

Laramie 0993-29-01 Well Pad

Operations Safety Management Program

ECMC Rule 304.c.(7)



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INTRODUCTION

The Operations Safety Management Program was developed in accordance with ECMC Rule 602.d., Rule 304.c.(7), and the Operations Safety Management Program Plan guidance document, dated February 16, 2021. The following plan includes the Change of Management and Pre-Start Safety Review. Change of Management and Pre-Start Safety Review is part of Laramie's Health and Safety Manual.



RISK MANAGEMENT

I. Purpose

The purpose of this section is to provide tools and guidance to employees and relevant contractors on methods for identifying, mitigating, and managing risks within the working environment.

II. Scope

The scope of this program is to manage environmental, health and safety risks within the working environment. The program is used to assess, analyze, and evaluate risks associated with common work practices and changes that are made throughout the work process.

III. Definitions

- A. Risk Assessment** – the process in which consequences (impacts) are evaluated for their potential to negatively impact people, environment, assets, company reputation, company budgets, or deliverables for any proposed or planned activity.
- B. Pre-Startup Safety Review (PSSR)** – the process to ensure that the overall field designs have been constructed properly to standards and are ready for safe startup operations.
- C. Management of Change (MOC)** – the process used to review changes made to new processes, structures, infrastructure, or equipment introduced into existing environments considered ordinary work conditions.

IV. Responsibilities

- A. Managers will ensure:**
 - a.** Development and implementation of program and supporting documents are in place.
 - b.** Employees are trained on the processes.
 - c.** Supporting documents are completed post-design phase and/or before beginning operations.
 - d.** Training records are completed and maintained.
 - e.** Appropriate representation from necessary disciplines are involved in the processes (i.e., Engineering, Safety, Environment, Regulatory, Operations, Construction, Maintenance, etc.)
- B. Employees are responsible for:**
 - a.** Attending appropriate training as requested.
 - b.** Participating in risk-based programs and processes as requested.
 - c.** Completing appropriate documentation before starting operations.
- C. Safety Department is responsible for:**
 - a.** Storage of documents.

- i. Documents will be stored on the Laramie shared drive in the Health & Safety folder
- ii. Documents will be available for three years after equipment and location is in service.
- iii. Documents requested will be available three business days after the request is received.
- iv. Documents are updated as they are completed. Incomplete (open action items) documents will not be recorded until all action items are completed.

V. Procedures

A. RISK ASSESSMENT –

a. General

1. The purpose of this process is to help develop mitigation strategies to lessen or reduce, if not totally eliminate, the potential adverse consequences inherent in a proposed project or activity. This is accomplished by the development of a risk assessment team, the members of which are identified by the area manager whose project is proposed. The risk assessment is to identify the risk universe, assess the risk potential, assess the potential risk outcomes, and prioritize the risks.

2. Risk assessments may be completed on proposed activities during the planning and design phase of projects. For example, when new structures, projects equipment, and infrastructure are proposed for construction.

b. Process

1. Using the Risk Assessment Matrix (Appendix A) and the Risk Assessment Worksheet (Appendix B), determine the Risk Level by multiplying the selected **Impact** Rating by the selected **Probability** Rating.

2. When the Risk Level is determined, use risk treatment and risk mitigation strategies to reduce to an accepted level. Risk treatment strategies may be items such as: Avoidance, Transference, Mitigation, and/or acceptance.

Avoidance – change the project to avoid the risk: scope, objective, location, etc.

Transference – Shift the risk to a third party who is qualified to handle the risk/task.

Mitigation – Take steps to eliminate or reduce the probability or impact of the risk: take early action, close monitoring, more testing, etc.

Acceptance – Simply accept that this is a risk. When choosing acceptance as a response, the risk assessment team is stating that, given the probability of occurrence and the associated impact to the project that results, the project will not take any actions to control or eliminate the risk and will accept the cost, schedule, scope, and quality impacts if the risk event occurs.

3. The resulting risk treatment strategies are summarized in a risk report, that include the risk assessment matrix, risk assessment worksheet, and recommended risk treatment strategies. The report is to be acknowledged by the risk assessment team lead and area manager.

B. MANAGEMENT OF CHANGE (MOC) –

a. General

1. The purpose of this process is to take change into consideration after final design, during construction, or during the job. The MOC process is conducted on items introduced into existing environments considered ordinary work conditions. Changes that affect process chemicals, technology, equipment, and procedures may be considered.

2. The Laramie MOC process is intended for non-PSM facilities, projects, and operations. In the event that a PSM facility is commissioned or acquired, a greater scope of the process will be developed.

b. Process

1. Prior to implementing change(s), the MOC EZ form (Appendix C) is to be completed.

2. The MOC EZ form, *Evaluation to Proposed Change* section will consider the following:

- a. The technical basis for the proposed change.
- b. The impact of change on safety and health.
- c. Any modifications to existing operating procedures.
- d. The necessary time period for the change.

3. The MOC EZ form, *Evaluation Team Member Name* section is to be completed for all disciplines with the change accepted or rejected prior to implementing the changes.

4. The MOC EZ form, *Quality Assurance Steps to be Completed Before Start* section is to be completed prior to start up in response to comments by the discipline leads in the *Evaluation Team Member Name* section.

5. *Authorization of Change Startup* section is the final authorization to implement the change. Startup authorization must be at Field Coordinator level or above.

6. Upon completion of the change(s), the area manager will ensure that:

- a. Workers are informed of the change(s) via the MOC Distribution list.
- b. Training for affected workers has been conducted on any updated change(s).
- c. Any modifications or additions to existing operating procedures have been completed.
- d. Any modifications or additions to other associated systems (GIS, P&ID's, Cygnet, etc.) have been completed.

C. PRE-START-UP SAFETY REVIEW (PSSR) –

a. General

1. The purpose of this process is to give a technical review and inspection of equipment to ensure that equipment has been installed in accordance with approved design standards, that procedures are in place and adequate, that regulatory compliance is being met and that training for affected personnel has been completed.

2. The Laramie PSSR process is intended to be used prior to start-up of new production facilities or major upgrades to existing facilities. For large projects or facilities, a Process Hazard Analysis, including a design review may be considered in addition to the PSSR.

b. Process

1. The PSSR checklist (Appendix D) will be used prior to start-up of a new production or gathering facility. It may also be used for projects such as expansions on an existing facility, provided that new equipment or processes are

added. The checklist will be completed by the Safety Department or their designee for the following sections:

- a. Change Start-Up Checklist
- b. Detailed Design/Construction Completion Checklist
- c. Environmental/Safety Checks
- d. Action Items

2. The PSSR team should consist of appropriate disciplines that are involved in the process. This may include operations, automation, electrical, engineering, regulatory/compliance, and safety.

3. Operations management must authorize and document start-up and make determinations if any incomplete action items are critical to safe start-up.

4. The safety department will work with operations to ensure that all open action items are completed and will manage document control.

VI. Training

- A. Training on risk management processes and procedures will be given to managers and workers when implemented and then periodically, thereafter. Changes will be communicated via electronic or in-person training.
- B. Training documentation will be kept by the safety department.

VII. Revision History

The table below lists all changes made to this section since the implementation of the program:

VIII. Appendix

- A. Risk Assessment Matrix
- B. Risk Assessment Worksheet
- C. MOC EZ Form
- D. PSSR Checklist

List of Appendices

- 1. Risk Assessment Matrix**
- 2. Risk Assessment Worksheet**
- 3. Management of Change Authorization Form**
- 4. PSSR Checklist**

Risk Assessment Matrix



Risk Assessment Matrix

Impact	Evaluation				
Level	People	Environment	Assets	Reputation	Financial & Business
4 Critical	<ul style="list-style-type: none"> Fatality Long-term health impact Permanent disability Life altering injury or illness Evacuation of a facility and community Action from landowner/activist involving weapons 	<ul style="list-style-type: none"> Severe long-term environmental damage Wide-spread impacts to sensitive environments, wildlife and/or major bodies of water Significant off lease/site groundwater impacts 	<ul style="list-style-type: none"> One month facility/ equipment outage Production, equipment, property, motor vehicle loss and or damage greater than \$10 million Terrorist attack/attempt 	<ul style="list-style-type: none"> Action resulting in regulatory and/or legal prosecution or suspension of operations Prolonged national/ international media attention Sustained widespread stakeholder public protest 	<ul style="list-style-type: none"> Impact > 20% of Project/Team Budget Significant effect on Division or Corporate group deliverables
3 Serious	<ul style="list-style-type: none"> Short term health impact Lost time injury or illness Evacuation of facility and immediate area Violent action from landowner/activist 	<ul style="list-style-type: none"> Severe short-term environmental damage Localized on lease groundwater impacts Significant off lease/site surface impacts 	<ul style="list-style-type: none"> One week facility/ equipment outage Production, equipment, property, motor vehicle loss and or damage greater than \$1 million Substantial loss from theft/vandalism 	<ul style="list-style-type: none"> Regulatory and/or legal action resulting in fines or punitive action Prolonged national/regional media attention Prolonged local/regional stakeholder public protest 	<ul style="list-style-type: none"> Impact 10% - 20% of Project/Team Budget Significant effect on Business Unit or SBU deliverables
2 Moderate	<ul style="list-style-type: none"> Medical aid injury or illness Restricted work /modified duties Evacuation of job site Specific threat from landowner/activist 	<ul style="list-style-type: none"> Moderate environmental damage No groundwater impacts Localized off lease/site surface impacts Immediate clean up 	<ul style="list-style-type: none"> Short term (less than one week) facility/ equipment outage Production, equipment, property, motor vehicle loss and or damage greater than \$100,000 Major Property crime 	<ul style="list-style-type: none"> Regulatory and/or legal action resulting in administrative response Brief local/regional media attention Brief local public protest 	<ul style="list-style-type: none"> Impact 5% - 9% of Project/Team Budget Significant effect on SBU or Team deliverables
1 Minor	<ul style="list-style-type: none"> First Aid injury or illness Implied threat from landowner/activist 	<ul style="list-style-type: none"> Minor environmental damage Localized on lease/site surface impacts 	<ul style="list-style-type: none"> Negligible production loss Production, equipment, property, motor vehicle loss and/or damage less than \$100,000 Minor property crime 	<ul style="list-style-type: none"> No regulatory action anticipated Brief or no media attention Brief or no public attention 	<ul style="list-style-type: none"> Impact <5% of Project/Team Budget Noticeable effect on SBU or Team deliverables

Impact	4 Critical				
	3 Serious				
	2 Moderate				
	1 Minor				
		A Remote	B Unlikely	C Likely	D Frequent

Probability

Impact X Probability = Risk Level

Extreme – STOP activities. Work cannot proceed until risk is reduced to a lower level.

High – Extensive risk controls/mitigation measures must be implemented and executive approval is required to allow work to proceed. Efforts to reduce risk to Medium or Low level should be undertaken

Medium – Risk controls/mitigation measures must be implemented to allow work to proceed. Efforts to reduce risk to Low level should be undertaken.

Low – Some risk controls/mitigation measures may be justified. Represents an acceptable level of risk.

Probability	Estimation	
Level	Description	Likelihood
D– Frequent	Event is expected to occur in most circumstances.	One or more occurrences per year
C – Likely	Event will probably occur at some time based on current practices	One occurrence every 1 – 5 years
B – Unlikely	Event should occur at some time based on current practices	One occurrence every 5 - 20 years
A – Remote	Event could occur at some time based on current practices.	Once in the life of the facility



Risk Assessment Instructions

Impact Evaluation Tab

On the Impact Evaluation tab, there are 5 impact groups to inventory: People, Environment, Assets, Reputation, and Financial & Business.

The level of impact is characterized as Critical (Level 4), Serious (Level 3), Moderate (Level 2) and Minor (Level 1).

For each impact group, there are a set of questions or criteria to assess the potential impact. These can be changed to better related to the project or event being evaluated.

To the right of each impact group question or criteria is a dropdown option to choose a response, choose yes, not or leave blank.

For each Yes response an impact score is established. The impact score is based on the highest level response within each impact group question.

The sum of the impact evaluation is the Impact Evaluation Score used in the Risk Assessment Matrix tab.

Impact Evaluation Score Criteria

Critical = 20 to 17.0

Serious = 16.9 to 12.0

Moderate = 11.9 to 7.0

Minor = 5.9 to 0

Probability Estimation Tab

On the Probability Estimation tab, there are 4 probability levels: Frequent, Likely, Unlikely, and Remote for each Impact Evaluation.

For each probability level, there is an associated description. Choose the best likelihood for each Impact Evaluation.

The sum of the probability results in a probability evaluation score.

The sum of the probability evaluation is the Probability Evaluation Score used in the Risk Assessment Matrix tab.

Probability Estimate Score Criteria

Frequent Estimate Score = 20 to 17.0

Likely = 16.9 to 12.0

Unlikely = 11.9 to 7.0

Remote = 5.9 to 0

Risk Assessment Matrix

The Risk Assessment Matrix combines the impact evaluation and the probability evaluation scores.

Extreme – STOP activities. Work cannot proceed until risk is reduced to a lower level.

High – Extensive risk controls/mitigation measures must be implemented and executive approval is required to allow work to proceed. Efforts to reduce risk to Medium or Low level should be undertaken.

Medium – Risk controls/mitigation measures must be implemented to allow work to proceed. Efforts to reduce risk to Low level should be undertaken.

Low – Some risk controls/mitigation measures may be justified. Represents an acceptable level of risk.

Risk Assessment Worksheet





Date: _____

Participants: _____

[illegible]

Management of Change Authorization Form





Management of Change Authorization Form

Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Temp Time Period:					Date:	
Facility/Location:			Change Originator:			
Evaluation of Proposed Change						
Basis for & Scope of proposed change & description of change:						
Evaluation Team Member Name				N/A	Reviewed by (initial & date)	
Engineering:						
Safety:						
Environmental & Regulatory:						
Operations Management:						
Construction:						
Automation/Electrical:						
Other:						
Change Request is: Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Accepted with Conditions <input type="checkbox"/>						
Approved / Rejected by (next-level supervisor):						
If Rejected, the reason is:						
If Accepted with Conditions, the Conditions are:						
Quality Assurance Steps to be Completed Before Startup						
	Yes	No	N/A	Performed by (initial & date)		
Have environmental impacts been assessed?						
Have safety & health impacts been assessed?						
Are ops & maint procedures updated?						
Has integrity testing been performed?						
Are permitting/reg approvals in place?						
Has pre-startup safety review (PSSR) been performed?						
New procedures are (list here):						
Authorization of Change Startup						
Startup Authorized by (next-level supervisor):					Date:	
Comments:						

Pre-Startup Safety Review (PSSR)

Checklist



Facility:	
Date:	
Description of Project:	
Start-up Authorization:	

Change Start-Up Checklist		Yes	No	N/A	Initials
1	Has rotating equipment been checked for rotation, alignment, and lubrication?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Have all guards, platforms, or barricades been installed or replaced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Have hydro/ integrity tests been performed on equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Has a P&ID (Piping & Instrumentation Diagram) walk-through been completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Have all instrument systems been checked including alarms, shutdowns, and control valves?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Results recorded as pass or fail?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Has all new equipment been added to critical equipment lists?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Has all equipment been tested to ensure operational readiness?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Are all screens, orifices, filter elements, catalyst, and vessels internals in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Have all construction/ testing blinds been removed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Are safety systems (ESDs) in working order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Spare parts ordered and stocked in warehouse?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	Has a PHA been performed and have the PHA action items been addressed, if applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	Have operating procedures been compiled and put in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Have operating personnel involved in the operation been trained in the process or equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	Has training documentation been updated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	Have procedures to maintain the ongoing mechanical integrity of equipment been completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17	Have the affected maintenance employees been trained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18	Have emergency response planning procedures and training been updated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detailed Design/ Construction Completion Checklist		Yes	No	N/A	Initials
19	All equipment has been designed using good engineering practices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20	All foundations have been installed to design specifications?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21	All sewers have been installed to design specifications?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22	All structural steel has been installed to design specifications?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23	All electrical equipment has been installed to design specifications?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24	All electrical equipment has been checked for proper area classification?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25	All transformers, switch gears, and starters meet design specifications?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26	All electric starters have been tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27	All electric motors have been checked for proper rotation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28	All equipment has been properly grounded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29	All electrical equipment has been labeled and numbered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30	All area lighting has been installed and meets design specifications?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31	Emergency alarms, shutdowns, and power systems have been tested and activated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32	All instrumentation has been installed according to engineering design specs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
33	All loop checks have been completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34	All instruments have been calibrated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35	All detectors (combustible, U.V., etc.) are installed, tested, and activated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
36	PSVs are set properly with block valves car-sealed open?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
37	All piping has been installed to engineering design specifications?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
38	All flushing and draining has been completed as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
39	All flanges have been checked for proper gaskets and installation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

40	All blinds have been removed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
41	All piping has been purged as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
42	All piping/ equipment has been insulated for personnel protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
43	All filters have been insulated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
44	All equipment meets design specifications?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
45	All equipment has been installed according to manufacturer's recommendations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
46	Equipment has been aligned, coupled, and required personnel guards are in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
47	All lube and drain piping is complete?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
48	All equipment has been properly lubricated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
49	All equipment is numbered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Environmental/ Safety Checks		Yes	No	N/A	Initials
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50	Have environmental permits been obtained/ updated for operating new equipment or modifications of existing equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
51	Has new equipment been added to the fugitive emissions testing program where required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
52	Has Emission Compliance Testing been added to maintenance schedules, if applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
53	Have emergency response planning procedures and training been updated (H2S Response, Spill Prevention Countermeasure and Control (SPCC), Site Security, Community Protection, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
54	Has the Risk Management Plan (RMP) been updated, if applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
55	Has all hazard communication been updated such as labeling, chemical lists updated, and SDSs in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
56	Are adequate safety signs in place (H2S, if applicable, Black/Yellow Standard sign, NFPA Placards, lease signs, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
57	Is all fire fighting equipment in place and operational?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
58	Are all eye wash stations and safety shower stations in place and functional?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
59	Is all personal protective equipment (PPE) in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
60	Has all secondary containment been addressed and installed on any hydrocarbon-based chemicals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
61	Are all valves bull-plugged in case of valve failure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
62	Are vacuum/back pressure (Enardo) present on atmospheric storage tanks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
63	Has the area been cleared of construction equipment, surplus equipment, extraneous tools, unused parts, and empty drums?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
64	Have all applicable permits and approval from regulatory agencies been received?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
65	Have all permits been reviewed with operators and maintenance personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
66	Are all safeguards including locks, chains, signs, etc., in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ACTION PLANS						
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Action items to be Completed		Priority	Person Assigned to Task	Target Date	Completed	
					Yes	No
1					<input type="checkbox"/>	<input type="checkbox"/>
2					<input type="checkbox"/>	<input type="checkbox"/>
3					<input type="checkbox"/>	<input type="checkbox"/>
4					<input type="checkbox"/>	<input type="checkbox"/>
5					<input type="checkbox"/>	<input type="checkbox"/>
6					<input type="checkbox"/>	<input type="checkbox"/>
7					<input type="checkbox"/>	<input type="checkbox"/>
8					<input type="checkbox"/>	<input type="checkbox"/>
9					<input type="checkbox"/>	<input type="checkbox"/>