

Life-Saving Rules

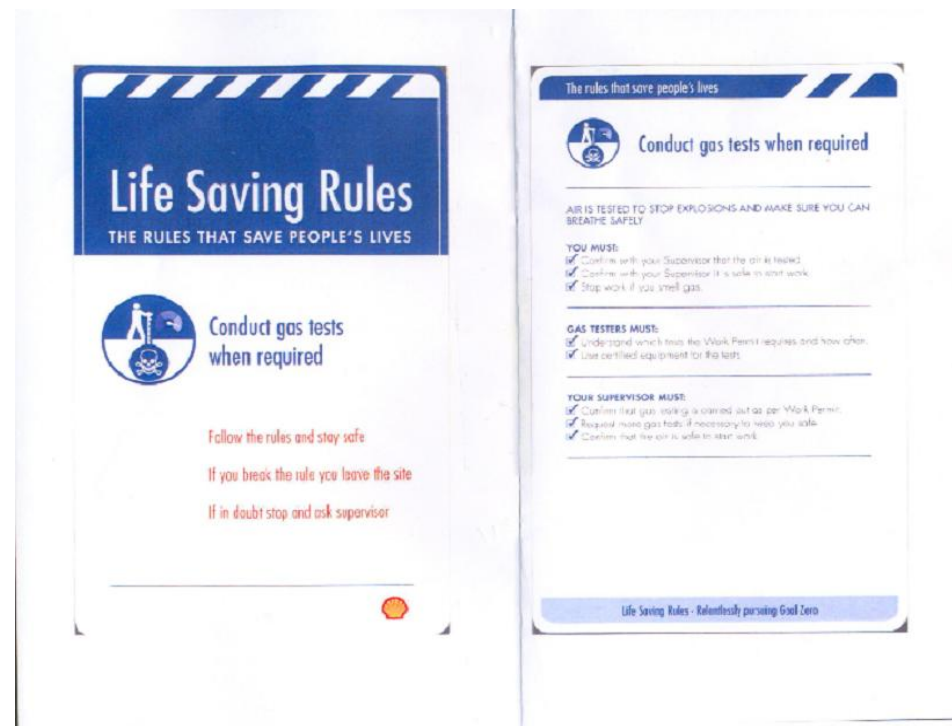
Guidance for employee and (sub) contractor
frontline staff

Version 2, updated 30/3/09



Application of this pack

1. For frontline Supervisors or Persons in Charge and Workers, to be used at the worksite or in tool box talks
2. For Work Cards being designed centrally for local printing – Business/Country CX can decide additional local formats.



3. Text available in 13 languages: English, Dutch, French, German, Russian, Portuguese, Norwegian, Spanish, Polish, Italian, Arabic, Japanese, Chinese

Rule # 1



Work with a valid Work Permit when required

A Work Permit describes what you must do to stay safe.

You should

- ✓ Understand the Work Permit and follow it
- ✓ Confirm that the Work Permit is valid
- ✓ Confirm with the Supervisor or the Person in Charge of the work that it is safe to start work.

If you are the Supervisor or the Person in Charge of the work you should

- ✓ Confirm if a Work Permit is required for this work.
- ✓ Confirm that the workplace has been inspected before work starts
- ✓ Explain how the Work Permit keeps you safe
- ✓ Confirm the Work Permit is signed
- ✓ Confirm that it is safe to start work.
- ✓ Get a new Work Permit when the work or the situation changes
- ✓ Confirm that the work is completed

Rule #2



Conduct gas tests when required

Air is tested to stop explosions and/or make sure you can breathe the air safely.

You should

- ✓ Confirm with the Supervisor or the Person in Charge of the work that the air is tested
- ✓ Confirm with the Supervisor or the Person in Charge of the work it is safe to start work
- ✓ Stop work if you smell gas

If you are a Gas Tester you should

- ✓ Understand which tests the Work Permit requires and how often
- ✓ Use certified equipment for the tests

If you are the Supervisor or the Person in Charge of the work you should

- ✓ Confirm that gas testing is carried out as per Work Permit
- ✓ Request more gas tests if necessary
- ✓ Confirm that it is safe to start work.

Rule #3



Verify isolation before work begins and use the specified life protecting equipment

Isolation separates you from danger, such as electricity, pressure, toxic materials, poisonous gas, chemicals, hot liquids or radiation to keep you safe.

Specified life-protecting equipment by the Work Permit, such as breathing apparatus, electrical arc flash protection or chemical resistant suits protect you from danger.

You should

- ✓ Understand the isolations that protect you from danger
- ✓ Confirm with the Supervisor or the Person in Charge of the work that isolations are in place
- ✓ Confirm with the Supervisor or the Person in Charge of the work it is safe to start work.

If you are the Supervisor or the Person in Charge of the work you should

- ✓ Confirm isolation is in place, for example, lock switches, separate pipes with spades, or lock access doors
- ✓ Confirm no stored energy or other dangers remain
- ✓ Confirm that it is safe to start work.

Rule #4



Obtain authorisation before entering a confined space

A confined space, such as a vessel, tank or pipe can contain explosive gas, poisonous air or other dangers such as, a lack of oxygen, things that can fall on you or you can fall from. Authorised access keeps you safe.

You should

- ✓ Confirm with the Supervisor or the Person in Charge of the work that it is safe to start work.
- ✓ Confirm with the Attendant that you can enter a confined space
- ✓ Follow the requirements of the Work Permit

If you are an Attendant you should

- ✓ Approve and control access to a confined space
- ✓ Have means of communication with people in the confined space

If you are the Supervisor or the Person in Charge of the work you should

- ✓ Confirm that the requirements of the Work Permit are in place
- ✓ Confirm that a qualified Attendant is always present when people are in a confined space
- ✓ Confirm that gas testing is carried out as per Work Permit
- ✓ Confirm that it is safe to start work.

Rule #5



Obtain authorisation before overriding or disabling safety critical equipment

Safety-critical equipment must work correctly to keep you safe.

Examples of safety-critical equipment include isolation devices/emergency shut down valves, lock out/tag out devices trip systems, relief valves, fire and gas alarm systems, certain level controls, alarms, crane computers, In-Vehicle Monitoring Systems. You should

- ✓ Obtain authorisation from the Supervisor or Person in Charge before overriding or disabling safety-critical equipment

If you are the Supervisor or the Person in Charge you should

- ✓ Point out the safety-critical equipment in your work place.
- ✓ Confirm the authorisation comes from the right level

Rule #6



Protect yourself against a fall when working at height

Use fall protection equipment when working outside a protective environment where you can fall over 1.8 meters (6 feet) to keep you safe.

A protective environment includes approved scaffolds, stairs with handrails, and man lifts.

You should

- ✓ Have authorisation to work at height outside a protective environment
- ✓ Be aware of what fall protection equipment to use and how to use it
- ✓ Check equipment before using it
- ✓ Always tie off when at height outside of a protective environment

If you are the Supervisor or the Person in Charge of the work you should

- ✓ Confirm that it is safe to start work at height.

Rule #7



Do not walk under a suspended load

Working or walking immediately under a suspended load is unsafe as the load can fall on you.

A suspended load is an object that is temporary lifted and hangs above the ground. *(Rig floors are excluded from this rule).*

You should

- ✓ Never cross a barrier controlling an area with a suspended load without authorisation
- ✓ Follow the instructions of the flagman or the Person in Charge of the Lift

If you are the Person in Charge of the Lift you should

- ✓ Mark the unsafe area and put barriers in place
- ✓ Ensure that nobody walks under a suspended load

Rule #8



Do not smoke outside designated smoking areas

Smoking or use of matches or cigarette lighters could set on fire flammable materials. Designated smoking areas, such as a smoking hut or a smoking room, will keep you safe from causing fire and explosion.

You should

- ✓ Know where the designated smoking areas are
- ✓ Intervene if you see someone smoking outside a designated area

If you are the Supervisor or Person in Charge you should

- ✓ Inform people about designated smoking areas
- ✓ Ensure that designated smoking areas are clearly marked

Rule #9



No alcohol or drugs while working or driving

Using alcohol or illegal drugs, or misusing legal drugs or other substances, will reduce your ability to do your job safely.

You should

- ✓ Always inform the Supervisor or the Person in Charge if you are taking medicine that may have an affect on your performance
- ✓ If in doubt always check with your Supervisor or the Person in Charge who may seek medical advice
- ✓ Not use, keep, sell or distribute illegal drugs
- ✓ Intervene if you see a case of alcohol or drugs abuse

If you are the Supervisor or the Person in Charge you should

- ✓ Only assign work to people who are fit to work

Rule #10



While driving, do not use your phone and do not exceed speed limits

Speeding or using your phone while driving increases the risk of losing control of your vehicle.

If you are a Driver you should while driving

- ✓ Not use a mobile phone or pager, send or read a text message, or use a hands-free mobile phone device
- ✓ Stay at or below the maximum allowable speed for the road you are driving on as indicated by road signs or journey management instructions
- ✓ Stay at or below the maximum allowable speed for the vehicle you are driving
- ✓ Adjust your speed to the prevailing conditions

If you are a Passenger you should

- ✓ Intervene if a Driver is using a phone in a moving vehicle
- ✓ Intervene if a Driver is exceeding the maximum allowable speed

Rule # 1 1



Wear your seat belt

A seat belt protects you from injury in the event of an incident while driving and keeps you safe.

Wearing seat belts includes safety belts in (rental) cars, taxis, (mini) buses, trucks, cranes, or forklift trucks, and involves persons in moving vehicles when engaged on Shell business.

*Exceptions include vehicles where only lap seatbelts are available or in public transport where seat belts are not available.

You (Drivers and Passengers) should

- ✓ Always use a 3-point seatbelt **(please note exceptions* above)**
- ✓ Check that your seat belt works properly
- ✓ Keep your seat belt properly fastened while in a moving vehicle
- ✓ Check that everyone in the vehicle is wearing a seat belt properly before starting to drive
- ✓ Intervene when your fellow passengers are not wearing seatbelts properly

Rule #12



Follow prescribed Journey Management Plan

A Journey Management Plan is a plan for you as a Driver that will help you to travel and arrive safely.

If you are a Driver you should

- ✓ Confirm if a Journey Management Plan is required before starting the journey
- ✓ Discuss the Journey Management Plan with the authorised person
- ✓ Understand the Journey Management Plan before starting the journey
- ✓ Comply with the duty, driving and rest hours specified in the Journey Management Plan
- ✓ Follow the route specified in the Journey Management Plan
- ✓ Tell the authorised person immediately if changes occur

If you are the Supervisor or Person in Charge you should routinely

- ✓ Check that the Journey Management Plan is in place and is being followed
- ✓ Check that the Driver understands and complies to the Journey Management Plan