

# MINIMUM REQUIREMENT



## WP/SEA MINIMUM REQUIREMENTS Step Removal and Replacement



### MEMORY JOGGERS

Ensure that the following conditions are met before proceeding. If not met, address on WP/SEA.

- 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.
- A Hot Work permit must be obtained from company representative before step removal and replacement can begin.
- Verify clear access for step removal.
- Conduct site inspection with the crew to determine the integrity of individual steps and the structure they are attached to.
- Verify good communications is established and maintained between crewmembers in the immediate area of step replacement.
- Notify all personnel that you are beginning the task of removing and replacing steps, using hot work procedures, and to use alternate routes for ascending and descending platform levels...
- Complete and Review Hot Work Minimum Requirements and implement as required.
- Verify all instruments, needle valves and gages have been protected or have been removed or protected if possible.
- Verify access and escape routes are clear at all times or alternative routes marked and the work force informed.
- Check all areas above and below the worksite to minimize the probability of fire and sparks falling out side of contained area.
- Verify the proper tools and materials required to complete the work are available and in good condition. (Welding machines, ground Leads, etc)
- 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.

### MINIMUM REQUIREMENTS

- 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) Rope off surrounding area (area above and below) with Red Tape.
- 3) Barricade area surrounding the staircase opening with a hard barricade made out of handrail or scaffold poles, using a spring loaded swing door for entering and exiting barricaded area.
- 4) Install rigging as per GISY Rigging Requirements
- 5) Gouge the steps loose from the structural foundation pads if welded.
- 6) Implement Minimum Requirements for Hot Work.
- 7) Verify fire-watchers and crew are aware that the stairs are being removed and be aware that the stairs could move.
- 8) Cut opposite side in same manner.
- 9) Verify access areas and escape routes are clear.
- 10) Trim and fit new steps in place.
- 11) Welders to weld and complete job task
- 12) Buff and paint the welded area as per company specs, ensuring that the dead-man switch has been removed in grinder.
- 13) Remove hard barricades
- 14) Remove all rigging.
- 15) Clean area and remove all equipment used during installation and commission the stairs.
- 16) Remove all barricade flagging.
- 17) Verify work area is clean and left in better condition before starting task.
- 18) Supervision to review area and sign off.

**ENSURE MINIMUM REQUIREMENTS NUMBERS ARE RECORDED ON WP/SEA**