



Shell North Louisiana Wells Worksite Instruction Manual (WWIMs) for Contractors

Volume II: Vac Trucks, Diesel, OBM, and Cuttings Haulers

What to Bring to Location

- Personal Protective Equipment (PPE) – Flame-retardant clothing (FRCs), hard hats (ANSI Z89-certified), safety glasses (ANSI Z87), earplugs, gloves, steel-toed boots (ANSI Z41)
- Wheel chocks (must be used whenever a truck is left unattended with the engine running)
- For emptying cuttings tank – plastic sheets to be placed on ground during backhoe operations
- Pre-use inspection forms for all backhoes and other heavy equipment brought to location (pre-use inspection to be completed and turned in to HSSE Tech on location prior to start of work)
- Proof of current certification (e.g. Shell-approved backhoe training class) for heavy equipment operators
- Job Safety Analyses (JSAs) for all jobs (to be reviewed, modified as needed, and signed by all personnel involved in job while on location, and turned in to HSSE Tech)
- Short Service Employee (SSE) paperwork if applicable (see “General Requirements...” below)

Requirements for your Job

- Speed limit of 5 mph on location, spotter required at the back of all trailers while reversing.
- FRCs and all other PPE must be worn on location when performing work.
- Review and complete Fluids Transfer form with HSSE tech prior to start of work.
- For Vac trucks making fluid transfers between tanks, ensure that discharge hose is properly positioned and secured prior to activating pump.
- For cuttings trucks – place plastic sheets on ground around loading area prior to backhoe inspection and operation, remove plastic sheets from location once work is complete.
- For diesel and OBM trucks – always attach grounding strap before beginning fluids transfer.
- All trucks must be in good repair and compliant with DOT requirements (adequate tire tread, all latches on cuttings truck gates must function, clean taillights and license plate, etc) – if not, load may not leave location.
- No trucks may leave old location until HSSE Tech has inspected for roadworthiness.

General Requirements for Work on Shell Locations

- Upon arriving, sign in with HSSE Tech to receive site-specific safety orientation.
- **Observe the 12 Life-Saving Rules at all times.**
- Short Service Employee (SSE) Policy
 - SSE = employee with less than six months of experience in current position with current employer
 - SSE must be accompanied by mentor at all times while doing work and must display distinctive visual identification (e.g. green hard hat).
 - SSE should retain Attachment I (to be filled out at first Shell location visit), mentor should retain Attachment J (bring both forms to all Shell locations).
 - One-person crew cannot be an SSE, 2-4 person crews may have a maximum of one SSE, crews with 5+ members must have ≤ 20% of crew as SSEs, or 20–30% of crew with Shell Superintendent concurrence, or ≥ 30% of crew with written variance approval by Shell Wells Delivery Manager
- Fitness to Work Policy
 - No more than 14 hours of work per day, including driving hours, or 17 hours for a maximum of two consecutive days at Shell OSR’s discretion
 - No more than 28 consecutive days of work
- Incident Reporting – Report **ALL** incidents to Shell OSR and HSSE Tech **IMMEDIATELY.**
- Stop the Job – **EVERYONE** on location has the authority and duty to stop the job if unsafe conditions exist or if one doesn’t fully understand the task at hand.