

## BP OIL -- TOLEDO REFINERY

<b>Document Type:</b> Procedure	<b>Area:</b> Refinery Wide	<b>Procedure No.:</b> SAF 089
<b>Effective Date:</b> February 4, 2013	Bicycle Safety	<b>Rev. No.:</b> 3
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<b>SCOPE</b>	The intent of this procedure is to provide guidance for the purchase, inspection and use of bicycles operated by all personnel on BP Toledo property. The focus will be on maximizing the safety of the user.
<b>HEALTH</b> Special PPE & Special Hazards	Standard Refinery PPE procedures apply when riding a bicycle in the Refinery. See SAF-026 for area specific PPE.
<b>SAFETY</b>	Bicycles must be in sound working order and the user must be capable of riding safely. The standards for determining working order will be listed within. It is the responsibility of the user to determine the bicycles roadworthiness.
<b>REFERENCE DOCUMENTS</b>	N/A
<b>SPECIAL MATERIALS &amp; EQUIPMENT</b>	High Visibility Vest Flashlight
<b>QUALITY</b>	N/A
<b>ENVIRONMENTAL</b>	N/A

OVERVIEW

Bicycle transportation is a very popular and efficient method of personnel transportation around the refinery. It does offer some health benefit to the rider, still there are risks associated with bicycling in the refinery. This procedure is intended to limit risk to the rider. This procedure will spell out the standard specifications for purchase, and indicate the requirements and limitations for use of bicycles within the refinery.

**For the purpose of this procedure the term "Bicycle" will also incorporate Tricycles.**

- 1.0 Purchase specifications
  - \_\_1.1 Bicycles must be heavy-duty bicycle with a step through frame.
  - \_\_1.2 If bikes currently do not have the step through frame but pass the required inspection and meet the other specifications, they will be grandfathered.
  - \_\_1.3 All newly purchased bikes must have an inspection completed which meets the requirements of the BP annual inspection. For bikes purchased by BP, the bike technician will perform the required BP annual inspection on all newly purchased bikes. **The bikes will be tagged with the appropriate colored inspection tag for the year they were purchased.**
  - \_\_1.4 Bicycles must have a minimum 350 pound weight rating.
  - \_\_1.5 Some of the examples of bicycles and tricycles approved for purchase include:
    - Worksman, Bicycle, Industrial – (Unisex model) all have a 450 lb weight rating
    - Worksman, Tricycle, Industrial – “Adaptable”, 450 lb weight rating.
    - Atlas, Bicycle, Industrial -- (Unisex model) - 350 lb weight rating.
    - Husky, Bicycle, Industrial (Unisex model) - 350lb weight rating
  - \_\_1.6 Examples of approved intrinsically safe lights (Class 1 Div 2) include:
    - Examples Pelican, Streamlights and Uknnectics
- 2.0 Accessories
  - \_\_2.1 All bicycles must be outfitted with reflectors on all sides.
  - \_\_2.2 A front light must be used whenever the bike is ridden from sunset to sunrise. Intrinsically safe lights are required if the bike will be ridden **outside the Green Zone as defined in SAF-026.**
  - \_\_2.3 If a basket is desired it shall be mounted to the bike.
  - \_\_2.4 Reflective vests must be worn when traveling from sunset to sunrise.

3.0 Road Worthiness Inspection

- \_\_3.1 The person who is riding the bike is responsible for inspecting the bike before riding. This person will:
  - a. Visually inspect the tires to ensure they are properly inflated.
  - b. Assure that both fenders and chain guard are in place and secure.
  - c. Assure that the handle bars are tight and level. Hand grips are installed.
  - d. Assure that the seat is set to the proper height for the rider. The seat should not exceed the maximum height indicator on the seat stem.
  - e. Assure bicycle frame and wheels are tight by spinning the front and rear wheels, check for excessive wobble motion.
  - f. Visually inspect the chain condition and lubrication.
  - g. Assure that the brakes are in good working order.
  
- \_\_3.2 If a bicycle is found to be defective, it must be removed from service. To arrange for service of the bicycle fill out and submit the Bicycle and Tricycle Repair Request form on the BP Toledo Homepage. **Caution:** No bike shall be ridden once it has been taken out of service.
  
- \_\_3.3 If the inspection ID Tag is missing the bike must be taken out of service.

4.0 Riding Conditions

- \_\_4.1 After inspecting the bicycle, the rider shall inspect their clothing and footwear to ensure that loose clothing and/or shoestrings will not become entangled in moving parts when riding. Sturdy shoes with an offset heel are recommended when riding a bike. Smooth-soled shoes, shoes with no heel, or sandals may increase the potential for the rider's foot to slip off the pedal.

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**NOTE:** Hanging valve chains in pipe alleys and unit battery limit chains are sometimes hard to see. They can be hazardous to the bicycle rider.

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- \_\_4.2 Bicycles must be ridden slowly inside the battery limits of process units.
  
- \_\_4.3 All bicycles shall be operated obeying all rules of the road that apply to motorized vehicles. (e.g., ride near the right hand side of any roadway or on designated bike paths, with the traffic flow; use of hand turn signals; stop at stop signs, etc.) Exception: Bikes are allowed to be ridden on sidewalks.
  
- \_\_4.4 Yield to pedestrians at intersections, crosswalks and sidewalks.
  
- \_\_4.5 Never carry any passengers.
  
- \_\_4.6 Horseplay on Bicycles is forbidden.

- \_\_4.7 Exercise caution when crossing railroad tracks. Cross tracks at a right or 90 degree angle. Yield to trains.
  - \_\_4.8 Never attempt to carry any objects or material that will not fit safely inside the basket/toolbox or that could cause loss of control of the Bicycle.
  - \_\_4.9 Always avoid riding over oil and algae covered pavements. Do not ride on icy or snowy roads, or during any adverse weather condition, which might hamper safe operation. Use caution when riding bikes where gravel, catalyst or other hazards existing on the roadway.
  - \_\_4.10 Never alter a Bicycle in any way that may weaken its structural integrity (such activities would include welding, grinding, drilling, etc.).
  - \_\_4.11 Remain seated while operating the Bicycle except when mounting to start the cycle into motion or when riding against a strong wind.
  - \_\_4.12 Riders must maintain both hands on the handle bars while in Motion except when giving hand signals to denote a change in motion. (See Attachment A for signals)
  - \_\_4.13 Talking on a two-way radio or cellular phone is prohibited while riding a bicycle.
- 5.0 Care and Maintenance
- \_\_5.1 Users of the bike may perform minor maintenance within their abilities. To obtain parts for minor service or arrange for a major repair of the bicycle fill out and submit the Bicycle and Tricycle Repair Request form on the BP Toledo Homepage
  - \_\_5.2 Never modify the bicycle from the original manufacturers design. Repair parts must meet or exceed the original Equipment Manufacturer ( O.E.M.) specs.
  - \_\_5.3 An inspection will be performed on bicycles by the bike technician after any major repairs.
- 6.0 Training
- \_\_6.1 Training will be provided to BP employees reviewing the bicycle safety procedure and the various safety tips for riding bicycles.
  - \_\_6.2 Any person that rides a bike must be trained on this procedure.
- 7.0 Theft
- \_\_7.1 If a Bicycle is lost or stolen, it must be reported to the front line supervisor.
  - \_\_7.2 Locking of Bicycle is not mandatory. Any lock that is part of the Lock-out Tag- Out program shall not be used to lock a bicycle.

8.0 Yearly Inspections

- \_\_8.1 The annual inspections will be performed by a qualified service technician. If any element of the bicycle is deemed not intact by the service technician, it shall be removed from service until repaired. The inspection will look for the following elements to be intact as a minimum:
- General Appearance
  - Reflectors, all sides
  - Tires; tread & inflation
  - Fenders & chain guard
  - Seat, condition & height
  - Wheels, spokes & alignment
  - Baskets (Opt.)
  - Handle Bars tight & level
  - Handle bar grips
  - Frame condition
  - Pedals & crank
  - Chain condition & lubrication
  - Brake operation
  - Kickstand
- \_\_8.2 Each bike will be fitted with a numbered tag for identification of annual inspection. The color of the tag will be changed each year.

**Revision history**

The following information documents at least the last 3 changes to this document, with all the changes listed for the last 6 months.

Date	Revised By	Changes
	Tom Cardenas (ABS)	Initial release.
03/2008	Melinda Hasbrouck	Include new purchase specs, intrinsically safe lights, and inspection requirements. MOC # M20073024-001
02/2013	Stephine Sedlak	Remove yearly Inspection form – moved criteria to body of procedure. MOC # M20122868-001

**Attachment A**



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