
	<p>WP/SEA MINIMUM REQUIREMENTS Handrail Repairs</p>	
MEMORY JOGGERS		
Ensure that the following conditions are met before proceeding. If not met, address on WP/SEA.		
<ul style="list-style-type: none"> ➤ Communicate the “RIGHT TO STOP WORK AUTHORITY POLICY” and is exercised by all crewmembers and other personnel that believe something or some condition has changed. The job is to be stopped and accessed before proceeding. The WP/SEA may need to be modified or a new WP/SEA maybe required before starting the work task again. ➤ Conduct work-site inspection. ➤ Do not over-reach. Keep proper footing and balance at all times. Proper footing and balance enables better control in unexpected situations. ➤ Don’t expose electrical tools to rain or wet conditions. ➤ Stay alert, watch what you are doing and use common sense operating a power tool. ➤ Review with the crew proper use of hand tools and body positions when using them. ➤ Review the weight of the purposed handrail or handrail section. ➤ Review Hot Work Procedure and implement if required before burning and welding is started. ➤ Pins and whip checks must be fitted across all crow’s foot connectors before starting as per GIS Rigging Minimum Requirements. ➤ Certified nylon straps shall be used on the lightweight pieces to prevent slippage as per GIS Rigging Minimum Requirements. ➤ Verify clear access for emergency escape. ➤ Good communications shall be maintained between operations and the crew while removing handrail sections. ➤ Do not work over water in open hole situations if Rescue Plan is not incorporated. ➤ Fall protection anchor points for PPE shall be determined before job starts as per GIS Fall Protection Minimum requirements. ➤ Notify all personnel that you are starting to remove handrail sections and that there is a potential hazardous area on board. ➤ Verify that all hard barriers and caution signs are in place before starting and are removed upon completion of work. ➤ Verify the location of the nearest eye wash station. If the distance is considered to be too far, a portable eye wash station is to be provided. 		

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1)	Verify All conditions identified in the “Memory Joggers” section are met (or are not applicable); if ANY are not met, STOP and add the necessary step to the WP/SEA to ensure the safest method possible.
2)	Verify Hot Work Permit for welding and cutting have been signed off by a customer representative before starting Hot Work. Review GIS Hot Work Procedures.
3)	Review the work scope with the crewmembers and associated personnel before starting
4)	Verify during the welding and burning operations, one or more persons have been designated as fire watch with no other duties while actual welding or burning operations are in progress. The fire watch shall have in their possession Fire-fighting equipment in good usable condition as per GIS Hot work Minimum Requirements .
5)	Install Barrier Tape around work areas where fire or slag might fall.
6)	Install hard barricade around work area as per GIS Minimum Requirements.
7)	Review Fall Protection plan and anchor points as per GIS Fall Protection Minimum Requirements . (DO NOT TIE OFF TO THE WORK PIECE YOU ARE WORKING ON)
8)	For the small pieces ensure that a line is secured to it and prevent the work piece from falling.
9)	Verify with operations that Rescue Plans are in affect and are alerted of the job task about to take place.
10)	Before removing handrail sections or handrail pieces, make sure the replacement parts are ready for installation and are on the job sight for installation.
11)	Review with crew Hot Work Minimum Requirements pertaining to the specific task that you are about to start.
12)	Cut handrail sections with a Saws-All, Porta-band saw or reciprocating saw if possible to prevent fire and slag from falling to the next level.
13)	When replacing the whole handrail section gouge off or wash with a torch the post and pollution containment (Refer to the Hot Work Minimum Requirements).
14)	Ground weld flush with beam and prep for new handrail section.
15)	Attach rigging or safety line on new handrail section before installing.
16)	Set new piece of handrail section with the assistance of co-workers to prevent the handrail accidentally being dropped.
17)	Weld handrail section to structural steel as per GIS Welding Procedures and customers company specifications.
18)	Buff, wire brush or sand blast welded area and coat area as per company paint specifications.
19)	Supervisor or QA/QC must sign off before proceeding.
20)	Remove hard barricades.
21)	Remove all caution barricades.
22)	Clean areas of all scrapes and have equipment stowed away.
23)	Supervisor and crew to review area for cleanliness and that no areas where missed.