



**HS OFFSHORE SERVICES SDN. BHD.**

# **HSE LEADERSHIP**

**HS Offshore Essential Safety Knowledge**

# 10 to Zero Essential Safety Knowledge



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- 10 Process Safety Themes
- 9 Life Saver Rules
- 8 Stop the DROPS
- 7 Step 7 Safe Work Process
- 6 Hands Safe Pointers
- 5 Slip & Trip Tips
- 4 Work at Height Principles
- 3 Pressure Points
- 2 Lock Out, Tag Out (Test)
- 1 We do not pay you to...
- 0 Managing Change

# 10 Process Safety Themes



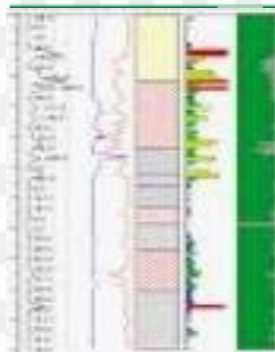
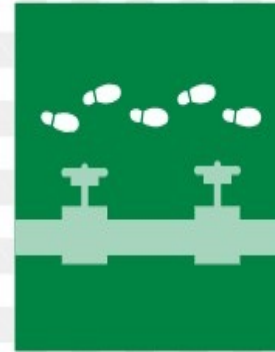
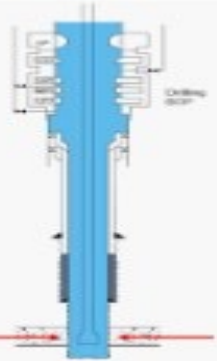
Always use two barriers when working with hydrocarbons

Do not leave an open drain or critical transfer unattended

Take interim mitigating measures in case of failure of Safety Critical Equipment

For all defined high-risk activities, follow the procedures and sign off after each step

Walk the Line – Verify and validate any line up change



Do not make a change without a proper Management of Change

Ensure ER procedures and protocols are in place and realistic drills have been conducted

Always check that equipment is pressure free and drained, and provides safe isolation before starting maintenance work

Know and Communicate your Subsurface Uncertainties

Respond to critical alarms

# 9 Life Saver Rules



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<p><b>Bypassing Safety Controls</b></p> <p>Obtain authorisation before overriding or disabling safety controls</p> <ul style="list-style-type: none"> <li>I understand and use safety-critical equipment and procedures which apply to my task</li> <li>I obtain authorisation before:                             <ul style="list-style-type: none"> <li>disabling or overriding safety equipment</li> <li>deviating from procedures</li> <li>crossing a barrier</li> </ul> </li> </ul>	<p><b>Confined Space</b></p> <p>Obtain authorisation before entering a confined space</p> <ul style="list-style-type: none"> <li>I confirm energy sources are isolated</li> <li>I confirm the atmosphere has been tested and is monitored</li> <li>I check and use my breathing apparatus when required</li> <li>I confirm there is an attendant standing by</li> <li>I confirm a rescue plan is in place</li> <li>I obtain authorisation to enter</li> </ul>	<p><b>Driving</b></p> <p>Follow safe driving rules</p> <ul style="list-style-type: none"> <li>I always wear a seatbelt</li> <li>I do not exceed the speed limit, and reduce my speed for road conditions</li> <li>I do not use phones or operate devices while driving</li> <li>I am fit, rested and fully alert while driving</li> <li>I follow journey management requirements</li> </ul>
<p><b>Energy Isolation</b></p> <p>Verify isolation and zero energy before work begins</p> <ul style="list-style-type: none"> <li>I have identified all energy sources</li> <li>I confirm that hazardous energy sources have been isolated, locked, and tagged</li> <li>I have checked there is zero energy and tested for residual or stored energy</li> </ul>	<p><b>Hot Work</b></p> <p>Control flammables and ignition sources</p> <ul style="list-style-type: none"> <li>I identify and control ignition sources</li> <li>Before starting any hot work:                             <ul style="list-style-type: none"> <li>I confirm flammable material has been removed or isolated</li> <li>I obtain authorisation</li> </ul> </li> <li>Before starting hot work in a hazardous area I confirm:                             <ul style="list-style-type: none"> <li>a gas test has been completed</li> <li>gas will be monitored continually</li> </ul> </li> </ul>	<p><b>Line of Fire</b></p> <p>Keep yourself and others out of the line of fire</p> <ul style="list-style-type: none"> <li>I position myself to avoid:                             <ul style="list-style-type: none"> <li>moving objects</li> <li>vehicles</li> <li>pressure releases</li> <li>dropped objects</li> </ul> </li> <li>I establish and obey barriers and exclusion zones</li> <li>I take action to secure loose objects and report potential dropped objects</li> </ul>
<p><b>Safe Mechanical Lifting</b></p> <p>Plan lifting operations and control the area</p> <ul style="list-style-type: none"> <li>I confirm that the equipment and load have been inspected and are fit for purpose</li> <li>I only operate equipment that I am qualified to use</li> <li>I establish and obey barriers and exclusion zones</li> <li>I never walk under a suspended load</li> </ul>	<p><b>Work Authorisation</b></p> <p>Work with a valid permit when required</p> <ul style="list-style-type: none"> <li>I have confirmed if a permit is required</li> <li>I am authorised to perform the work</li> <li>I understand the permit</li> <li>I have confirmed that hazards are controlled and it is safe to start</li> <li>I stop and reassess if conditions change</li> </ul>	<p><b>Working at Height</b></p> <p>Protect yourself against a fall when working at height</p> <ul style="list-style-type: none"> <li>I inspect my fall protection equipment before use</li> <li>I secure tools and work materials to prevent dropped objects</li> <li>I tie off 100% to approved anchor points while outside a protected area</li> </ul>

# 8 Stop the DROPS



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- L&H            Check Equipment (slings, shackles, hook)
- L&H            Check for Loose Objects
- L&H            Check Pathway (No Tangle/Collision)
- L&H            Check Safe Working Load (SWL)
- L&H            Check Elevators - measure ID / OD
- Work @ Ht    Check Tethered Tools
- Equipment at Height    Check Secondary Retention  
Inspect with Picture Book
- Trucks            Load Securing / Bolsters

## Red & NO GO Zone (Stop the Harm)

Red & No Go Zones protect People  
Clearly mark Red & No Go Zones  
Warden and/or Sign in place  
Red Zone        = Permission to Enter  
NO GO Zone = Permit to Enter



# Step 7 Safe Work Process

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## STEP 7 SAFE WORK PROCESS

**"STARTING WORK IS NOT STEP # 1"**

1	PLAN	Work Instruction & Hazard Assessment Verify Understanding / Competency
2	COMMUNICATE	Transition to Work – Ask Open Qs Pre-tour / Handover / Toolbox Radios / Hand Signals / Signage
3	CHECK EQUIPMENT	Certified / Tested / Rated Fit for Purpose / Calibrated No Damage / Backup Ready
4	PREPARE AREA	Flat and Level / Housekeeping Red Zone & NO GO ZONES SIMOPS - Above / Below / Beside
5	CONTROL ENERGY	Isolate (Lock-out, Tag-out, Test) Drain Stored Energy (Gauge?) Line of Fire / Escape Route
6	FINAL CHECK	100% Ready to Go? Contingencies in Place / ER Walk the Line with P&ID
7	START WORK	Comply / Intervene / Respect Follow the Life Saver Rules Follow the Plan / Work Defensively If Change occurs, PAUSE the Job *

**AFTER ACTION REVIEW**

**STARTING WORK IS STEP #7**

\*When things are NOT going as planned, stuck or jammed  
STOP, THINK and make another Plan  
**Why rush when the minute you save may be your last?**

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## TRANSITION TO WORK

**"We run our meetings in a certain way."**

	<b>NEW / INTERIM ARRIVALS</b>	<ul style="list-style-type: none"> <li>Starting work is not Step # 1</li> <li>A&amp;A / Site Induction?</li> <li>Changes since last time?</li> <li>Meet Supervisor</li> <li>Transition-to-Work</li> <li>Step 7 Check / Conversation</li> <li>Final Check. All good? Start!</li> </ul>
	<b>PRE-TOUR MEETING</b>	<ul style="list-style-type: none"> <li>Work completed last 12 hours (AAR?)</li> <li>Work planned for next 12 hours</li> <li>Questions for thinking &amp; learning: e.g. Focus Areas</li> </ul>
	<b>HANDOVER</b>	<ul style="list-style-type: none"> <li>Supervisors written/Crew verbal</li> <li>Ask questions to ensure clarity</li> <li>Any change (People/Equipment Procedure/Process)?</li> </ul>
	<b>TOOLBOX TALK</b>	<ul style="list-style-type: none"> <li>Summarize the job briefly</li> <li>Ask <b>Questions of Everyone</b> (What is your Job, Hazards &amp; Controls?)</li> <li>Ask <b>Questions of Everyone</b> (What are the task <b>Focus Areas</b>?)</li> <li><b>Task Specific Safety Alert</b> (Can it happen to us?)</li> <li><b>Intervention</b> (Why would we stop?)</li> </ul>

**ENGAGE: THINK, FOCUS, LEARN**

What are we doing? What are the hazards & controls? What are the focus areas? What has changed in the last 12 hours? Are we all competent? Any New People or Green Hats? When would we PAUSE the job? What could go wrong? How could we stop it?

**What worries us?**

# 6 Hands Safe Pointers



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## HANDS SAFE GUIDE

NOW EVERYONE CAN WORK HANDS FREE!



Are fingers **IN** or **UNDER**? → **Y** → **STOP**

(SHARP EDGES? > 20KG?)

(STOP & THINK!)

**N** ↓

Are fingers **BETWEEN**? → **Y** → **STOP**

(OR ARE THEY CLOSE TO ANYTHING?)

(USE A TOOL/STICK)

**N** ↓

Will energy be applied to the object you hold? → **Y** → **STOP**

(EG, HAMMER or GRINDER?)

(VICE OR FINGER SAVER)

**N** ↓

Will the object move through your hands? → **Y** → **STOP**

(EG, WIRE SLING or WINCH LINE?)

(DON'T TOUCH!)

**N** ↓

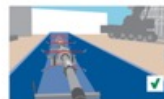
Can the object/machine move unexpectedly? → **Y** → **STOP**

(EG IT'S ROUND, NOT CHOCKED, NOT ISOLATED)

(CHOCK/ ISOLATE)

**N** ↓

**FOLLOW THE HANDS FREE RULES & HANDLE WITH CARE!**



1. No Hands on Loads

2. No Hands or Fingers **IN**, **UNDER** or **BETWEEN**

3. Hands on Handles Only

4. Hands Off...Energy **ON!**

5. Permission to Touch (20kg)

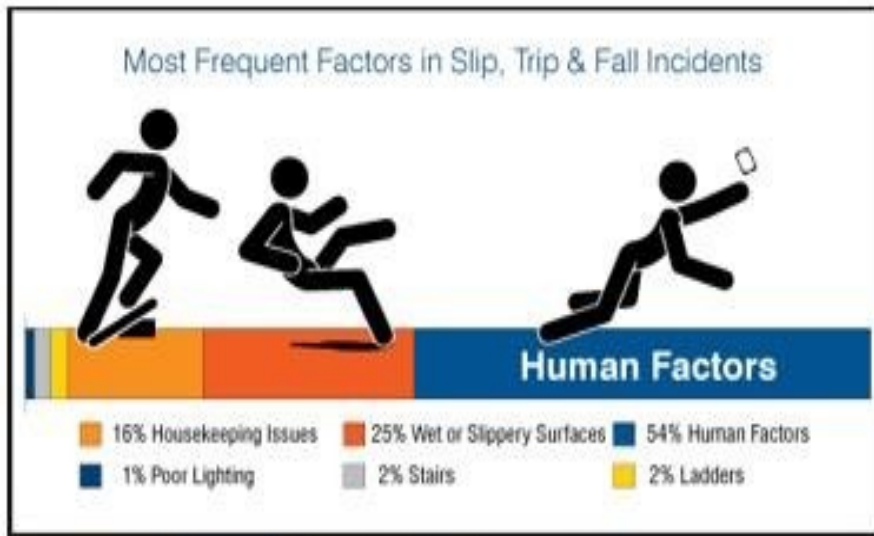
6. Safe Cargo Loading

**IMPACT RESISTANT GLOVES MANDATORY FOR RIG FLOOR AND DECK CREW**

# 5 Slip & Trip Tips



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## Walking is Working

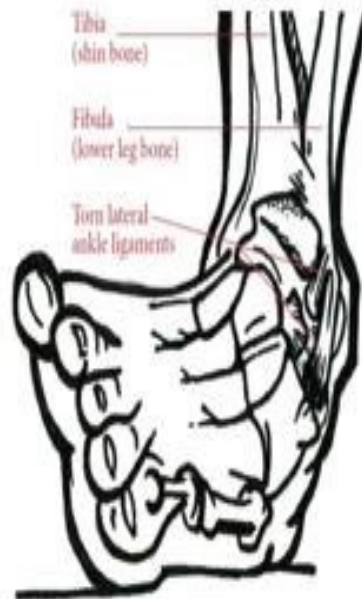
Look where you Step

Uneven or Slippery ground? Avoid

No Running, Jumping or Backward Steps

Check your Boots / Check the Lighting

Hands on Handrails on Stairs







## 4 Work at Height Principles

If you can fall from one level to another...

**A** = Access Controls, eg safety step, ladder, scaffold

**W** = Work Platform – flat, level, solid, large, non-slip

**E** = Edge protection (handrails) & ER (rescue plan)

**D** = Down Below Controls – Red Zone & Tethered Tools

Harness with lanyard stops you from going over the edge

Harness with fall arrest stops you from hitting the ground below



# 3 Pressure Points



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- Pressure:**
  - If you have pressure, must have a pressure gauge
  - Must be able to detect pressure changes
  - No gauge...??...must presume Pressure or Trapped Pressure is present!
  - Must prove zero pressure before removing/unbolting anything
  - Stay out of the Line of Fire at all times
- Hoses:**
  - Must be Certified, Inspected, Checked, Pressure Tested and Maintained
  - Must be Rated for the task
  - Must be restrained (whip check/clip/other)
  - Hose Management system to be in place
- TPW:**
  - Must be Certified, Inspected, Checked, Pressure Tested and Maintained
  - Can Mismatch 2" 602 and 2" 1502 – use GO/NO GO Gauge
  - Must Walk the Line with P&ID before energizing
  - Must use soft sling restraints



# 2 Lock Out, Tag Out (Test)



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## Lock Out

- One key locks
- One lock per person
- Person keeps the key
- Person only can remove
- **Tag Out**
  - Tags used for identification/information
- **Test**
  - Push the start button(s)
  - Drain stored energy
  - Test before you Touch (Electrical)



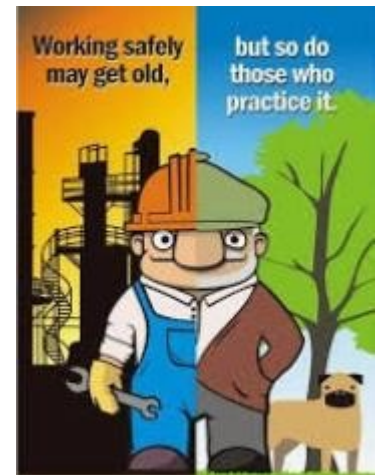
# 1 We don't pay you to...



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- Work for us... We pay you to **work safely** (Step 7)
- Rush... Starting Work is Not Step # 1
- Work hard for us... We pay you to work **SMART** (Think)
- Use 100% human force... Stop the Job (use only low-medium human force)
- Touch Energy... Hands Off...Energy On! Energy Off? Follow HF Pointers  
ENERGY PRESENT = MOVING, ROTATING, VIBRATING, STRETCHED, COMPRESSED
- Work at waist level (use a bench)
- Work on the ground Follow the Life Saver Rules  
Stay Out of the Line of Fire  
Comply & Intervene with Respect
- Get killed or hurt...

Thank You  
FOR WORKING SAFELY



# 0 Managing Change



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## DESIGN FAULT / CHANGE

- Doesn't work as intended
- Not easy to use
- No Detection control, eg alarm
- Needs a workaround, eg tape
- Requires high level human force

## OPERATIONAL CHANGE

- Job is not going as planned (workaround)
- Something is Stuck or Jammed
- Frustration! You take a deep breath
- People, Equipment, Procedure, Process (MOC)
- Requires high level human force

If something changes...you cannot stay the same!

change



Old ways  
won't open  
new doors.



**TARGET ZERO**  
PERFORMANCE with SAFETY

Zero Injuries  
Zero Spills  
Zero HPNM



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**Thank You**