

LIFE SAVING RULES



RULES #1 FIT & WELL

You must be fit and able to do your task safely

RULES #2 DRIVING

Follow Safe Driving Rules

RULES #3 CONTROL OF WORK

All work, including changes, must be risk assessed

RULES #4 DROPPED OBJECTS

Prevent Dropped Objects

RULES #5 LIFTING

Plan lifting operations and control the area

RULES #6 PERSONAL SECURITY

Be informed and understand the security risks in the area



A WALK THROUGH....

INTRODUCTION

Our Life Saving Rules are our minimum standard – it is an **EXPECTATION** that everyone must comply with the rules.

There are six (6) Life Saving Rules which have evolved out of a comprehensive review of:

- ▶ Our past HSE performance
- ▶ Our internal Risk Assessment
- ▶ Client HSE expectations and Life Saving Rules
- ▶ International association of Oil and Gas Producers (IOGP)



Everyone needs to understand that

- ▶ You must comply with the Life Saving Rules because non-compliance could result in serious injury or fatality to you or your colleagues.
- ▶ If you breach a Life Saving Rule you may be subject to disciplinary action.

Supervisors and managers must understand that

- ▶ Breaking the Life Saving Rules will not be tolerated – no matter how urgent or important a task is.
- ▶ You have a duty to ensure that people undertaking a task have the right instruction, equipment and training to comply with the Life Saving Rules.

RULES #1 FIT & WELL

It is the policy of Essem Group to make every effort to provide our employees with a safe and productive work environment

You will...

- Not use drugs and/or alcohol while on duty
- Report to work rested and alert
- Stop working when fatigue affects your ability to perform your job safely
- Know your body's limitations
- Not proceed on an assignment if your underlying health puts you at risk
- Assure that you can complete a task safely, without risk to you and your co-workers
- Optimize your health for positive impact to your work assignment



You must be fit and able to do your task safely



RULES #2 DRIVING

Everyone needs to take simple steps to reduce driving related risks, whether you are the driver or the passenger especially when engaged on company business.

You (driver) must:

- Plan your journey in advance and follow the journey management plan if applicable.
- Do not use a mobile phone, pager, send or read text messages, or use a hands-free mobile device while driving (Never get yourself distracted)
- Not drive under the influence of alcohol or drugs.
- Always wear a seat belt and ensure any passengers also wear seatbelts.
- Stay at or below the maximum allowable speed for the road you are driving

If you are a passenger you must

- Intervene if a driver is using a phone in a moving vehicle.
- Intervene if a driver is exceeding the maximum allowable speed.
- Intervene when your fellow passengers are not wearing seatbelts properly.
- Do not distract the driver unless it is absolutely necessary, for example in case of an emergency,



Follow Safe Driving Rules



RULES #3 CONTROL OF WORK

For a task to be carried out safely it is vital that the work is properly controlled. Control of work covers both the planning of the task and its execution. The extent and type of control will depend on the nature of the work and the associated risks.

Control of Work has three key elements:

1. Risk assessment (HIRARC)
2. Work authorization by a competent person
3. Management of change

You must

- Clearly understand the scope of work and your role in the work.
- Ensure a Risk Assessment / Job Safety Assessment has been done and you understand the risks.
- Ensure the work is authorized and where required, covered by a valid permit to work which is correctly signed and dated.
- Ensure you are part of a tool box talk before each part of the work starts.
- Ensure all people in the work party know they can stop the job.
- Ensure that any changes to the job are correctly authorized and have all of the above steps refreshed to take account of the change.
- Ensure all tools which may be used, large or small, are in good order, correctly chosen and you are able to use them safely.



All work, including changes, must be risk assessed



RULES #4 DROPPED OBJECTS

There is a significant risk of dropped objects when using tools and portable equipment at height.

You must:

- Secure all tools and equipment to prevent them from falling or being dropped.
- Put barriers and signage around areas where there is a potential for dropped objects.
- The supervisor or person in charge must ensure the risk assessment considers dropped objects.
- Always wear head protection where required.

If you are the supervisor or person in charge of the work you must:

- Create awareness of the risk of dropped objects and understanding of what actions need to be taken. (for example during team/toolbox meetings)
- Ensure the risk assessment considers dropped objects, including the risk of simultaneous operations and is communicated to the entire work party pre work start.
- Where there is a risk of dropped objects ensure the area has the appropriate barriers and signage in place.
- Regularly inspect the site to ensure that precautions are taken to prevent objects from falling from height.



Prevent Dropped Objects



RULES #5 LIFTING

Lifting equipment includes any equipment used for lifting or lowering loads, along with attachments used for anchoring, fixing or supporting. It also includes a wide range of equipment including, cranes, fork-lift trucks, lifts, hoists, mobile elevating work platforms, vehicle inspection hoists and lifting accessories such as chains, slings and eyebolts.

You must:

- Ensure all lifting operations are planned, supervised and carried out in a safe manner by people who are competent.
- Ensure equipment used for lifting is correctly marked and is safe for use.
- Never walk under the suspended load
- Ensure all lifting equipment and accessories are thoroughly examined before use, and do not exceed their safe working load (both static and dynamic).
- Ensure one person has been assigned as being in charge of the lift, and has clear sight of the lifting process.
- Ensure a team briefing takes place before the lift.
- Report all defects and/or visible damage immediately and return and replace damaged equipment.
- Assess and minimize the potential of dropped objects when carrying out lifting operations.
- Ensure correct barriers and signage are in place and ensure people adhere to these barriers and signs.



Plan lifting operations
and control the area



RULES #6 PERSONAL SECURITY

In Malaysia or certain part of this world where you may potentially be at risk of armed or violent crime

If you are travelling on business you must:

- Understand the security risks in the area and follow the travel security procedure.
- Only use reliable taxis/Grabs etc if local security advice agrees it is safe to do so and if approved by your hotel.
- Ensure people know where you are going and when you expect to return to your destination.
- Report anything which you believe threatens you or others security, identify and avoid known high risk areas.

At all times:

- Be aware of your surroundings.
- Avoid routines, consider changing your routes and departure times daily.
- Keep valuable items such as watches and jewellery hidden from sight.
- Avoid areas that are isolated, or with limited visibility.



Be informed and understand the security risks in the area



WHAT DO YOU NEED TO DO AS A MANAGER?

- Set the tone and lead by example – always apply the Life Saving Rules
- Use the Life Saving Rules in setting examples to others
- Talk to your teams about safety and the Life Saving Rules
- Talk about your own accountability and personal responsibility
- Take part in site visits, be supportive
- Get involved and ask for feedback



WHAT DO YOU NEED TO DO AS A SUPERVISOR?

- Set expectations and lead by example using the Life Saving Rules
- Demonstrate compliance with the Life Saving Rules and demand it of others
- Stress the obligation to intervene if you witness a breach of a Life Saving Rule
- Spend time at the worksite
- Challenge risk perceptions
- Encourage constant awareness
 - especially on routine tasks



WHAT WE ALL NEED TO DO?

- Comply with the Life Saving Rules every day
- Be an ambassador for the Life Saving Rules
- Intervene if you see a breach of a Life Saving Rule - you may just save a life
- Do not be afraid to say 'STOP'
- Inform your supervisor of any safety concerns



OWN
SAFETY