

Life Saving Rules

The Life-Saving Rules set out clear and simple “do’s and don’ts” covering activities with the highest potential safety risk. The Life-Saving Rules do not replace or invalidate the Golden Rules (Comply, Intervene & Respect) or any other business, operational, and safety rules in force.

The 12 Life-Saving Rules are:

1. Work with a valid work permit when required.
2. Conduct gas tests when required.
3. Verify isolation before work begins and use the specified life-protecting equipment.
4. Obtain authorisation before entering a confined space.
5. Obtain authorisation before overriding or disabling safety critical equipment.
6. Protect yourself against a fall when working at height.
7. Do not walk under a suspended load.
8. Do not smoke outside designated smoking areas.
9. No alcohol or drugs while working or driving.
10. While driving, do not use your phone and do not exceed speed limits.
11. Wear your seatbelt when driving or riding in a car.
12. Follow prescribed Journey Management Plan.

Mandatory Requirements for Onsite Shell Representative:

- 1 Review the 12 Life Saving Rules with your Superintendent and know the purpose and application of each Life-Saving Rule and the consequences for non-compliance.
- 2 Verify that a working process is in place so that Shell employees and contractors on your worksite have been briefed on the Life Saving Rules and the consequences for non-compliance by:
 - Verify Life-Saving Rule site orientations are being conducted
 - Routinely discuss the importance of Life-Saving Rule’s
- 3 Report all non-compliance or potential violation of the Life Saving Rules to the Superintendent immediately.
- 4 Encourage and support worksite peer-to-peer intervention and observation processes.

Links to Standards / Guidelines / Tools

- [Shell's Life-Saving Rules](#)
- [Well's Onsite Orientation](#)
- [Well's Onsite Orientation Guidelines](#)

Management of Change (MOC)

The direct and underlying cause of many incidents is failure to properly recognize and/or manage change. The purpose of the MOC Standard is to provide guidance for managing change at the worksite.

The MOC Standard shall be used as required for equipment, personnel, procedure and software changes. Changes for equipment owned by Shell but maintained by contractors will use the Shell MOC Standard. Contractors are to be included in the review process for Shell MOC's.

Contractors shall use their MOC process for their equipment, personnel, procedure and software changes. Shell is to be included in the review process for contractors' MOCs.

Types of change requiring an MOC:

1. Physical Change – All changes that are not “replacement in kind” should go through an MOC process regardless of whether the change is temporary or permanent.
2. Procedural Change – Emergency Response, or Medical Emergency Response changes, managed pressure drilling, etc.
3. Personnel Change – All changes to a worksite staffing plan and or personnel roles and responsibilities, including contract personnel. Routine personnel vacancies and replacements, rotations, and shift or tour changes are exempt.
4. Software Change – This includes all modifications to the programming or settings of any computerized systems in Control and Automation Domain.

Mandatory Requirements for Onsite Shell Representative:

1. Be knowledgeable of the contractors MOC process as necessary.
2. Ensure that the contractors follow their MOC process by reviewing the current MOCs.
3. Provide comment on every change when identified as a reviewer.
4. Verify that the contractor executes the MOC and close out according to MOC conditions.
5. Ensure execution and close-out of Shell assigned MOC tasks
6. Do not allow changes that require a MOC to be made without adherence to the appropriate process.

Links to Standards / Guidelines / Tools

[MOC Homepage Website](#)

[MOC training](#)

[How to Initiate an MOC video](#)

Job Safety Analysis (JSA)

A JSA is a systematic analysis of a job that identifies the hazards and mitigating controls for each step of a job and ensures responsible parties understand their roles.

Mandatory Requirements for Onsite Shell Representative:

1. Be knowledgeable of the contractors JSA or equivalent process.
2. Verify JSA preparation to assure quality process implementation. Pay special attention to high risk, non-routine work, new contractors and routine high exposure activities by:
 - Verify that all personnel involved in the job are part of the JSA review prior to starting beginning.
 - Verify that the proper sequence of the tasks is described.
 - Verify that the identified hazards are appropriate for the task. Consider using Decision Point or similar tools to help identify hazards.
 - Verify the controls for the hazards and/or personnel assigned to specific tasks.
 - Verify that all participants involved in the task sign-off on the agreed to JSA.
 - Verify JSA compliance by observing the task to ensure that controls are properly executed.
 - Consideration is given to SIMOPS.
3. Do not allow work to begin until verifying compliance with the JSA process in use and inform the Superintendent of contractors who do not have or use their JSA process.
4. Communicate expectations to stop work and revise the JSA when the job changes, new personnel join the task or environmental changes occur.
 - Give consideration to incorporation of pre-defined Pauses at critical steps in the JSA or equivalent.

Links to Standards / Guidelines / Tools

[HSE0008B Permit to Work](#)

[Well's HSE Orientation Guidelines](#)

Permit to Work (PTW)

Permit to Work (PTW) is a job authorization process that includes a systematic approach to identifying task-specific hazards and associated controls, individual responsibilities, and communication to affected personnel. Contractors are expected to have and adhere to a permitting system.

Mandatory Requirements for Onsite Shell Representative:

1. Ensure that a location-list of jobs that require a permit are posted on a “display board” available for all workers.
2. Verify that location-specific list of jobs requiring a permit is discussed during site-specific orientations and that an appropriate filing system is properly maintained and coordinated.
3. For all Shell issued permits, ensure that adequate planning and time are allowed for effective development, review, issue, execution, and closure of work permits.
4. Review and concur with all Contractor issued permits before work begins..
5. As a minimum, Permits must contain:
 - Location where work will be performed
 - Contractor performing the work
 - Supervisor (with company name) responsible for the work group
 - Description for the work to be performed
 - Prerequisites for the work
 - Concurrence and approval for work to start
 - All permits shall have attached Job Safety Analysis (JSA)
 - Pre-job walk throughs have taken place prior to the permitted work.
 - Actions to ensure the permits are properly closed out.
6. Verify that permitted activities are conducted as written.
7. Inform the Superintendent of contractors who do not have or use their PTW process.

Links to Standards / Guidelines / Tools

[HSE0008B Permit to Work](#)

[Safe Work Planning Training Package](#)

Contractor Management

Generally, contractors working for Shell are expected to utilize their own HSE MS in executing their safe systems of work on our locations. Our contracting process, when correctly followed, ensures approved contractors have a verified effective HSE MS.

Mandatory Requirements for Onsite Shell Representative:

1. Use only approved contractors from the provided vendor list or utilize HSE0021-WI02 Attachment B for low risk contractors.
2. Review the approved variance before using any Red Banded contractors.
3. Verify that all contractor personnel complete Shell approved orientations (both general contractor and site specific orientations).
4. Ensure compliance with the SSE requirements.
5. Verify contractor work practices to validate that contractor's HSE MS is effectively being implemented. Stop work authority shall be exercised when significant gaps are observed.
6. Provide contractor performance feedback using the online Supplier Performance Report Form as required.
7. Report significant performance issues to Superintendent.

Links to Standards / Guidelines / Tools

[CSMP Homepage Website](#)

[HSE0021-WI02 Low Risk Contractor Form \(Attachment B\)](#)

[HSE0021-WI01 Short Service Employees \(SSE\) Policy](#)

[Online Supplier Performance Report](#)

[Well's Onsite Orientation](#)

[Well's HSE Orientation Guideline](#)

Contractor Safety Management Process Handbook: Available Soon - Check CSMP Homepage Website for details

Short Service Employee (SSE)

Contractor personnel with less than six (6) months in the same job type or with his/her present employer shall be considered a Short Service Employee (SSE).

Note: Contract personnel pre-approved to temporarily fill job positions for purposes of providing relief shall be managed per the Wells “Out of Position Relief Worker” Recommended Practice.

Mandatory Requirements for Onsite Shell Representative:

1. Ensure Contractor submits appropriate SSE forms prior to SSE’s arrival at the worksite.
2. Approve SSE compliment before arrival on location:

Crew Members	SSE’s in Crew	Required Approvals and Notifications
1	0	Single-person crew shall not be an SSE
≤ 4	1	None
≥ 5	≤ 20% of crew	None
≥ 5	20–30% of crew	Superintendent concurrence
≥ 5	≥ 30% of crew	Written variance approval by the WDM

3. Review and authorize SSE forms.
4. Prepare Contractor SSE Variance Form as required and submit to your Superintendent for approval.
5. Ensure SSE is assigned a competent mentor to closely supervise the SSE and prevent the SSE from performing tasks for which he or she is not properly trained.
6. Ensure SSE is visibly distinguishable from experienced employees (e.g. SSE sticker, color of hard hat).
7. Review recommendations for reduction of the 6-month SSE period for individual crew members and approve if competency demonstrations are met.

Links to Standards / Guidelines / Tools

- [HSE0021-TO01 Contractor SSE Form \(Attachment I\)](#)
- [HSE0021-TO02 Contractor Crew SSE Statistics Worksheet \(Attachment J\)](#)
- [HSE0021-TO03 Contractor SSE Variance Form \(Attachment K\)](#)
- [HSE0021-WI01 Short Service Employees \(SSE\) Policy](#)
- [Well’s site-specific orientation](#)
- [HSE Orientation Guideline](#)



"OOPS Guideline.ppt"

Emergency Preparedness

The purpose of Emergency Preparedness is to ensure that plans are in place to respond to and manage emergencies. An emergency is a present or imminent event that requires prompt coordination of actions to protect the health, safety, or welfare of people; limit damage to property and the environment; and minimize impacts on the business and corporate reputation.

Mandatory Requirements for Onsite Shell Representative:

1. Ensure that you know what the required Emergency Response Plans (ERP) are for your site (e.g. well control, H₂S, SPCC, etc).
2. Ensure that the appropriate ERP's are onsite and available to all personnel.
3. Verify that incident responders are familiar with the ERP and are appropriately trained for the role they will play in an emergency.
4. Ensure that routine Emergency Response exercises and drills are conducted and documented.
5. Verify that Medical Response requirements are met at the worksite as detailed in the Medical Emergency Response Plan (MER).
6. Verify that emergency response equipment (ie, well control, fire, eye wash, etc.) is prepared for use and properly maintained in accordance with manufacturer's specifications and regulatory requirements.
7. Activate the ERP, including evacuating the incident area, establishing an Incident Command Post, contacting the necessary support and regulators, and completing an incident report following the emergency.

Links to Standards / Guidelines / Tools

[HSE0029-SEPCo/EPW Emergency Response Plan](#)

[MER Transition page](#)

Incident Management

The main objective of the Incident Management Standard is to ensure that incidents, near misses, and hazardous situations are reported, investigated, and analyzed in order to prevent recurrence. The Onsite Shell Representative shall be considered the incident owner unless otherwise notified.

Mandatory Requirements for Onsite Shell Representative:

1. Immediately notify the Superintendent and HSE Supervisor of possible Recordable or High Potential Incidents (HPI) to ensure proper response and classification.
2. Contractor's senior site representative or designee and/or Shell HSE personnel accompany any injured worker requiring medical attention.
3. Ensure that all First Notice of Incidents are entered into the Fountain Incident Management System (FIM) within 24 hours.
4. Initiate the local Emergency Response Plan (ERP) / Medical Emergency Response (MER) as required.
5. Ensure that an appropriate contractor incident investigation is completed to determine the immediate and basic cause of all incidents.
6. Ensure regulatory reporting as required.

Links to Standards / Guidelines / Tools

[EP2005-0170-ST Standard for Incident Reporting & Follow-Up](#)

Lifting and Hoisting

Lifting and Hoisting (L&H) operations are inherently hazardous and Shell has had numerous incidents resulting in severe injury and/or death. L&H operations should be performed in compliance with OPS0055, key requirements summarized below.

Mandatory Requirements for Onsite Shell Representative:

1. Ensure a Local Lifting Focal Point (LLFP) has been assigned for the worksite.
2. Verify that all persons involved in L&H operations are trained and competent per their role.
3. Communicate and verify the following:
 - The “Ten Questions for a Safe Lift” are addressed in a pre-lift Toolbox Talk for all lifts.
 - Applicable lift planning requirements are met for all L&H operations classified as routine, critical, or complex.
 - Uncertified home made lifting accessories are prohibited.
 - The design requirements and physical condition of lifting appliances, accessories and equipment are appropriate for intended lifting operations.
 - The site Lifting Accessory Register is maintained, including forklift attachments.
 - Lifting Accessories are marked to show the name or trademark of manufacturer, safe working load, proof test date, and an identification number that can be traced back to the Lifting Accessory Register.
 - Lifting Accessories are properly stored.
 - That no personnel walk under suspended loads. Personnel exclusions zones shall be properly barricaded and access controlled.
 - Taglines are used when required.
 - Dedicated man-riding winches are labeled and are only used for man riding. Secondary fall protection must be used when man riding.
 - Man-riding is considered a “Critical” Lift and requires:
 - Rescue from Height Plan
 - Safe Work Permit
 - JSA

Links to Standards / Guidelines / Tools

[OPS0055 Lifting and Hoisting Standard](#)

OPS0055 Appendix E - Ten Questions for a Safe Lift (pg. 123 of Standard)

Temporary Pipework

Temporary Pipework Standard ensures the safe use of temporary pipework in operations that use this equipment and the associated pipework connection interfaces.

Mandatory Requirements for Onsite Shell Representative:

1. Use the Process Flow Diagram and/or Piping and Instrumentation Diagram furnished by the contractor to verify the standard layout for the job being performed.
2. Prior to any pumping or high pressure operations, communicate the following to all crew members in a safety meeting:
 - Test pressures, pressure release hazards, and personnel position during the test (e.g. identify bull, blank plugs and needle valves; position personnel out of the line of fire).
 - Proper pressure isolation points.
 - Verify that iron or hoses are 100% bled off before hitting any connections.
 - Address the potential need for barrier size to change during the operation in the pre-job safety meeting or Job Safety Analysis before starting work.
3. Before pressure testing, “walk the lines” to ensure conformance to supplied drawings and confirm it is safe to test.
 - Banded to indicate that it is integral or NPST piping has been inspected, and is within the “in inspection period.”
 - Restrained by an engineered restraint system that has been assembled correctly per manufactures recommendations, visually inspected prior to use, and is of ample quantity to cover the job.
 - Incapable of being mismatched with like appearing components.
 - Suitable for service.
4. Verify inspection of all hammer unions is done using a “Go-No-Go” (gauge rings) to assure proper match.
5. Verify that flanged connections are torqued per recommended guidelines.
6. Ensure that personnel exclusion zones are established by physical barriers for pressurized pumping and testing before operations commence, and only removed when rigging down is complete.

Links to Standards / Guidelines / Tools

[EP2006-5393 Shell Global Standard for Temporary Pipework \(Rev 3a\)](#)

[ABC Guide](#)

[Hanging by a Thread Video](#)

Dropped Object Prevention Scheme (DROPS)

The purpose of DROPS is to set out mandatory requirements to prevent harm to personnel and damage to equipment from dropped objects in the execution of Well's activities. The requirements listed below are intended to encompass all elevated operations in addition to derrick operations.

Mandatory Requirements for Onsite Shell Representative:

1. Ensure that a procedure and Job Safety Analysis (JSA) for pre-mast raising, post-mast raising, and pre-mast lowering inspections is documented and strictly followed.
2. Verify that routine DROPS inspections are being carried out.
3. Following jarring of stuck pipe, activities causing excessive vibrations, or severe storms, ensure dropped object inspections are performed.
4. Surface drill screens are prohibited.
5. Ensure that forklifts used for tubular handling are fitted with a pipe clamp to prevent pipe from inadvertently rolling off the forklift.
6. Verify that all equipment that is not an integral part of the structure has a secondary method of retention to the structure (e.g. safety cables).
7. Verify that inventories are maintained for all equipment (temporary and permanent) in the derrick, and substructure (e.g. lights, horns, etc)
8. Ensure personnel exclusion zones and physical barriers are identified and erected.
9. Verify that all hand tools used when working at height are logged and tethered.
10. Verify that the contractors MOC Process is initiated prior to mounting fixtures to existing structures or installing new equipment at height.

Links to Standards / Guidelines / Tools

[EP2009-9039 Prevention of Dropped Objects Manual](#)

[EP2005-0264 Manage Logistics - Lifting and Hoisting](#)

[EP2005-0264-SP-01 Personnel Lifting](#)

[Shell Group Lifting and Hoisting Manual](#)

[MOC Webpage](#)

[Global Wells DROPS Website](#)

Well Control

Well control is an integral part of the well planning process for both drilling and well intervention. This standard applies to both operations. Identification and mitigation of risks shall focus on keeping the well under control during all phases of the operation. Note: local regulatory requirements must be adhered to.

Mandatory Requirements for Onsite Shell Representative:

1. Execute Well activities to continuously maintain control as described in the Well drilling or intervention program.
2. Ensure that trip sheets are recorded, signed, and dated.
3. Ensure that blowout preventer (BOP) drills are conducted and documented to validate the competency of the crew.
4. Inform the Driller of anticipated threats and associated corrective actions that may affect the ability to maintain well control.
5. Ensure that the shut in procedure for closing in the well (BOP and choke manifold) are accurate and available on the rig floor or doghouse.
6. Inspect and validate that the BOP and the choke manifold are correctly configured.
7. Ensure that all pressure and performance testing of surface wellheads and BOP equipment are conducted, documented and current.
8. Inspect and validate that all drillpipe, tubing and/or casing shut-off devices are correctly configured for all connections.
9. Establish at least two muster areas on each worksite.
10. Ensure that all required Well Control Certification is current for all essential staff.

Links to Standards / Guidelines / Tools

[EP2002-1500 Pressure Control Manual for Drilling, Completion and Well Intervention Operations](#)

Fitness to Work

The purpose of the Fitness to Work Standard is to promote the enhancement of employee health and safety by ensuring that the state of workers' fitness does not pose a threat to themselves, others, the environment, and assets.

Mandatory Requirements for Onsite Shell Representative:

1. Verify worker fitness for duty and notify the Superintendent of situations that indicate an employee is not fit for work (e.g. impaired, sleep deprived, etc).
2. Verify that workers with regulatory-driven fitness requirements and/or those participating in tasks that require medical evaluation of Fitness to Work adhere to required testing (e.g. substance abuse screening, H₂S fit test, etc).
3. Verify that no one is scheduled to work for more than the maximum allowable limits and seek approvals as required for extended work periods.
 - 14 consecutive hours which can be extended to 17 hours, 2 days in a row at the Onsite Shell Representative's discretion
 - 28 consecutive days or where regulatory limits are stricter
4. Verify that the driving duty hours requirements are met for drivers leaving the worksite.
5. Ensure that injured or ill workers returning to duty have appropriate medical clearance.

Links to Standards / Guidelines / Tools

[HSE0096 Fitness to Work](#)

[Journey Management Requirements](#)

[Road Transport Requirements](#)