and coordinate communications between ERT members, security, emergency personnel, and management, as needed.

7.10.1.5. Enlist the help of others, as needed.

##### 7.10.2. Floor Leader's duties during evacuation:

7.10.2.1. Report or verify the emergency has been reported, as defined in section 4.2.7.

7.10.2.2. Coordinate and implement the evacuation and employee accounting procedures,

7.10.2.3. Ensure the first aid kit is taken to the assembly location and coordinate first aid is rendered to injured employees by trained ERT members, as applicable.

7.10.2.4. Assign someone to take the roster and coordinate employee check-in procedures.

7.10.2.5. Attempt to account for everyone who did not check-in at the evacuation assembly area.

7.10.2.6. Report any missing or injured persons to the Building Leader or other emergency personnel.

7.10.2.7. Enlist the help of others, as needed.

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7.10.2.8. Assume the Building Leader's responsibilities in their absence.

7.10.3. Assistant Floor Leader's duties during evacuation:

7.10.3.1. Assist Floor Leader with notifications and implementation of the evacuation and employee accountability procedures, as needed.

7.10.3.2. Assist with any duties assigned.

7.10.3.3. Assume the Floor Leader's responsibility in their absence.

## 8.0 EMERGENCY PROCEDURES BY TYPE OF EMERGENCY

8.1. Fire:

8.1.1. If you hear the fire alarm:

8.1.1.1. Follow the instructions from the ERT, unless immediate action is needed to avoid personal injury or injury to others.

8.1.1.2. After working hours, evacuate the building, call 911, and follow the instructions from Security if they are onsite.

8.1.2. If you discover a fire in your work area:

8.1.2.1. Call 911 to report the location of the fire. Provide the building or suite number and location, including the nearest cross street.

8.1.2.2. Activate the fire alarm, if applicable, alert others and move away from the area of the fire.

8.1.2.3. Notify Building Security and any member of the ERT, and/or your supervisor, as soon as practical.

8.1.2.4. Use a fire extinguisher only on small fires (waste-basket size) if it is safe and you have been trained to use one.

8.1.2.5. Close doors to confine the fire, but do not lock them, and evacuate to a safe area.

8.1.2.6. Follow the instructions of the ERT.

8.1.2.7. If evacuation is necessary, immediately evacuate the work area, proceed to the assembly area, and check-in with the Floor Leader or designee.

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## 8.1.3. If trapped in a room:

8.1.3.1. Place cloth material around/under the door to prevent smoke from entering.

8.1.3.2. Retreat. Close as many doors as possible between you and the fire.

8.1.3.3. Be prepared to signal from a window, but do not break the window glass, unless absolutely necessary to escape. Outside smoke could be drawn inside the building.

## 8.1.4. If caught in smoke:

8.1.4.1. Drop to your hands and knees and crawl toward the exit.

8.1.4.2. Hold your breath, as much as possible.

8.1.4.3. Shallowly breathe through your nose, and use a shirt or jacket as a filter.

## 8.1.5. If forced to advance through flames:

8.1.5.1. Cover your head and hair.

8.1.5.2. Hold your breath and quickly move.

8.1.5.3. Keep your head down and close your eyes, as much as possible.

## 8.1.6. If clothes catch on fire:

8.1.6.1. Remove burning clothes, only if you can quickly do so. Otherwise, smother the flames with a heavy coat or blanket, or by dropping to the floor and rolling. (Stop, drop, and roll.)

## 8.1.7. ERT Responsibilities:

### 8.1.7.1 Building Leader's duties during fire emergencies:

8.1.7.1.1. Ensure the emergency has been reported, as defined in section 4.2.7.

8.1.7.1.2. Determine if evacuation is needed and initiate Evacuation Procedures, as applicable.

8.1.7.1.3. Establish a command post in the assembly area.

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8.1.7.1.4. Assess situation and coordinate communications between ERT members, Security, Emergency personnel, and Management, as needed.

8.1.7.1.5. Enlist the help of others, as needed.

8.1.7.2. Floor Leader's duties during fire emergencies:

8.1.7.2.1. In case of fire, initiate Reporting Procedures, as outlined in section 4.2.7.

8.1.7.2.2. If unable to extinguish the fire, immediately evacuate and close all doors behind you. Do not lock doors.

8.1.7.2.3 If evacuation is necessary, begin Evacuation Procedures, as outlined in section 7.

8.1.7.2.4 If notified of a fire in the building, but not on your floor, give the order to prepare to evacuate. Employees should secure computers, sensitive documents, close file cabinets, and prepare to leave for the day. If immediate action is required to avoid personal injury or injury to others, immediately evacuate.

8.1.7.3. Assistant Floor Leader's duties during fire emergencies:

8.1.7.3.1. Assist Floor Leader with notifications and implementation of the evacuation and employee accountability procedures, as needed.

8.1.7.3.2. Assist with any other duties assigned.

8.1.7.3.3. Assume the Floor Leader's responsibility in their absence.

8.2 Earthquake:

8.2.1. When an earthquake begins:

8.2.1.1. Stay calm and use the "Duck, Cover, and Hold" drill. Move under a desk or other sturdy object and stay there until shaking stops.

8.2.1.2. Be aware of aftershocks that may equal the primary quake in magnitude.

8.2.1.3. Keep clear of windows that could break or objects that might fall, such as a bookcase or computer monitor.

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8.2.1.4. Evacuation is not always needed in an earthquake. Wait for direction from the ERT, unless immediate action is needed to avoid personal injury.

8.2.1.5. If evacuation is deemed necessary, evacuate the work area, proceed to the assembly area, and check-in with the Floor Leader or their designee.

#### 8.2.2. ERT Responsibilities:

##### 8.2.2.1. Building Leader's duties during earthquake emergencies:

8.2.2.1.1. After the shaking has stopped, the safety of the employees and attending to the injured are the first priorities. Unless it is unsafe or immediate evacuation is required, search for injured personnel and report them to Management.

8.2.2.1.2. Call 911, if appropriate.

8.2.2.1.3. Determine if evacuation is needed and initiate Evacuation Procedures, as applicable.

8.2.2.1.4. Establish a command post in the assembly area.

8.2.2.1.5. Assess situation and coordinate communications between ERT members, Security, Emergency personnel, and Management as needed.

8.2.2.1.6. Enlist the help of others, as needed.

##### 8.2.2.2. Floor Leader's duties during earthquake emergencies:

8.2.2.2.1. After the shaking has stopped, the safety of the employees and attending to the injured are the first priorities. Unless it is unsafe or immediate evacuation is required, search for injured personnel and report them to Management.

8.2.2.2.2. Call 911, if appropriate.

8.2.2.2.3. Report condition of building and employee status to Security and the Building Leader.

8.2.2.2.4. If it is appropriate or you are notified by Security or the Building Leader, begin evacuation of the work area.

8.2.2.2.5. After ensuring the work area has been evacuated, proceed to the assembly area and check with the Floor Leader for

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reports of missing or injured employees.

8.2.2.2.6. Report injured and missing employees to the Building Leader and the Department Manager.

8.2.2.3. Assistant Floor Leader's duties during earthquake emergencies:

8.2.2.3.1. Assist Floor Leader with notifications and implementation of the evacuation and employee accountability procedures, as needed.

8.2.2.3.2. Assist with any other duties assigned.

8.2.2.3.3. Assume the Floor Leader's responsibility in their absence.

#### 8.3 Bomb Threat:

8.3.1. All bomb threats should be treated as serious. The safety of the building occupants should be the primary consideration. If you receive a note or letter, immediately contact Building Security, any member of the ERT, and/or your supervisor.

8.3.2. If a bomb threat is received by phone, keep the person on the line and obtain as much information as possible.

8.3.2.1. Listen carefully, especially for identifying voice characteristics such as an accent.

8.3.2.2. Be calm and courteous, even friendly.

8.3.2.3. Do not interrupt the caller.

8.3.2.4. Obtain as much information as possible by asking questions such as:

- When is the bomb going to explode?
- Where is it now?
- What does the bomb look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- What is your name?
- What is your address?

8.3.2.5. As soon as the call has ended, report the threat.

8.3.2.6. Do not evacuate unless told, or if danger is imminent.

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- 8.3.3. If evacuation is ordered, immediately evacuate the threat area, as if leaving for the day.
- 8.3.4. Take briefcases, purses, or other personal containers that may become “suspect,” if the area is searched later.
- 8.3.5. Look in your immediate area for object(s) that do not belong or are out of place. If such an object is found, do not touch it. Under no circumstances should a suspect object be handled, moved, or opened. Immediately notify Security or any member of the ERT.
- 8.3.6. If the device is outside, clear an area around the object for three hundred feet. If inside, Evacuate the floor of the device’s location, as well as the floor above and below the device.
- 8.3.7. Evacuees should proceed to the assembly area and check-in with the Floor Leader or designee. The exiting route should be away from the object and its cleared area.
- 8.3.8. ERT Responsibilities:
  - 8.3.8.1 Building Leader’s duties during bomb threat:
    - 8.3.8.1.1. Report or verify the emergency has been reported, as defined in section 4.2.7.
    - 8.3.8.1.2. Communicate with Security and determine if Evacuation Procedures are necessary.
    - 8.3.8.1.3. Assess the situation and coordinate communications between ERT members, Security, and Emergency personnel, and Management, as needed.
    - 8.3.8.1.4. Enlist the help of others, as needed.
  - 8.3.8.2. Floor Leader’s duties during bomb threat:
    - 8.3.8.2.1. Notify the Building Leader and Security and wait for instructions from them. 7.4.8.2.2. Notify the Department Manager.
    - 8.3.8.2.2. If instructed, ask employees to check their immediate area for anything unusual. **INSTRUCT THEM NOT TO TOUCH ANYTHING THEY DO NOT RECOGNIZE OR IS SUSPICIOUS.** Report anything found to Security.
    - 8.3.8.2.3. If you are notified by Security to evacuate, initiate

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Evacuation Procedures, as defined in section 7.

8.3.8.2.4. After ensuring the work area has been evacuated, proceed to the assembly area.

8.3.8.2.5. Report injured and missing employees to the Building Leader and the Department Manager.

8.3.8.3. Assistant Floor Leader's duties during bomb threat:

8.3.8.3.1. Assist Floor Leader with notifications and implementation of the evacuation and employee accountability procedures, as needed.

8.3.8.3.2. Assist with any other duties assigned.

## 8.4 Gas Leak

8.4.1. In the event of an unintentional gas leak:

8.4.1.1. Call 911 to report the gas leak, then notify the appropriate Building Security, Floor Leader, or Supervisor, as soon as practical.

8.4.1.2. Eliminate ignition sources in the immediate vicinity if it is safe.

8.4.1.3. Immediately evacuate the area and proceed to the assembly area.

8.4.2. ERT Responsibilities:

8.4.2.1. Building Leader's duties during gas leak:

8.4.2.1.1 Ensure the gas leak has been reported, as defined in section 4.2.7.

8.4.2.1.2. Determine if evacuation is needed and initiate Evacuation Procedures, as applicable.

8.4.2.1.3. Establish a command post in the assembly area.

8.4.2.1.4. Assess situation and coordinate communications between ERT members, Security, Emergency personnel, and Management, as needed.

8.4.2.1.5. Enlist the help of others, as needed.

8.4.2.2. Floor Leader's duties during gas leak:

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8.4.2.2.1. In case of gas leak, initiate Reporting Procedures, as outlined in section 4.2.7.

8.4.2.2.2 If unable to determine location of gas leak, immediately evacuate and close all doors behind you. Do not lock the doors.

8.4.2.2.3. If evacuation is necessary, begin Evacuation Procedures, as outlined in section 7.

8.4.2.2.4. If notified of a gas leak, but not on your floor, give the order to prepare to evacuate. Employees should secure computers, sensitive documents, close file cabinets, and prepare to leave for the day. If immediate action is required to avoid personal injury or injury to others, immediately evacuate.

8.4.2.3. Assistant Floor Leader's duties during gas leak:

8.4.2.3.1. Assist Floor Leader with notifications and implementation of the evacuation and employee accountability procedures, as needed.

8.4.2.3.2. Assist with any other duties assigned.

8.4.2.3.3. Assume the Floor Leader's responsibility in their absence.

## 8.5 Medical Emergency

8.5.1. If you are unsure about the seriousness of the emergency, call 911, then notify the appropriate Building Security, Floor Leader, or Supervisor, as soon as practical.

8.5.2. If the person is unresponsive and you are trained, administer first aid or CPR, or use an AED unit, where available.

8.5.3. If the person is responsive and can express the problem, relay the information to the 911 operator. If they have medication with them that may help the situation, assist them in administering their medication (e.g., nitroglycerin pills for the heart).

8.5.4. If possible, send someone to escort emergency personnel to the correct area.

8.5.5. Provide any information you can to arriving emergency personnel.

8.5.6. ERT Responsibilities:

# PRELIMINARY

## EMERGENCY ACTION AND FIRE PREVENTION PLAN

### VENTURA COMPRESSOR STATION

#### 8.5.6.1. Building Leader's duties during medical emergency:

8.5.6.1.1. Report or verify the emergency has been reported, as defined in section 4.2.7.

8.5.6.1.2. Assess the situation and coordinate communications between ERT members, Security, Emergency personnel, and Management, as needed.

8.5.6.1.3. Enlist the help of others, as needed.

#### 8.5.6.2. Floor Leader's duties during medical emergency:

8.5.6.2.1. Report or verify the emergency has been reported, as defined in section 4.2.7.

8.5.6.2.2. Notify the Department Manager.

8.5.6.2.3. Assume the duties of the Building Leader in their absence.

#### 8.5.6.3. Assistant Floor Leader's duties during medical emergency:

8.5.6.3.1. Assist Floor Leader with notifications and implementation of the evacuation and employee accountability procedures, as needed.

8.5.6.3.2. Assist with any other duties assigned.

8.5.6.3.3. Assume the Floor Leader's responsibility in their absence.

### 8.6 Upset Scenarios that Triggers an Emergency Shutdown System (ESD)

8.6.1. Gas leak inside the compressor building that reaches 50% of lower explosive limit (LEL) activating the ESD

8.6.2. Catastrophic equipment failure requiring manual activation of the ESD.

8.6.3. Fire detected inside the compressor building activating the ESD.

8.6.4. Assess the situation for 8.6.1 to 8.6.3 and call 911 if appropriate

8.6.5. Follow procedure in 8.8.

### 8.7 Active Shooter

8.7.1. How to respond when an active shooter is in your vicinity:

# PRELIMINARY EMERGENCY ACTION AND FIRE PREVENTION PLAN VENTURA COMPRESSOR STATION

## 8.7.1.1. Run (Evacuate)

8.7.1.1.2. If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

8.7.1.1.2.1. Have an escape route and plan in mind

8.7.1.1.2.2. Leave your belongings behind

8.7.1.1.2.3. Help others escape, if possible.

8.7.1.1.2.4. Prevent individuals from entering an area where the active shooter may be

8.7.1.1.2.5. Keep your hands visible

8.7.1.1.2.6. Follow the instructions of any police officers

8.7.1.1.2.7. Do not attempt to move wounded people

8.7.1.1.2.8. Call 911 when you are safe

## 8.7.1.2. Hide

8.7.1.2.1 If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

8.7.1.2.1.1. Be out of the active shooter's view

8.7.1.2.1.2. Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)

8.7.1.2.1.3. Not trap you or restrict your options for movement

8.7.1.2.1.4. To prevent an active shooter from entering your hiding place:

8.7.1.2.1.4.1. Lock the door and blockade the door with heavy furniture

8.7.1.2.1.4.2. Silence your cell phone

8.7.1.2.1.4.3. Hide behind large items (i.e., cabinets, desks)

8.7.1.2.1.4.4. Remain quiet

# PRELIMINARY EMERGENCY ACTION AND FIRE PREVENTION PLAN VENTURA COMPRESSOR STATION

8.7.1.2.1.4.5. Remain calm

8.7.1.2.1.4.6. Dial 911, if possible, to alert police to the active shooter's location

8.7.1.2.1.4.7. If you cannot speak, leave the line open and allow the dispatcher to listen

## 8.7.1.3. Fight

8.7.1.3.1. As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

8.7.1.3.1.1. Acting as aggressively as possible against him/her

8.7.1.3.1.2. Throwing items and improvising weapons

8.7.1.3.1.3. Yelling

8.7.1.3.1.4. Committing to your actions

## 8.6.8 All Other Emergencies:

8.68.1. If unsure about the seriousness of the emergency, call 911.

8.68.2. Report the emergency to any member of the ERT and wait for instructions, unless delay would result in injury.

8.68.3. If evacuation is necessary, evacuate the work area, proceed to the assembly area, and check-in with the Floor Leader or their designee.

8.68.4 ERT Responsibilities:

8.68.4.1. Building Leader's duties for all other emergencies:

8.68.4.1.1. Report or verify the emergency has been reported, as defined in section 4.2.7.

8.68.4.1.2. Assess the situation and coordinate communication between ERT members, Security, Emergency personnel, and Management, as needed.

8.68.4.1.3. Determine if evacuation is necessary and implement Evacuation Procedures.

8.68.4.1.4. Enlist the help of others, as needed.

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8.68.4.2. Floor Leader's duties for all other emergencies:

8.68.4.2.1. Call 911, if applicable, Security, and the Building Leader.

8.68.4.2.2. Notify the Department Manager if the representative is offsite.

8.68.4.2.3. If it is appropriate, or you are notified by Security or the Building Leader, begin evacuation of the work area.

8.68.4.2.4. After ensuring the work area has been evacuated, proceed to the assembly area, and check with the Floor Leader for reports of missing or injured employees.

8.68.4.2.5. Report injured and missing employees to the Building Leader and the Department Manager.

8.68.4.3. Assistant Floor Leader's duties for all other emergencies:

8.68.4.3.1. Assist the Building Leader with notifications.

8.68.4.3.2. Assume duties, as previously outlined.

## 9.0 EMPLOYEE TRAINING

9.1. The facility's Responsible Official and Supervisors are responsible for training employees covered under this plan. As part of our Emergency Action and Fire Prevention Plan, we train all our employees, under the following circumstances:

9.1.1. New employees are provided with the Emergency Procedures Brochure and are scheduled to meet with members of their ERT to review site specific information.

9.1.2. Whenever new hazards are introduced into the work area, or the employee transfers to new work areas.

9.1.3. Whenever the plan is changed. While it is not required by regulations, it is recommended the plan be annually reviewed with all employees. A more frequent review is preferable.

9.2. Building Leaders, with support from Emergency Management and Safety, conduct training for the members of the ERT. Training topics include:

9.2.1. Initial and re-certification of CPR, First Aid, and AED.

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9.2.2. Potential fire hazards in their work area, and the proper storage and/or handling procedures.

9.2.3. General housekeeping procedures associated with fire prevention.

9.2.4. Any specific housekeeping procedures for highly combustible or flammable materials in their work area.

## 10. REFERENCES

10.1. Cal/OSHA: California Code of Regulations, Title 8, Sections 3220 and 3221

10.2. OSHA: Code of Federal Regulations, 29 CFR 1910.38 and 1910.39 10.

## 11. APPENDICES AND OTHER SUPPORT DOCUMENTS

11.1. Emergency Procedures Brochure – Copies of the Emergency Procedures Brochure can be obtained from Emergency Management.

11.1.1. Refer to the Hazardous Materials Business Plan (Ventura Compressor Station Business Plan (CUPA)) for a list of major workplace fire hazards, their proper handling and storage procedures, potential ignition sources (i.e. welding, smoking, and forklift), control procedures, and the type of fire control equipment to be utilized. This document is found on PEA Appendix K.

### 11.2. Floor Map

11.2.1. Refer to your Supervisor, Floor Leader, or Building Leader for a copy of the latest version of the floor map.

11.2.2. Mark two evacuation routes relevant to your specific location.

11.2.3. Become familiar with the location of fire extinguishers.

11.2.4. Become familiar with the location of AED units, where available.

11.2.5. Reference SPCC Plan and the “Underground Storage Tanks Monitoring Plan” for a list of equipment, inspection, and maintenance schedule.

### 11.3. Training Records

11.3.1. Employees are provided with the Emergency Procedures Brochure.

11.3.2. ERT members conduct training sessions, as needed. Records are



# PRELIMINARY EMERGENCY ACTION AND FIRE PREVENTION PLAN VENTURA COMPRESSOR STATION

maintained by the Responsible Official or Building Leaders.

11.3.3. Records of CPR, First Aid, and/or AED training are maintained in MyInfo or copies of certificates are maintained by the ERT.

11.4. ERT Rosters are generated and maintained by the ERT.

11.5. Employee Check-In Rosters, used to aid in the accounting of employees during an evacuation, are generated and maintained by the ERT.

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~~7/23/2023~~10/21/2023



**PRELIMINARY  
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# PRELIMINARY VENTURA COMPRESSOR STATION HEALTH AND SAFETY PLAN

## 1 PURPOSE AND SCOPE

The purpose of this document is to describe the proposed Ventura Compressor Modernization Project (Project) Safety Program, and to define interactions, roles, and responsibilities.

### *Proposed Project*

The proposed Project consists of installing a new compressor building (which would house four new compressors), new continuous emissions monitoring shelter (CEMS) and analyzer, gas filtration equipment (filter separators, discharge gas cooler, discharge scrubber), new office building and warehouse, standby generator with enclosure, new storage tanks, blowdown scrubber, new block wall fencing on the west and south project site perimeter, a new gate, and site paving would be restored after completion of the proposed facilities.

### *Existing Facilities*

The Ventura Compressor Station is owned and operated by the Southern California Gas Company. The facility sits on 8.42 acres at 1555 North Olive Street in the City of Ventura. The major component of the existing station includes the existing compressor building that contains three 1,100 HP model 8GTLB natural gas compressors equipped with emission controls equipment, a temporary office trailer that serves as the compressor station office, temporary metal storage containers used as the storage warehouse, infrared fence line methane monitoring system and parking.

The existing compressor equipment and temporary office and warehouse facilities would be decommissioned approximately 1 year after the new facility becomes fully operational.

SoCalGas has numerous existing safety programs, plans, and procedures in place that address specified infrastructure or areas of company activity. The intent of Ventura Compressor Station Safety Plan is not to duplicate these existing safety program components, but to function within them as they apply to the proposed Project.

The Ventura Compressor Station Safety Program ensures that policies and procedures related to the safe conduct and actions are followed and meet the needs unique of the proposed Ventura Compressor Modernization Project. These policies and procedures are used as a foundation to establish safe operations at the Ventura Compressor Station.

## 2 SAFETY POLICY

SoCalGas considers it essential to protect the health and safety of our employees, our customers and the diverse communities in which we operate and provide service. Therefore, Ventura Compressor Station adheres to the following principles:

- **Ventura Compressor Station provides** safe products and services to our customers. Safety is one of the corporate values and in all that we do, we are committed to delivering products and services safely.
- **Ventura Compressor Station is committed to** comply with applicable federal, state and local health and safety laws and requirements.
- **Injuries and property damage can be prevented;** accidents are not an unavoidable consequence of doing business. Hazards can be eliminated by ensuring safe work practices and proper preventative measures. Identification and reporting of potential hazards are the responsibility of every employee.

## PRELIMINARY VENTURA COMPRESSOR STATION HEALTH AND SAFETY PLAN

- **Management is responsible** for providing a safe workplace, and for promoting and ensuring behaviors and providing safeguards that prevent accidents and injuries. All management personnel have a leadership role concerning safety within their areas of responsibility and for complying with both the Ventura Compressor Station and Corporate safety programs.
- **Safety is a condition** of employment. Working safely and looking out for the safety of fellow employees is an important part of job performance evaluations.

### 3 VENTURA COMPRESSOR STATION ORGANIZATIONAL SUMMARY CHART

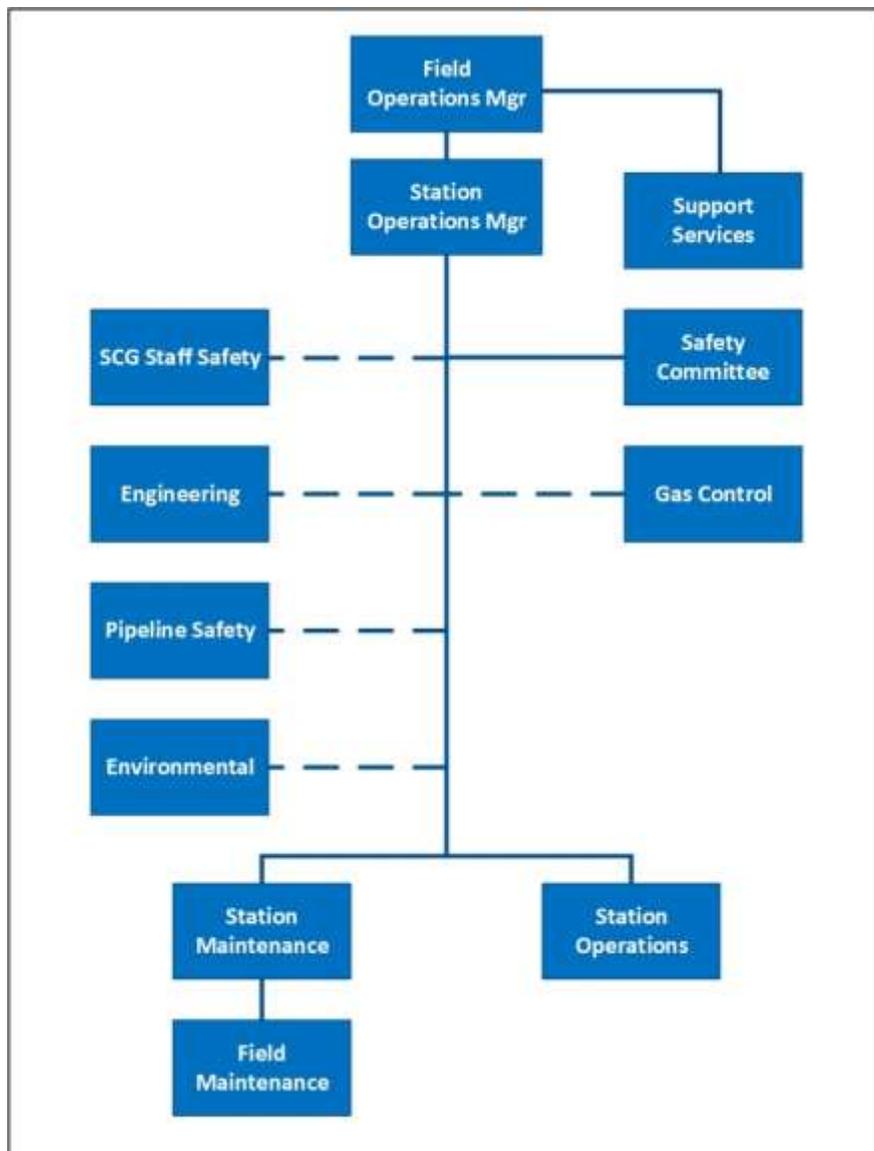


Figure 1 (Organizational Chart)



# PRELIMINARY VENTURA COMPRESSOR STATION HEALTH AND SAFETY PLAN

## 4 VENTURA COMPRESSOR STATION PRINCIPAL GOALS AND OBJECTIVES

### 4.1 WHAT IT MEANS

- We never compromise safety.
- Pertains to everyone; each and every one of us.
- Teamwork; Look out for one another.
- Includes all level from Directors and Managers to Supervisors and front-line employees.

### 4.2 NEVER COMPROMISE SAFETY

- We care first and foremost about employee and customer safety.
- We want employees to be able to go home to their families and loved ones after work each day and be able to return to work safely the next day.
- Never allow shortcuts to safety.
- Never compromise safety for production, customer satisfaction or other goals.
- No activity is so important that it should jeopardize employee or customer safety.

### 4.3 TAKE RESPONSIBILITY

- Raise one's level of safety consciousness.
- Learn how to work safely.
- Take responsibility for ensuring not only one's own health and safety, but also the safety of others.
- Be accountable and hold others accountable.
- Challenge at-risk behaviors and conditions and intervene to correct them; positively reinforce safe and healthy behaviors and insist on safe working conditions.
- Integrate health and safety into all policies, procedures and operating practices.

### 4.4 SAFE AND HEALTHY BEHAVIOR

- Focus upstream; eliminating at-risk behaviors will prevent near-misses and incidents.
- Includes management behavior in terms of leadership, instruction, resource planning, responsiveness, decision making, job observations, etc.
- Observable action; correctable, coachable, learnable, trainable, trackable, rewardable
- Safe and healthy behavior will become a core value and habit.
- Examples include using Smith Driving techniques, following office ergonomics procedures, recognizing safety efforts, and putting a lid on coffee cups, etc.

### 4.5 LEADING TO AN ACCIDENT-FREE LIFESTYLE

- Being Accident-free will be the consequence, or outcome, of practicing safe behavior; "at risk" behavior will be gone.
- Accidents (including near misses, minor injuries, etc.) are preventable; not limited to "recordable" or "reported" Accidents.
- Safety has no quitting time.
- Safety is a value; we do it even when no one is looking.



## PRELIMINARY VENTURA COMPRESSOR STATION HEALTH AND SAFETY PLAN

### 4.6 EXPECTATIONS OF LEADERSHIP

#### 4.6.1 *Ventura Compressor Station Management Expectations*

- Field Operations Manager, Station Operations Managers and Station Supervisors are responsible for ensuring all safety policies and procedures are clearly communicated and understood by all employees.
- Field Operations Manager, Station Operations Managers and Station Supervisors are responsible for investigating injuries, incidents and near-misses to determine underlying/contributing factors and identify corrective actions.
- Station Operations Managers (or designee) conduct semi-annual safety inspections of the facility and documents the results, including any corrective actions, in the Safety Information Management System (SIMS). The Station Operations Manager is responsible for verifying that all corrective actions are completed within the timeframe specified in SIMS.
- Station Operations Manager with support from the Field Safety Advisor is responsible for conducting an annual self-assessment of facility and operations to assess compliance with applicable safety regulatory requirements and internal company policies. The results of the self-assessment, including any corrective actions, are documented in SIMS and the Station Operations Manager is responsible for verifying that all corrective actions are completed.
- Station Operations Manager completes the annual Environmental and Safety Compliance Management Program (ESCMP) checklist to assess compliance with safety and environmental laws and regulations and Company policies and procedures and submits the signed checklist to the Director of Gas Transmission Operations for approval. The Station Operations Manager provides quarterly updates on the status of open corrective actions to Safety and Environmental Services.
- Station Operations Manager is responsible to manage the implementation of the Safety Plan, ensure compliance with company standards, codes and regulations and maintain documentation of compliance.

#### 4.6.2 *Gas Transmission Safety Committee*

- Provide safety leadership at Ventura Compressor Station and promote a safety culture.
- Managers to be involved in safety committee meetings and ensure communication of safety related information to their employees.
- Use every meeting as an opportunity to have a discussion about safety.
- Observe and review safe practices and have the authority to stop any job when safety is concerned.
- Actively work with management and leadership to communicate safety related issues.

#### 4.6.3 *Visibly set the example by our actions and involvement.*

- Visibly make safety our #1 value, and advocate involvement.
- Begin every meeting with a discussion about safety, e.g., “What have you done lately to ensure safe behaviors?”

## PRELIMINARY VENTURA COMPRESSOR STATION HEALTH AND SAFETY PLAN

- Always demonstrate safe behaviors (e.g., wear PPE, dress appropriately for work, perform the circle of safety)
- Conduct and/or be an active participant in safety meetings, emergency evacuation drills, etc.
- Actively engage in safety discussions and decisions. Be as involved in safety as you are with financial, customer service, reliability and other key business issues.
- Observe, and positively reinforce safe behaviors; challenge at-risk behaviors (e.g., field rides, office visits, job observations, job site visits, etc.)
- Take all safety issues seriously, with immediate follow-up.
- Make an extra effort to instruct newer employees.

#### 4.6.4 *Instill a mindset that safety is everyone's responsibility.*

- Hold people accountable for safe behaviors and ensure consequences for those who do not practice safe behaviors.
- Consistently ask direct reports what they have done for safety.
- Evaluate and provide feedback to direct reports based on contributions to safe behaviors and achieving safety vision.
- Solicit feedback from employees on safety issues during dialogue sessions, one-on-ones, area tours and safety meetings.
- Encourage employees to challenge other employees about at-risk behaviors.
- Take action when you see safety rule violations or at-risk conditions; do not look the other way when you see at-risk behaviors or conditions. Ensure corrective action is taken immediately.
- Take personal responsibility for ensuring a safe work environment.
- Look out for the safety of every fellow employee.

#### 4.6.5 *Constantly reinforce the safety vision and expectations of the organization.*

- Communicate and reinforce the safety vision and values in discussions with your employees.
- Inform employees of their safety responsibilities and educate them on the advantages/requirements of working safely.
- Recognize employees for safe behavior consistently and often.
- Maintain an open-door policy for all levels of employees to discuss safety issues and concerns.
- Deliver "State of the State" safety status reports to all employees on a monthly or quarterly basis.

#### 4.6.6 *Provide appropriate tools, equipment, data analysis, procedures and training and other safety resources.*

- Encourage employees to improve their skill sets, expertise and understanding of safe work practices.



## PRELIMINARY VENTURA COMPRESSOR STATION HEALTH AND SAFETY PLAN

- Ensure all employees are trained and qualified to do their job or are under close supervision for those jobs constituted as “on-the-job-training.”
- Provide Smith Driver Training to employees.
- Ensure appropriate tools and equipment is available to ensure all jobs are done safely.
- Ensure root cause analyses are thorough and complete.

#### 4.6.7 *Demonstrate urgency, and take accountability for resolving at-risk conditions, behaviors or other roadblocks to safety.*

- All work should be performed in a manner that prevents injuries and illnesses. If a job is not safe, find ways to make it safe.
- Conduct employee safety observations to ensure employees are adhering to all safety standards, e.g., office ergonomic evaluations, field rides, job site visits, etc.
- Conduct facility safety inspections regularly to identify at-risk conditions and at-risk behaviors and take preventive measures.
- Promptly evaluate the underlying factors of all incidents and take immediate corrective action. Also find out what is working well in certain work areas in order to leverage opportunities.
- Never allow shortcuts to safety, and never compromise health and safety for production. No activity is so important that it should jeopardize employee safety.

#### 4.7 **EXPECTATION OF ALL EMPLOYEES**

- To ensure you are properly trained to perform your job safely.
- Participate in all safety meetings and training provided.
- Wear proper apparel and PPE for the task at hand.
- Follow all safety rules and stop when safety is in question.
- Report all incidents, near misses and at-risk conditions.
- Look out for the safety of others and challenge any at-risk behavior.
- Encourage a 24/7 safety commitment.

# PRELIMINARY VENTURA COMPRESSOR STATION HEALTH AND SAFETY PLAN

## 5 SAFETY COMMITTEE

### 5.1 STRUCTURE

The safety committee is established as a mutual and collaborative effort of management and union represented personnel.

#### 5.1.1 Safety Committee Organizational Chart; Figure 2

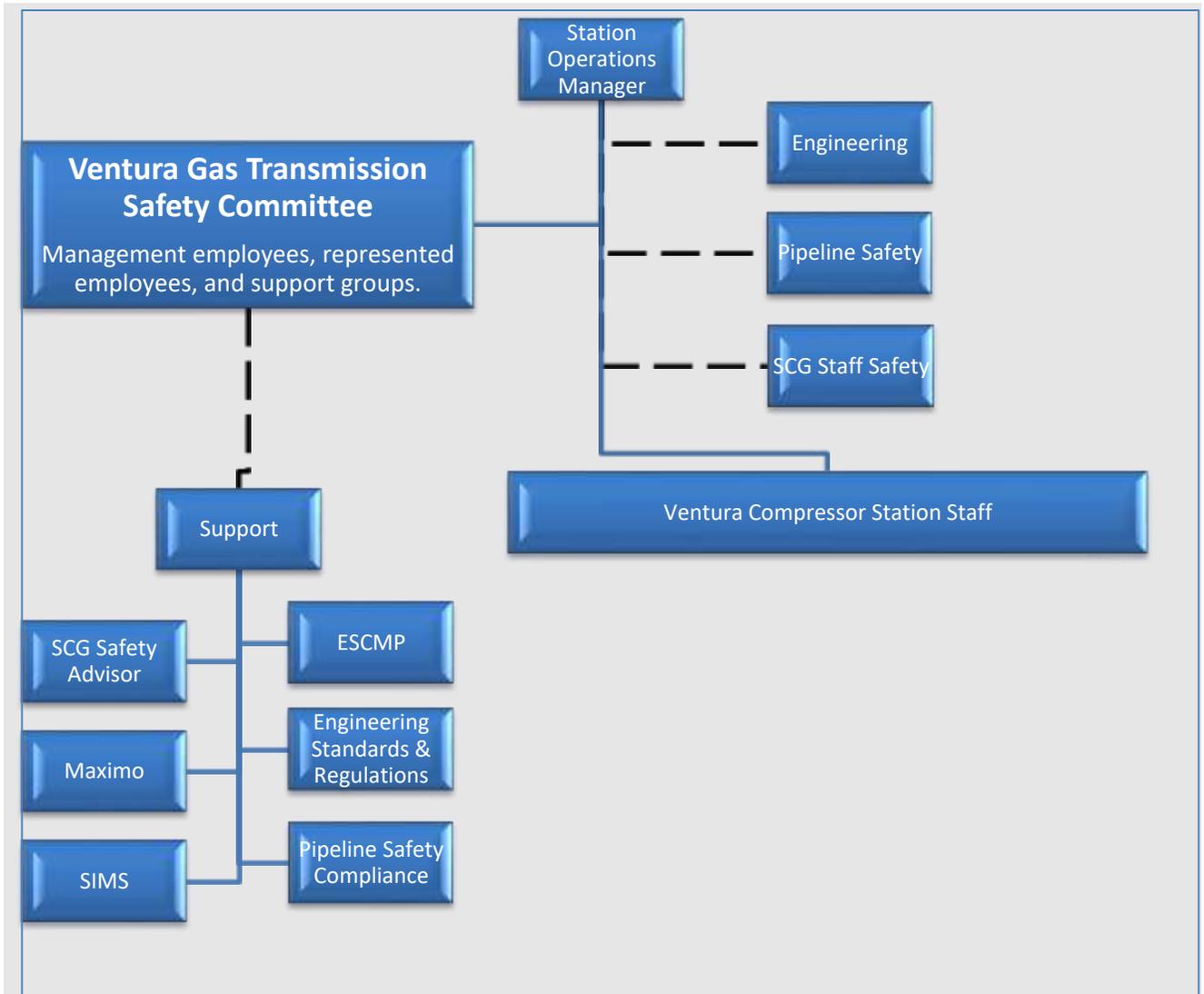


Figure 2 (Safety Committee Organizational Chart)



## PRELIMINARY VENTURA COMPRESSOR STATION HEALTH AND SAFETY PLAN

- 5.1.2 *Station Operations Manager*; Provides support to the Gas Transmission Safety Committee. Attends safety committee meetings as needed to support the safety committee. Has overall facility responsibility for the safe operation and maintenance at Ventura Compressor Station, and for compliance with all regulations. Approves safety committee findings and audits.
- 5.1.3 *Other Committee members* are to be involved in all aspects of safety with leadership that facilitates & communicates safety in operations, maintenance, engineering, technical support services, administrative, and environmental.

### 5.2 FUNCTION

The function of the Safety Committee is to work with corporate and site management to help recognize safety hazards and assist in finding corrective actions to better incorporate safe work practices and continue to meet state, federal, and local requirements. Assist in safety inspections, audits, and review and make Ventura Compressor Station specific recommendations for corrective actions.

### 5.3 ROLES AND RESPONSIBILITIES

The roles and responsibilities of the safety committee are flexible to meet the needs of the facility, but will consist of the following:

- 5.3.1 *The safety committee leadership* is responsible to ensure that all meetings are held, documented, and that follow up issues are addressed in a timely manner.
- 5.3.2 *Ventura Compressor Station Safety* specific needs are being addressed and communicated to management.
- 5.3.3 *Safety committee* audits and findings to be reviewed by Station Operations Manager
- 5.3.4 *Stop any work* that is found unsafe and report findings to facility manager.
- 5.3.5 *Reviews and follows up* with the SCG staff safety advisor on noncompliance issues (SIMS) and documents findings, corrective action(s), and closure.
- 5.3.6 *Assist engineering, environmental, compliance and maintenance managers* in audits, inspections, and compliance issues.
- 5.3.7 *Hold regular meetings* to review safety related incidents, findings, and any regulation compliance issues.
- 5.3.8 *Assist in identifying training* requirements for Ventura Compressor Station and review audits, and annual training reviews with site managers and safety advisor.
- 5.3.9 *Conduct and help plan* local safety meetings.



## PRELIMINARY VENTURA COMPRESSOR STATION HEALTH AND SAFETY PLAN

- 5.3.10 *Promote* the idea that a person's individual safety must be his or her own responsibility. Most jobs (driving included) require an employee to work alone. Everything an employee does require total concentration on that particular activity to be able to perform the task properly and without incident.
- 5.3.11 *Review* suggestions from employees pertaining to changes in safety programs, safety equipment, incentive programs, etc. and make recommendations to appropriate personnel for consideration.
- 5.3.12 *Be familiar with the contents* of the Company's Injury/Illness Prevention Program and be prepared to make recommendations for changes to local management or safety supervisor.
- 5.3.13 *Be alert to the presence* of any hazard or hazardous conditions. If necessary, secure the area and/or correct the hazard. Report these to supervision as soon as possible after discovery. Create a corrective work order in Maximo and send an email describing the issue to all members of the safety committee and assist with delivery of safety meetings and training.
- 5.3.14 *Review industrial injury* and motor vehicle incident reports and make recommendations on methods of prevention and protection to prevent a similar reoccurrence.
- 5.3.15 *Communicate and coordinate* safety/issues between work groups, all shifts, and other safety committees.
- 5.3.16 *Assures compliance* with the safety plan and assists with incident investigations and root cause findings.

### 6 VENTURA COMPRESSOR STATION EMPLOYEE TRAINING

The training program is required for all Ventura Compressor Station personnel, and it is the responsibility of management to conduct the required training throughout the year. Training is documented in accordance with Company procedures and tracked for all personnel on a training matrix. Records of completion of training requirements are audited annually as part of the ESCMP program. A list of the required training for personnel is included in Appendix (G).

#### 6.1 VENTURA COMRESSOR STATION AWARENESS TRAINING

Ventura Compressor Station management with the assistance of the safety department and the safety committee provides ongoing and regular safety training and safety awareness information to Ventura Compressor Station personnel. This includes fire awareness training, red flag conditions and Gas Operations power shutoff procedures, and local fire department involvement and training onsite.

- 6.1.1 *Daily Before the start of every shift*, relevant safety issues of the day are discussed and communicated to all employees as well as what contractors are onsite and their activities for the day.

## PRELIMINARY

# VENTURA COMPRESSOR STATION

## HEALTH AND SAFETY PLAN

### 6.2 TRAINING DEVELOPMENT

- 6.2.1 *Developing Training Program* - The Director of Safety and his/her designees are responsible for developing employee safety training programs that comply with applicable regulations and internal procedures.
- 6.2.2 *Identifying and Scheduling Training* – Ventura Compressor Station Operations Managers, Station Maintenance Supervisors and Station Operations Supervisors are responsible for annually identifying the appropriate safety training needed for their employees as defined in the Safety training matrices. Additionally, they must ensure that the identified mandatory safety training is completed and documented as described in the Safety Training Standards.
- 6.2.3 *Annual Training Review* – Ventura Compressor Station Operations Manager, Field Operations Manager and the Director of Transmission Operations are responsible to ensure the training processes are in place and reviewed on an annual basis.

### 6.3 TRAINING AND INSTRUCTION

- 6.3.1 *All employees*, including managers and supervisors, shall have training and instruction on general and job-specific Safety practices as well as on specific hazards associated with employee's job tasks. When employees know how to do their job properly, know the hazards of the job, and understand their supervisor's expectations, they work safely. The required training is provided:
- To all employees given new job assignments for which training has not previously been received.
  - Whenever new substances, processes, procedures or equipment are introduced into the workplace and represent a new hazard.
  - For supervisors to familiarize them with the Safety hazards to which employees under their immediate direction and control may be exposed and how to communicate information about those hazards effectively. Other required training as listed in the IIPP e.g., lock out tag out etc.
- 6.3.2 *Training and instruction* are provided depending on employees' job tasks and may include the following:
- How and when to use personal protective equipment.
  - Code of Safe Practices found in the Injury and Illness Prevention Manual
  - Smith System® defensive driving.
  - Potential hazards, protective measures and safety practices associated with new job assignments before exposure.
  - Information on chemical hazards to which employees could be exposed and other hazard communication program information.
  - Emergency action and fire prevention plans



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## 6.4 FIELD TRAINING

In support of Gas Standards, Policies and Procedures at Ventura Compressor Station, the Field Training organization provides job specific training for all field employee groups. The training courses summarized in Appendix (A) are delivered in detail without exception to each function/classification in all field job progressions.

Integrated within each training courses for all classifications are the Operator Qualification (Department of Transportation Operator Qualification Program as required by 49 Code of Federal Regulations 192.801 through 192.809) elements which include all appropriate training, checklists, and testing to be fully Operator Qualification Certified. The documentation for these certifications and records are closely monitored and employees are re-trained or updated whenever significant changes occur in a task or when they are required to re-qualify as prescribed by the DOT Operator Qualification limit of 5 years.

Emergency Response is covered within our Policies and Procedures, Gas Standards, and within specific Operator qualification elements. These items are covered in detail within training courses for classifications that have any activities or functions involved in Emergency Response.



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### 7 INJURY AND ILLNESS PREVENTION PROGRAM

The purpose of this program is to outline the essential elements of SoCalGas' Injury and Illness Prevention Program (IIPP). CAL-OSHA referenced in Appendix (E).

#### 7.1 ELEMENT #1: AUTHORITY AND RESPONSIBILITY FOR THE PROGRAM

- 7.1.1 *Chief Executive Officer:* Has overall authority and responsibility for implementation of the IIPP.
- 7.1.2 *Chief Safety Officer:* Provides policy guidance, compliance oversight and executive safety leadership.
- 7.1.3 *Officers:* Have overall authority and responsibility for program implementation and performance in their areas.
- 7.1.4 *Directors:* Have direct authority and responsibility for program implementation and performance in their areas.
- 7.1.5 *Department Heads/Managers and Supervisors:* Have responsibility for implementing and maintaining the injury and illness program in their work areas and for answering questions *about the injury and illness prevention program.*
- 7.1.6 *All Employees:* Perform only work they are qualified to do in a safe and efficient manner.
- 7.1.7 *Executive Safety Council:* Review, and/or support company-wide initiatives for Safety as well as remove barriers that inhibit a strong safety program.
- 7.1.8 *Safety Department:* Specifies employee protection, interprets all applicable safety related regulations, creates safety policies and programs, identifies and evaluates workplace hazards, periodically, conducts Safety assessments, and manages health and safety functions.

#### 7.2 ELEMENT #2: PROMOTING COMPLIANCE WITH SAFE AND HEALTHY WORK PRACTICES

- 7.2.1 *All employees are responsible for using safe work practices,* for following all directives, policies, and procedures, and for assisting in maintaining a safe work environment. Employees who fail to follow safety procedures and rules are subject to disciplinary action.
- 7.2.2 *Management is responsible for* ensuring all Safety policies and procedures are clearly communicated and understood by all employees. Management is expected to enforce the rules fairly and consistently.
- 7.2.3 *Personal recognition,* as well as award and recognition programs, is used to recognize employees, organizations, and employee safety committees for safety leadership and safe performance. Refer to the Safety Recognition Policy for more details.



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- 7.2.4 *Our systems of ensuring* all levels of employees comply with the rules and maintain a safe work environment include job observations, inspections, audits, incident evaluations, performance appraisals, and safety training as well as those mentioned in the above paragraphs.
- 7.2.5 *Compliance deficiencies* may indicate the need for additional employee training and/or retraining, revision of policies and procedures, review of equipment and tools, etc.

**7.3 ELEMENT #3: COMMUNICATING WITH EMPLOYEES IN A READILY UNDERSTANDABLE FORM**

- 7.3.1 *Open, two-way communication* between management and employees on Safety issues is essential to an injury-free, productive workplace. The following system of communication is used to ensure a continuous flow of information is shared:
- 7.3.2 *Supervisors communicate* Safety information with all employees to whom they provide work direction including office employees.
- 7.3.3 *Employees report hazards, injuries, and incidents* without fear of reprisal of any kind.
- 7.3.4 *Various committees* are as follows with their associated responsibilities:
  - Executive Safety Council: Communicates to employees at regularly scheduled meetings to gain a deeper understanding of safety at the frontline.
  - Safety Champions/ Safety Advocates: Provide local safety leadership and communications throughout the regions and departments.
  - Safety Action Committees: Communicate between union and management on health and safety issues.
  - Local Safety Committees: Create and maintain active interest in their department’s safety issues and initiatives.
- 7.3.5 *Injuries and incidents* are communicated to the organization via the Safety Information Management System (SIMS)
- 7.3.6 *Other means of communicating* Safety issues are:
  - Safety training, including formal training instructions such as the safety lesson plans and classroom training.
  - Employee newsletter, safety bulletins, posters, Cal-OSHA Log and Summary of Occupational Injuries and Illnesses, Safety Standards, surveys, incident evaluation reports, Safety Department intranet website and MS Outlook public folders.
  - Safety Committee Congress
  - Safety meetings, department staff meetings and tailgates.
  - Office employees shall receive safety information through department staff meetings, safety meetings and email alerts. The goal is to ensure office employees are provided safety information and opportunities to discuss safety issues.
  - Safety meetings are as follows:



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- Every 10 days for employees engaged in field construction or construction associated activities.
- Monthly for employees involved in operations, maintenance or other manual work (employee who spend at least 50% of their time in the field).
- Other communication methods can be found in the Injury and Illness Prevention Manual, Section V, Communication.

### 7.4 ELEMENT #4: IDENTIFYING AND EVALUATING WORK HAZARDS

- 7.4.1 *Safety inspections are conducted* to identify and evaluate hazards and results of inspections will be documented and communicated to affected employees. In addition, job observations are conducted periodically to ensure employees are minimizing exposure to injury by using safe behaviors.
- 7.4.2 *Periodic inspections* are performed by each area depending on the hazards involved and are conducted at a frequency to ensure workplace safety. At a minimum, inspections should be conducted:
- Daily or weekly depending on project for construction areas and jobs.
  - Semiannually for operating bases, and office areas.
  - Daily for Class A and B vehicles and forklifts
  - When new substances, process, procedures, or equipment which present potential hazards are introduced into our workplace.
  - When workplace conditions warrant an inspection, i.e., new unidentified hazard is recognized, injury or illness occurs, etc.
- 7.4.3 *Supervisors* routinely observe their area(s) of responsibility and correct at-risk work practices and conditions.
- 7.4.4 *Employees* shall report immediately any hazardous conditions, defective tools or equipment, or at-risk procedures to their supervisor.
- 7.4.5 *In addition*, workplace hazards and at-risk work practices can be identified through safety committee meetings, safety meetings, job observations, incident statistics and incident evaluation reports, near misses, audits, safety assessments and manufacturer warnings and information.
- All inspection records are retained for a minimum of one year. Examples of inspection checklists and job observation forms can be found on the Safety department website.



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### 7.5 ELEMENT #5: INVESTIGATING OCCUPATIONAL INJURIES, ILLNESSES

7.5.1 *Employees report* all work-related incidents promptly to their supervisors.

7.5.2 *Department heads/supervisors* will investigate work-related injuries, illnesses, incidents, and near misses to determine underlying/contributing factors and actions necessary to prevent recurrences.

7.5.3 *Incident evaluation* procedures include:

- Proper notification is made.
- Visit the incident scene as soon as possible.
- Interview injured employees and witnesses.
- Examine all factors associated with the incident.
- Determine the contributing factors of the incident.
- Develop and implement corrective actions to prevent reoccurrence.
- Document the findings and corrective actions using SIMS.

### 7.6 ELEMENT #6: CORRECTING AT-RISK OR UNHEALTHY CONDITIONS, WORK PRACTICES AND PROCEDURES IN A TIMELY MANNER

7.6.1 *At-risk and unhealthy work conditions*, practices or procedures shall be corrected in a timely manner.

7.6.2 *Supervisors correct and control* identified hazards as soon as practical. When hazards are beyond supervisor's authority, supervisors communicate hazardous conditions with recommended corrective action to management and/or Safety will be contacted for assistance.

7.6.3 *When a hazard is identified*, the following steps are taken:

- Eliminate the hazard source immediately if practical.
- Take immediate temporary action until permanent controls are in place.
- Permanent controls are done in this order:

7.6.4 *If practical, build engineering controls* into the process and eliminate the hazard. Examples are use barriers or mechanical guards; provide ventilation; substitute less hazardous substances; change the design; etc.

- Apply administrative controls to reduce or limit employees' exposure to hazards. They include training, personal hygiene, and reduction of employee exposure time.
- Provide personal protective equipment to the employee. It must be correct for the hazard. This includes eye and face protection, protective coveralls, respirators, gloves, foot protection, head protection, etc.



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- 7.6.5 *When an imminent hazard exists, and cannot be abated immediately, all exposed persons must leave the area. Only properly trained and equipped employees are allowed to correct imminent hazards.*
- 7.6.6 *A serious concealed danger is one which, (1) results from normal company operations, (2) poses a substantial probability of death or great bodily harm, and (3) is not readily apparent to the individual who is likely to be exposed. For these conditions that cannot be corrected immediately, take the following steps: STOP THE JOB*
- Notify and remove the employee(s) and call the Field Safety Advisor.
  - Outside normal working hours, contact the Dispatch Office ~~SCG message center~~ and ask for the on-call Field Safety Advisor.
    - If warranted, work with Dispatch to generate Message Center Report (MCR) to communicate with internal resources.
  - If corrections cannot be made within 15 days, Safety must report the condition to Cal-OSHA.
- 7.6.7 *Records of hazard control actions must be retained by each department for a minimum of three years.*

### 8 VENTURA COMPRESSOR STATION INSPECTION COMPLIANCE AND RECORDKEEPING

In support of all applicable Gas and Electrical standards, policies, regulations, and procedures Ventura Compressor Station has programs and processes in place to identify, document and track completion of all required work, as well as to review and audit compliance with applicable requirements. These include the use of the MAXIMO computerized maintenance management system for scheduling and tracking maintenance, inspections and follow-up corrective activities. In addition, the Environmental and Safety Compliance Management Program (ESCMP) is implemented to establish procedures and define roles and responsibilities necessary to ensure conformance to the Injury and Illness Prevention Program and other Safety requirements, and the Safety Information Management System (SIMS) is used to document and track safety inspections, incident/accident investigations and corrective actions. Each of these programs are described and defined in detail below.

#### 8.1 MAXIMO

The IBM MAXIMO computerized maintenance management system is an integrated productivity tool and database that helps manage assets on a single software platform. MAXIMO provides a comprehensive view of all asset types, their conditions and location, and the work processes that support them, to provide planning, audit, and compliance capability.

All maintenance work performed by Station Operations personnel on pipelines, equipment, and facilities is planned, scheduled, and documented using MAXIMO, in accordance with Company Gas Standard 223.0375,



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MAXIMO – Transmission and Station Operations. This includes maintenance work required by the DOT, CPUC, and DOGGR, and maintenance work that is not mandated by a regulatory agency or entity.

All pipeline, facility or maintenance data, including all scheduled (planned) and corrective (reactive) maintenance work is entered or uploaded into MAXIMO by various work groups consistently and accurately to facilitate creating/generating work orders; scheduling and tracking work activities and querying/creating reports on the maintenance work or assets in the system.

## 8.2 ESCMP (ENVIRONMENTAL AND SAFETY COMPLIANCE MANAGEMENT PROGRAM)

Establish procedures and define roles and responsibilities necessary to ensure conformance to the Injury and Illness Prevention Program and other Safety and Environmental requirements.

### POLICY AND SCOPE

Ventura Compressor Station is committed to ensuring the safety of our employees and protecting and conserving the environment, customers and the communities. We are committed to complying with all applicable federal, state and local safety laws, rules and regulations and SCG Standards. This Environmental and Safety Compliance Management Program (ESCMP) standard establishes processes that foster compliance with our Injury and Illness Prevention Program (IIPP), and all other applicable safety requirements.

#### 8.2.1 COMPLIANCE

- **Compliance** – All employees are responsible for complying with all applicable laws, rules and regulations as well as the requirements of the internal policies, practices, and procedures as published in the IIPP and other Safety Standards and maintained on the safety intranet sites.
- **Policies & Procedures** - The Director of Safety and his/her designees will regularly identify safety laws and regulations applicable to SCG and, as needed, establish internal policies, practices and procedures to foster ongoing compliance.

#### 8.2.2 ASSESSMENT OF COMPLIANCE

- **Self-Assessment Process** – Ventura Compressor Station Operations Manager with support of the Field Safety Advisors are responsible for conducting self-assessments of Company facilities and operations as set forth in the Safety Standard (STANDARD 167.33). The purpose of the self-assessments is to: assess compliance with the applicable safety regulatory requirements and internal Company policies; identify areas, actions or activities that are not consistent with regulatory requirements or internal policies; and finally, develop the appropriate corrective action(s). The information obtained during these inspections and self-assessments may also result in changes to internal Company policies or training.
- **ESCMP Management Review Process** - The Director of Safety and his/her designees are responsible for distributing ESCMP communications, conducting the annual ESCMP management review, compiling the findings, and developing recommendations and goals with executives.
  - **ESCMP Communications** – Periodic communications are distributed to provide ESCMP updates and reminders. Quarterly reports on the status of the ESCMP goals and on the

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status of ESCMP open corrective actions pertaining to safety are prepared and distributed by the end of the month following the close of each quarter.

- **Safety ESCMP and Environmental ESCMP Year-end Certifications** –Safety & Environmental ESCMP certifications, one for Ventura Compressor Station compliance and one for Employee-based compliance, are distributed at year-end. These documents contain questions that review compliance processes.
  - The Safety & Environmental ESCMP Facility-Based Year-end Checklist is a combined safety and environmental ESCMP checklist signed by the Ventura Compressor Station Operations Manager and the Director of Gas Transmission Operations to address safety and environmental permitting, spill reporting and other safety and environmental facility-based compliance concerns.
  - The Safety & Environmental ESCMP Employee-based Year-end Checklist is a combined safety and environmental ESCMP checklist signed by Vice Presidents and their Direct Reports regarding the employees in their organizations. It addresses safety and environmental training, awareness and other safety and environmental employee-based concerns.
- **Review, Verify and Certify** – Prior to certifying an ESCMP year-end checklist, it is important that a thorough review is conducted to verify that compliance processes and activities reasonably ensure compliance with safety and environmental laws and regulations and Company policies and procedures. Electronic approval of the checklist certifies that to the best of the approver’s knowledge, after all appropriate inquiry, all entries are true, accurate and complete. The annual reviews create an opportunity to identify gaps in compliance and implement corrective measures. The checklist review is completed through the end of each year and due back to the Directors of Safety and Environmental Services by early-January. The Ventura Compressor Station Operations Manager or the Director of Transmission Operations, or their designees, must provide quarterly updates on the status of open corrective actions to Safety and Environmental Services until properly closed.

### 8.2.3 RECORDS

- **Compliance Records** - Compliance records are maintained as an integral part of each safety program or procedure. These records are retained as directed in each respective program or procedure to satisfy applicable legal and Company requirements.
- **Electronic ESCMP Year-End Checklists** - the checklists are completed by the Ventura Compressor Station Operations Manager or the Director of Transmission Operations (for Employee-based) and approved by in-line Director and Vice President and Senior Vice President electronically and kept in the ESCMP database system for four years (4) years.
- **Records Retention** – Management of Company records must adhere to the SCG Record Retention Schedule and Policy.



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### 8.3 SIMS (SAFETY INFORMATION MANAGEMENT SYSTEM)

Using SIMS maintains compliance with policy requirements of both the Injury and Illness Prevention Program (IIPP) and the Environmental and Safety Compliance Management Program (ESCMP).

8.3.1 *All INSPECTIONS ARE RECORDED* in the Safety Information Management System (SIMS). Entries include the person or person(s) conducting the inspection, the at-risk condition or work practices identified, and the actions taken to correct the identified condition or work practice. Inspection forms can be found at the Safety website.

8.3.2 *INSPECTION RECORDS* are retained in SIMS.

### 8.4 INSPECTIONS

At Ventura Compressor Station safety inspections are a principal means of identifying potential hazards and help to determine what safeguarding is necessary to prevent incidents, injuries, and occupational illnesses. Safety inspections are equally important to incident prevention.

Finding at-risk conditions and work practices through inspections, and promptly correcting them, are among the best management tools of incident prevention. Each time an inspection occurs, management's interest in safety is demonstrated. Inspections are a basic tool for maintaining safe conditions and checking at-risk behaviors. They capture a "snapshot" of work environments or conditions for effective follow-up.

Typically, inspections focus on the work practices, operations, equipment, and environment in which hazards may be present. Inspections are sometimes part of audits.

#### 8.4.1 *INSPECTIONS DIFFER FROM AUDITS*

Routinely, inspections are done to look for physical hazards within a workplace or jobsite and to ensure the workplace is free of such hazards. Audits typically examine all elements of safety/environmental programs for compliance and performance purposes. For example, audits examine regulation compliance, training, and documentation as well as the physical hazards noted in inspections. Inspections are sometimes part of audits.

#### 8.4.2 *INSPECTIONS - SUMMARY*

Ventura Compressor Station Operations Manager (or designee) conducts safety inspections of the facility and the results are entered into the Safety Information Management System (SIMS).

Safety inspections are conducted using the Inspection Checklist of Facilities and Grounds. Items reviewed on the checklist, who reviewed them, and the findings of the safety inspection are documented in SIMS, along with corrective actions for issues needing attention. The manager is responsible to ensure the corrective action items are completed within a timeframe specified in SIMS. Any issues that could cause imminent danger are corrected immediately.



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### *8.4.3 ESCMP SAFETY SELF-ASSESSMENTS*

The Field Safety Advisor (FSA), with support of Ventura Compressor Station Operations Manager and the safety committee, is responsible for conducting an annual safety self-assessment of the facility and operations as set forth in the Safety Inspection and Self-Assessments Standard 167.33.

The annual safety self-assessment is conducted using the Safety Self-Assessment Checklist. Items reviewed on the checklist, who reviewed them, and the findings of the safety self-assessment are documented in SIMS. Any corrective actions are documented by the FSA in SIMS. The Station Operations Manager (or designee) is responsible to ensure the corrective action items are completed within a timeframe specified in SIMS. Any issues that could cause imminent danger are corrected immediately. The safety committee will follow up and document findings, corrective action(s), and closure the FSA.



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## 9 CONTRACTOR SAFETY PROGRAM

### 9.1 PURPOSE

To outline the safety requirements for any contractor performing work for Southern California Gas Company (SCG) and to establish responsibilities for Company employees with respect to contractor safety issues.

### 9.2 POLICY AND SCOPE

- 9.2.1 *SoCalGas' commitment to safety*, health, and environmental management is evident in the Sempra Energy's Safety and Environmental Policies. Contractors working for SCG are required to comply with all Federal, State, & Local laws, ordinances, regulations and SoCalGas Contractor Safety Manual and ensure the safety and environmental compliance of their employees, as well as ensuring their operations do not impact the safety of SCG employees and the public.
- 9.2.2 *It is the Company's policy* to maintain an owner-contractor relationship with all contractors providing labor and other services to the Company. In terms of safety, we specify that the contractor shall abide by applicable safety laws, regulations, etc., but it is not our responsibility to interpret or enforce safety rules for the contractor. This standard practice establishes guidelines for SCG employees relative to the safety efforts of its contractors.

### 9.3 CONTRACT REQUIREMENTS

- 9.3.1 *Prior to commencement of work*, the contractor and SCG representative shall review the project scope and determine specific relevant health, safety, and environmental regulations. At a minimum, the contractor shall be required to abide by all applicable federal, state, and local environmental, health, and safety laws and regulations. Meet the insurance requirements. Have a written Injury and Illness Prevention
- If requested, provide historical data on safety performance such as OSHA 300 logs.
  - Ensure that the contractor's employees and all subcontractors have the proper tools, resources, work practices, and appropriate training when required by statute/regulation and the Company specific operating requirements and provide such documentation upon request.
- 9.3.2 *When required for environmentally sensitive or other potentially hazardous projects*, the contractor may be required to provide additional documentation such as, but not limited to:
- Environmental, Safety, and Health Plan
  - Fire Prevention and Protection Plan
  - All required training, certifications, medical exams, Material Safety Data Sheets (MSDS), etc., for his or her employees or operations at the pre-job meeting
  - Specialized Environmental, Safety or Health Program(s)



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### 9.4 PRE-WORK MEETING

9.4.1 *Pre-work meetings* shall be held to discuss specific environmental, safety, and/or health issues for the job or facility. The following are examples of the information that shall be discussed, but are not limited to:

- Hazard Information
- Hazardous Materials
- Prohibited Materials
- Handling and Handling and Disposal of Hazardous Waste
- Environmental Permit Compliance
- Specific safety rules and requirements shall be discussed to ensure safe work practices are followed according to this Contractor Safety Program
- Reporting of Incidents
- Enforcement and Reporting of Post- Accident Testing
- Emergency Response
- Important phone numbers and general information.

### 9.5 NONCOMPLIANCE WITH SAFETY AND HEALTH REQUIREMENTS

9.5.1 *It is important that the independent status* of a contractor is maintained in all of the Company's contract relationships. There is no employer-employee relationship between the Company and any of its contractors or the contractor's employees.

9.5.2 *The Company reserves the right to take action* which includes warnings up to termination of contract if contractor has repeated non-compliance with safety and health requirements or observed safety hazards.

### 9.6 RESPONSIBILITIES

9.6.1 *SCG Representative:*

- Station Operations manager has overall responsibility for implementation and oversight of the contractor safety program at Ventura Compressor Station.
- Oversees contractor performance relative to cost, schedule, quality, customer satisfaction, safety, federal, state, and local regulations, as well as specific operating requirements of the site.
- Attends and participates in meetings on an "as-needed" basis, including pre-construction meeting, construction status meetings, contractor safety meetings, etc., held with contractor.
- Provides each contractor with information regarding the known specific hazards and any required PPE.
- All incidents, complaints, and inspections by governmental agencies.

9.6.2 *Contractor:*

- Meets all contractual agreements and provides a safe and healthy workplace for its employees.



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- Complies with all federal, state, and local regulations and any site-specific operating requirements specified by the Company.
- Corrects any hazardous condition identified.
- Notifies the SCG representative immediately of any project related incidents resulting in OSHA Recordable injuries, serious near misses, or any injury or property damage involving the public.
- Provides written report of investigation pertaining to any project-related incident, including serious near misses.

### 9.6.3 *Site Manager(s) and supervisor(s):*

- Notifies the SCG representative of any hazardous working conditions at the site that may impact the contractor.
- Advises the SCG representative of any complaints of unsafe practices being performed by the contractor.
- Takes the following action if a contractor's work creates an imminent hazard:
  - Requests contractor employees, in proximity to the hazard, to immediately mitigate the hazard.

### 9.6.4 *SCG Employee(s):*

- Stays out of contractor construction zones unless it is necessary to enter for required job duties.
- Wears proper clothing, footwear, and all required PPE if required to enter construction zone.
- Reports unsafe acts or conditions to their supervisors who will relay the information to the SCG representative.
- Takes action to prevent any person from entering a situation, which poses immediate potential for serious injury or death.

### 9.6.5 *Safety Committee:*

- Participates in contractor safety and pre-construction meetings as necessary and assist in communicating Ventura Compressor Station safety concerns and requirements.
- Wears proper clothing, footwear, and all required PPE if required to enter construction zone.
- Reports unsafe acts or conditions and/or stops the job and reports information to the committee facilitator.
- Takes action to prevent any person from entering a situation which poses immediate potential for serious injury or death.



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### 10 GAS REGULATORY REQUIREMENTS

A summary of the regulatory requirements and general actions and activities that Ventura Compressor Station performs to meet these requirements is included below.

In accordance with General Order 112-E and by incorporation, 49 CFR Part 192 referenced in Appendix (B), SoCalGas has implemented and follows policies, procedures and programs that govern the design, construction, installation, operation, maintenance and determination of maximum allowable operating pressure for gas transmission and distribution facilities. These policies, procedures and programs are updated in a timely manner as appropriate in response to changes in regulation, safety advisories, and other safety information. These policies, procedures and programs have been developed to fit the needs of Ventura Compressor Station and comply with the code requirements and are summarized as follows:

- 10.1 DESIGN:** 49 CFR Part 192 Subparts B, C, and D specify the minimum requirements for the material selection and design of pipe and pipeline components. SoCalGas' transmission and distribution pipe and facilities are designed with approved materials that have sufficient wall thickness and/or adequate protection to withstand anticipated external pressures and loads that will be imposed on the pipe after installation. The pipe and facilities are also designed with materials of sufficient strength to contain internal pressures plus appropriate design and/or safety factors. Components, including valves, flanges, and fittings meet the minimum prescribed requirements specified in the regulations. The design also includes pressure relief or other protective devices to prevent accidental over pressurization as further described in the maintenance section.
- 10.2 CONSTRUCTION;** 49 CFR Part 192 Subparts E, F, G and J specify the minimum requirements for the construction and testing of transmission and distribution facilities, including the welding and joining pipe and components as well as the protection of the pipe and facilities from hazards such as unstable soil, landslides, and other hazards that may cause the pipe to move or sustain abnormal loads. SoCalGas' transmission and distribution pipe and facilities are to be constructed in accordance with these requirements.
- 10.3 INSTALLATION:** 49 CFR Part 192 Subpart H specifies the minimum requirements for the installation of distribution service lines, service regulators, and customer meters. These requirements include specifications pertaining to the location of this infrastructure, protection from damage, and valve requirements. SoCalGas' service lines, service regulators, and customer meters are to be installed in accordance with these requirements.
- 10.4 MAINTENANCE:** 49 CFR Part 192 Subparts M and I specify the minimum requirements for the maintenance of transmission and distribution pipe facilities along with the associated corrosion protection facilities. Maintenance activities include the patrolling of pipeline, performing leakage surveys, monitoring performance of corrosion protection systems, making repairs, inspection and testing of pressure limiting and regulating equipment, and valve and vault inspection and upkeep. SoCalGas maintains its pipelines and facilities in accordance with these requirements. SoCalGas' patrol, leak survey, pressure limiting, valve and vault maintenance activities are further explained as follows:

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- 10.4.1 *PATROL*: Pipeline patrols are performed to look for indications of pipeline leaks, missing pipeline markers, construction activity, right-of-way encroachment and other factors that may threaten the pipeline. These patrols are to be performed at specified frequencies dependent upon the type of facility and its location.
- 10.4.2 *LEAK SURVEY*: SoCalGas conducts leakage surveys of its pipelines at frequencies that are specified in the regulations. These surveys are typically conducted using combustible gas detectors. Leak indications are to be recorded and assigned a priority code based upon the concentration of gas recorded by the instrument as well as other relevant factors that may exist in proximity to its location. The highest priority leaks are to be continuously monitored and repaired promptly. Small leaks that pose little threat to the public are to be monitored and repaired based on operating conditions.
- 10.4.3 *PRESSURE MONITOR & CONTROL*; Each pipeline system receives supply from higher pressure pipelines connected to the integrated system. Equipment exists between systems to regulate and control the pressure in each pipeline. Failure of pressure control equipment could result in the accidental over-pressurization of pipelines not designed to withstand the higher pressure of the upstream system. Accordingly, the pipeline systems are to be equipped with appropriate secondary pressure relieving, regulating, or limiting devices that will activate in the event the primary pressure control device fails. The design and use of all gas pressure relieving devices are to conform to appropriate agency regulations and orders. These devices are to have sufficient capacity and be set to prevent the over-pressurization of pipe and pipeline components commensurate with regulatory requirements.
- 10.4.4 *PRESSURE RELIEF DEVICES*: At pressure limiting stations and pressure regulating stations must have sufficient capacity to protect the facilities to which they are connected. Each pressure limiting station, relief device (except rupture discs), signaling device, and pressure regulating station and its equipment must be inspected once per year. These inspections verify that the equipment is:
- In good mechanical condition.
  - Adequate from the standpoint of capacity and reliability of operation for the service in which it is employed.
  - Set to control or relieve at the correct pressure consistent with the pressure limits of applicable regulatory requirements; and
  - Properly installed and protected from dirt, liquids, or other conditions that might prevent proper operation.
  - Any defective or inadequate equipment found must be promptly repaired or replaced.
- 10.4.5 *CORROSION CONTROL*: Requirements for the protection of metallic pipelines from external, internal and atmospheric corrosion are prescribed in Subpart I – Requirements for Corrosion Control. Corrosion Control Activities include:
- The use of protective coatings and paints to prevent a corrosive atmospheric or soil environment from coming in contact with the external steel surface.

## PRELIMINARY VENTURA COMPRESSOR STATION HEALTH AND SAFETY PLAN

- For the external surface of buried steel, the use of Cathodic Protection (CP) systems. CP is a technology that uses direct electrical current to counteract the normal corrosion of a metal pipeline.
- Management of the composition of the gas in the pipeline to prevent the formation of a corrosive environment and prevent internal corrosion.

10.4.6 *VALVE MAINTENANCE*: SoCalGas performs maintenance and inspection activities on all valves that may be necessary for the safe operation of its natural gas system. These valves include system isolation valves, inlet and outlet valves to regulator stations, bridge approach valves and high-pressure line sectionalizing valves. All identified valves are to be checked and serviced at least once each calendar year. Routine maintenance and inspection activities verify:

- Valve is not leaking.
- Valve is properly identified.
- Valves are adequately lubricated.
- Valve operation is verified.

Any issues requiring immediate action are to be addressed right away. All required follow-up work is managed through the issuance of an appropriate work order to perform needed repair or maintenance activities.

10.4.7 *VAULT MAINTENANCE*: Underground vaults typically house pressure regulating or pressure limiting equipment. The purpose of the vault is to allow access to the equipment for inspection, maintenance, and repair activities. SoCalGas performs routine maintenance and inspection on all underground vaults. Vault maintenance normally coincides with the scheduled maintenance of the equipment housed within the vault. These inspections are to be completed once per year. Routine maintenance and inspection activities for underground vaults include:

- Proper operation of ventilation equipment, if so equipped.
- Structural condition of vault walls, floor, ladders, steps, handrails, etc.
- Structural condition & operation of cover, include hinges & locking.
- Correct for any presence of water, trash or other foreign substances.

Any issues requiring immediate action are to be addressed right away. All required follow-up work is managed through the issuance of an appropriate work order to perform needed repair or maintenance activities.



## PRELIMINARY VENTURA COMPRESSOR STATION HEALTH AND SAFETY PLAN

**10.5 OPERATIONS:** 49 CFR Part 192 Subparts Land K specify the minimum requirements for the operation of transmission and distribution pipeline facilities. Operational activities are included in the O&M plan described in Chapter 4 and include the Emergency Response Plan described in Chapter 5 of the Natural Gas system operator Safety Plan. The operation of the pipeline also includes requirements for a public awareness program, damage prevention program, control room management procedures, odorization of gas, and identification of changes in population density along certain transmission lines, and the determination of maximum allowable operating pressure including requirements for increasing the maximum allowable operating pressure. SoCalGas operates its pipelines and facilities in accordance with these requirements:

10.5.1 *PUBLIC AWARENESS PROGRAM:* The regulations governing public awareness programs require pipeline operators to provide the following elements:

- Damage prevention awareness for excavators.
- Emergency plans for fire, police, and public officials.
- Public Education

The Public Awareness Program includes elements for the education of the affected public, government organizations and excavators including, but not limited to:

- The 811 one-call notification system which is to be used prior to excavation as well as other damage prevention methods.
- The possible hazards associated with unintended releases from a gas pipeline facility.
- Physical indications of a pipeline release of gas.
- Public safety measures to be taken in the event of a pipeline gas release; and
- Procedures to report a pipeline release.

The Public Awareness Program identifies specific audiences to be considered for targeted communications, the frequency of the communication for each audience, and the method of delivery. Many different audiences receive SoCalGas communications, including:

- Customers.
- Excavators and land developers.
- Public officials - school districts, city and county managers.
- Emergency officials.
- Residents and places of congregation along transmission lines.
- Residents within the distribution service territory.
- Residents near compressor stations

## PRELIMINARY VENTURA COMPRESSOR STATION HEALTH AND SAFETY PLAN

10.5.2 *DAMAGE PREVENTION PROGRAM*: The purpose of the Damage Prevention Program is to avert gas incidents -- such as dig-ins to SoCalGas pipelines -- and thereby improve public safety and property protection through public education and outreach activities. SoCalGas continues to promote awareness of the Underground Service Alert (811, "call-before-you dig") system by reaching out to contractors and the general public through meetings, mailers, bill inserts, the company website and other methods, so that gas lines are properly marked before excavation activities. Pipeline markers are to be accurate and visible. Excavation activity includes excavation, blasting, boring, tunneling, backfilling, the removal of aboveground structures by both explosive or mechanical means, and other earth-moving operations.

10.5.3 *CONTROL ROOM MANAGEMENT*; Gas Control monitors and/or controls pipeline facilities on a 24/7 basis. Gas Control personnel are Operator Qualified per 49 CFR 192 Subpart N and are to maintain pipeline pressures and gas flows within established safe limits while meeting customer supply demands.

*In the event of an emergency*, Gas Control personnel have the ability to stop the flow of gas to a given area, or reroute it, depending on the situation. Gas Control works with the Transmission Command Post, which communicates with the Emergency Operations Center and Gas Emergency Centers, to coordinate activities during an emergency. Gas Control personnel also participate in emergency drills. A fully functional back-up center is maintained and available for use during an emergency.

SoCalGas has a control room management program that is integrated with other operating and emergency procedures. Key elements of the control room management plan include:

- Definition of controllers' roles and responsibilities.
- Definition of information, tools, procedures, and processes controllers.
- A fatigue management program.
- An alarm management plan.
- A change management plan to address handling, approving, and implementing changes in pipeline equipment, monitoring, and operation.
- A means to incorporate operating experience into control room management procedures; and an established controller training program; compliance validation to meet federal and/or state agencies; and records and documentation that demonstrate compliance with plan mandates.

10.5.4 *ODORIZATION*; In its native state, natural gas is typically odorless. In compliance with regulations and as a primary safety measure, SoCalGas adds chemical compounds to the gas. These chemical compounds produce the distinctive odor associated with natural gas and serve as a means to detect a gas leak. Odor strength is to be maintained at a level so that gas may be readily detectable. The odor level is to be monitored at least monthly at representative locations for verification of odorization adequacy.



## PRELIMINARY VENTURA COMPRESSOR STATION HEALTH AND SAFETY PLAN

- 10.5.5 *POPULATION DENSITY*: 49 CFR 192 requires that changes in population density, known as Location Class, be monitored for certain transmission pipelines. The SoCalGas transmission pipeline system is modeled in a Geographic Information System (GIS). The GIS uses geographic data, aerial photography, data collected in the field, publicly available data sets and the identification of building and dwelling points to determine class location. Maps with class designations are used by operations personnel to look for changed conditions. Observed changes are to be recorded by marking up or redlining a location class map or completing a form designed to record such changes.
- 10.5.6 *MAXIMUM ALLOWABLE OPERATING PRESSURE*: A maximum allowable operating pressure (MAOP) is established for each pipeline or piping system. The established MAOP cannot exceed the maximum pressure allowed by regulatory code as specified in 49 CFR §192.611 and 49 CFR §192.619 - 49 CFR §192.623 as applicable. The location, class, design, testing, and operating history is all factors that can limit the MAOP of a pipeline or system.



**PRELIMINARY  
VENTURA COMPRESSOR STATION  
HEALTH AND SAFETY PLAN**

**11 APPENDIX**

**A) VENTURA COMPRESSOR STATION EMPLOYEE TRAINING OVERVIEW:**

***1. STATION TECHNICIAN:***

**Course Title and Description**

---

**Station Operational Duties**

---

Learn the duties of a Station Technician as outlined in the topics below.

**Overview of Transmission and Facilities**

---

A complete description of Transmission Facilities, pipeline work, pipeline flow control and measuring stations.

**Introduction to Natural Gas**

---

Learn about the properties of natural gas, its chemical make-up, and the type of natural gas we use. Learn where natural gas is found both in and out of the United States and who are our major suppliers of natural gas.

**Station Forms, Log Sheets and Logbooks**

---

Become familiar with practices and procedures dealing with identification and completion of appropriate forms used in transmission facilities and operations. Clear records, charts, log sheets and reports are very important to station operations.

**Portable Gas Detectors**

---

Each employee must be familiar with the equipment and measures employed to prevent and protect against fire in work areas. Learn how to use the gas leak detection equipment.

**Fire Permits**

---

Learn how to qualify employees in the proper issuance of Company Fire Safety Permits. Learn how to test for contamination of flammable or combustible liquids, gases or vapors and safety precautions to follow before issuing a Fire Safety Permit.

**Precision Tools**

---

Learn how to safely use precision tools and the proper use of each. Learn how to care for and maintain these tools.



# PRELIMINARY VENTURA COMPRESSOR STATION HEALTH AND SAFETY PLAN

## **Slings, Cranes and Lifting Equipment**

---

Learn the appropriate methods in using wire ropes and slings. Learn proper inspection methods for wire ropes and slings before each use, and wire rope or sling selection criteria for a particular application.

## **Station Piping Color Code**

---

Learn about the contents of these pipes and the colors and codes assigned to these pipes. Colors and codes are used in all transmission facilities.

## **Emergency Shutdown System**

---

Learn about the Emergency Shutdown System and how to use it. Cover testing procedures for the ESD Systems.

## **Relief Valves**

---

Relief valves are very important to the safety of the transmission system and the safety of personnel. This lesson will cover the most basic understanding of the purpose of use of relief valves.

## **Electrical Safety**

---

Learn about electrical safety and how this regulation affects your work at The Gas Company. Learn the rules for working with electrical equipment, use of equipment and safeguards for personal protection.

## **Electrical Motors**

---

Learn about electric motors, how to remove and install them, and their maintenance requirements.

## **Hypergun -- Operation and Maintenance**

---

Learn proper methods of lubricating a valve, valve maintenance, maintenance of air-driven and hand-held pressure grease guns.

## **Valves**

---

Learn about various types of valves and the application for each of these valves. Review the proper procedure for greasing and the care and maintenance of each of them.

## **Positive Displacement Compressors**

---

Cover the theory, operation and maintenance of Positive Displacement Compressor. Learn about the operation of compressor valves and the maintenance of the various valves.



# PRELIMINARY VENTURA COMPRESSOR STATION HEALTH AND SAFETY PLAN

## **Compressor Lubrication Systems**

---

Describe the operation and key maintenance issues that affect compressor lubrication.

## **Compressor Safety Systems**

---

Learn about the various safety systems used in engines and compressors. Learn the importance of knowing what problems activate these safety systems.

## **Rotary Pumps**

---

Become familiar with the different types of rotary pumps used throughout the transmission facilities.

## **Grease Truck and Equipment Maintenance**

---

Learn the care and maintenance on grease trucks, and also procedures and safety requirements to follow in conducting a pre-stat inspection of a grease truck and the air compressor located on the vehicle.

## **Portable Gas Generator and Portable Air Blowers**

---

Become familiar with the operation and preventive maintenance of portable gas generators and portable air blowers. Learn troubleshooting skills to identify and correct potential problems.

## **Vacuum Truck**

---

Learn how to safely operate, care for and maintain a vacuum truck. Learn about the hazardous waste manifest and a straight bill of lading that must be completed and carried in the truck any time the truck is on public streets.

## **Unibolt**

---

Learn the proper and safe way to isolate and remove a unibolt.

## **Storage Tanks**

---

Discuss various types of production and storage tanks used at transmission facilities. Talk about the different methods of taking samples and reading tank levels.

## **Vessels and Separators**

---

This lesson will cover various types of vessels and separators used to clean natural gas. Learn how to operate and maintain vessels and separators.

## **Storage Tanks and Three-Way Cut Valves**

---

Learn the proper procedures for taking cuts on different types of tanks. Taking cuts is an important technique to determine what is happening in our stock tanks.



# PRELIMINARY VENTURA COMPRESSOR STATION HEALTH AND SAFETY PLAN

## **Blanket Gas and Vent Gas Compressors**

---

Learn about blanket gas and vent gas compressors and their operations. Also learn about preventative maintenance procedures for the compressors.

## **Line Strainers**

---

Learn about line strainers, what they are, what they do and how to properly maintain them. Also learn about hydrates are, the conditions that cause a hydrate and what to do about them.

## **Dump Valves**

---

Learn about dump valves and how they are used in the operation of transmission facilities.

## **Dehydration Systems**

---

Learn how the dehydration system removes water from the gas. Explain how water is removed through the use of separators traps and dehydration units.

## **2. STATION OPERATIONS SPECIALIST**

### **Course Title and Description**

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#### **Introduction to Station Operations Specialist Duties**

---

An overview of duties for the Station Operations Specialist is presented.

#### **Managing Your Time**

---

Learn how to increase your awareness of critical attitudes and values along with skills that will help you better manage your time. Basic organizational skills can be learned by anyone, but it does take practicing those skills every day and focusing attention and effort to experience a change in behavior.

#### **Emergency Manual Overview**

---

Learn that the Emergency Plan consists of formal communications documents that have system-wide applications plus written instructions for individual facilities. Learn how to complete a Reporting to Emergency Center form and how to report a bomb threat.

#### **Title V Rules and Regulations**

---

Learn what Title V is and what it means to you and to the Company. Discuss the Clean Air Act.

---



## PRELIMINARY VENTURA COMPRESSOR STATION HEALTH AND SAFETY PLAN

### **Gas Standards On-Line Handbook**

---

Learn how to access the Gas Standards that are available on-line through the internet explorer.

### **Hazardous Communications (MSDS)**

---

Learn about the Gas Company's hazardous communication program. Identify terms used on a Material Safety Data Sheet and learn how to obtain an MSDS.

### **Job Safety Analysis**

---

Identify and analyze job safety hazards, how to correct safety hazards, establish a safe performance guide for each job analyzed, and to reduce accidents through prevention.

### **Proper Use of Fasteners**

---

Identify the proper grades or bolts and nuts to use as fasteners. Define common fastener terminology.

### **Use and Care of Torque Wrench and Torque Multipliers**

---

Learn how to use a torque wrench, torque wrench extension and a stretch gauge and how to calculate torque value using existing formulas of Actual Mechanical Advantage and the Torque Multiplier.

### **Use and Care of Slings and Wire Ropes**

---

Learn how to safety select and inspect wire ropes and slings for use. Learn the requirements for inspecting cranes and hoists.

### **Positive Displacement Compressors**

---

Learn the theory, operation and maintenance of Positive Displacement Compressors. Also learn about the operation of compressor valves and the maintenance of the various valves.

### **Compressor Valve Operation and Maintenance**

---

Learn how compressor valves work and how to recognize and correct valve malfunctions.

### **Clearance Pockets and Unloaders**

---

Learn the functions of the various types of clearance pockets and unloaders and how to maintain them. Explain the theory and operation of clearance pockets and unloaders.



# PRELIMINARY VENTURA COMPRESSOR STATION HEALTH AND SAFETY PLAN

## **Compressor Lubrication Systems**

---

Learn how to troubleshoot various lubrication systems.

## **Compressor Safety Systems**

---

Learn about the various safety systems used in engines and compressors. Learn how to troubleshoot engines and compressor and know what problems activate these safety systems.

## **Engine Lubrication System**

---

Learn about the lubricating systems used in Gas Company facilities. Also learn how to identify lubrication needs of large industrial engines and the types of lubrication and filter systems used in these engines.

## **Preventive Maintenance**

---

Learn about the preventative maintenance programs that reduce costs and extend the life of compressor station equipment. Explain Company procedures and what should be checked during a preventative maintenance inspection.

## **Oil Analysis and Trending**

---

Learn about oil analysis that are conducted to predict engine maintenance needs. Describe the oil analysis tests that are conducted and interpret the results to predict engine maintenance needs.

## **Bearings**

---

Learn about the different types of bearings, the different design factors and various applications used in engines. Explain the need for bearings and identify the types of bearing required for particular kinds of leads and operating conditions.

## **Ignition Systems**

---

Learn the fundamentals of how conventional and solid-state ignition systems work and identify the various ignition components for large industrial engines. Learn how to define common ignition problems and troubleshooting techniques.

## **Electric Motors**

---

Learn about electric motors, how to remove and install them and their maintenance requirements. Safely unwire an electrical motor from its power source and remove and install electric motors.



# PRELIMINARY VENTURA COMPRESSOR STATION HEALTH AND SAFETY PLAN

## **Pumps**

---

Learn about various pumps and their maintenance requirements. Describe the operation and key maintenance requirements of various pumps.

## **Dehydration Systems**

---

Learn how to trace the gas and triethylene glycol flow on an unlabeled dehydration diagram. Accurately explain the process of how water is removed from gas through the use of separators, traps and dehydration units.

## **Theory of Regulation**

---

Learn the basic operation of a regulator and the three elements of regulation.

## **Direct Operated Regulation**

---

Be introduced to spring loaded regulators and their applicators. You will also learn how to inspect, troubleshoot and repair spring-loaded service and monitor regulators.

## **Introduction to Pressure Regulation**

---

Learn about natural gas pressure and the purpose of the pressure regulator as applied to our residential and most commercial customers.

## **Introduction to Programmable Logic Controllers**

---

Learn the theory and operation of the PLCs.

### **3. STATION MAINTENANCE SPECIALIST:**

The Station Maintenance Specialist performs higher level skilled technical assignments, independently or as a member of a crew, associated with the maintenance of engines and auxiliary equipment at transmission and compressor stations. Provides work direction and on the job training.

## **Course Title and Description**

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### **Intro and History of Precision Measurement Tool**

---



## PRELIMINARY VENTURA COMPRESSOR STATION HEALTH AND SAFETY PLAN

The history of measurement tools and an overview of the tools that will be used on the job. You will be able to explain the importance of precision measurement tools.

### **Use and Care of Calipers**

---

Obtain accurate measurements on various props using a caliper and a 1/64<sup>th</sup> of an inch graduated scale.

### **Use and Care of Dial Calipers**

---

Learn how to use and maintain a dial caliper, a precision tool with which you can measure object to within + or - .0005 of an inch.

### **Use and Care of Thickness Gauges**

---

Learn how to measure small parallel openings with a thickness gauge and record reads to within + or - .001 of an inch accuracy.

### **Use and Care of Hole and Telescoping Gauges**

---

Review the use of hole gauges and telescoping gauges in measuring vital engine and compressor clearances.

### **Use and Care of Outside Micrometers**

---

Learn how to use an outside micrometer to measure various compressor engine parts and inside dimensions within an accuracy of + or - .0005 of an inch.

### **Use and Care of Inside Micrometers**

---

Review how to measure inside dimensions to an accuracy of + of - .0005 inch using an inside micrometer.

### **Use and Care of Depth Micrometers**

---

Learn how to correctly assemble a depth micrometer, verify calibration and measure various compressor and engine parts with an accuracy of + or - .0005 of an inch.

### **Use of the Borescope**

---

Learn how to correctly use a Borescope to identify cracks and flaws in equipment. A Borescope can be an ignition source and can never be used to inspect an area where a gas or flammable vapor exists.



# PRELIMINARY VENTURA COMPRESSOR STATION HEALTH AND SAFETY PLAN

## **Use and Care of a Dial Indicators**

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Review the use of the dial indicator to detect anomalies in the horizontal plan of the compressor piston rod when performing a compressor rod "run out."

## **Use and Care of Strain Gauges**

---

Learn how to assemble a strain gauge, selecting the appropriate extension rod for a given crankshaft throw. Learn how to use and maintain strain gauges.

## **Use and Care of Hand Tools**

---

Learn how to safely use hand tools: taps and dies, easy outs, hand sockets, impact sockets, end wrenches, screwdrivers, hacksaws, files, hammers, punches, chisels, pliers, tubing cutters, tubing benders.

## **Use of Care of Slings and Wire Ropes, Cranes and Hoists**

---

Learn how to safely select and inspect wire ropes and slings for use. You will also learn the requirements for inspecting cranes and hoists.

## **Proper Use of Fasteners**

---

Learn how to recognize quality bolts and nuts necessary for work with compressors and engines.

## **Use and Care of Torque Wrench, Multipliers and Stretch Gauges**

---

Learn how to use a torque wrench, torque wrench extension and a stretch gauge and how to calculate torque value using existing formulas of Actual Mechanical Advantage and the Torque Multiplier.

## **Positive Displacement Compressors**

---

Learn the theory, operation and maintenance of positive displacement compressors. Learn about the operation of compressor valves and the maintenance of the various valves.

## **Compressor Valve Operation and Maintenance**

---

Learn how compressor valves work and how to recognize and correct valve malfunctions.

## **Clearance Pockets and Unloaders**

---



## **PRELIMINARY VENTURA COMPRESSOR STATION HEALTH AND SAFETY PLAN**

Learn the function of the various type of clearance pockets and unloaders and how to maintain them. The student will be able to explain the theory and operation of clearance pockets and unloaders.

### **Compressor Cylinders**

---

Learn the function of compressor cylinders and how to lubricate, cool and maintain them. The student will be able to explain the function of compressor cylinders and the stresses to which they are subjected.

### **Compressor Cylinder Liners**

---

Learn about the function of cylinder liners in the operation of a compressor.

### **Compressor Piston Rod Assembly**

---

Learn about the removal and installation of compressor piston rod assemblies. The student will be able to explain how to safely remove and install a compressor piston and a rod assembly and identify components of the compressor piston rod assembly.

### **Packing, Compressor Rod and Wiper**

---

Learn how to remove and install packing and describe the purpose of packing. You will also learn how to inspect and replace a compressor rod and wiper packing. Explain how to remove and reinstall packing and describe the purpose of packing. Lap packing cups, measure their depth and fit the proper packing.

### **Compressor Connecting Rod, Cap and Bearings**

---

Review all safety requirements connected with working inside a crankcase. You will have the opportunity to do a bearing crush and to remove and install bearings on a compressor connecting rod.

### **Compressor Connecting Rods**

---

Learn how to safely remove and replace compressor connector rods, check for trueness, misalignment and pin-to-bushing clearance. Review the use of safety wires and cotter keys.

### **Compressor Crosshead & Rod Run-Out**

---

Learn about compressor crosshead guides, crosshead and how to perform rod run-out, which is one of the most important measurements taken on a compressor.

### **Compressor Lubrication Systems**

---



# PRELIMINARY VENTURA COMPRESSOR STATION HEALTH AND SAFETY PLAN

Learn how to troubleshoot various lubrication systems. Describe the operation and key maintenance issues that affect compressor lubrication. Explain how Trabon and McCord compressor lubrication systems function.

## **Compressor Safety Systems**

---

Learn about the various safety systems used in engines and compressors.

## **Preventative Maintenance**

---

Learn about preventative maintenance programs that reduce costs and extend the life of compressor station equipment.

## **Prime Movers**

---

Learn about the various types of prime movers used by The Gas Company. A prime mover is a large industrial gas driven two-cycle or four-cycle engine. Some compressor stations have a gas driven turbine/compressor.

## **Two Stroke Engines**

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Learn about two stroke engines, their design and proper balancing techniques.

## **Four Cycle Engines**

---

Learn about four-cycle engines, their major components, and systems.

## **Starting Air Systems: Pilot and Non-Pilot**

---

Learn about the various types of starting air systems, their similarities and difference. Describe the operation of these two major starting air systems and troubleshooting skills.

## **Air Intake Systems**

---

Learn about the intake systems for two and four stroke engines and how to maintain them. Identify the various types of air intake systems for two- and four-cycle engines and explain the purpose of a charged air system.

## **Turbochargers, Gear Blowers and Scavenging Pumps**

---

Learn about the function and care and maintenance of turbochargers, gear blowers, and scavenging pumps.



# PRELIMINARY VENTURA COMPRESSOR STATION HEALTH AND SAFETY PLAN

## **Jacket Water Cooling Systems and Fin Fan Units**

---

Learn the different types of jacket water cooling systems and how to maintain them.

## **Lubrication System**

---

Learn about the lubricating systems used in Gas Company facilities. Learn how to identify lubrication needs of large industrial engines and the types of lubrication and filter systems used in these engines.

## **Oil Analysis and Trending**

---

Learn about oil analysis that are conducted to predict engine maintenance needs.

## **Two Stroke Engine Power Piston, Power Cylinder, Piston Rod and Piston Head Assemblies**

---

Learn the functions of the power piston, power cylinder, piston rod and piston head assemblies in a two-stroke engine.

## **Four Stroke Engines -- Power Piston, Power Cylinder, Piston Rod and Piston Head Assembly**

---

Describe the functions of the power piston, power cylinder, piston rod and piston head assemblies in a four-stroke engine.

## **Maintenance of Two and Four-Cycle Power Pistons, Power Cylinders, Connecting Rod and Head Assembly**

---

Learn how to maintain the major components of two and four stroke engines.

## **Bearings**

---

Learn about the different types of bearings, the different design factors and various applications used in engines.

## **Bearing Assembly and Bearing Crush**

---

Learn about how to install various types of bearings according to industrial standards and Gas Company procedures.

## **Main Bearing Bump Check Procedures**

---

Learn the proper procedures for performing a main bearing bump check.



# PRELIMINARY VENTURA COMPRESSOR STATION HEALTH AND SAFETY PLAN

## **Connecting Rod Bearing Bump Check Procedure**

---

Learn how to perform a connecting rod bearing bump check and to verify bearing clearance in accordance with industrial standards and company procedures.

## **Piston Wrist Pin Bearing Clearance Procedure**

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Learn procedures on taking wrist pin clearance measurements.

## **Crankshaft End Thrust Clearance Bump Check**

---

Learn about the thrust bearing and how to perform a thrust bearing clearance check.

## **Engine Frame and Foundation**

---

Learn about the engine frame and foundation.

## **Flywheel**

---

Learn about the function of the flywheel in engine operation.

## **Web Deflection Procedures**

---

Learn about web deflection their importance and proper procedures for taking web deflection reads.

## **Governor Operation and Maintenance**

---

Learn about the operation and maintenance of engine governors.

## **Basic Electricity**

---

Learn how to identify the methods of generating and measuring electricity. Learn the basic electrical components and terminology.

## **Alternating and Direct Current**

---

Learn the fundamentals of generating alternating current and direct current and of converting AC to DC.

## **Electrical Transformers**

---



## PRELIMINARY VENTURA COMPRESSOR STATION HEALTH AND SAFETY PLAN

Learn about electrical transformers, the basic operation and components of an electrical transformer. Explain the functions of basic electrical components within an electrical circuit.

### **Ignition Systems**

---

Learn the fundamentals of how conventional and solid-state ignition systems work and identify the various ignition components for large industrial engines.

### **Electrical Motors**

---

Learn about electric motors how to remove and install them and their maintenance requirements.

#### **4. MEASUREMENT SPECIALIST:**

The Measurement Specialist course is offered to employees who have little or no field experience. The course covers all aspects of meter and regulator construction, installation, maintenance, calibration, and repair with emphasis on instrumentation used by Transmission.

### **Course Title and Description**

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#### **Intro to Gauges**

---

Various types of gauges will be discussed. The employee will learn about the basic operation of gauges and how to read them as well as how to determine if the read on the gauges is within tolerance or out of tolerance per the recommended guidelines.

#### **Basic Regulation**

---

Basic Regulation focuses on the theories of regulation, its components and some common applications in our transmission facilities.

#### **Read and Interpret Detector Tubes**

---

You will learn how to install, read and interpret Detector Tubes. You will learn the basic operation of the Draeger Pump.

#### **Portable Ranarex**

---

Learn about the portable Ranarex and its primary purpose and operation. Also learn about an inverter, how the Ranarex is connected to the inverter, and how the inverter is connected to an auxiliary outlet.



# PRELIMINARY VENTURA COMPRESSOR STATION HEALTH AND SAFETY PLAN

## **Linear and Non-Linear Charts**

---

Learn how to read and interpret pressure, temperature, and differential charts.

## **How to Adjust a Spring-Loaded Regulator**

---

The employee will be able to adjust a spring-loaded regulator to a specific pressure setting, explain the operation of regulator, identify the three elements of a regulator and explain the difference between p1 and p2.

## **Motor Valves and Motor Valve Theory**

---

Learn about and have a basic understanding of pneumatic principles, applications and instrumentation that is used.

## **Download Electronic Measurement Devices: EC-AT, Mini P&T, TF 6610/11**

---

Introduce how to download data collected from the various facilities into the laptop computer. Mercury EC-AT, Mercury Mini P&T, Totalflow 6610 and Totalflow 6611.

## **Elements of Regulation and Bypassing**

---

The employee will learn how spring and pilot loaded regulators operate, and learn how to correctly bypass, inspect and troubleshoot regulation devices. Demonstrate how to correctly perform a bypass on a regulation system and how to perform a regulator inspection.

## **Relief Valves**

---

Learn the foundation for a progressive understanding of relief valve operation, application, and selection criteria, installation, and maintenance.

## **Pneumatic/Hydraulic Valves**

---

The employee will learn about pneumatic principles, applications and instrumentation. The employee will be introduced to the essential parts of an operating system, specific instruments and related discrete components used for process flow control, liquid level control and safety systems.

## **Gas Measurement Systems (Big GEMS)**

---

Big GEMS provide total energy measurement using a Gas chromatograph and a state-of-the-art microprocessor. Also learn about remote terminal unit, smart



## PRELIMINARY VENTURA COMPRESSOR STATION HEALTH AND SAFETY PLAN

transmitter calibration, uninterruptable power supply, standard electronic readout, and gas chromatograph.

### **Gas Chromatograph**

---

Introduced to the theory, operation, maintenance, calibration, and troubleshooting of a gas chromatograph.

### **Controllers and Controller Concepts**

---

The employee will learn the basic concept of controller action that includes, but is not limited to theory, tuning operation, maintenance and calibration of the Fisher snap action controller, Fisher 4160 series controllers, Fisher 4195 series controllers, concepts of a 3-mode control, and controller tuning.

You will learn the basic concept of the Liquid Level Control. You will be introduced to the basic concepts of Multi-Position valves, pilots and a relay amplifier. This will include maintenance and troubleshooting.

### **624 ADII Controllers**

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The student will learn about the Differential Gas Controller (DGC) and the 624 ADII Controller.

### **Valve Positioners**

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Learn the basics of valve positioners and actuators, which will include theory, turning, operation, maintenance, and calibration of the Bailey Positioner and Bettis Actuators.

### **Becker Precision Equipment - BOE System**

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Describe the working principles of the Becker Precision Equipment System and how all the components interact to provide an accurate process variable.

### **Liquid Level Control**

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Identify and explain what action must be taken to correct given condition and identify the major components of the liquid level unit. explain the operation and purpose of a Clayton Valve and a Fisher Leveltrol.

### **Differential Gap Controller**

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Learn basic concepts of a differential gap controller -- theory, operation, care, maintenance, and calibration.



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## **Multi-Position Valves, Pilots and Relays**

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Introduced to the basic concepts of multi-position valves, pilots and a relay amplifier.

## **Transmitters and Receivers**

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Introduced to the transmitters and receivers, which will include application and calibration.

## **Electrical Safety and Test Equipment**

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Using a Lab Volt Trainer, training manuals and a Digital Multi-Meter (DMM), you will be taught electrical safety, basic electricity AC and DC.

## **Electronic Measurement Devices (Little GEMS)**

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You will learn computer applications for configuring, calibrating, and troubleshooting electronic measurement systems.

## **Model 5 Meter Prover**

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Learn basic computer applications such as DOS function, menu driven programs, and how to initiate a program through DOS. Utilizing a laptop and a Model 5 meter prover you will be able to determine Displacement Meter accuracy.

## **Line Breaks**

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The employee will be introduced to the reasons for line breaks, where we have line breaks, basic operation of a typical line break and system components, setting up a pressure sensor, and orifice. The student will be able to explain how a line break trips under a given condition.

## **5. INSTRUMENT SPECIALIST:**

The Instrument Specialist performs high-level skilled work rated to the operation and maintenance of all types of hydraulic, pneumatic, electric and electronic control instruments and telemetering equipment in the transmission system.

### **Module Title and Description**

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#### **Instrument Specialist Training Orientation**

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During this training module, you will learn about various tasks, job duties and responsibilities for your particular job classification. You will develop knowledge and acquire skills that will help you develop your expertise in this classification.

### **Introduction to Instrument Specialist Position**

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Instrument Specialist position is the key performer in three important gas transmission work processes: routine installation, monitoring and maintenance of a variety of gas measurement and control instruments; troubleshooting and repair of a variety of gas measurement and control instruments; installation and software/firmware updates for new or updated gas measurement and control instruments.

### **General Safety Orientation**

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Review general safety policies included in the Gas Company's Injury and Illness Prevention Program. Also learn general electrical safety procedures to follow when working as an Instrument Specialist.

### **Introduction to Basic Electricity: Direct Current**

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This module introduces you to the basics of electricity, including how it is created and the terms used to describe its components. In this module, you will be experiencing the following: LabVolt experiment -- The Electrical Circuit, lecture on the Fundamentals of Electricity, and practice activity on the Fundamental of Electricity.

### **Current and Scientific Notation**

---

This module explains how electrons produce an electric current and how to measure current flow. It also introduces how to use very small and very large numbers to measure current and to work with these measures using scientific notation -- a consistent format making them easier to read and interpret.

### **Voltage and Batteries: Direct Current**

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This module introduces voltage and batteries, including how to increase voltage and current by connecting batteries in series or parallel. After completing this module, you should be able to connect cells and batteries in series-parallel combinations and generate a difference in potential using different methods.

### **Resistance**

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In this module, you will learn about resistance: the opposition to the flow of current. This module examines the types and characteristics of resistance and the effects of connecting resistors together by a conductor to form a circuit.



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### **Ohm's Law**

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This module introduces Ohm's Law and how it is applied to a circuit. After completing this module, the student will be able to: identify the three basic parts of a circuit and three types of circuit configurations; describe how current flow can be carried in a circuit; state Ohm's Law with reference to current, voltage, and resistance; solve problems using Ohm's Law for current, resistance, or voltage in series, parallel, and series-parallel circuits; describe how the total flow differs between series and parallel circuits, how the total voltage drop differs between series and parallel circuits, how the total resistance differs between series and parallel circuits; state and apply Kirchhoff's current and voltage laws; verify answers using Ohm's law with Kirchhoff's law; define the symbol for voltage.

### **Electrical Measurement and Meters**

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This module introduces common tools used to measure current, voltage and resistance. These include: ammeters, voltmeters, ohmmeters and multimeters. The student will have hands-on opportunities to use these devices to make accurate measurements.

### **Power-Direct Current**

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This module introduces power and circuit applications involving power. After completing this module, you should be able to calculate power consumption in a variety of gas measurement and control instruments which would then be matched to a correctly sized supply.

### **DC Circuits**

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This module introduces the fundamental concepts of DC circuits, including key terms, how they work and how to calculate key values in these circuits. After completing this module, the student will be able to install, monitor and troubleshoot series, parallel and series-parallel circuits used in gas measurement and control instruments.

### **Magnetism-Direct Current**

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This module introduces magnetism, electromagnetism, and the relationship between magnetism and electricity. After completing this module, you should be able to perform the following job task: troubleshoot circuits in a variety of gas measurement and control instruments using the concepts of magnetism and the relationship between magnetism and electricity.

### **Inductance and Capacitance**

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This module introduces the concepts, meaning and characteristics of inductance and capacitance. After competing this module, you should be able to identify uses of inductance encountered in gas measurement and control



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instruments and the uses of capacitance encountered in gas measurement and control instruments.

## **Introduction of Alternating Current**

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This module introduces alternating current and how it works. After completing this module, the student will be able to identify applications of AC electricity used in gas transmission instrumentation, the valves applied to an AC signal, and the non-sinusoidal waveforms.

## **AC Measurement**

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This module introduces you to the basics of AC measurement including how to measure AC current, voltage, frequency and waveforms. After completing this module, the student will be able to use meters to measure voltage and current in AC circuits, use oscilloscopes to analyze AC circuits, use frequency counters to measure AC frequency and use a function generator for generating exact sinusoidal and non-sinusoidal waveforms.

## **Resistive AC Circuits-Alternating Current**

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This module introduces basic AC resistive circuits. After completing this module, the student will be able to solve basic AC resistive circuits, connect resistors in series and parallel in an AC circuit and calculate power in an AC circuit.

## **Capacitive AC Circuits-Alternating Current**

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This module introduces basic capacitive AC circuits. After completing this module, you should be able to describe the effects of capacitance on an AC circuit and connect various AC capacitive circuits.

## **Inductive AC Circuits-Alternating Current**

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This module introduces basic inductive AC circuits. After completing this module, the student will be able to describe the effects of inductance on an AC circuit and connect various AC inductive circuits.

## **Transformers**

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This module introduces the basic concepts of transformers, which allow the transfer of an AC signal from one circuit to another. Upon completing this module, the student will be able to draw schematic diagrams of transformers in various circuit applications and solve transformer ratio problems.

## **Semiconductor Fundamentals**

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After completing this module, the student will be able to identify uses of semiconductor materials in gas instrumentation.

### **Diodes**

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This module introduces diodes and how they work. After competing this module, you should be able to describe the function and characteristics of a junction diode, perform a test on a junction diode to determine if it is operational, describe the function and characteristics of a zener diode, and perform a test on a zener diode to determine if it is operational.

### **Power Supplies**

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In this module, the student will be introduced to basic power supplies and uninterruptible power supply (UPS). Power supplies supply voltage to a variety of circuits. They do this by converting AC to DC through a process called rectification. Power supplies may also use transformers to alter the AC voltage and a voltage regulator to hold the output voltage at a constant level. UPS are back-up systems meant to provide power in the case of an interruption in the electrical service. Solar panels, in conjunction with rechargeable batteries, provide power to electronic devices located in remote areas.



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**B) GAS REGULATION POLICIES AND REQUIREMENTS:**

**1. CALIFORNIA GENERAL ORDER 112-E:**

i. [http://docs.cpuc.ca.gov/PUBLISHED/GENERAL\\_ORDER/126869.htm](http://docs.cpuc.ca.gov/PUBLISHED/GENERAL_ORDER/126869.htm)

**2. CODE OF FEDERAL REGULATIONS 49 PART 192:**

i. [http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title49/49cfr192\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title49/49cfr192_main_02.tpl)



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**C) 2023 SAFETY INSPECTION CHECKLIST FOR FACILITIES AND GROUNDS:**

***FORM AVAILABLE ELECTRONICALLY AT SOCALGAS***

<p><i>Revised 2/2023</i></p>	<p><b>2023 Safety Inspection Checklist for <u>Facilities &amp; Grounds</u> Including Additional Guidance</b></p>
<p>The following includes additional guidance for questions on the semiannual Safety Inspection checklist for facilities and grounds. Specific company standards and regulatory references may be provided for additional information.</p>	
<p><b>Instructions:</b> Use this checklist for semiannual facilities and grounds inspections to cover all the grounds, facilities and buildings located at a site. Confirm the status of open corrective actions on the current inspection checklist. Enter inspection results in the Safety Information Management System (SIMS).</p> <ul style="list-style-type: none"> <li>▪ When conducting inspections, checking "<b>Yes</b>" indicates that the item is in compliance or is safe; checking "<b>N/A</b>" indicates that it does not apply; checking "<b>No</b>" requires that you document in SIMS the following: (1) what needs to be done to fix the item (Correction Action); (2) who will take the lead (Responsible Employee and his/her employee ID); and (3) the date the item was fixed (Completion Date).</li> <li>▪ Inspection findings that could reasonably be expected to cause serious harm to an employee must be addressed immediately (e.g., clearing a blocked emergency exit). Ensure responsible employee is aware of their action.</li> </ul> <p><b>NEW:</b> Corrective actions must be closed in a timely manner. Safety has developed a priority scale to determine timeframe for assigning corrective action due dates.</p> <ul style="list-style-type: none"> <li>- Priority 1 = within 24 hours</li> <li>- Priority 2 = 5 days</li> <li>- Priority 3 = 10 days</li> <li>- Priority 4 = 30 days</li> <li>- Priority 5 = 90 days</li> </ul> <ul style="list-style-type: none"> <li>▪ For repairs that require assistance from the Facilities Department, submit a work request through the Facilities "Archibus" Work Order site. For safety support contact your Field Safety Advisor, or go to the Safety Website.</li> </ul>	<p><b>Prepared by:</b> _____</p> <p><b>Site Name:</b> _____</p> <p><b>Building/Floor:</b> _____</p> <p><b>Date Prepared:</b> _____</p>

**FOR instructions on entering your Safety Inspections in SIMS please see:**

[Safety Services - SIMS Safety Inspections - Job Aid Rev 5-2022.pdf - All Documents \(sharepoint.com\)](#)



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2023 Safety Inspection Checklist for Facilities & Grounds			
Priority Scale	Category Classification	Question:	Yes, No, NA
2	1.0 Chemical Safety	<p>Are chemical containers/drums appropriately labeled with product name and physical/health hazards?</p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p>	
4	1.0 Chemical Safety	<p>Are the pesticide contractor completion notices on file for two years?</p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p>	
4	1.0 Chemical Safety	<p>When labeled as a Flammable Storage cabinet, is the cabinet fitted with self closing doors, sills and ventilation port?</p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p>	
3	1.0 Chemical Safety	<p>Are incompatible hazardous materials stored apart with acids separated from bases and both away from flammables?</p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p>	
3	2.0 Confined Spaces	<p>Is each Company owned permit required confined space permanently posted with wording "Danger - Permit Required Confined Space?"</p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p>	
4	2.0 Confined Spaces	<p>Is an updated list of Company owned confined spaces (PRCS and non-PRCS) maintained at the site?</p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p>	



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Priority Scale	Category Classification	Question:	Yes, No, NA
1	2.0 Confined Spaces	<p>Is air monitoring equipment used at this site calibrated and in good working order?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
4	2.0 Confined Spaces	<p>Is the annual review of permit required confined space entry operations (including canceled permits) being done?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
3	2.0 Confined Spaces	<p>Have permit required confined space entry permits been completed, posted at entry during use, and kept afterwards for one year?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
1	3.0 Cylinders (Gas)	<p>Are all cylinder caps in place when cylinders are transported and stored?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
4	3.0 Cylinders (Gas)	<p>Are cylinders free of corrosion and dents?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
4	3.0 Cylinders (Gas)	<p>Are cylinders marked with gas content?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
1	3.0 Cylinders (Gas)	<p>Are oxygen cylinders in storage separated from fuel gas cylinders (e.g. acetylene or hydrogen) or combustible materials (especially oil or grease) a minimum distance of 20 ft. or by a non-combustible barrier either at least 5 ft. high or a minimum of 18 inches above the tallest cylinder, and having a fire-resistance rating of at least 1 hr.?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	



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Priority Scale	Category Classification	Question:	Yes, No, NA
1	3.0 Cylinders (Gas)	<p>Are all cylinders securely fastened to prevent damage?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
4	3.0 Cylinders (Gas)	<p>Are empty cylinders indicated empty with valves closed and protection caps in place?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
1	3.0 Cylinders (Gas)	<p>Are cylinders transported with the proper dolly or lifting device designed for the purpose?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
1	4.0 Electrical	<p>Is access to electrical panels clear for 36 inches in front of the panel, as wide as the panel or 30 inches (whichever is greater), and are the doors able to open 90 degrees or greater?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
4	4.0 Electrical	<p>Are flexible cords not in permanent use and not run through holes in walls?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
4	4.0 Electrical	<p>Are electrical control panel room doors clearly marked with a sign indicating that it is an electrical control panel room?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
1	4.0 Electrical	<p>Is the facility free of frayed wires (repaired or removed from service)?</p> <p>Comment:</p> <p>_____</p> <p>_____</p>	



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Priority Scale	Category Classification	Question:	Yes, No, NA
3	4.0 Electrical	<p>Are all 15 and 20 ampere receptacles installed in wet areas, bathrooms and kitchens equipped with GFCI protection?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
4	4.0 Electrical	<p>Are cover plates, switches and outlet covers in place and not damaged?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
4	4.0 Electrical	<p>Are power strips on a single permanent wall plug (i.e., not plugged in series)?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
1	4.0 Electrical	<p>Are phone or electrical wires placed away from foot traffic or properly covered?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
1	4.0 Electrical	<p>Is workspace free of space heaters?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
4	5.0 Emergency Action/Fire Plan	<p>Does the current Emergency Action/Fire Plan exist?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
3	17.0 Eyewash/Shower	<p>Are eyewashes/shower tested monthly, documented and have dust caps in place?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
1	17.0 Eyewash/Shower	<p>Are the smaller plastic eye irrigation bottles within their label expiration date?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	



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Priority Scale	Category Classification	Question:	Yes, No, NA
1	17.0 Eyewash/Shower	<p>Is access to eyewash/shower clear?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
4	6.0 Fire Safety	<p>Are fire extinguishers inspected and recorded each month at the facility?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
4	6.0 Fire Safety	<p>Is fire equipment (e.g. extinguishers) marked when obstructed from view and readily accessible?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
4	6.0 Fire Safety	<p>Are sprinklers guarded if they are subject to damage?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
4	6.0 Fire Safety	<p>Are materials stored with a distance greater than 18 inches below the sprinkler heads?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
1	6.0 Fire Safety	<p>Are ignition sources kept from flammable or combustible materials?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
1	6.0 Fire Safety	<p>Are fire doors unobstructed and operating freely?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	



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Priority Scale	Category Classification	Question:	Yes, No, NA
2	6.0 Fire Safety	<p>Are microwaves and toaster ovens away from any combustible items, such as paper towels?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
3	6.0 Fire Safety	<p>Is access to fire hydrants unobstructed and clear of any material for 3 ft. (36 in.) around the hydrants?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
3	7.0 First Aid /CPR/AED/BPP	<p>Are first aid kits accessible to work area?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
3	7.0 First Aid /CPR/AED/BPP	<p>Have first aid kits been inspected and replenished per included content list?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
4	7.0 First Aid /CPR/AED/BPP	<p>Are monthly inspections for AEDs completed and documented in a posting next to the AED unit?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
3	8.0 General Working Conditions	<p>Are building exits clearly marked, illuminated and unobstructed?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
4	8.0 General Working Conditions	<p>Are pedestrian walkways appropriately maintained with clear traffic signage?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
1	8.0 General Working Conditions	<p>Are walking and working areas (e.g. carpets and flooring) free of slip and trip hazards including exterior walkways?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	



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Priority Scale	Category Classification	Question:	Yes, No, NA
1	8.0 General Working Conditions	<p>Are ladders in good condition (not splintered, rungs unbroken, anti-slip tread surface, rubber footings)?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
2	8.0 General Working Conditions	<p>When scaffolds are observed to be in use have they been inspected by a competent person?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
1	8.0 General Working Conditions	<p>When scaffolds are observed not in use is access limited by physical barrier?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
2	8.0 General Working Conditions	<p>Is exit door panic hardware operable?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
2	8.0 General Working Conditions	<p>Are floor mats well maintained?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
2	8.0 General Working Conditions	<p>Are desk, file drawers and cubicle flipper doors kept closed when not in use?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
1	8.0 General Working Conditions	<p>Are mobile work platform inspected as required by the manufacturer?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
1	8.0 General Working Conditions	<p>Are employees secured with a restraint or fall protection device while on an aerial lift device?</p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p>	



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Priority Scale	Category Classification	Question:	Yes, No, NA
1	8.0 General Working Conditions	<p>Are employees appropriately protected from hazardous walking and working surfaces and while working aloft?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
1	8.0 General Working Conditions	<p>Is fall protection equipment inspected by a competent person at least twice a year and are inspections documented?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
4	8.0 General Working Conditions	<p>Are all ceiling tiles present with no openings into the overhead space? (Stained tiles are not considered to be damaged.)</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
3	8.0 General Working Conditions	<p>Are cubicle areas free of clutter (objects that could cause an employee to trip or fall)?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
2	8.0 General Working Conditions	<p>Are lobbies, patios, and sidewalks free and clear of debris that could cause trip or slip hazards?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
2	8.0 General Working Conditions	<p>Are stairways free of debris and repair concerns that could cause trip or slip hazards?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
4	8.0 General Working Conditions	<p>Are computer and equipment rooms clean and orderly?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	



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Priority Scale	Category Classification	Question:	Yes, No, NA
4	8.0 General Working Conditions	<p>Are floors and surfaces maintained free of paint chips?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
3	8.0 General Working Conditions	<p>Are kitchen and lunch areas free and clear of clutter and debris?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
3	8.0 General Working Conditions	<p>Are meeting conference rooms clean and orderly?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
3	8.0 General Working Conditions	<p>Are restrooms clear of debris and are floors dry?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
3	8.0 General Working Conditions	<p>Are workstations and countertops clean and orderly, free of sharp objects?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
1	9.0 Machine Safeguards	<p>Are all machine controls such as emergency stop buttons identified?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
3	9.0 Machine Safeguards	<p>Has the hazardous energy control procedure (Lockout/Tagout) been reviewed annually?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
3	9.0 Machine Safeguards	<p>Are machines either bolted to the floor to prevent creeping or sufficiently heavy and rigid so as to prevent dangerous vibration or securely mounted on substantial floors, benches, foundations or other adequate and safe structures?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	



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Priority Scale	Category Classification	Question:	Yes, No, NA
1	9.0 Machine Safeguards	<p>Are all points of operation including prime movers protected from employee access during machine operation via physical barrier guards?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
1	9.0 Machine Safeguards	<p>Does hand grinder have a guard over 180 degrees of the abrasive wheel?</p> <p>Comment:</p> <p>_____</p> <p>_____</p>	
1	9.0 Machine Safeguards	<p>Are all machine guards in place (e.g. pulleys, belts, points of operation, fans, etc.) and in good condition?</p> <p>Comment:</p> <p>_____</p> <p>_____</p>	
2	9.0 Machine Safeguards	<p>Is the abrasive wheel tool rest adjusted to within an 1/8 inch and guard 1/4 inch?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
2	9.0 Machine Safeguards	<p>Is an eye and face warning sign near where abrasive wheels are used?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
1	10.0 Personal Protection	<p>Are respirators bagged and have respirators parts (hoses, face masks, air cylinders etc.) inspected with a record kept for three years?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
1	10.0 Personal Protection	<p>Are onsite di-electric gloves within usage dates, stored in glove bags or suitable containers, and NOT folded?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
4	11.0 Postings & Records	<p>Is there a sign posted warning of machines (gate openers, generators, pumps, compressors) starting automatically?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	



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Priority Scale	Category Classification	Question:	Yes, No, NA
4	11.0 Postings & Records	<p>Are copies of OSHA Forklift Rules posted?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
4	11.0 Postings & Records	<p>Are no smoking signs posted for all areas where flammables or combustibles are in use or stored?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
4	11.0 Postings & Records	<p>Are copies of Cal/OSHA Article 105 of GISO posted on bulletin boards where hearing conservation is in effect?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
4	11.0 Postings & Records	<p>Is the current year OSHA "all in one" poster and Access to Medical Records poster prominently posted for employees to view that includes emergency telephone numbers?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
1	12.0 Pressure Vessels	<p>Are air hoses free of damage that could impair the hose's ability to hold pressure?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
4	12.0 Pressure Vessels	<p>Do air tanks with a volume of over 1 1/2 cubic feet or with a safety valve set over 150 psi have an up-to-date Permit to Operate and posted at the vessel?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
4	12.0 Pressure Vessels	<p>Are CAL/OSHA Permits present for LPG propane storage tanks over 125 gallons, and high pressure boilers over 15 psig steam (natural gas vessels and installations and air brake tanks are not covered.)?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	



## PRELIMINARY VENTURA COMPRESSOR STATION HEALTH AND SAFETY PLAN

Priority Scale	Category Classification	Question:	Yes, No, NA
1	13.0 Storage and Material Handling	<p>Is there a safety clip installed and functioning as designed on the crane hook?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
4	13.0 Storage and Material Handling	<p>Are cranes and hoist routinely inspected?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
3	13.0 Storage and Material Handling	<p>Are forklifts checked and documented before use daily when used?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
1	13.0 Storage and Material Handling	<p>Are slings, chains, ropes, hooks, etc., in good operating condition and synthetic web slings not stored in direct sunlight when not in use?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
2	13.0 Storage and Material Handling	<p>Does it appear racks are not loaded in excess of their rated capacity and within storage height limits?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
3	13.0 Storage and Material Handling	<p>Are objects safely stored (on racks, inside cabinets, etc.) not overhanging on storage racks and with heavy or breakable items on lower shelves?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
4	13.0 Storage and Material Handling	<p>Are audible warning devices mounted on each overhead traveling or bridge crane equipped with a power traveling mechanism (except pendant controlled)?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
3	14.0 Vehicles	<p>Are wheel chocks set whenever parking or leaving vehicles with dual rear wheels unattended?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	



**PRELIMINARY  
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Priority Scale	Category Classification	Question:	Yes, No, NA
4	15.0 Welding	<p>Are friction lighters only used?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
2	15.0 Welding	<p>Are arc welder cables in good condition (no frays or missing insulation)?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
1	15.0 Welding	<p>Are welding gas cylinders turned off when not in use?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
4	1.0 Chemical Safety	<p>Is the 3E chemical inventory for your site up to date?</p> <p>Comments:</p> <p>_____</p> <p>_____</p>	



**PRELIMINARY  
VENTURA COMPRESSOR STATION  
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**D) 2023 ESCMP SAFETY SELF-ASSESSMENT INSPECTION CHECKLIST FOR TRANSMISSION FACILITIES FACILITY AND GROUNDS:**

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<p><small>Revised 2/2023</small></p>	<p><b>2023 ESCMP Safety Self-Assessment Checklist for <u>Facility &amp; Grounds</u> Including Additional Guidance</b></p>
<p>The following includes additional guidance for questions on the Self-Assessment checklist for facility and grounds. Specific company standards and regulatory references may be provided for additional information.</p>	
<p><b>Instructions:</b> Use this checklist for annual ESCMP Safety Self-Assessment facilities and grounds to cover all the grounds, facilities and buildings located at a site. Confirm the status of open corrective actions on the current inspection checklist. Enter inspection results in the Safety Information Management System (SIMS).</p> <ul style="list-style-type: none"> <li>▪ When conducting inspections, checking "Yes" indicates that the item is in compliance or is safe; checking "N/A" indicates that it does not apply; checking "No" requires that you document in SIMS the following: (1) what needs to be done to fix the item (Correction Action); (2) who will take the lead (Responsible Employee and his/her employee ID); and (3) the date the item was fixed (Completion Date).</li> <li>▪ Inspection findings that could reasonably be expected to cause serious harm to an employee must be addressed immediately (e.g., clearing a blocked emergency exit). Ensure responsible employee is aware of their action.</li> </ul> <p><b>NEW:</b> Corrective actions must be closed in a timely manner. Safety has developed a priority scale to determine timeframe for assigning corrective action due dates.</p> <ul style="list-style-type: none"> <li>- Priority 1 = within 24 hours</li> <li>- Priority 2 = 5 days</li> <li>- Priority 3 = 10 days</li> <li>- Priority 4 = 30 days</li> <li>- Priority 5 = 90 days</li> </ul> <p>▪ For repairs that require assistance from the Facilities Department, submit a work request through the Facilities "Archibus" Work Order site. For safety support contact your Field Safety Advisor, or go to the Safety Website.</p>	<p><b>Prepared by:</b> _____</p> <hr/> <p><b>Site Name:</b> _____</p> <hr/> <p><b>Building/Floor:</b> _____</p> <hr/> <p><b>Date Prepared:</b> _____</p>

**FOR instructions on entering your Safety Inspections in SIMS please see:**

[Safety Services - SIMS Safety Inspections - Job Aid Rev 5-2022.pdf - All Documents \(sharepoint.com\)](#)



## PRELIMINARY VENTURA COMPRESSOR STATION HEALTH AND SAFETY PLAN

### 2023 ESCMP Safety Self-Assessment Checklist for Facility & Grounds

Priority Scale	Category Classification	Question:	Yes, No, NA
3	1.0 Chemical Safety	<p><b>Do employees know how to obtain Safety Data Sheets (SDSs) for the chemicals they work with?</b></p> <p>Comments:</p> <hr/> <hr/>	
4	1.0 Chemical Safety	<p><b>Have chemical products in the work area been approved for company use?</b></p> <p>Comments:</p> <hr/> <hr/>	
2	1.0 Chemical Safety	<p><b>Are chemical containers/drums appropriately labeled with product name and physical/health hazards?</b></p> <p>Comments:</p> <hr/> <hr/>	
4	1.0 Chemical Safety	<p><b>If required, are all pipes labeled or color coded with their contents and color code posted?</b></p> <p>Comments:</p> <hr/> <hr/>	
4	1.0 Chemical Safety	<p><b>Are pesticides stored in locked areas with signs visible from 25 feet?</b></p> <p>Comments:</p> <hr/> <hr/>	
4	1.0 Chemical Safety	<p><b>Are the pesticide contractor completion notices on file for two years?</b></p> <p>Comments:</p> <hr/> <hr/>	



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# PRELIMINARY VENTURA COMPRESSOR STATION HEALTH AND SAFETY PLAN

Priority Scale	Category Classification	Question:	Yes, No, NA
4	1.0 Chemical Safety	<p><b>When labeled as a Flammable Storage cabinet, is the cabinet fitted with self closing doors, sills and ventilation port?</b></p> <p>Comments:</p> <hr/> <hr/> <hr/>	
3	1.0 Chemical Safety	<p><b>Are flammables stored in company approved safety containers if out of their original shipping container?</b></p> <p>Comments:</p> <hr/> <hr/> <hr/>	
3	1.0 Chemical Safety	<p><b>Are <u>in</u>compatible hazardous materials stored <u>apart</u> with acids separated from bases and both away from flammables?</b></p> <p>Comments:</p> <hr/> <hr/> <hr/>	
3	2.0 Confined Spaces	<p><b>Is each Company owned permit required confined space permanently posted with wording "Danger - Permit Required Confined Space?"</b></p> <p>Comments:</p> <hr/> <hr/> <hr/>	
4	2.0 Confined Spaces	<p><b>Is an updated list of Company owned confined spaces (PRCS and non-PRCS) maintained at the site?</b></p> <p>Comments:</p> <hr/> <hr/> <hr/>	



## PRELIMINARY VENTURA COMPRESSOR STATION HEALTH AND SAFETY PLAN

Priority Scale	Category Classification	Question:	Yes, No, NA
4	2.0 Confined Spaces	<p><b>Is the annual review of permit required confined space entry operations (including canceled permits) being done?</b></p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p>	
3	2.0 Confined Spaces	<p><b>Have permit required confined space entry permits been completed, posted at entry during use, and kept afterwards for one year?</b></p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p>	
1	3.0 Cylinders (Gas)	<p><b>Are all cylinder caps in place when cylinders are transported and stored?</b></p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p>	
4	3.0 Cylinders (Gas)	<p><b>Are cylinders free of corrosion and dents?</b></p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p>	
4	3.0 Cylinders (Gas)	<p><b>Are cylinders marked with gas content?</b></p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p>	
4	3.0 Cylinders (Gas)	<p><b>Are cylinders protected from heat or physical damage?</b></p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p>	
1	3.0 Cylinders (Gas)	<p><b>Are oxygen cylinders in storage separated from fuel gas cylinders (e.g. acetylene or hydrogen) or combustible materials (especially oil or grease) a minimum distance of 20 ft. or by a non-combustible barrier either at least 5 ft. high or a minimum of 18 inches above the tallest cylinder, and having a fire-resistance rating of at least 1 hr.?</b></p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p>	



## PRELIMINARY VENTURA COMPRESSOR STATION HEALTH AND SAFETY PLAN

Priority Scale	Category Classification	Question:	Yes, No, NA
1	3.0 Cylinders (Gas)	<p><b>Are all cylinders securely fastened to prevent damage?</b></p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
4	3.0 Cylinders (Gas)	<p><b>Are empty cylinders indicated empty with valves closed and protection caps in place?</b></p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
1	4.0 Electrical	<p><b>Is access to electrical panels clear for 36 inches in front of the panel, as wide as the panel or 30 inches (whichever is greater), and are the doors able to open 90 degrees or greater?</b></p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
4	4.0 Electrical	<p><b>Are flexible cords not in permanent use and not run through holes in walls?</b></p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
4	4.0 Electrical	<p><b>Is the electrical class compliant with the nature of the occupancy?</b></p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
4	4.0 Electrical	<p><b>Are battery charging apparatus well ventilated, protected against physical damage by mobile equipment?</b></p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
4	4.0 Electrical	<p><b>Are electrical control panel room doors clearly marked with a sign indicating that it is an electrical control panel room?</b></p> <p>Comments:</p> <p>_____</p> <p>_____</p>	



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Priority Scale	Category Classification	Question:	Yes, No, NA
4	4.0 Electrical	<p><b>Are circuit breakers marked as to the equipment or areas they serve?</b></p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p>	
1	4.0 Electrical	<p><b>Is the facility free of frayed wires (repaired or removed from service)?</b></p> <p>Comment:</p> <p>_____</p> <p>_____</p> <p>_____</p>	
1	4.0 Electrical	<p><b>Is workspace free of space heaters?</b></p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p>	
4	5.0 Emergency Action/Fire Plan	<p><b>Does the current Emergency Action/Fire Plan exist?</b></p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p>	
3	17.0 Eyewash/Shower	<p><b>Are eyewashes/shower tested monthly, documented and have dust caps in place?</b></p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p>	
4	6.0 Fire Safety	<p><b>Are fire alarms operational to include testing and inspection tags present?</b></p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p>	
4	6.0 Fire Safety	<p><b>Are fire extinguishers inspected and recorded each month at the facility?</b></p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p>	



## PRELIMINARY VENTURA COMPRESSOR STATION HEALTH AND SAFETY PLAN

Priority Scale	Category Classification	Question:	Yes, No, NA
4	6.0 Fire Safety	<p><b>Is fire equipment (e.g. extinguishers) marked when obstructed from view and readily accessible?</b></p> <p>Comments:</p> <hr/> <hr/>	
4	6.0 Fire Safety	<p><b>Have company fire hydrants been tested annually with the current test report available on site?</b></p> <p>Comments:</p> <hr/> <hr/>	
4	6.0 Fire Safety	<p><b>Have fire hoses been inspected within the last 6 months by a designated trained person?</b></p> <p>Comments:</p> <hr/> <hr/>	
4	6.0 Fire Safety	<p><b>Are sprinklers guarded if they are subject to damage?</b></p> <p>Comments:</p> <hr/> <hr/>	
4	6.0 Fire Safety	<p><b>Are sprinklers unpainted and uncovered to allow for immediate actuation in a fire?</b></p> <p>Comments:</p> <hr/> <hr/>	
4	6.0 Fire Safety	<p><b>Are materials stored with a distance greater than 18 inches below the sprinkler heads?</b></p> <p>Comments:</p> <hr/> <hr/>	
1	6.0 Fire Safety	<p><b>Are ignition sources kept from flammable or combustible materials?</b></p> <p>Comments:</p> <hr/> <hr/>	



## PRELIMINARY VENTURA COMPRESSOR STATION HEALTH AND SAFETY PLAN

Priority Scale	Category Classification	Question:	Yes, No, NA
1	6.0 Fire Safety	<p><b>Are fire doors unobstructed and operating freely?</b></p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
4	6.0 Fire Safety	<p><b>Is the fixed fire aqueous film-forming foam system checked every month and annually by certified vendor?</b></p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
3	7.0 First Aid /CPR/AED/BPP	<p><b>Are names of designated AED rescuers posted at the AED units in their work area?</b></p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
3	8.0 General Working Conditions	<p><b>Are building exits clearly marked, illuminated and unobstructed?</b></p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
2	8.0 General Working Conditions	<p><b>Are all hot (enough to cause skin damage) surfaces covered or located 7 feet above work areas?</b></p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
4	8.0 General Working Conditions	<p><b>Are light bulbs guarded if they are subject to damage?</b></p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
2	8.0 General Working Conditions	<p><b>When scaffolds are observed to be in use have they been inspected by a competent person?</b></p> <p>Comments:</p> <p>_____</p> <p>_____</p>	



## PRELIMINARY VENTURA COMPRESSOR STATION HEALTH AND SAFETY PLAN

Priority Scale	Category Classification	Question:	Yes, No, NA
2	8.0 General Working Conditions	<p><b>Are elevated locations at company facilities where employees regularly work (roof tops, mezzanines, etc.) provided with protection from falls (e.g. Guardrails)?</b></p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p>	
1	8.0 General Working Conditions	<p><b>Are service pits guarded when not in use?</b></p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p>	
4	8.0 General Working Conditions	<p><b>Are industrial truck aisles 2 ft. wider than the single truck or 3 ft. wider than two vehicles?</b></p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p>	
4	8.0 General Working Conditions	<p><b>Does each mobile platform have a name plate containing the manufacturer and capacity?</b></p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p>	
1	8.0 General Working Conditions	<p><b>Are mobile work platform inspected as required by the manufacturer?</b></p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p>	
1	8.0 General Working Conditions	<p><b>Are employees secured with a restraint or fall protection device while on an aerial lift device?</b></p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p>	
1	8.0 General Working Conditions	<p><b>Are employees appropriately protected from hazardous walking and working surfaces and while working aloft?</b></p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p>	



## PRELIMINARY VENTURA COMPRESSOR STATION HEALTH AND SAFETY PLAN

Priority Scale	Category Classification	Question:	Yes, No, NA
1	8.0 General Working Conditions	<p><b>Is fall protection equipment inspected by a competent person at least twice a year and are inspections documented?</b></p> <p>Comments:</p> <hr/> <hr/>	
1	8.0 General Working Conditions	<p><b>When scaffolds are observed not in use is access limited by physical barrier?</b></p> <p>Comments:</p> <hr/> <hr/>	
1	9.0 Machine Safeguards	<p><b>Are all machine controls such as emergency stop buttons identified?</b></p> <p>Comments:</p> <hr/> <hr/>	
1	9.0 Machine Safeguards	<p><b>Does an EQUIPMENT and/or PROCESS SPECIFIC written hazardous energy control procedure (LockOut/TagOut) exist when employees are cleaning, repairing, servicing or adjusting prime movers, machinery or equipment?</b></p> <p>Comments:</p> <hr/> <hr/>	
3	9.0 Machine Safeguards	<p><b>Has the hazardous energy control procedure (Lockout/Tagout) been reviewed annually?</b></p> <p>Comments:</p> <hr/> <hr/>	



## PRELIMINARY VENTURA COMPRESSOR STATION HEALTH AND SAFETY PLAN

Priority Scale	Category Classification	Question:	Yes, No, NA
3	9.0 Machine Safeguards	<p><b>Are machines either bolted to the floor to prevent creeping or sufficiently heavy and rigid so as to prevent dangerous vibration or securely mounted on substantial floors, benches, foundations or other adequate and safe structures?</b></p> <p>Comments:</p> <hr/> <hr/>	
1	9.0 Machine Safeguards	<p><b>Are all points of operation including prime movers protected from employee access during machine operation via physical barrier guards?</b></p> <p>Comments:</p> <hr/> <hr/>	
1	9.0 Machine Safeguards	<p><b>Does hand grinder have a guard over 180 degrees of the abrasive wheel?</b></p> <p>Comment:</p> <hr/> <hr/>	
1	9.0 Machine Safeguards	<p><b>Are all machine guards in place (e.g. pulleys, belts, points of operation, fans, etc.) and in good condition?</b></p> <p>Comment:</p> <hr/> <hr/>	
1	9.0 Machine Safeguards	<p><b>Can the operator promptly disconnect the power to machinery in case of emergency?</b></p> <p>Comments:</p> <hr/> <hr/>	
1	9.0 Machine Safeguards	<p><b>Is the operation of a machine prevented from accidental actuation?</b></p> <p>Comments:</p> <hr/> <hr/>	
2	9.0 Machine Safeguards	<p><b>Is the abrasive wheel tool rest adjusted to within an 1/8 inch and guard 1/4 inch?</b></p> <p>Comments:</p> <hr/> <hr/>	



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## PRELIMINARY VENTURA COMPRESSOR STATION HEALTH AND SAFETY PLAN

Priority Scale	Category Classification	Question:	Yes, No, NA
2	9.0 Machine Safeguards	<p><b>Is an eye and face warning sign near where abrasive wheels are used?</b></p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p>	
1	10.0 Personal Protection	<p><b>Are respirators bagged and have respirators parts (hoses, face masks, air cylinders etc.) inspected with a record kept for three years?</b></p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p>	
1	9.0 Machine Safeguards	<p><b>Do mechanical or hydraulic powered press brakes incorporate safeguards that restrict the operator's entrance (physical guard), inhibit machine operations (interlocking or presence sensors), or automatically withdraw operator's hands (pull-back restrains) during machine operation? (Note: This requirement does not pertain to manually operated press breaks)</b></p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p>	
1	10.0 Personal Protection	<p><b>Are respirator metal cylinders hydrotested every five years or composite air cylinders hydrotested every three years?</b></p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p>	
3	10.0 Personal Protection	<p><b>Are certificates of breathing air quality available at the site for breathing air in cylinders/tanks?</b></p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p>	
1	10.0 Personal Protection	<p><b>Are onsite di-electric gloves within usage dates, stored in glove bags or suitable containers, and NOT folded?</b></p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p>	



## PRELIMINARY VENTURA COMPRESSOR STATION HEALTH AND SAFETY PLAN

Priority Scale	Category Classification	Question:	Yes, No, NA
4	11.0 Postings & Records	<p><b>Is there a sign posted warning of machines (gate openers, generators, pumps, compressors) starting automatically?</b></p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
4	11.0 Postings & Records	<p><b>Are copies of OSHA Forklift Rules posted?</b></p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
4	11.0 Postings & Records	<p><b>Are no smoking signs posted for all areas where flammables or combustibles are in use or stored?</b></p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
1	12.0 Pressure Vessels	<p><b>Are air hoses free of damage that could impair the hose's ability to hold pressure?</b></p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
4	12.0 Pressure Vessels	<p><b>Do air tanks with a volume of over 1 1/2 cubic feet or with a safety valve set over 150 psi have an up-to-date Permit to Operate and posted at the vessel?</b></p> <p>Comments:</p> <p>_____</p> <p>_____</p>	
4	13.0 Storage and Material Handling	<p><b>Are crane controls identified for each movement?</b></p> <p>Comments:</p> <p>_____</p> <p>_____</p>	



## PRELIMINARY VENTURA COMPRESSOR STATION HEALTH AND SAFETY PLAN

Priority Scale	Category Classification	Question:	Yes, No, NA
1	13.0 Storage and Material Handling	<p><b>Is there a safety clip installed and functioning as designed on the crane hook?</b></p> <p>Comments:</p> <hr/> <hr/>	
4	13.0 Storage and Material Handling	<p><b>Does the operator know if the load weights are within the capacity of the lifting device?</b></p> <p>Comments:</p> <hr/> <hr/>	
4	13.0 Storage and Material Handling	<p><b>Are cranes and hoist routinely inspected?</b></p> <p>Comments:</p> <hr/> <hr/>	
3	13.0 Storage and Material Handling	<p><b>Is the crane load chart clearly visible?</b></p> <p>Comments:</p> <hr/> <hr/>	
2	13.0 Storage and Material Handling	<p><b>Is there a sign you can see from 12 ft. that reads "Unlawful To Operate Cranes Qithin whitin 10 ft. of High-Voltage Lines of 50,000 Volts or Less"?</b></p> <p>Comments:</p> <hr/> <hr/>	



## PRELIMINARY VENTURA COMPRESSOR STATION HEALTH AND SAFETY PLAN

Priority Scale	Category Classification	Question:	Yes, No, NA
3	13.0 Storage and Material Handling	<p><b>Are forklifts checked and documented before use daily when used?</b></p> <p>Comments:</p> <hr/> <hr/>	
1	13.0 Storage and Material Handling	<p><b>Are slings, chains, ropes, hooks, etc., in good operating condition and synthetic web slings not stored in direct sunlight when not in use?</b></p> <p>Comments:</p> <hr/> <hr/>	
4	13.0 Storage and Material Handling	<p><b>Are all balcony and loft storage locations in good condition with load capacity identified?</b></p> <p>Comments:</p> <hr/> <hr/>	
2	13.0 Storage and Material Handling	<p><b>Does it appear racks are not loaded in excess of their rated capacity and within storage height limits?</b></p> <p>Comments:</p> <hr/> <hr/>	
3	13.0 Storage and Material Handling	<p><b>Is the rated load capacity plainly marked on lift equipment including forklifts and slings?</b></p> <p>Comments:</p> <hr/> <hr/>	



## PRELIMINARY VENTURA COMPRESSOR STATION HEALTH AND SAFETY PLAN

Priority Scale	Category Classification	Question:	Yes, No, NA
5	13.0 Storage and Material Handling	<p><b>Are all cranes and hoists with a lifting capacity greater than three tons inspected at least four times a year with one of the inspections conducted by a currently licensed certifying agency?</b></p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p>	
4	14.0 Vehicles	<p><b>Were the required NGV annual inspections completed within the last 12 months?</b></p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p>	
4	15.0 Welding	<p><b>Is a hot work program in place and being followed?</b></p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p>	
4	15.0 Welding	<p><b>Are stationary welding machines grounded?</b></p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p>	
4	15.0 Welding	<p><b>Are electrodes removed from holders when not in use and electric power off when unattended?</b></p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p>	
2	15.0 Welding	<p><b>Are arc welder cables in good condition (no frays or missing insulation)?</b></p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p>	



Southern  
California  
Gas Company

A Sempra Energy utility

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Priority Scale	Category Classification	Question:	Yes, No, NA
4	16.0 Laboratory Safety	<p><b>Have the lab hood/ventilation systems been tested after initial installation, alterations, or maintenance, and at least annually?</b></p> <p>Comments:</p> <hr/> <hr/> <hr/>	
4	16.0 Laboratory Safety	<p><b>Are the lab hood air velocity gauges installed and functioning?</b></p> <p>Comments:</p> <hr/> <hr/> <hr/>	
4	16.0 Laboratory Safety	<p><b>Has the Chemical Hygiene Plan been reviewed annually and updated if necessary?</b></p> <p>Comments:</p> <hr/> <hr/> <hr/>	



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**E) CAL/OSHA:**

- i. <http://www.dir.ca.gov/samples/search/query.htm>



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**F) VENTURA COUNTY FIRE DEPARTMENT REGULATIONS:**

**1. HAZARDOUS MATERIALS PROGRAM:**

- i. California Health and Safety Code, Division 20, Chapter 6.95, Article 1
- ii. California Code of Regulations, Title 19
- iii. California Fire Code, Title 24, Part 9, Chapter 27, Sections 2701.5.1 and 2705.2

**2. CALIFORNIA ACCIDENTAL RELEASE PREVENTION PROGRAM:**

- i. California Health and Safety Code, Division 20, Chapter 6.95, Article 2
- ii. California Code of Regulations, Title 19

**3. HAZARDOUS WASTE GENERATOR PROGRAM:**

- i. California Health and Safety Code, Division 20, Chapter 6.5, Articles 1-13, Section 25100
- ii. California Code of Regulations, Title 22, Division 4.5, Chapters 10, 11, 12 and 31

**4. ABOVE GROUND PETROLEUM STORAGE TANK PROGRAM:**

- i. California Health and Safety Code, Division 20, Chapter 6.67, Section 25270



## PRELIMINARY VENTURA COMPRESSOR STATION HEALTH AND SAFETY PLAN

### G) VENTURA COMPRESSOR STATION TRAINING COURSES:

- \* Violence in the Workplace Prevention
- \* Hazardous Materials Business Plan
- \* Natural Disaster or Major Emergency Employee Instructions
- \* Storm Water Pollution Prevention
- \* Smith Defensive Driving
- \* Discrimination and Harassment Free Workplace
- \* Personal Protective Equipment
- \* Spill Prevention Control and Countermeasure (SPCC) Plan
- \* Heat Stress
- \* Fire Drill Evacuation / Fire Permits / EAP
- \* Hazardous Energy Control Program
- \* Preventing Back Injuries
- \* Insect Bite Prevention
- \* Ladder Safety
- \* Preventing Hand Injuries
- \* Low-Voltage Electrical Safety Program
- \* Confined Space Operations
- \* Abnormal Operating Conditions
- \* Grounding & Bonding Flammable Liquid Containers
- \* IIPP Review
- \* Eye Safety
- \* Field Ergonomics
- \* Forklift Operating & Training
- \* Respiratory Protection
- \* Hazardous Waste Generators
- \* Security Awareness
- \* Emergency Plan
- \* Medic First Aid & Blood borne Pathogen Awareness
- \* Hearing Conservation
- \* Orion 4 Gas Monitor Training



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- \* Hazcom – Product Approval Process
- \* SIMS Lifting Options and Techniques
- \* Safety in Motion
- \* Arc Flash Training
- \* Fall Protection
- \* Asbestos
- \* Release Reporting Awareness
- \* DOT Hazardous Materials Transportation