



VESSEL/DOOR COVER POLICY	Procedure Number SAF-1.18
	Issue Date March 15, 2016
SAFETY	Revision Date October 31, 2022
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ISSUED BY: <i>Matthew Challinor</i> _____ Safety Manager Coosa Pines Mill	APPROVED BY: <i>P. L. Hogg</i> _____ General Manager Coosa Pines Mill
DATE <u>10-31-22</u>	DATE <u>10-31-22</u>
INTERPRETATION AND PERIODIC REVIEW OF THIS PROCEDURE IS THE RESPONSIBILITY OF: SAFETY MANAGER	
DISTRIBUTION ALL MANAGERS ALL TEAM LEADERS	

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1.0 PURPOSE

- 1.1 The purpose of this policy is to ensure that proper precautions are taken when in close proximity to vessels with openings that are not bolted down during normal operating conditions.

2.0 SCOPE

- 2.1 This policy applies to all Coosa Pines employees as well as contractors, vendors, consultants, and visitors in proximity to vessel openings that are not bolted closed during normal operations, including:
- 2.1.1 Inspection doors,
 - 2.1.2 Covers,
 - 2.1.3 Hatches, and
 - 2.1.4 Any other opening that is not bolted or welded closed.

3.0 GENERAL

- 3.1 Vessel doors, sample hatches, or covers are to remain closed and latched/secured at all times during normal operating conditions.

4.0 PROCEDURE

- 4.1 Doors or covers to be opened:
- 4.1.1 If a door or cover/hatch of any size or kind is to be opened for inspection or any other task **and** the vessel is not already covered by an existing Lockout/Tagout, Confined Space, Hot Work, or Line Breaking Permit which demonstrates that the system is completely de-energized, **then** the employee must utilize the PPE required for Line Breaking the system before approaching the door or cover and completing the task (refer to Line Break Policy/Permit).
- 4.2 Doors or covers already opened:
- 4.2.1 If a door or cover is already open upon their arrival, **and** the employee cannot confirm that the vessel is currently covered by an existing Lockout/Tagout, Confined Space, Hot Work, or Line Breaking Permit demonstrating that the system is completely de-energized, **then** the employee must utilize the PPE required for Line Breaking the system before approaching the door or cover for any reason.
 - 4.2.2 If a door or cover is opened, it is mandatory that the door/cover/hatch be closed and secured after the task activity is completed.

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4.2.3 If hatch/access door is opened and large enough to fall in, Fall Protection/tie-off is required.

4.3 Doors or covers opened and in the danger zone:

4.3.1 In the event that you come across a door or cover that is opened and you are already in the danger zone where material could come out of the vessel, leave the area immediately and use the protocol outlined above to approach the vessel.

4.3.2 Do not close the doorway until you follow the above protocol.

4.4 Doors already opened:

4.4.1 If an opening is not closed after task, the hatch/door/access must have a physical barricade around the opening.

5.0 ATTACHMENTS

5.1 Record of Revisions

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ATTACHMENT 1

RECORD OF REVISIONS

Section	Revision Number	Effective Date	Description Of Changes
ALL	1	03-15-16	New policy.
Title Page	2	07-08-16	Updated for new management signature.
All	3	09-11-19	General review; Updated to include requirement for physical barrier if opening has to remain open.
All	4	10/31/22	General review and update of management signatures.