

STANDARD OPERATING PROCEDURE

Pipeline

SOP No: 011-PL

SOP Title: Stringing Pipe

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1. PURPOSE

- This procedure is a guideline on the proper way to string pipe on a pipeline right-of-way. Employees at BBGCI will use this as a guide to help them perform their duty in a safe and productive manner.
- BBGCI will be in compliance with all government regulations as well as the regulations set forth by our clients.

2. INTRODUCTION

- BBGCI understands that all jobs are different. This SOP is set in place as a guideline to help employees understand the overall concept of stringing pipe and the necessary steps needed to be taken.
- Stringing Pipe is the method used to offload pipe from a trailer using a track hoe with a sucker attachment. This sucker attachment will eliminate BBGCI employees from having to rig the pipe off the trailer. Once the sucker attachment has picked up the pipe, it will be set on skids along the right-of-way.

3. SCOPE

- This procedure has been set in place for BBGCI equipment operators, truck drivers, and supporting employees who will be stringing pipe along the right-of-way.

4. DEFINITIONS

- Sucker Attachment- A mechanical device attached to the arm of a track hoe that is designed to pick up pipe off of a trailer.
- Stringing Pipe- A method of offloading pipe off of a trailer along the right-of-way.
- Buffer Zone- The area where operation occurs, that is deemed not safe for unauthorized personnel or equipment.
- Skids- 4' by 6' hard wood lumber that is used to support pipe or material.
- Line of Fire- The path of a moving object that can potentially injure or the potential path of an object that may move.

5. RESPONSIBILITIES

Qualified Truck Driver

- Ensure all proper documentation is filled out prior to beginning the job.
- Ensure pipe is properly secured according to DOT, BBGCI, and client requirements.
- Safely deliver pipe to job location.
- Complete/ Review and sign off of JSEA document prior to offloading pipe.
- Remove binding straps before commencing work.

- Establish good communication with truck spotter.
- Understand the scope of work.
- Complete work in a safe and productive manner.

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Qualified Equipment Operator

- Participate in tailgate meeting and JSEA.
- Complete equipment inspection.
- Understand the scope of work prior to beginning work.
- Establish good communication with the spotter prior to beginning work.
- Prior to use, ensure the sucker device is working properly.
- Complete task in a safe and timely manner.
- Periodically inspect sucker attachment for any malfunctions.

Qualified Spotter

- Participate in tailgate meeting and JSEA.
- Understand the scope of work and the hazards involved in his/her specific job duty.
- Maintain good communication and eye contact with operator and support personnel throughout the job.
- Ensure that the buffer zone is free of any unauthorized equipment or personnel at all times.
- Maintain a safe working distance away from any mobile equipment while work is in progress.
- Be aware of traffic throughout the right-of-way, and make sure the equipment/truck driver knows when equipment or a vehicle is approaching.

Supporting Personnel

- Participate in tailgate meeting and JSEA.
- Establish good communication and visual contact with the equipment operator and spotter at all times.
- Maintain a safe distance from the line of fire.
- Utilize proper lifting techniques while lifting and moving skids.

- Properly assist in guiding pipe onto the skid while maintaining a safe distance away

6. SPECIFIC PROCEDURE

Laying Out Skids

NOTE: All skids will be 4' X 6' hardwood lumber

1. Truck driver and supporting personnel will properly fill out the JSEA and any other client specific permits or documentation prior to beginning the job task.
2. Establish the scope of work.
3. Position truck, remove the straps, and position supporting employees in the most ergonomically friendly positions parallel to the trailer.
4. Truck Driver will begin to move along the right-of-way while supporting employees safely remove skids and place them on location.

NOTE: Employees WILL NOT remove skids from a moving truck/trailer. The truck driver will come to a complete stop in a specific location before supporting personnel will begin offloading skids.

Stringing Pipe

1. Involved personnel will participate in a tailgate meeting and complete a JSEA prior to performing work.
2. Equipment inspections will be completed by a qualified operator.
3. Establish the scope of work, and ensure everyone knows their specific job duty.
4. Truck driver will position truck in the required location.
5. Truck driver will then unbind the straps that were securing the pipe.
6. Equipment operator will position the track hoe in a safe location where the offloading of pipe will begin.
7. Spotters will scan the area for unauthorized personnel or equipment, if all is clear, the spotter will give the operator the signal to begin offloading.
8. Equipment operator will use the sucker attachment to lift a joint of pipe just high enough so that the truck driver can move forward, following his spotters signal.
9. Once the truck has moved up the right-of-way and a clear distance out of the way of the landing zone, the operator will begin to lower the pipe to a safe working distance from the ground (hip level).
10. Once the pipe is a safe working distance from the ground, the supporting personnel will begin to move the skids underneath the pipe without being in the line of fire.

11. Once the skids are in place, equipment operator will get the signal from the spotter to proceed in lowering the pipe.
12. Equipment operator will lower pipe onto skid with assistance from supporting personnel.
13. Once the pipe is released from the sucker attachment, the operator will reposition the track hoe in a safe offloading position next to the trailer.

NOTE: This process will be repeated until all of the pipe has been laid out along the right-of-way.

7. JOB RELATED HAZARDS

Slips, Trips, and Falls while:

- While inspecting equipment
- Climbing on and off equipment/trailer
- Walking near open holes/trenches
- Walking on uneven surfaces or rocks.

Pinch Point and Line of Fire while:

- Moving equipment
- Walking in unauthorized work areas/ buffer zone
- Binding/ unbinding material
- Working near overhead loads
- Lifting and stacking skids
- Setting pipe

Biological Hazards while

- Encountering wildlife

Fatigue

8. REQUIRED PPE

- Hard Hat
- Safety Glasses
- Steel Toe Boots
- Gloves (Supporting Personnel)

- Fire Resistant Clothing (FRC's)
- Personal Gas Monitor (Site Specific)

NOTE: If client requires, spotter will be equipped with high visibility vest while performing their duties.

9. FORMS/TEMPLATES TO BE USED

- JSEA
- Work Permits (If required)
- Equipment Inspection Forms
- DOT Documentation

10. INTERNAL AND EXTERNAL REFERENCES

TBD.....

10.1 Internal References

10.2 External References