

Scotford- Canada Site Requirements

Version 2: August 2016





1. Name of Installation: Scotford

2. Physical address of location

Shell Chemicals Canada LTD
55520 Range RD 214
Fort Saskatchewan
AB T8L 4A4
Canada.
Tel: +1 780 992 3814

3. Opening hours and loading appointments

Hours of operation: 0700 hrs – 1500 hrs Monday through Thurs, Friday 0600-1300

4. Contact details

Thomas Jekabson +1 780 992 3808
Robert Lee +1 780 992 8508
Security Mon-Fri 0600-1800 +1 780 992 3814

5. Life Saving Rules

From July 1, 2009 Shell's Life-Saving Rules have been fully enforced.

Shell's Life-Saving Rules set out clear and simple "do's and don'ts" covering activities with the highest potential safety risk. They are not new. Most people comply with them every day – but there are still breaches taking place. The Life-Saving Rules help to make sure that rules are followed and people are protected.

Compliance with the Life Saving Rules is mandatory, and the Life Saving Rules are applicable to all operations under Shell's operational and / or governance control. Each reported non-compliance will be investigated. And failure to comply will result in disciplinary action, up to and including termination of employment for Shell employees, or for employees of contractors or sub-contractors, removal from the site and disqualification from future Shell work.

Supervisors are held accountable to communicate and ensure compliance.

If you choose to break the rules, you choose not to work for Shell.

The 12 Life-Saving Rules are:

- Work with a valid work permit when required
- Conduct gas tests when required
- Verify isolation before work begins and use the specified life protecting
- Obtain authorisation before entering a confined space
- Obtain authorisation before overriding or disabling safety critical equipment
- Protect yourself against a fall when working at height
- Do not walk under a suspended load
- Do not smoke outside designated smoking areas
- No alcohol or drugs while working or driving
- While driving, do not use your phone and do not exceed speed limits
- Wear your seat belt
- Follow prescribed Journey Management Plan

6. Special requirements of this location

1. Smoking is prohibited, except in designated areas.
2. Cellular phones and PED's are not allowed in operating areas.
3. Photography is not allowed without a valid Hot Work Permit
4. The Site speed limit is 30 KM/h.
5. All vehicles must be shut off when parked.

OBLIGATIONS:

1. Truck drivers must report to the Security upon arrival.
2. Truck drivers must have: order number, product, quantity, clean certificate unless last product hauled was the same shell product to be loaded
3. Drivers must have attended the ½ day site indoctrination prior to coming on site
4. Drivers must have proper PPE: Nomex outerwear, hardhat, safety glasses with side shields, gloves, hearing protection and safety footwear.
5. Trucks will be rejected due to failure of "Clean, Dry and Odor Free" inspection.
6. Drivers will be assisted by the Distribution team lead during loading and must report to the Dist office at completion to retrieve relevant paper work

Disclaimer:

Requirements listed are in addition to other requirements which may be communicated by on-site staff, general requirements specified by transportation or site access agreements, or those required by law. The site reserves the right but does not assume any duty to confirm compliance with HSSE standards reasonably acceptable to the site staff. If carrier's conduct while on site is out of compliance with any applicable HSSE law, acceptable HSSE standards or other HSSE requirements in place, site staff may communicate to carrier issues of non-compliance, which carrier shall promptly rectify, or site staff may require the carrier to suspend loading or unloading or require carrier to leave the premises.