Life Saving Rules

Safety & Assurance
Core Value
1.0 Why have Life Saving Rules?

There is evidence that having and applying life saving rules can save lives. Though many of our Clients have such rules, for cases where that is absent, the Wood Group Life Saving Rules (‘LSR’) shall apply.

There is a maxim which states “There are no new accidents”. In that vein, there are reoccurring accidents and reoccurring fatalities. LSRs seek to target fatalities, analyse why they occurred and establish some (few but significant) rules which would prevent reoccurrence.

2.0 Development process

Traditionally, there were no LSRs in significant use in the Group, as it was felt that this would add to the proliferation of rules, when many clients had such rules. As our business grew, and the number of new clients increased, this stance became less logical.

The absence of LSRs left us ‘missing a tool’ which could help prevent fatalities across the Group.

Many of our customers had such LSRs. For those who did not, we had the opportunity to address the shortfall by applying our own Group LSRs.

On being acquired in 2011, PSN had some LSRs in draft. These heritage rules were developed, and initially launched in the UK by WGPSN in late 2013.

In 2012, OGP developed their approach (see later). The new Group rules consolidate the learning from all of this work.

3.0 OGP approach

OGP sought to consolidate all the major operators LSRs and promote one common approach. Their approach was based on a number of core, and a further number of supplementary, LSRs.

Their work was based on industry-wide fatality analysis since 1985. It used data from ~50 operators and 150+ countries.

Adoption of the OGP approach was considered by the Wood Group Board, but a single set of core LSRs across the Group was the preferred option.

Notwithstanding, the analysis and research undertaken by OGP was most useful and shaped the resultant Group Rules

4.0 Group approach

This was by analysis. The WGPSN draft product was evaluated. The OGP product was evaluated, as were the comparable LSRs in use by BP, Shell and Talisman.

The Group work considered all Group fatalities since 2003, and (since this was a small population) also considered high potential (of death) ‘significant incidents’. To this were added recent (since 2010) trends.

The outcome of this process was tested by all Divisions before being approved by the Main Board, S&A Committee and the Group Excom.

It is these LSR which are defined in this Standard. ‘CAIRS’ has been revised to include a section which notes if an incident has breached a LSR, which we can then analyse.

5.0 Group LSR – areas covered

5.1 Control of work
5.2 Isolations
5.3 Working at Height
5.4 Marine Works
5.5 Lifting
5.6 Confined spaces
5.7 Ground Works
5.8 Driving
5.9 Fit to Work

6.0 Group LSR – individually

Refer to the following pages, one page per rule.
Rule 1: Control of Work

All work, including changes, must be risk assessed.

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. For those jobs where there is significant risk the work may be controlled through a formal permit to work system.

Control of Work has three key elements:

- Risk assessment
- Work authorisation by a competent person
- 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 authorised 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 / tailgate 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 authorised 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.
Rule 2: Isolations

Verify isolations before work starts

Isolations are a safety critical activity and are an integral part of effective control of work. All stored energy sources must be identified, isolated and proven safe prior to any work commencing. All isolations must be carried out by approved and competent personnel.

You must:

• Identify energy isolation requirements.
• Ensure any isolations procedure has been applied / followed.
• Verify the isolation has been completed by appropriate, authorised people, who are identified in the process.
• Ensure isolations have been tagged / locked out or otherwise made secure against inadvertent removal.
• Ensure that all / any stored energy has been discharged, be it pressure, voltage or potential energy.
• Stop the job if you have any concern over the isolation.
Rule 3:  
Working at Height

Protect yourself against a fall when working at height

A place is ‘at height’ if a person could be injured falling from it, even if it is at or below ground level. This principle applies even where a height might be less than specific heights defined by local legislation or individual clients.

You must:

- Ensure the protection is appropriate to the risks. Even small heights can be dangerous in certain circumstances.
- Ensure that no work is carried out at height if it can be avoided.
- Ensure that the work is properly planned, appropriately supervised, and carried out safely.
- Not participate in tasks which involve working at height if you are not trained and competent to do so.
- If using powered access plant, be sure to follow all appropriate guidance, operators manuals, local instructions, and the relevant Wood Group Standard.
- Wear harnesses or other suitable fall arrest equipment where required.
- Ensure that equipment used when working at height has been thoroughly inspected and is fit for use.
- Control the potential for dropped objects when working at height.
- Always plan for emergencies and rescue.
Rule 4: Marine Works

Take precautions when working over or close to water

Many of our operations are offshore, or onshore around watercourses. Water is a hazard and the risk must be assessed and mitigated. Plans should consider the danger of falling into the water, and recovery if this should happen.

You must:

- Wear a fastened lifejacket / buoyancy aid if you could fall into water.
- Where no other alternative exists, and swing rope transfer must be used, use a knotted rope, take guidance from the deckhands and do not take baggage / tools.
- Be aware of the risk of crushing between a vessel and any fixed structure.
- Know how to rescue yourself and others, and how to use any rescue craft which you may need use.
- Be aware of risks around inland waterways, flooding, unstable riverbanks, river crossings and other changeable natural hazards.
- Ensure correct barriers and signage are in place around danger areas, and ensure people adhere to these barriers and signs.
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.
- 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 minimise 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.
Rule 6: Confined spaces

Obtain authorisation before entering a confined space

Confined spaces can be any space of an enclosed nature where there is a risk of death or serious injury from hazardous substances or dangerous conditions (e.g. lack of oxygen). Some confined spaces are easy to identify, e.g. enclosures with limited openings, such as storage tanks, silos, reaction vessels, enclosed drains and sewers. Others may be less obvious, but can be equally dangerous, for example; open-topped chambers, ductwork, unventilated or poorly ventilated rooms.

You must:

• Avoid working in confined spaces wherever possible.
• Follow a safe system of work, with full access controls, if entry to a confined space is unavoidable.
• Ensure that atmospheres are tested prior to entry and apply further continuous monitoring.
• Ensure that adequate emergency and rescue arrangements are in place before work starts, and know how to raise the alarm and be able to recover yourself and others.
• Ensure all personnel involved are suitably trained in confined space entry / recovery work, including rescue team members,
• Ensure that confined space entry has a sentry or standby, outside the space, who will be in contact with the entrant at all times.
• Ensure that breathing apparatus if required, is correctly tested and working properly.
• Ensure that only non-sparking tools and protected lighting are used where explosive atmospheres could exist.
Rule 7: Ground works

Ensure all safety precautions are in place for ground works

The main hazard associated with excavation work is ground collapse. No soil can be relied upon to support its own weight for any length of time, a factor which becomes increasingly important as additional loads are applied, such as those from plant and material.

You must:

- Ensure competent people control all excavations.
- Ensure emergency planning procedures / equipment are considered before work commences.
- Ensure plans are available and use locator devices to trace any underground cables, drains or pipelines.
- Ensure excavations do not affect the stability of scaffolding or foundations of nearby structures.
- Ensure excavations are properly supported and designed to prevent collapse.
- Ensure vehicles are prevented from falling into excavations by routing them away from edges.
- Ensure excavations are inspected after any event that may have affected their strength or stability (e.g. after a fall of rock or earth, prolonged wet weather) and at the start of each shift.
**Always wear a seatbelt and never use any type of mobile phone**

Wood Group personnel, whether field or office based, are exposed to the risk from driving at some point in their work cycle. Driving whilst using a mobile phone, including hands-free phones, significantly increases the chance of having an accident and is not permitted. Seat belts save lives and reduce injuries when an accident occurs and must be worn.

**You must:**

- Follow the Wood Group Driving Standard.
- Not drive under the influence of alcohol or drugs.
- Always wear a seatbelt and ensure any passengers are also wearing seatbelts.
- Not use a mobile phone, pager or hands-free mobile phone device.
- Observe speed limits and other traffic regulations.
- Be aware of the road and weather conditions and anticipate deterioration in these conditions.
- Ensure you do not drive if excessively tired, distracted or otherwise unfit.
- Report any incident into the Wood Group Incident reporting system (‘CAIRS’) if driving on Wood Group business.
Rule 9
Fit to work

You must be fit and able to do your job safely

Many things must be managed by Wood Group, but there are some things which are better managed by the individual. One such thing is personal ability to do the job safely. This is a combination of an individual’s fitness to work and possessing appropriate competence in the task.

You must:

• Ensure you fully comply with medical and fitness requirements for your job. Your health and fitness may be tested on this from time to time.

• Ensure that you are suitably trained and competent to do the task to which you are assigned.

• Not take any drugs, alcohol of other substances which might affect your ability to do your job safely.

• Consider issues which can compromise your ability to work safely, such as use of prescription medication; fatigue; illness; heatstroke; thirst; fasting, etc.