



# H S E

HEALTH SAFETY ENVIRONMENTAL



Alert #: SA 7-18

Date: 7/16/18

## Line Breaking & Cutting

Communication is probably the most important tool we have in our everyday life. Whether we warn someone walking down a sidewalk of a trip hazard or hold a ladder while someone is on it, we communicate to warn and make a hazard known.

In our work environment, communication becomes vital. Plenty of times, there are several moving parts of a job going on at the same time. We rely on several layers of communication to identify hazards, mitigate them and perform the task to the best of our ability, safely.

Our family of Companies, strives to keep every employee abreast of current affairs in our respective industries. This comes in the form of policy, procedure, checklists, inspections or communications like this Safety Alert.

It is imperative, that two-way communication remains a top priority within our Companies, with our Clients and also fellow Contractors. This effort helps ensure hazards from each task is known and allows every employee on site the opportunity to look out for one another.

We would like to keep communication in mind as we focus on the reason for this Safety Alert, which is Line Breaking & Cutting. There has recently been a few situations that came up where employees (Our Company and other Contractors) either made an attempt to cut, or actually cut into the wrong line of a functioning system. The results of this could have been disastrous, and for our Company...unacceptable.

Please review our Line Breaking and Cutting Policy along with the Line Cutting Checklist attached. We firmly feel that by utilizing these tools, you will minimize exposure to the hazards involved with this task.

### **Remember:**

- Walk down the job with Operations to assure that all involved have a clear understanding of the line to be cut, isolation methods, and permit responsibilities
- **Ensure that cut tape** and tag (if tag is required) has been applied to the proper line and it is dated and initialed prior to the start of the task (**must be the same day**).
- Ensuring that all employees involved have a clear understanding of the job task.
- Ensure that all employees are wearing the proper personal protective equipment for the particular job.

With the continuous growth of our Organization, we want to remind all of you of the tools that you have available and should be using. All of our policies can be found on the Safety Portal, however, if you feel that you need more information, Stop Work and call the Corporate HSE department.

***Report all incidents immediately to the Hotline  
1-855-543-5163.***

**SAFETY ALERT**