Life-saving rules

Safe

Respect  Integrity  Teamwork  Excellence
The Life Saving Rules will keep you and your colleagues safe.

**WHY**

**DOF 10 Life Saving Rules** are here to help you recognize when you might be in a situation where you need to stop and think – what barriers can be put in place before continuing working?

**HOW**

The rules are here to help you identify risks before, during and after an operation. You are also required to identify and familiarise yourself with any other safety controls before undertaking and during work.

**WHEN**

The rules are a daily tool available for everybody working for DOF. If you need more information about DOF Life Saving Rules contact your manager.

If you can’t comply with all of the following rules or are in any doubt about the safety of a situation, stop and notify your supervisor if it is safe to do so.

**Using the life-saving rules**

- **Know the rules**, both DOF rules and client rules, as well as local rules at the workplace
- **Ask**, if you do not know the rule(s)
- **Notify your supervisor** if you do not have the tools, equipment, processes to comply with the rules
- **You have an obligation to intervene by using your Stop Work Authority** if you see an unsafe act or condition, as long as it is safe to do so
- **Correct your behaviour** immediately if one of your co-workers intervenes because of an unsafe act, remember they have your welfare in mind
- **Report all violations** of life-saving rules via the safety observation system or incident reports
- **Use existing HSE systems**, e.g. safety meetings, toolbox talks, observation programs, to keep life-saving rules front-of-mind

*Our ambition is to be incident free*
BEFORE STARTING WORK

Carry out a risk assessment, follow the checklist on page 6.

RISK ASSESSMENTS
Reduce and manage risk.

IF YOU SEE A RISK

Raise your voice when you see a potential risk. Never remain silent – bring the risk to someone’s attention.

STOP WORK AUTHORITY
YOUR STOP WORK AUTHORITY IS ONE OF OUR MOST IMPORTANT SAFETY BARRIERS

IF YOU BREAK THE RULES

Breaking the life savings rules could have deadly consequences for yourself and others.

DOF’S 10 LIFE SAVING RULES

1. Work with a valid work permit where required.
2. Obtain authorisation before overriding or disabling any safety systems.
3. Verify isolation before work begins and use the specified equipment.
4. Always follow safety signs. Never; cross safety barriers; enter prohibited areas or walk under suspended loads.
5. Secure all tools and equipment and keep work sites clean, tidy and obstruction-free.
6. Always plan every lifting operation and never walk under a suspended load.
7. Obtain authorisation before entering a confined space and conduct gas tests when required.
8. Use fall protection equipment when working at heights.
9. No alcohol or illegal substances when performing activities for the DOF Group or when based on a DOF Group site.
10. Whilst driving always wear vehicle seat belts, don’t use mobile phones without a hands-free system and do not exceed speed limits.
Always conduct a risk assessment. Ensure required safety precautions are implemented before starting any work

Have you...

☐ Verified all hazards associated with your tasks are identified prior to commencing any work?
☐ Completed a pre-job risk assessment (e.g., JHA, HIRA)
☐ Communicated hazards or safety issues and appropriate control measures to ensure workers’ understanding and protection prior to commencing the work?
☐ Verified everyone involved is sufficiently trained, competent and fit to conduct the assigned task?
☐ Identified, located and inspected the proper PPE required for the activity?
☐ Confirmed all equipment is fit for purpose and conditions? If not, has it been removed?
☐ Identified potential emergency situations?
☐ Put in place appropriate rescue and recovery plans and required equipment before work begins?
☐ Reminded everyone of their duty to delay or stop activities that place themselves and others at risk?
☐ Understood the obligation to ensure appropriate control measures are implemented prior to continuing operations?

Work with a valid work permit where required.

Have you...

☐ Ensured that work is clearly defined, authorized, and communicated to all those affected?
☐ Confirmed a valid work permit has been issued?
☐ Checked the permit is valid for your shift and covers you and/or your team?
☐ Ensured work is properly supervised by a competent person from start to finish?
☐ Put in place all controls required by the Work Permit?
☐ Ensured planned and unplanned changes are assessed and updated with necessary control measures in place?

Obtain authorisation before overriding or disabling any safety systems

☐ Documented proper authorization is obtained before overriding or disabling safety critical equipment?
Have you...

☐ Confirmed that the method of isolation and discharge of stored energy is agreed upon and executed by a competent person?
☐ Visibly tagged out equipment that is part of the system being worked on?
☐ Documented that isolations have been checked and approved?
☐ Verified that all isolations have been tested and are proven to be effective?
☐ Established a system is applied to manage, communicate, and record all isolations installed as well as verify removal between shifts, work groups, and at the end of work periods?
☐ Communicated the need for isolation with all affected personnel prior to start of work?

You should...

☐ Verify you are aware of all hazards and activities identified within the work area you are assigned.
☐ Never cross a barrier controlling access to an area without authorization.
☐ Never walk under a suspended load or through an area above which people are working.
☐ Follow the instructions of the Flagman or the Person in Charge of the lift.
☐ Ensure the restricted area is identified and barriers are in place.
☐ Ensure a member of the working team is assigned to monitor the area.

Always follow safety signs. Never cross safety barriers, enter prohibited areas or walk under suspended loads.
Secure all tools and equipment and keep work sites clean, tidy and obstruction-free

Have you...

☐ Secured all tools and equipment to prevent them from falling/being dropped?
☐ Put barriers around areas where there is a potential for dropped objects?
☐ Put in place routines to keep the worksite clean, tidy and obstruction free?
☐ Left the working area in the manner and order you would like the area to be when your own work starts?

Always plan every lifting operation and never walk under a suspended load

Have you...

☐ Established a lift plan with all hazards assessed including proper clearances from overhead and electrical hazards as well as other stationary objects in the path?
☐ Confirmed the equipment is certified for use, clearly marked for maximum load rating, and subject to a visual inspection before use?
☐ Verified all lifting equipment safety devices are in place and are functioning correctly?
☐ Ensured a work permit is in place for lifting of personnel?
☐ Checked the load is controlled at all times by use of tag lines or other approved means?
☐ Ensured effective communication is maintained throughout the lift operation.
☐ Checked there is no one under a suspended load?

You should...

☐ Never cross a barrier controlling access to an area with a suspended load without authorization.
☐ Always follow the instructions of the Flagman or the Person in Charge of the lift.
Obtain authorisation before entering a confined space and conduct gas tests when required

Have you…

☐ Ruled out all other alternatives?
☐ Verified all personnel involved are competent and trained for the specific work needs?
☐ Established control of entry is being conducted under a valid Permit to Work?
☐ Undertaken a risk assessment and toolbox talk with all workers involved in the confined space entry task?
☐ Confirmed testing of the atmosphere has been conducted as defined in the confined space entry permit?
☐ Received approval for entry on a valid Permit to Work?
☐ Stationed a competent standby person in a ready state outside the confined space and have a rescue plan in place? (More than 50 per cent of fatalities in confined spaces are due to failures in the rescue plan.)
☐ Established an effective means of communication between entrants and standby person?
☐ Ensured there is adequate means to evacuate injured personnel from the space?

Use fall protection equipment when working at heights

Have you…

☐ Raised a permit for working at heights?
☐ Established that an approved, fixed, and guarded platform is available for work or, if this is not practicable, certified fall restraint or fall arrest equipment is used and secured to an appropriate anchor?
☐ Checked that all personal to perform work at heights have the proper training and competencies?
☐ Performed pre-use inspections of all fall restraint or fall arrest equipment prior to and after each use?
☐ Identified proper tie-off and anchor points?
☐ Verified that all tools and loose objects are stored in a secured manner?
☐ Confirmed that fixed barriers are properly installed around all openings where there is the potential to fall?
☐ Communicated that work from ladders is limited to light work of short duration?
☐ Ensured a rescue plan is in place for identified working-at-height activities?
No alcohol or illegal substances when performing activities for the DOF Group or whilst on a DOF Site

Have you…

☐ Informed your Supervisor or the Person in Charge if you are taking medicine that may affect or impair your performance?

☐ Double-checked with your Supervisor or the Person in Charge who may seek medical advice if there is any doubt about the substance you’re taking?

☐ Made sure you don’t use, keep, sell or distribute illegal drugs?

☐ Intervened if you see a case of alcohol or drugs abuse?

☐ Seen and reported any use of illegal drugs or alcohol to the person in charge of the site.

You should…

☐ Be a licensed driver, obey the speed limit, and adjust your speed to hazardous road conditions.

☐ Inspect the vehicle prior to operation.

☐ Use a 3-point seatbelt (please note exceptions* below).

☐ Check that your seatbelt works properly.

☐ Keep your seatbelt properly fastened while in a moving vehicle.

☐ Ensure that all passengers in the vehicle are wearing a seatbelt properly before starting to drive.

☐ Resist using mobile phone or other distracting devices while driving.

☐ Never drive tired; if you are tired have someone else drive or pull over into a safe area to rest.

* Exceptions include vehicles where only lap seatbelts are available or in public transport where seat belts are not available.