



**Morris Construction  
CCBS Accreditation Application**

**A. Identifying Information**

**Name of the organization:**

Morris Construction

**Location of corporate office:**

Robinson, IL

**Name of company representative in charge of the application:**

Chad Tislow

**Phone number(s) of the company representative:**

Office (618) 544-8504 Cell (618) 421-2191

**Address of the representative:**

1406 S. Eaton St,  
Robinson, IL 62454

**E-mail address of the representative:**

chad@morrisconstruction.net

**B. Background**

**The divisions of the company involved in the PBBS program:**

Illinois Refining Division (Marathon) location

**Their geographic locations:**

Robinson, IL

**Goods/services provided at each site:**

Morris Construction is a mechanical contractor specializing in the piping trades. The company has a wide range of strengths including Industrial Construction, Plant Maintenance, Oil Refinery Construction, Pipe Fabrication and Installation.

**Kinds of jobs in which workers are involved:**

Mechanical piping work

**Recent non-safety initiatives and company changes:**

New company ownership: 2012

**Recent non-PBBS safety initiatives:**

IRD Contractor Safety Excellence Award Winner: 2005-2013

PEC Premiere 100% Score Audit: 2008, 2011, 2014

Revised New Hire Orientation Packet: 2013

Personal/Process Safety1 Classes: 2011 - present

Weekly Jobsite, STA, and Housekeeping Audits: 2013 – present

**C. Description of the Workers**

We are a Union contract company with a fluctuating workforce depending on the amount of work available. We are currently at 97 employees.

**Age:**

The median age is 40 with ages ranging from 21-60.

**Experience:**

The median year of experience is 16 years, ranging from 1-38 years of experience.

**Training:**

Morris Construction employees spend 5 years in the apprenticeship program through the Plumbers and Steamfitters Local 157 out of Terre Haute, Indiana where they receive both classroom and hands on training. While in the process of completing the apprenticeship, apprentices are partnered with a journeyman worker in the field at all times. The job of the Journeyman is to teach the apprentice what he or she needs to learn to advance in the trade, this includes passing along the skill and knowledge to perform a task safely. As they graduate through each year of training, they are allowed to perform the work that they have been trained to do.

When any new employee (apprentice or journeyman) is hired, that employee is put through Morris Construction's new hire orientation, IRD site specific orientation, and IRD advanced safety training. The following topics are covered in our company specific orientation.

- General Safety Rules
- Drug and Alcohol Policy
- PPE
- Safety Task Analysis (STA)
- Accident/Incident Reporting
- Emergency Evacuation
- HAZCOM/SDS Sheets
- Housekeeping/Orderliness
- Motor Vehicle Operation
- Barricades/Road Closings
- Work Permits
- Fire Protection/Fire watch
- Fall Protection
- Cranes and Rigging
- Ladders and Scaffolds
- Welding and Burning
- Respiratory Protection
- Tools
- Lockout/Tag out
- Confined Space
- Life Critical Safety Rules and Responsibility
- Behavioral Based Safety (BBS)

**Safety Training:**

Morris Construction's safety training includes compliance/regulatory training, company specific training, and site specific training. This training is covered annually. Typical safety training includes the following topics:

- Hydrogen Sulfide (H2S)
- Demo Planning Procedure
- Eye/Face Protection
- Hearing Loss Prevention
- Benzene Awareness
- Asbestos Awareness
- Emergency Evacuation Procedure
- Pinch Points/Line of Fire
- Rigging/Inspections
- Respiratory Protection
- Ladder Safety
- Life Critical Safety Rules
- Fall Protection
- Fire Protection/Hot Work
- Heat Stress
- Access to Medical Records
- Scaffold Awareness
- Disciplinary Program
- Safety Task Analysis
- Manual Lifting Techniques
- Hex Chrome
- Blood borne Pathogens
- HAZCOM
- N.O.R.M.S.
- LOTO
- Welding/Burning
- Incident Investigation
- Trenching/Excavation
- Confined Space
- Hand Safety
- Lead Awareness
- First Aid/Medical Services
- Power Tools/Hand Tools
- Cold Weather Awareness
- Elec. Safety/Assured Ground
- PSM

- Dropped Tools & Material
- RCRA

**Education:**

53% of employees have a 2 year college degree, 36% have a High School Diploma, 8% have a 4 year college degree, and 2% have their GED.

Starting in the mid 90's, apprentices started receiving an associate's degree for successful completion of the apprenticeship schooling curriculum.

**Health:**

Morris Construction employees are encouraged to participate in the voluntary stretching program each morning at the start of the shift, after lunch break, and at the end of their shift. This is a good tool to help prevent muscle sprains/strains.

Every employee has full coverage health insurance through their local union, which is paid into by Morris Construction.

Marathon offers the use of their on-site nurse to contractors working at their facility. The nurse is available for first aid care treatment, check vitals, offer advice, etc.

Summer and winter seasons can take a toll on employee's health. We place extra attention during these times of months to ensure our employee's safety. During summer months employees are provided with fresh drinking water, sports drinks, electrolyte tablets, and cool down shacks located at the worksite. We also started passing out popsicles daily to all employees during the summer months. During winter, employees are given glove liners, neck/face liners, and warm up shacks located at the worksites. Employees are trained on the signs and symptoms of both heat stress and cold stress symptoms and are asked to look out for their fellow workers when working in these conditions.

**Safety Records:**

Safety records are kept on all training, near misses, first aids, property damage, and OSHA recordable. All training conducted is documented through sign in sheets and is kept on file in the Morris Construction Safety Directors office.

**General Safety Methods:***Toolbox Talks and Safety Meetings:*

Every morning (except the morning of the all hands weekly safety meeting) the General Foreman, Foreman, or Safety gives a short toolbox talk at the jobsite. After the toolbox talk each crew goes over the Safety Task Analysis (STA) and signs in on the front of it. The foremen

then brief the workers on the Joint Job Site Visit (JJSV) that was completed with Marathon Operations on the tasks they will be performing for the day.

Each week, Morris Construction holds a safety meeting that all employees are required to attend. This meeting is where required training topics are covered, incidents/near misses that might have occurred are discussed, and any other safety issues are brought to the attention of everyone. At the end of the meeting the floor is open to all employees for questions or concerns that they would like to discuss.

Marathon's monthly STEPS (Systems To Ensure Participation in Safety) meeting has become an essential part of the overall safety program to reduce, and ultimately eliminate, injuries at the refinery. Morris Construction has STEPS meetings on a monthly basis where all information contained in the STEPS packet is shared with all employees. STEPS is a structured safety program emphasizing direct involvement and accountability of every employee, at every level of the organization.

#### *Hazard Analysis of Routine Jobs, Tasks, and Process's:*

Morris Construction foremen obtain a Work Clearance Permit for each area that their work crews will be performing job tasks. Prior to any permit being issued, Marathon operations unit personnel perform atmospheric monitoring of the area to check for any lower explosive limits, Hydrogen Sulfide and Oxygen level, where the work is to be performed. These permits are gathered from various locations in the refinery depending on which operations unit has supervision over the area where the work is being performed. Permit issuing MPC unit operations personnel discuss the hazards with the work that is to be performed, explain any new hazards that may have been presented from the previous day's work, any work that is being performed in the outlying area, or any LOTO devices that have been installed. If the task to be performed is new, then a joint job-site visit is performed to assess any health and safety hazards that are present and to discuss any possible variations to work assignment

The foreman, with the help of his crew, completes and reviews a Safety Task Assignment (STA) each day before work begins. The STA is broken down into different sections including: a description of the job to be performed, hazards of that job, steps to eliminate those hazards, personal protective equipment to be used, training requirements, inspection of equipment and tools, fall protection planning, aerial lift inspection, scaffold hazard assessment, emergency action planning for they specific work location and weather conditions that could impact that task. Employees review and then sign the STA once it is completed and all questions and concerns have been answered. Once the job or shift is completed, a post safety task review takes place. During this review all incidents that occurred that day are reviewed and what can be done to make sure this issues do not arise again or what could be done to make the job go

smoother are discussed. Then again all employees sign the STA once the job and post safety task review is complete. Once this is completed the STA is turned into the safety director and it is kept on file.

#### *Respiratory Protection:*

When a respirator is required for work, the employee is taken to Senco's Safety Annex. After filling out the medical questionnaire, the employee undergoes a Pulmonary Function Test to determine if they are able to wear a respirator. The employee is then fit tested to determine the model and size the employee needs to wear. Once this is completed, the employee is then trained on the proper care and maintenance of the respirator, proper donning and doffing, storage and cleaning, and Morris Construction's respiratory protection program. The evaluation, fit testing, and training must be repeated every 12 months or when the employee demonstrates a need for retraining. Fit Test records are kept in the Morris Construction's Safety Director's office.

#### **D. Safety Concerns**

Marathon's Illinois Refining Division adopted the PBBS process with success years ago and became accredited in 2005. When the program was offered to the contractor group in 2006, which was one of the recommendations from the accreditation, it was viewed as an excellent opportunity to continually improve safety at Morris Construction.

#### **E. The PBBS Data**

**What safety data are particularly important at your work sites?**

#### *Injury/Illness Records:*

All employees have access to their medical records and all injuries that occur at the plant are discussed with the entire work group at regular weekly safety meetings. Also, OSHA forms are completed if the severity of the injury is beyond a first-aid. The Safety Director initiates the OSHA forms and tracks them to completion. Injury/Illness records are trended by body part and type of injury by IRD. They are tracked monthly, quarterly and annually, being reviewed in the monthly STEPS safety meetings.

#### *PBBS Data:*

This data is pro-active not reactive information. PBBS data is collected by trained observers performing peer-to-peer job observations. This data include safe behavior as well as at-risk behavior, and the barriers that drive these actions. The observations are deposited in the drop box located in the break trailer, given to Morris Construction's Safety Director, and/or are taken

to the MPC CAP rep who puts the data into a database that has several trending options. Safe behaviors are reinforced (for example by approving comments by the observer), and at-risk behaviors are addressed at the time of the observation (for example by constructive feedback by the observer).

#### *Incident Reports:*

These reports include all incidents from near misses to a lost time injury. They are recorded initially in the Knowledge Management System (KMS) on the IRD side. These reports are discussed each morning at the daily Refinery Management team (RMT) Staff meetings. Using IRD's Safety Standard Operating Procedure for Incident Investigations, the incident/injury is designated by the RMT by category and follow-up action. These incident reports are shared with all contractors who share them with their work crews in their weekly safety meetings.

#### **Why are these data important?**

All safety data are trended with the objective to use the data to eliminate injuries. Ultimately the trends in lagging indicators, such as the overall OSHA recordable rates and lost time rates, indicate that the BBS program is making a positive impact on the safety at IRD. The at-risk behaviors observed during SHORT Shots are one of the leading indicators of potential developing problems with the workgroup. By identifying these at risk behaviors in the early stages, changes can be made to mitigate the at risk behaviors.

#### **How do you collect data on each of them?**

At this site we are fortunate. We are able to utilize the IRD's BBS database. The observations are completed on a paper form and submitted to Morris Construction's BBS facilitator or at the designated drop box in the employee break trailer. The facilitator or IRD contractor BBS facilitator enters the observation into the IRD's database. A multitude of reports can be generated from the IRD database.

#### **How do you ensure that the data are accurate?**

Awareness training is conducted for all employees each year during one of the mandatory all hands safety meeting. This awareness training mainly focuses on the SHORT Shot form and reminding all the importance of having a conversation with the person you are observing.

Every observation turned in is reviewed by the Morris Construction BBS facilitator to look for "pencil whipped" observations and observations that may not be filled out correctly. If either of these issues is identified, the facilitator will address the concern with the employee doing the observation. Retraining might be necessary.



## **F. Description of your PBBS Program**

Morris Construction employees are encouraged to actively participate in the observation process. Trained observers have the ability to observe any craft and anyone on site, regardless of employer. Observers are trained to receive permission from the subjects being observed before continuing with the observation. Once the observation has started, the form can then be filled out. Morris Construction uses the same observation form as our host site Marathon. The observations are called SHORT Shot observation checklists. The first question on the observation sheet is if the unit is in Turnaround. The next line on the observation sheet, the Observer or "SHORT Shooter" can choose to sign his or her name and the company he/she works for but this is not a requirement. The primary benefit to signing the observation sheet is if follow-up action is needed on a concern or an at-risk. Date and time of observation are recorded and so is the type of observation. The two types are "self" or "peer to peer". Workgroup Observed and number of people observed are the next two questions on the SHORT Shot form. Next, the form asks if a conversation occurred before the observation took place. The majority of the time this should be marked yes since permission should be giving before an observation takes place. However some companies have hard hat stickers that let observers know that they can observe them without permission first. A short description of the task being observed is listed next. The last two questions on the form are checked if the observation being done is a conditional issue instead of a behavioral. This allows the observer to check the severity of the risk associated with the frequency. Also, it asks if the foreman has been made aware of the conditional issue.

The observation sheet itself is a check list comprised of five categories with subcategories listed under each. The categories and subcategories are as follows.

### **People**

- Ascending/Descending
- Carry/Moving
- Communication
- Eyes on Task
- Line of Fire
- Overextending
- Pace
- Pinch Points
- Push/Pull
- Twist/Turn

### **Procedure**

- Confined Space Entry
- Energy Isolation LOTO
- Hot Work
- JSA/JHA Assessment
- Material Handling/Storage

- Permits
- Process Safety
- Signs/Labels

**Work Environment**

- Housekeeping
- Odor
- Proper Lighting
- Spotter
- Tripping Hazards
- Weather

**PPE**

- Face shield/Welding Shield
- Fall Protection
- Hand Protection
- Head Protection
- Hearing Protection
- Goggles/Glasses
- Personal Monitors
- Protective Clothing
- Respiratory Protection

**Tools/Equipment**

- Barrier Tape/Barricades
- Condition
- Guards
- Grounding
- Hoses
- Obstructed Safety Equipment
- Process Equipment
- Proper Selection/Use
- Scaffolds, Ladders, Stairs
- Storage
- Transportation/Travel

Each of the sections on the checklist is to be examined during the course of the observation. If an area is determined acceptable, then it is to be marked "S" or safe. If any of the areas are deemed a concern that category will be marked in the "O" box for Opportunity for Improvement. If the observer identifies a conditional hazard, that area is marked "C" for condition. In the event an area is marked Opportunity for Improvement, this immediately triggers a conversation with the individual working. The conversation should establish a barrier associated with the area marked Opportunity for Improvement. This barrier should be

identified in the barriers section on the back of the observation form. The following are the 6 possible barriers.

**Business Systems**

**Equipment/Facility**

**Personal Factor**

**Culture**

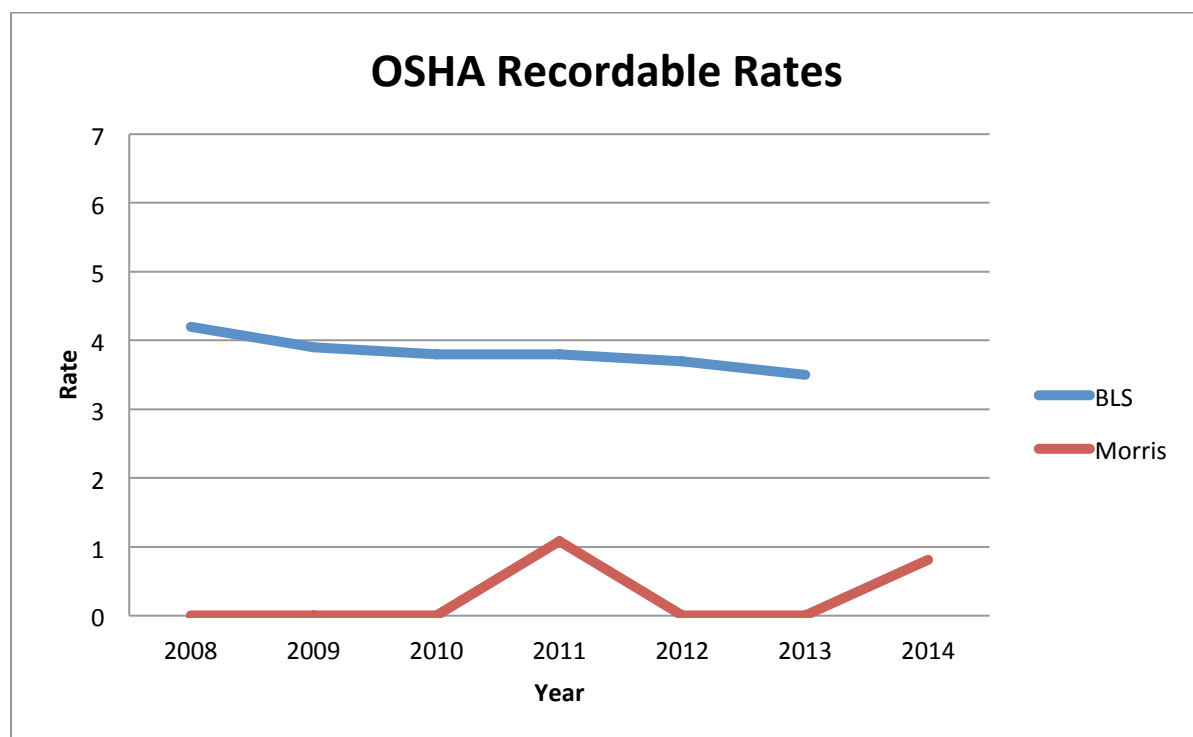
**Personal Choice**

**Unsure of/Disagreement**

On the back of the form is also the comments section. Anytime an Opportunity for Improvement is identified a brief description of the identified opportunity along with the conversation that occurred afterwards should be included in the comments section. In any event, if an “opportunity for improvement” is identified or if the entire observation was deemed safe, feedback should be given in a positive manner to the employees observed on the areas viewed as safe. The Observer should then express concern about the “opportunity for improvement” section and encourage change.

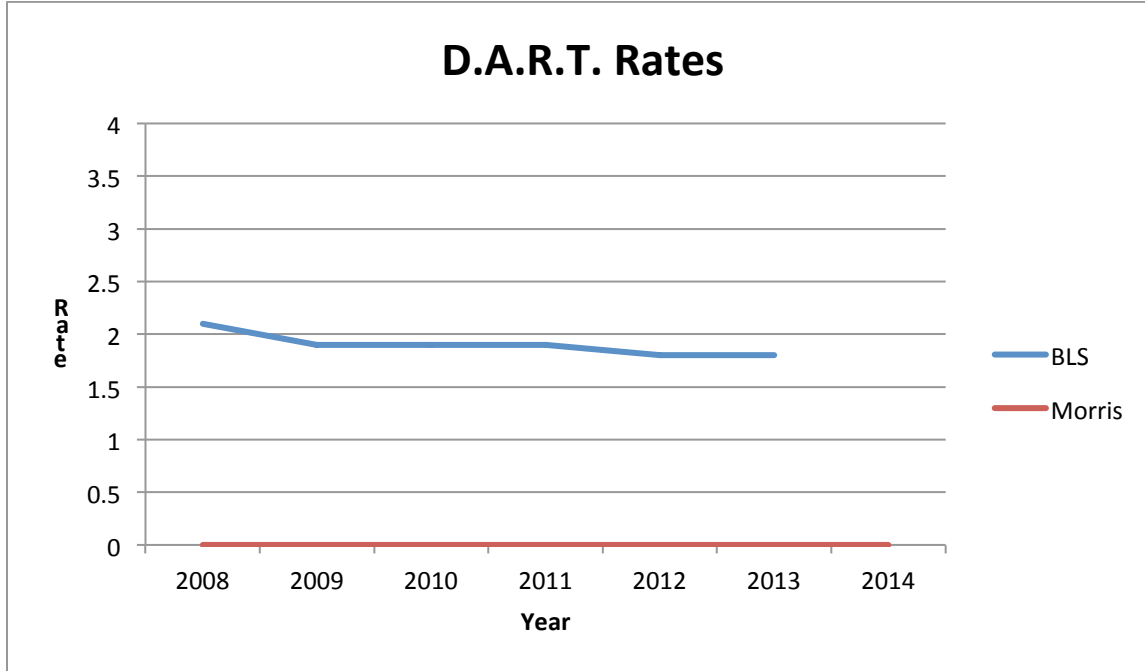
#### **G. Graphic Displays of the Data**

**Figure 1**



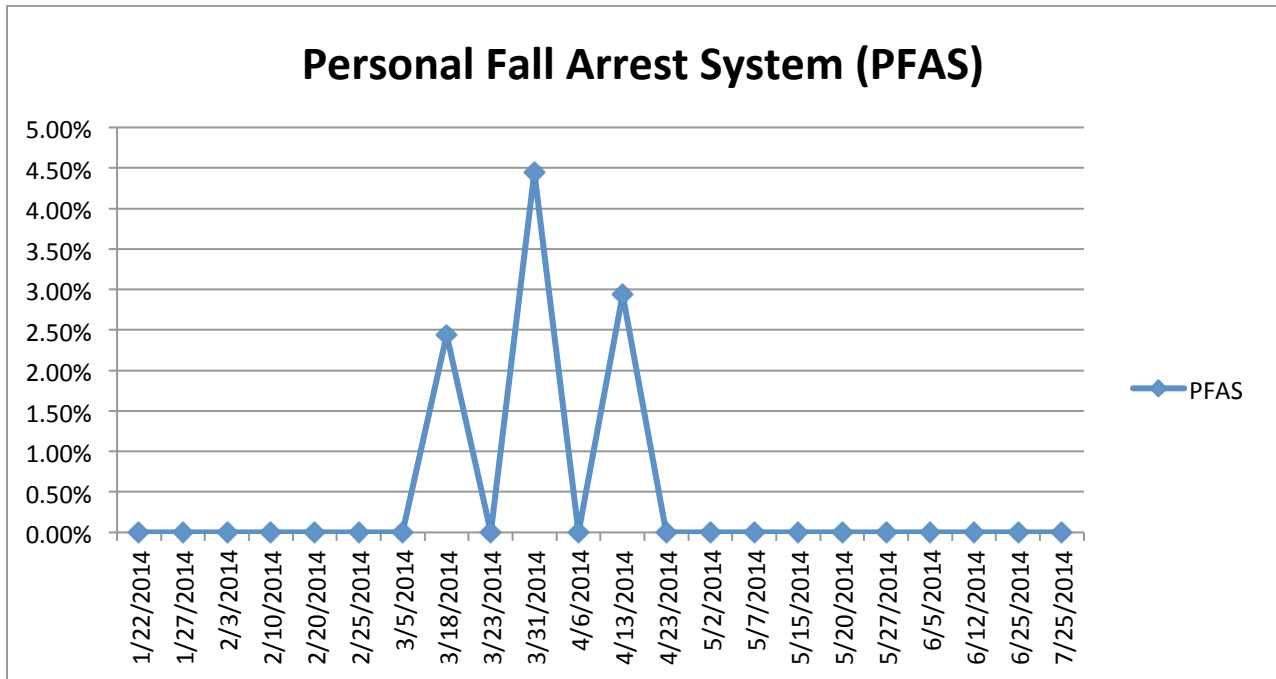
This graph is intended to compare OSHA Recordable rates published by the BLS to Morris Construction rates from 2008-2014.

Figure 2

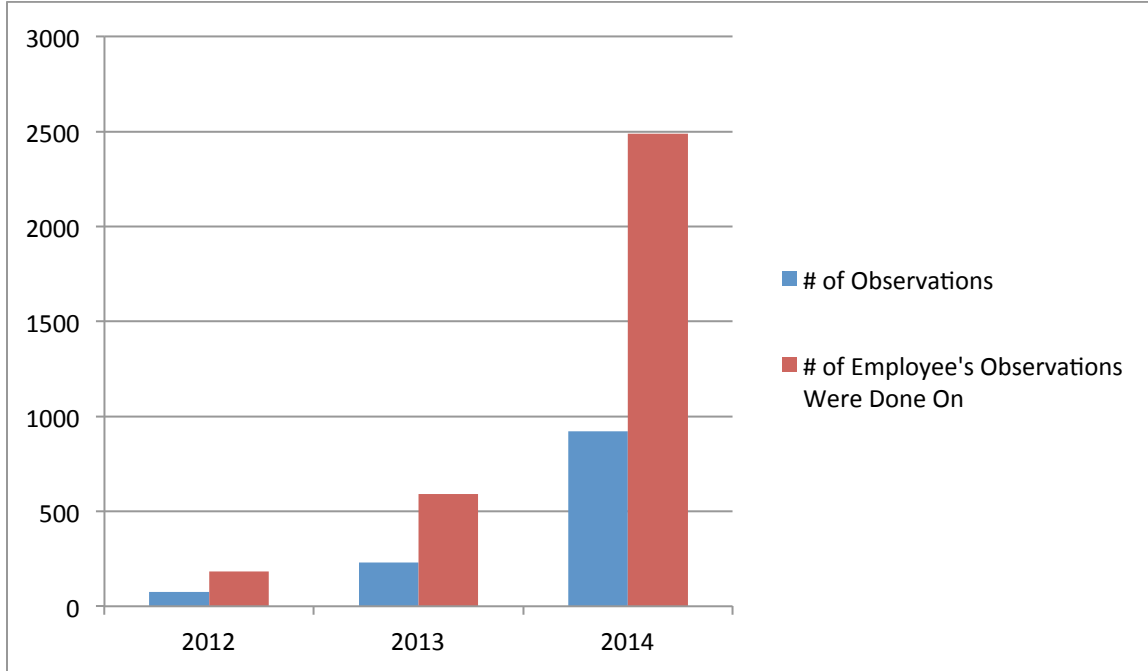


This graph is intended to compare the D.A.R.T. rates published by the BLS compared to Morris Constructions rates from 2008-2014.

Figure 3

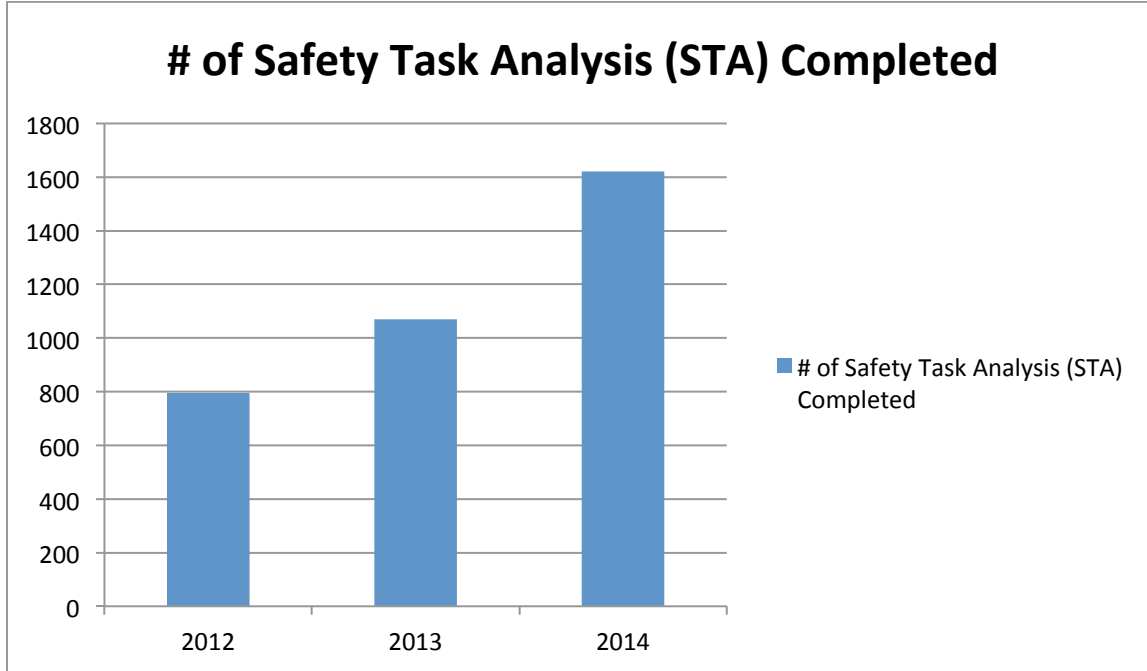


This graph shows a spike in Personal Fall Arrest System (PFAS) at risk during the spring 2014 Turnaround. IRD made a company change which allowed employees working on a scaffold to be allowed to tie off to the horizontal scaffold bar which had previously not been allowed. Once the change was initiated and communicated through the mandatory weekly all hands Turnaround safety meeting, PFAS dropped back off to 0% at risk.

**Figure 4**

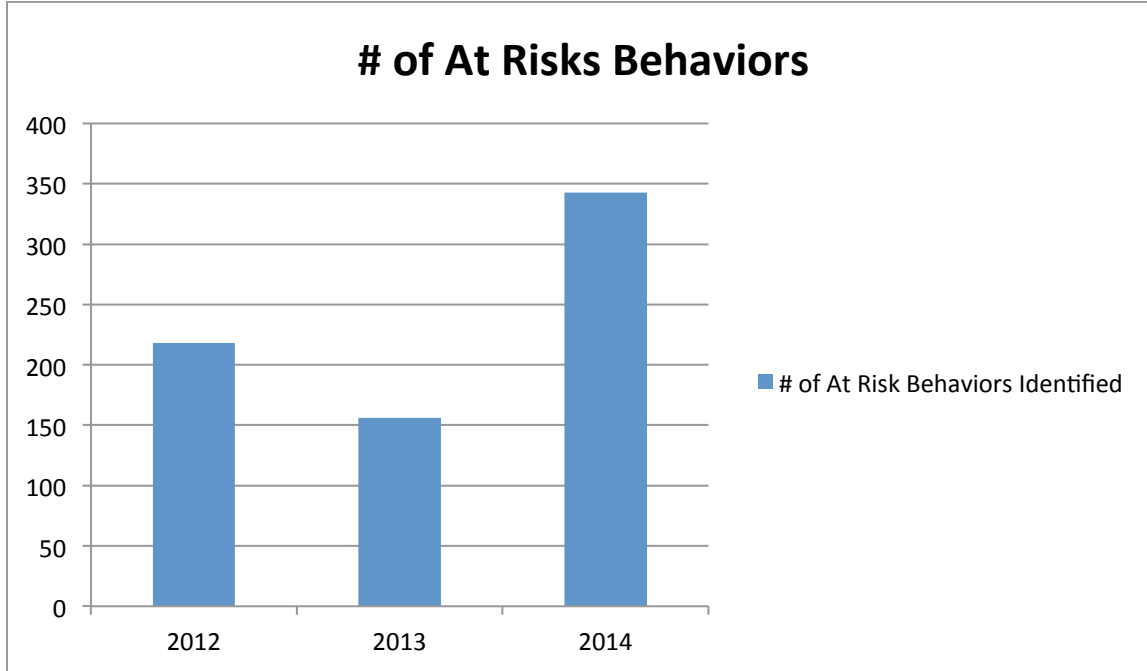
This graph shows the number of observations Morris Construction employees completed and the number of employee's those observations were done on from 2012 - 2014. A single observation can be completed on up to 5 employees at once.

Figure 5



This graph shows the total number of Safety Task Analysis (STA) completed yearly from 2012-2014.

Figure 6



This chart shows the total number of At Risks behaviors identified on Morris Construction employees by Morris Construction employees, other contract employees, and Marathon employees combined from 2012-2014.