

Contractor and Owner Safety Program Implementation

API RECOMMENDED PRACTICE 2221
THIRD EDITION, OCTOBER 2011



AMERICAN PETROLEUM INSTITUTE

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Downstream Segment

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Foreword

This guide is intended to assist refining and petrochemical industry facility owners and contractors to implement or improve an effective contractor safety and health program. This guide supplements the American Petroleum Institute's (API) Standard 2220 *Improving Owner and Contractor Safety Performance*. These two documents identify elements of contractor safety and health programs, and provide guidance and examples to refinery and petrochemical plant owners for designing and implementing effective programs. Contractors can also benefit from understanding the owner's program and by establishing a complementary program of their own.

A number of annexes are included in this document as samples of approaches used at some facilities or as supplemental information. Except where indicated in the text, these annexes are informative; implementation of informative annexes is not required for a program to be in conformance with these guidelines.

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Contractor and Owner Safety Program Implementation

1 Scope

Many facilities in the refining and petrochemical processing industries employ contractor personnel for a wide range of activities, from administrative support to equipment repair, maintenance, and construction. Contractor activities that involve work in or around process equipment can have an increased potential to place both contractor personnel and owner personnel at risk.

This guide is intended to assist refining and petrochemical industry facility owners and contractors to implement (or improve) an effective contractor health and safety program. In the petroleum segment, API 2221 applies to downstream activities only. This includes refineries, pipelines and marketing and distribution terminals, but not exploration and production or marine. This document provides guidance for applying the principles outlined in API RP 2220, *Improving Owner and Contractor Safety Performance*. Security issues maintain a high profile in all aspects of industry, including the contractor screening and selection process; however, security is outside the scope of this standard and is mentioned as a reminder of the need for many facilities to include security in their contractor processes.

1.1 General

This publication intends to preserve the independent contractor relationship while helping both owners and contractors improve contractor safety performance. It is based on experience in the petroleum and petrochemical industries and experience of firms that perform contract work for these industries. Since owner facilities, equipment, sites and contracted work are diverse, this publication may not be applicable to operations at all facilities or to all contract work performed in these operations. This publication may not apply to contractors working in low risk environments that generally do not affect facility safety, such as those that provide incidental or supplementary services such as janitorial, beverage or laundry.

1.1.1 Owner Commitment to Improved Contractor Safety Performance

The owners' commitment and continued support of a health and safety process are the essential elements of all successful contractor safety programs. Effective contractor safety programs require owners to focus resources on safety and to maintain processes to review how contractor safety is being managed. To emphasize their commitment, many owners incorporate the need for contractor safety in senior management safety, health and environmental policy statements.

1.1.2 Contractor Commitment to Improved Safety Performance

The success of contractor safety initiatives requires commitment from the contractor as an employer in addition to the commitment of facility owners. Owners should encourage contractor management commitment by sharing information regarding the success of effective health and safety performance as cost-effective "good business."

1.2 Purpose

The purpose of this publication is to assist owners and contractors to improve their safety programs. Joint commitment and support of safety program initiatives are essential in minimizing incidents and preventing injuries and illnesses. The nature of the work performed by contractors within the petroleum and chemical industries varies greatly. Some contractors perform construction and turnaround activities; other specialty contractors provide skills and services that are not typically found within an owner's work force. Other contractors may provide services to augment the peak loads and skills of owners' work forces, such as in maintenance and operation of facilities. These diverse functions and uses of contractors share a common need for effective safety programs to protect owner and contractor personnel from workplace injuries, illnesses and losses associated with incidents arising out of contractor work.