



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

## Volume VI: Tubulars Haulers

### What to Bring to Location

- Personal Protective Equipment (PPE) – Flame-retardant clothing (FRCs), hard hats (ANSI Z89-certified), safety glasses (ANSI Z87), earplugs, impact gloves, steel-toed boots (ANSI Z41)
- Wheel chocks (must be used whenever a truck is left unattended with the engine running)
- Proof of current certification (e.g. Shell-approved forklift training class) for forklift 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, impact gloves and all other PPE must be worn on location when performing work.
- Be mindful of hand position and pinch points while positioning casing on racks.
- Maintain 20 foot buffer zone while loading and unloading casing.
- **Proper load securement**
  - Straps must be nylon and at least 4” wide, strips must be placed directly above one another from layer to layer, each side of first and last strip must have at least four chocks, each chock must be secured by two nails, stanchions must be properly padded with PVC or similar, must extend at least 48” above trailer deck, stanchions must be sufficiently strong to support casing and must be properly attached to deck
  - Tubulars greater than 5” in diameter – minimum of two straps per loaded layer, at least 4 straps applied over top of entire properly stripped and chocked load, 4 x 4 timbers required for stripping
  - Tubulars less than 5” in diameter – minimum of one strap per loaded layer, at least 4 straps applied over top of entire properly stripped and chocked load, 2 x 4 or 4 x 4 timbers for stripping
- All trucks must be in good repair and compliant with DOT requirements (adequate tire tread, stanchions securely attached to sides of truck, 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. HSSE Tech may also inspect load upon arrival.

### 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.