



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

Volume I: Rig Move Contractors

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), Personal Fall Protection
- Wheel chocks (must be used whenever a truck is left unattended with the engine running)
- Pre-use inspection forms for all cranes, forklifts, manlifts, and other heavy equipment brought to location (daily inspections to be completed and turned in to HSSE Tech on location prior to start of work)
- Current certification for all lifting devices (cranes, slings, etc – certification tags must be clean, legible, and show date of last certification or proof test)
- Current NCCCO (or Shell-approved equivalent) certification cards for all crane operators
- Job Safety Analyses (JSAs) for all lifts and 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.
- Personal Fall Protection required whenever working at or above six feet with no guardrails in place (e.g. while disassembling rig floor after guardrails are removed).
- FRCs required unless OSR and/or drilling superintendent specifies otherwise.
- Lifting
 - No uncertified/homemade lifting devices allowed on location.
 - Wire rope slings deemed unserviceable must be taken out of service.
 - Ten Questions for a Safe Lift must be addressed at Toolbox Talk prior to each lift.
 - Safe Work Permits required for all Critical and Complex lifts (tandem lifts – e.g. lift of doghouse, manrider use, and 90 degree lifts to/from horizontal – e.g. lift of gasbuster and barite tanks)
 - Spotter with reflective vest required for all crane operations.
- No trucks may leave old location until HSSE Tech has inspected for proper load securement.

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.