



Emergency Equipment Maintenance and Usage Standard

Sarnia Refinery

Document Owner: Manager, EH&S

Document Contact: Emergency Response Specialist

Summary of Changes

This Summary shows:

- All changes from last approved and published document
- The location within the document where the changes have been made

| REVISION LOG | | | | |
|----------------------|----------|---------|--|------------------|
| Date (MM/DD/YYYY) | Revision | Section | Comment | Editor (Name) |
| 07/08/2011 | 2 | All | Complete review. | |
| 06/22/2012 | 3 | All | Updated format and placed into new template, but content was NOT altered. | |
| 07/24/2013 | - | Header | Document Owner & Contact Updated, but NO content changed. | L. Lebert |
| 06/05/2020 | 4 | All | Reviewed standard and updated page 4 Changed Emergency Response Coordinator to Emergency Response Specialist | M McEwan |
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1 About this Standard

1.1 Purpose

1.1.1 Defined

 This standard provides guide lines for Emergency Equipment Maintenance and Usage.

1.2 Scope

1.2.1 Defined

 This Standard will discuss and provide controls for the following: General, Fire Hydrant Repair, Authorized Use of the Fire Water System, Unauthorized Temporary or Permanent Non-Emergency Use of the Firewater System, Winterization, Road Closure, Use of Fire Trucks for Training Purposes and Exceptions.

1.3 Exceptions

1.3.1 Defined

 Approval for exceptions will be considered only after completion of a formal risk assessment.

1.4 Target Audience

1.4.1 Defined

 The target audience for this document are all Suncor Personnel and Contractors

2 Guidance Standards

2.1 General

-
- Whenever work is to be performed on Refinery Emergency Equipment, the board in the Fire Hall shall be updated.
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2.2 Repair Hydrant

-
- Any hydrant that is out of service will be covered with a garbage bag to indicate “Out of Service”.
 - Hoses will be strung from other areas to provide coverage.
 - Hose line-up will be such that one valve opening will flow water at affected hydrant.
 - Hoses crossing roadways must be protected by a hose ramp.
 - Hoses must cross under railroad tracks
-

2.3 Authorized Use of the Fire Water System

-
- During emergencies (fire, explosion, vapour dispersion)
 - Manned hoses
 - Filling tanks for floating the roof
 - Washing out wells
 - Hydro testing
 - Fire training

If hydrant has been used for alternative source of water in the period November 1 to April 1 it will be winterized by the person using the hydrant. All non-Emergency use of the firewater system must be communicated to the shift supervisors and the Emergency Response Specialist.

2.4 Unauthorized Temporary or Permanent Non–Emergency Use of the Firewater System

-
- Must go through the MOC process. The MOC meeting shall include the Emergency Response Specialist/Shift Supervisor and two people from the Cross Functional Team (CFT) of area involved.
 - Will be deemed as the only alternative. If hydrant has been used for alternative source of water in the period Nov1 to Apr 1 it will be winterized by the person using the hydrant. All non-Emergency use of the firewater system must be communicated to the shift supervisors and the Emergency Response Specialist.
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2.5 Winterization

-
- All hydrants will be winterized between November 1st and April 1st
 - Hydrants will be pumped out and 2 litres of anti-freeze put in.
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2.6 Road Closure

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- Any time a roadway is isolated (partial or full) it must be approved by the EH&S Safety Advisor and/or the Emergency Response Specialist.
 - The road closure board will be kept up to date in the Fire Hall and the traffic plan map on the loss management drive.
-

2.7 Use of Fire Trucks for Training Purposes

Fire Trucks shall not be taken out on the roadways for training purposes in following conditions:

- Roadways are extremely muddy
- Roadways are covered with ice and snow
- Roadways are covered with salt

A complete inspection of the Fire Trucks shall take place before and after training. Any deficiencies will be reported to the Emergency Response Specialist or the Shift Supervisor who will initiate repair.

EXCEPTIONS:

Approval for exceptions will be considered only after completion of a formal risk assessment. Our Management of Change process will be employed to document mitigating actions, assign accountabilities and track the abnormal condition. The Management of Change document must be reviewed and approved by the Director, Operations before permission is granted.



The following individuals have approved and signed this document.

UserName: Todd Murray (toddmurray)

Title: Manager EH&S Sarnia Refinery

Date: Monday, 15 June 2020, 09:39 AM Mountain Time

Meaning:

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