

Basic Safety Requirements

9-Aug-22/Rev. 5



General Requirements

1. All personnel have the right, obligation, authority and responsibility to stop any unsafe work without repercussions. Work will not resume until the issues and concerns have been adequately addressed.
2. Personnel shall not work in excess of 16 hours during a 24-hour period. Any exceptions must be approved and a minimum 8 consecutive hours off duty following shift completion is required. No more than three consecutive 16-hour shifts shall be utilized for routine operations.
3. No person shall manually lift more than 50 pounds. Team lifts or mechanical lifting devices must be used when lifting more than 50 pounds. Manual handing/lifting includes lifting, holding, lowering, pushing, pulling, dragging, carrying, and moving of a load without a mechanical lifting device.
4. Horseplay, practical joking, and fighting are absolutely prohibited. This rule is applicable to activities in all work areas and living quarters, at docks and heliports, as well as on crew boats and helicopters.
5. Long pants, sleeved shirts, closed-toed and closed-heeled shoes are required when traveling to and from offshore facilities by any means. All hats and approved knives must be stored in baggage when approaching, traveling within or departing a helicopter.

Facility

6. All employees must know their assigned duties in an emergency and the location and proper use of lifesaving equipment. All used or missing equipment shall be reported immediately.
7. Smoking is allowed only in designated smoking areas. Pressurized lighters and electronic cigarettes are prohibited offshore. Place cigarette butts in designated containers.
8. Personal electronic devices shall be left on a hard/durable surface to avoid heat buildup during charging. Charge cords shall be in good working condition. Charge cords with exposed wiring are prohibited.
9. Personnel shall maintain 3 points of contact while traveling up and down stairs or ladders. The trailing hand technique is encouraged when on stairways.
10. Handrails shall not be used to support a load, as an anchor point, or lifting device tie off. Use caution before leaning full body weight against guardrails.
11. Only core crew personnel shall be allowed to create or give direction to create an open hole. Never leave open holes in grating or decks without covering them or erecting a barrier. Any missing or degraded grating shall be reported immediately.
12. Good housekeeping increases safety and shall be maintained by all personnel.

Personal Protective Equipment (PPE)

13. Flame resistant clothing (FRC), safety-toed shoes or boots, gloves, hard hat with lanyard or chin strap, safety eyewear and hearing protection must be worn when outside the living quarters. PPE is not required in defined break areas unless work is being performed that requires protection.
14. FRC upper body garments must have long sleeves, but collars are not required. If working around fixed rotating equipment, shirt tails must be tucked.
15. The only jewelry allowed to be worn outside of the accommodations are silicon rings that are designed to break-away and non-metallic wrist watches with breakaway bands. All smart watches are prohibited outside of the accommodations.
16. Working at heights greater than four feet require guardrails or personal fall arrest systems with 100% tie off.
17. When working near or over water, a buoyant work vest or personal floatation device (PFD) must be used.

Tools & Equipment

18. All tools and equipment shall be inspected prior to use.
19. Equipment shall not be modified without first obtaining proper approval and ensuring MOC requirements are completed.
20. The use of portable non-intrinsically safe equipment (cell phones, MP3 players, cameras, iPads, laptops, etc.) outside the living quarters shall be managed under the requirements of the Permit to Work System. These items may be used in defined break areas without a permit as long as no unforeseen hazards have been identified.
21. Tools and equipment must be tethered when working at heights. Barrier management for DROPS No-Go Zones shall be implemented and followed while working at height. Tool bags or buckets may only be used to lift or lower small light weight items when working at height. Heavier items shall be lifted or lowered by other means.
22. Personal pocketknives of any kind are prohibited offshore. Alternative cutting tools are available to use for normal cutting tasks and includes an approved knife for emergency response situations.
23. Hoisting and lifting equipment (slings, shackles, straps, etc.) shall not be loaded beyond the appropriate rated capacity.
24. The area under suspended loads must be clear of all personnel. Proper tag lines and push poles should be used to position and control loads.
25. All Conex boxes or similar portable storage buildings will have signs on them in both English and Spanish to check for personnel inside before closing. At least two (2) physical barriers to prohibit the closing of the doors while personnel may be inside. Examples: A large and visible cone or pylon, chain, latch, pin or rope as well as a visual inspection for personnel before closing.

