IOGP

Life-Saving rules

HSE LIFE NL

Oil & Gas Industry standards for professionals on the shop floor

Obtain authorisation before entering a confined space

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 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

Protect yourself against a fall when working at height

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 person in charge of the work you should:

- confirm that it is safe to start work at height

Do not walk under a suspended load

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

Wear your seat belt

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 company 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

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

Driving safety

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

Follow prescribed journey management plan

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

Work with a valid work permit when required

Work permit

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 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

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

Isolation 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 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

Prevent dropped objects

Dropped objects

There is a significant risk of dropped objects when using tools and portable equipment at height. Preventing objects from falling keeps you and people working below you safe.

You should:

- secure all tools and equipment to prevent them from falling/being dropped
- put barriers around areas where there is a potential for dropped objects
- always wear head protection where required

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

- create awareness of the risk of dropped objects and understanding of what actions need to be taken (for example during team/toolbox meetings)
- regularly inspect the site to ensure that precautions are taken to prevent objects from falling from height (e.g. hand tools are tied off, no loose objects, no holes in grating, toe boards are in place, barriers are in place where necessary, head protection is worn where required, etc.)

Position yourself in a safe zone in relation to moving and energised equipment

Safe zone

Working “in the line of fire” of moving equipment (e.g. cranes and other vehicles) and energised equipment (e.g. rotating, electrical or pressurised machinery) is unsafe as this can impact you.

You should:

- confirm the safety precautions with the supervisor or the person in charge of the work when working near moving or energised equipment
- follow the instructions of the flagman or the person in charge for equipment movements
- confirm with the person in charge that it is safe to enter and/or work in the restricted zone
- make sure that the driver of a moving vehicle sees you

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

- confirm that access to areas posing danger is restricted and that barriers are put in place
- ensure that only authorised personnel is working in a restricted zone
- confirm that signaling methods and communications are agreed on and understood by everyone
- ensure that the site is properly lit and/or that high-visibility clothing is worn

Obtain authorisation before starting excavation activities

Excavation activities

Obtain authorisation before starting excavation activities. Excavation activities may contain hazards such as electrical cables, confined space, collapse of walls or excavated material. Check that it is safe to start work.

An excavation is any man-made cut, cavity, trench, or depression, formed by earth removal (e.g. digging).

You should:

- confirm with the supervisor or person in charge that it is safe to start work
- follow applicable work permit requirements
- stop work and notify your supervisor if anything unexpected happens

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

- all work permit requirements are in place (e.g. confined space, isolation)
- barriers and signs are in place to restrict access to excavation sites
- a work site risk assessment has been conducted by a competent person(s) including: identified hazards e.g. cable/pipeline route marking; soil classification and testing
- soil movement is controlled to prevent collapse (e.g. shoring, sloping, soil placement)
- ground stability is inspected before work and after adverse weather conditions
- an emergency response plan is in place

Conduct gas tests when required

Gas tests

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 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

Wear a personal flotation device when required

Personal flotation devices

Personal flotation devices should always be worn when there is a danger of falling into water. When working near or on water, wearing a personal flotation device (e.g. life jackets or buoyancy aids) protects you from drowning.

You should:

- understand when it is required to wear a personal flotation device
- always wear a personal flotation device when required
- wear the personal flotation device properly and as intended (e.g. correct size, tied where required, etc.)
- check whether the personal flotation device is working properly and not damaged before use

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

- based on a risk assessment, confirm when and where a personal flotation device must be used and ensure your team is aware of this
- ensure that personal flotation devices are regularly inspected

Do not work under or near overhead electric power lines

Electric power lines

Working with equipment immediately under or near overhead lines is unsafe as an electrical current or flashover can kill you. Maintain adequate distance to keep you safe.

Be aware that a flashover can happen if you work within the clearance distance (e.g. 7 meters for a 275kV line), even if you do not touch an overhead line.

You should:

- never work with equipment under or near overhead lines unless authorised to do so by your supervisor

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

- not allow work under or near life overhead lines unless precautions have been taken. Examples of precautions: power lines are electrically switched off/isolated; work is outside the unsafe/clearance distance; barriers are set to mark the clearance distance; and/or safe passageways are created
- not allow equipment (e.g. cranes, tipping trucks, ground moving equipment, mobile weather towers) within the clearance distance of the overhead power lines
- confirm that the correct precautions have been taken and that it is safe to start work

No alcohol or drugs while working or driving

Alcohol and drugs

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 effect 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 person in charge of the work you should:

- only assign work to people who are fit to work

Do not smoke outside designated smoking areas

Smoking

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 of the work you should:

- inform people about designated smoking areas
- ensure that designated smoking areas are clearly marked

Follow prescribed lift plan

Lift plan

A lift plan describes how to lift and hoist safely. For routine lifts, there needs to be a general lift plan. For non-routine lifts, including complex and heavy lifts, the plan is specific.

Lifting equipment operators should:

- understand the lift plan before starting the work and follow it
- confirm that the load does not exceed the capacity of the lifting equipment
- confirm that the crane is level and positioned on a solid surface
- verify that safety devices on lifting equipment are installed and operational

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

- confirm that a general or specific lift plan is in place, depending on the type of lift
- confirm that the crane operator understands and complies with the lift plan
- confirm that people who supervise or perform lifting operations and who inspect and maintain lifting equipment are trained and competent
- verify that equipment to be used for lifting and hoisting has been inspected, maintained and certified
- confirm that the signaling methods and communications are agreed and clear

Obtain authorisation before overriding or disabling safety critical equipment

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 person in charge of the work you should:

- point out the safety-critical equipment in your work place.
- confirm the authorisation comes from the right level