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Why Was RP 755 Created?

If you think safety is expensive, try having an accident. In the refining and petrochemical industries, having clear rules and regulations in the workplace can be a matter of life and death.

On March 23, 2005, the BP Texas City refinery experienced explosions and fires that resulted in 15 deaths, 180 injuries, and billions of dollars in economic loss. A 2-year investigation from the Chemical Safety Board (CSB) identified several technical as well as organizational deficiencies – among them was the finding that the operators had been working 12-hour shifts for as many as 29 consecutive days.

In response to this important finding, the American Petroleum Institute (API) created the ANSI/API Recommended Practice 755: Fatigue Risk Management Systems for Personnel in the Refining and Petrochemical Industries. The purpose is to introduce “fatigue prevention guidelines for the refining and petrochemical industries that, at a minimum, limit hours and days of work and address shift work.” This is a necessary first step to establish an industry-wide awareness about the risks posed by fatigue in the workplace.

Which Industries?

Refineries, petrochemical and chemical operations, natural gas liquids extraction plants, and other facilities such as those covered by the OSHA Process Safety Management Standard, 29 CFR 1910.119

Who?

Employees working night shifts, rotating shifts, extended hours/days or call-outs involved in process safety-sensitive actions as well as other on-site contractors involved; Managers and supervisors making process safety-sensitive decisions

Learn More

CSB’s Final Investigation Report & Urgent Recommendations
Anatomy of a Disaster, avdocumentary about the Texas City incident
The full report of ANSI/API RP-755 can be accessed on the API website.
What Is Fatigue Risk Management?

Everyone experiences fatigue. A bad night’s sleep can have immediate effects on our mood, reasoning abilities, and even physical appearance. However, prolonged sleep deprivation can have serious consequences for our health, including an increased likelihood of developing cancer and heart disease.

Shift work poses specific challenges for fatigue. Even though risk is a common part of everyday life, many 24/7 operations observe a higher frequency of overtime and extended work shifts which amplifies the potential for hazards. At its best, excessive fatigue can lead to decreased performance and worker dissatisfaction. At its worst, it can result in an injury or a fatal accident.

Addressing fatigue in the workplace requires a comprehensive approach that integrates scientific and medical knowledge with a practical understanding of operational issues.

*A study found that in performing simple tasks, fatigue has an equal or greater effect as alcohol.*

What Is Fatigue?

<table>
<thead>
<tr>
<th>Causes</th>
<th>Symptoms</th>
<th>Effects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sleep deprivation</td>
<td>Impaired alertness</td>
<td>Impaired cognition</td>
</tr>
<tr>
<td>Sleep disorders</td>
<td>Reduced motor skills</td>
<td>Risk of human error</td>
</tr>
<tr>
<td>Strenuous exercise</td>
<td>Slower reaction time</td>
<td>Increased irritability</td>
</tr>
<tr>
<td>Illness or disease</td>
<td></td>
<td>Absenteeism</td>
</tr>
<tr>
<td>Stimulant drug use</td>
<td></td>
<td>Reduced morale</td>
</tr>
<tr>
<td>Medical side-effect</td>
<td></td>
<td>Reduced productivity</td>
</tr>
</tbody>
</table>
Fatigue Risk Management System (FRMS), as described in ANSI/API RP 755, refers to a comprehensive framework for addressing the risks that may arise from fatigue. Instead of reactionary measures, it emphasises the optimization of workplace safety at all levels of an organization, before an incident occurs. It encompasses the training and education of employees, in addition to outlining successful management strategies for supervisors.

Fatigue management is a shared responsibility between the managers and the employees. While risk cannot be completely eliminated, having a scientifically sound, cooperative, fully implemented, and continuously improved FRMS is a necessary first step.

While RP-755 is not a perfect document, it sets an important precedent for recognising the severe consequences of ignoring fatigue. For high-risk environments such as refining and petrochemical facilities, fatigue risk management is not a choice, but an imperative.

Learn More

*Evolution of Fatigue Risk Management Systems: The “Tipping Point” of employee fatigue mitigation* from CIRCADIAN

*Managing fatigue in the workplace: A guide for oil and gas industry supervisors and occupational health practitioners* from International Petroleum Industry Environmental Conservation Association (IPIECA) and International Association of Oil & Gas Producers (OGP)

*Overtime and Extended Work Shifts: Recent Findings on Illnesses, Injuries, and Health Behaviors* from the U.S. Department of Health and Human Services

*Fatigue in the U.S. Workforce: Prevalence and Implications for Lost Productive Lost Time* from Judith Ricci et al.
FRMS in Other 24/7 Industries

Aviation

In the US, the Airline Safety and Federal Aviation Administration Extension Act of 2010 required airlines to develop an FRMS.

In Europe, the European Aviation Safety Authority required all commercial air operators to have an FRMS by mid-2012.

Pipeline

The U.S. Pipeline and Hazardous Materials Safety Administration proposed guidelines for managing the control room environment and operator safety. This document adopts elements of FRMS.

Trucking

In the United States, the Federal Motor Carrier Safety Administration issued a Final Rule which regulates the hours of service for drivers of commercial motor vehicles.

SchedulePro and Compliance

• API RP 755
• Occupational Safety and Health Administration (OSHA)
• California Labor Time Off Regulations
• US Department of Transportation
• Skills & Training Compliance
• Overtime & Hours of Work Compliance
• Union agreements (International Brotherhood of Electrical Workers, United Automobile Workers, United Steel Workers)

SchedulePro can also quickly and cost-effectively add custom regulations and apply them to the entire scheduling workflow.
How Can Employee Scheduling Mitigate Risk?

A core component of ANSI/API RP 755 is its Hours of Service Guidelines. The table shown in Appendix I. summarizes the recommendations for of maximum number of shifts, maximum length of each shift, and the minimum time off after a work set for each shift pattern (12-hour, 10-hour, and 8-hour) to reduce fatigue.

Compliance with these rules with a manual scheduling process can be a time-consuming and error-prone task. The variance in rules for outages can add to the complexity of managing hundreds or perhaps thousands of employees. An inefficient scheduling practice can lead to loss in productivity, failure to comply or in the worst case scenario, a preventable incident.

SchedulePro is a sophisticated and easy-to-use software that is designed to interpret and implement complex safety guidelines, such as the ANSI/API RP 755 as well as other government and union regulations. Our team has expertise in working with companies to develop customized and optimized solutions for employee management that go beyond mere compliance.

SchedulePro Features

- Autoschedule overtime according to union agreements, labor laws, and occupational health and safety regulations
- Perform automated schedule checks to ensure compliance of rules
- Produce reports for rule compliance and adherence to RP-755 (See Appendix II. for examples)
- Allow multiple users to login from the web anytime, anywhere
Appendix I. RP 755 Hours of Service

American Petroleum Institute's Recommended Practice 755
(Section 4.8 – Hours of Service Limit)

<table>
<thead>
<tr>
<th>Maximum Consecutive Shifts (Day or Night) in a Work Set</th>
<th>12-Hour Shift</th>
<th>10-Hour Shift</th>
<th>8-Hour Shift</th>
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</thead>
<tbody>
<tr>
<td>a) Normal Operations</td>
<td>7 shifts</td>
<td>9 shifts</td>
<td>10 shifts</td>
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<tr>
<td>b) Outages</td>
<td>14 shifts</td>
<td>14 shifts</td>
<td>19 shifts</td>
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<tr>
<td>Minimum time off after a Work Set</td>
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<tr>
<td>Work set of 4 or more night shifts</td>
<td>36 hours</td>
<td>36 hours</td>
<td>36 hours</td>
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<tr>
<td>After 84 hours or more (Day or Night)</td>
<td>48 hours</td>
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<td>48 hours</td>
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<tr>
<td>b) Outages</td>
<td>36 hours</td>
<td>36 hours</td>
<td>36 hours</td>
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<tr>
<td>Extended Shifts</td>
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<tr>
<td>a) Unscheduled maximum shift</td>
<td>18 hours</td>
<td>16 hours</td>
<td>16 hours</td>
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<tr>
<td>b) Time off after shift</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 to 16 hour shift</td>
<td>N/A</td>
<td>N/A</td>
<td>8 hours</td>
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<tr>
<td>12 to 16 hour shift</td>
<td>N/A</td>
<td>8 hours</td>
<td>N/A</td>
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<tr>
<td>14 to 16 hour shift</td>
<td>8 hours</td>
<td>8 hours</td>
<td>N/A</td>
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<tr>
<td>&gt;16 to 18 hour shift</td>
<td>10 hours</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>Maximum # of Extended Shifts per Work Set</td>
<td>1</td>
<td>1 for 14 hour shift or 2 for 12 hour shifts or for 3 or more 12 hour shifts, follow 12 hour normal operations guidelines above</td>
<td>2 if greater than 12 hours in duration; extended shifts must be non-consecutive. If &gt;2, follow 12 hour normal operations above</td>
</tr>
</tbody>
</table>

*9/80 Schedules will be administered under the above noted 10-Hour Shift - Hours of service guidelines

The Matrix

This defines the mandatory rest times for different types of shifts.

The first section outlines the maximum number of shifts per work set before a 36-hour or 48-hour break is required.

The second section shows the minimum rest time between work sets.

The third section displays the maximum amount of time that a shift may be extended beyond the regular shift hours as well as the corresponding rest times.
Appendix II. SchedulePro Reports

Work Rule Audit

Track which RP 755 rules you might be breaking. With a few easy clicks, produce reports in seconds to identify the deficiencies in your scheduling.

The more you know, the better you can manage your workforce.

<table>
<thead>
<tr>
<th>Employee #</th>
<th>First Name</th>
<th>Last Name</th>
<th>Date</th>
<th>Start</th>
<th>End</th>
<th>Reg Hrs</th>
<th>Reg Ovr</th>
<th>Multi Ovr</th>
<th>Total</th>
<th>Work Rule Name</th>
<th>Work Rule Detail</th>
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<tbody>
<tr>
<td>000133</td>
<td>John</td>
<td>Doe</td>
<td>8/30/2013</td>
<td>6:00 AM</td>
<td>3:00 PM</td>
<td>8.00</td>
<td>0.00</td>
<td>1.50</td>
<td>0.00</td>
<td>API 755 MRP</td>
<td>Too many shifts. Current workset has 25 shifts with 7 maximum shifts allowed.</td>
</tr>
<tr>
<td>0002553</td>
<td>Heather</td>
<td>Letitia</td>
<td>8/30/2013</td>
<td>6:00 AM</td>
<td>3:00 PM</td>
<td>8.00</td>
<td>0.00</td>
<td>1.50</td>
<td>0.00</td>
<td>API 755 MRP</td>
<td>Too many extended shifts. Current workset has 2 14+ hour extended shifts with 1 14 hour extended shift allowed.</td>
</tr>
<tr>
<td>0003305</td>
<td>Sonya</td>
<td>Barone</td>
<td>8/30/2013</td>
<td>6:00 AM</td>
<td>3:00 PM</td>
<td>8.00</td>
<td>0.00</td>
<td>1.50</td>
<td>0.00</td>
<td>API 755 MRP</td>
<td>Too many shifts. Current workset has 11 shifts with 10 maximum shifts allowed.</td>
</tr>
<tr>
<td>0004863</td>
<td>Crystal</td>
<td>Belloc</td>
<td>8/30/2013</td>
<td>6:00 AM</td>
<td>3:00 PM</td>
<td>8.00</td>
<td>0.00</td>
<td>1.50</td>
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<td>API 755 MRP</td>
<td>Too many shifts. Current workset has 11 shifts with 7 maximum shifts allowed.</td>
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<tr>
<td>0002044</td>
<td>Caroline</td>
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<td>6:00 AM</td>
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<td>1.50</td>
<td>0.00</td>
<td>API 755 MRP</td>
<td>Too many shifts. Current workset has 11 shifts with 10 maximum shifts allowed.</td>
</tr>
</tbody>
</table>

Before Publishing a Schedule

• Double-check your compliance with: union rules, overlapping shifts, skill restrictions and RP 755
• Know where the errors are
• Fix the schedule before distributing to your employees

After Publishing a Schedule

• Produce audit reports instantly – whether for internal or external reviews
• Export to the following formats: PDF, Excel, CSV, text, or image
• Track your compliance progress
Work Set Count

One of the most important aspects of complying with RP 755 is knowing when an employee is required to take a break in between work sets.

Identifying the mandatory rest times can be a laborious task, but this report takes the hassle out of performing shift counts on an employee-by-employee basis by showing you visually when RP 755 triggers a 48-hour break.

**Tip:** Use the Hours of Service matrix with this report to identify the correct scenarios e.g. Does the work set occur during an outage?

### Demo Corp
RP755 Work Set Count
Friday, August 30, 2013 - Friday, September 27, 2013

All Craft Position/Job Area (LOC)

<table>
<thead>
<tr>
<th>Legend</th>
<th>48 Hour Break Required</th>
<th>Night Shift</th>
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<tbody>
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<table>
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<th>Mo</th>
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<td>Jennifer Adams</td>
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<td>Sahr Adams</td>
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<td>Marilyn Boone</td>
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<td>Mary Stewart</td>
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<td>Kelley Davis</td>
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- Filter by group and/or position
- Differentiate between day and night shifts
- Instantly capture where a 48-hour break is required
- Easily review the length of work sets
Individual Employee View

While complying with RP 755 is an important priority for many organizations, we understand that extended shifts and overtime may be necessary in certain scenarios. Unexpected shortages or workplace emergencies may require managers to manually schedule employees for overtime hours.

With this context in mind, SchedulePro allows organizations to schedule shifts outside of RP 755 guidelines, but takes every precaution to notify the scheduler about which rules are being broken.

SchedulePro will always generate RP 755-approved schedules, but any exceptions created by the user will be logged in our system and the records will be accessible through our Work Rule Audit report shown on page 8.

Failure Notice

Our AutoSchedule function will comply with RP 755 100% of the time, but we understand that they are unavoidable instances.

When you manually schedule employees for extended shifts and overtime, we will let you know exactly how you are breaking the rules.
About Us

SchedulePro is an automated and web-based solution for employee scheduling in medium to large organizations. It has a unique ‘pluggable’ technology that can customize to any combination of compliance needs and deliver optimal results.

EDP Software is a leading provider of web-based and custom workforce management software. Our main product is SchedulePro, which delivers tailored and cutting-edge employee scheduling solutions for enterprises like Ford and Shell. We also offer unique analytics and reporting features, in addition to time and attendance and payroll integration. We are located in the beautiful Gastown district of Vancouver, with offices in Ontario and New Brunswick.

Contact

55 Water Street
Suite 315, 3rd floor
Vancouver, BC  V6B 1A1

Phone: 1-877-501-7776

Email: spro@edpsoftware.com

Website: www.edpsoftware.com