



LIFE SAVING PROGRAM

BOOKLET

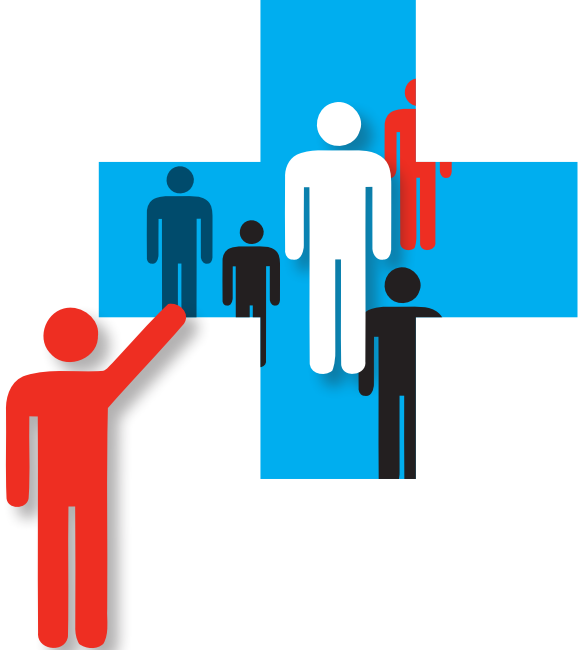
July 2016
(Revision 2)



**NOBODY
GETS HURT
IN OUR
OPERATIONS**



“The Best Practices of IOGP”



Responsibilities

All staff and contractors are responsible for:

- Complying with this Life Saving Program and other SSHE requirements
- Stopping work at any time if he/she considers the conditions/situations to be at risk

Think Safety

- Job preparation shall include a risk assessment
- All work shall start with a SSHE briefing/SSHE moment

Act Safely

- All persons must be trained and mentored by supervisor to be competent
- Ensure work performed follows/complies with SSHE requirements
- Personal Protective Equipment (PPE) must be worn and used correctly
- Use only the correct tools, in good condition, for the intended use
- Only authorized persons are allowed to operate any equipment

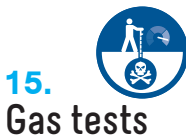
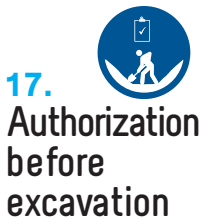
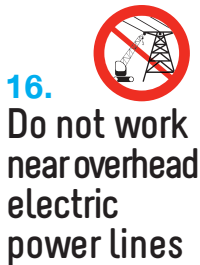
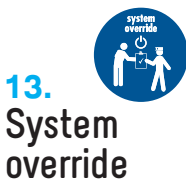
- Good housekeeping must be maintained in your working area
- Absolutely no "Horseplay" in the workplace or any other work-related location
- Stop physical work if you are tired and fatigued
- Be proactive to observe any at-risk behavior or situation to create a strong SSHE culture

Note: the order of the icons presented in this booklet is not an indication of the importance placed on each of the icons.

The Life Saving Program is in compliance with International Standards and Local Legislation. Any intentional, deliberate, breach of Company SSHE regulations will lead to disciplinary action.

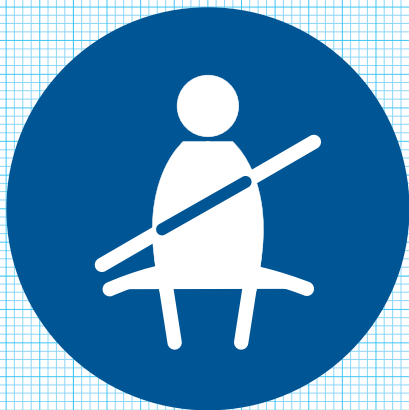
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Seat belt



Wear your seat belt

Applications:

A seat belt protects you from injury in the event of an incident while driving.

Wearing seat belts includes safety belts in (rental) cars, taxis, (mini) buses, trucks, mobile cranes, or forklift trucks, and involves persons in moving vehicles when engaged on company business.

You (Drivers and Passengers) should:

- Keep your seat belt properly fastened while in a moving vehicle
- Check that your seat belt works properly
- Check that everyone in the vehicle is wearing a seat belt properly before starting to drive
- Intervene when your fellow passengers are not wearing seat belts properly

2.

No phone and obey speed limits



While driving, do not use your phone
and do not exceed speed limits

Applications:

Speeding or using your phone while driving increases the risk of losing control of your vehicle.

If you are a Driver you should:

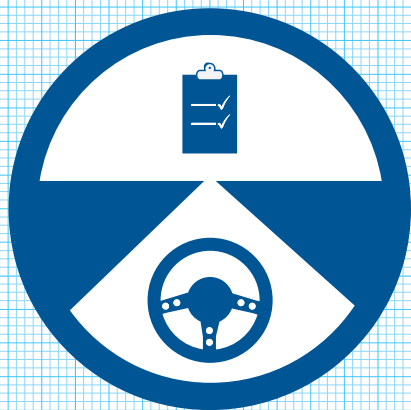
- Not use a mobile phone, send or read a text message
- Stay at or below the maximum allowable speed for the road you are driving on as indicated by road signs or journey management instructions
- Stay at or below the maximum allowable speed for the vehicle you are driving
- Adjust your speed to the prevailing conditions

If you are a Passenger you should:

- Intervene if a Driver is using a phone in a moving vehicle
- Intervene if a Driver is exceeding the speed limit

3.

Journey management plan



Follow prescribed Journey
Management Plan

Applications:

A Journey Management Plan is a plan that will help you to travel and arrive safely.

If you are a Driver you should:

- Confirm if a Journey Management Plan is required before starting the journey
- Discuss the Journey Management Plan with your supervisor
- Understand the Journey Management Plan before starting the journey
- Comply with the duty, driving and rest hours specified in the Journey Management Plan
- Follow the route specified in the Journey Management Plan
- Tell your supervisor immediately if changes occur

If you are the Supervisor or Person in Charge you should:

- Check that the Journey Management Plan is in place and is being followed
- Check that the Driver understands and complies with the Journey Management Plan

4.

No drugs or alcohol



No drugs or alcohol while working or driving

Applications:

Using alcohol or illegal drugs, or misusing legal drugs or other substances, will reduce your ability to do your job safely.

You should:

- Not use, keep, sell or distribute illegal drugs
- Always inform the supervisor or the person in charge if you are taking medicine that may have an effect on your performance
- Never access the Company's working area when you are under influence of drugs or alcohol
- Do not consume alcohol while working in the Company's working area
- Always follow PTTEP Drugs & Alcohol Guideline
- If in doubt always check with your supervisor or the person in charge who may seek medical advice
- Intervene if you see a case of alcohol or drugs abuse

If you are the supervisor or person in charge of the work you should:

- Only assign work to people who are fit to work

5.

Do not smoke



Do not Smoke Outside Designated
Smoking Areas

Applications:

Smoking or use of matches or cigarette lighters could set on fire flammable materials. Designated smoking areas, such as a smoking hut or a smoking room, will keep you safe from causing fire and explosion.

You should:

- Know where the designated smoking areas are
- Intervene if you see someone smoking outside a designated area

If you are the supervisor or person in charge of the work you should:

- Inform people about designated smoking areas
- Ensure that designated smoking areas are clearly marked

6.

Do not walk under a suspended load



Do not walk under a suspended load

Applications:

Working or walking immediately under a suspended load is unsafe as the load can fall on you.

A suspended load is an object that is temporary lifted and hangs above the ground (rig floors are excluded from this rule).

You should:

- Never cross a barrier controlling an area with a suspended load without authorization
- Follow the instructions of the flagman or the person in charge of the lift

If you are the person in charge of the lifting you should:

- Mark the unsafe area and put barriers in place
- Ensure that nobody walks under a suspended load

7.

Work permit



Work with a valid
Work Permit when required

Applications:

A Work Permit describes that you are an authorized person for the work and what you must do to stay safe

You should:

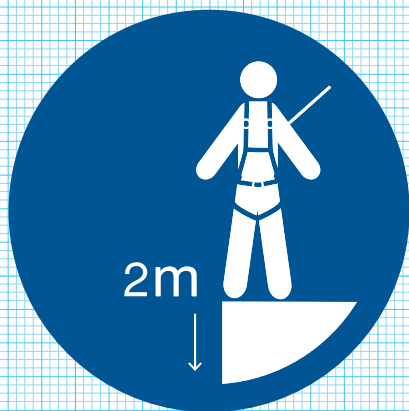
- Understand the Work Permit and follow it
- Confirm that the Work Permit is valid
- Confirm with the Supervisor or the Person in Charge of the work that it is safe to start work

If you are the Supervisor or Person in Charge of the work you should:

- Confirm if a Work Permit is required for this work
- Confirm that the workplace has been inspected before work starts
- Explain how the Work Permit keeps you safe
- Confirm the Work Permit is signed
- Confirm that it is safe to start work
- Apply Stop Work Authority to cease the work, re-assess the risks and get a new Work Permit when the work or the situation changes
- Confirm that the work is completed and the worksite is made safe

8.

Working at height



**Protect yourself against a fall
when working at height**

Applications:

Use fall protection equipment when working outside a protected environment where you can fall over 2.0 meters to keep you safe.

A protected environment includes approved scaffolds, stairs with handrails, and lifts.

You should:

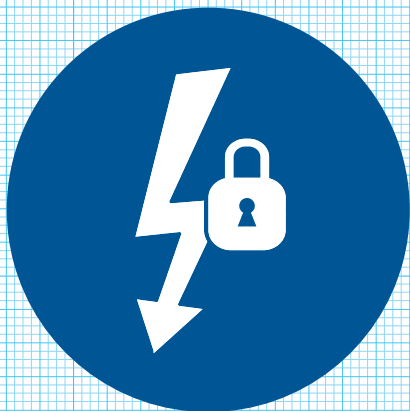
- Have authorization and a Work Permit to work at height outside a protected environment
- Be aware of what fall protection equipment, PPE to use and how to use it
- Check equipment before using it
- Always tie off when at height outside of a protected environment

If you are the Supervisor or Person in Charge of the work you should:

- Confirm that it is safe to start work at height

9.

Verify isolation



Verify isolation before work begins and
use the specified life protecting equipment

Applications:

Isolation separates you from danger, such as electricity, pressure, toxic materials, poisonous gas, chemicals, hot liquids or radiation to keep you safe e.g. isolation devices/emergency shutdown valves, lock out/tag out devices. Specified life-protecting equipment by the Work Permit, such as breathing apparatus, electrical arc flash protection or chemical resistant suits protect you from danger.

You should:

- Understand the isolations that protect you from danger
- Confirm with the Supervisor or the Person in Charge of the work that isolations are in place
- Confirm with the Supervisor or the Person in Charge of the work that it is safe to start work

If you are the Supervisor or Person in Charge of the work you should:

- Confirm isolation is in place, for example, lock switches, isolate pipes with spades installed or with blind flanges, or lock access doors
- Confirm no stored energy or other dangers remain
- Confirm that it is safe to start work

10.

Dropped objects



Prevent dropped objects

Applications:

There is a significant risk of dropped objects when using tools and portable equipment at height. Preventing objects from falling keeps you and people working below you safe.

You should:

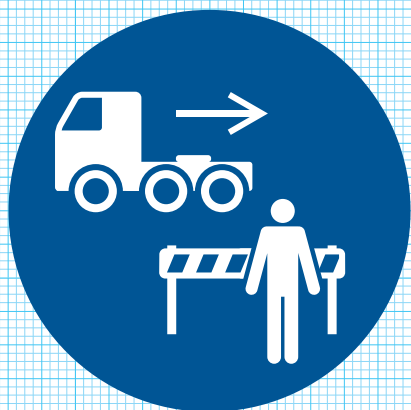
- Secure all tools and equipment to prevent them from falling/being dropped
- Put barriers around areas where there is a potential for dropped objects
- Always wear head protection where required

If you are the supervisor or person in charge of the work you should:

- Create awareness of the risk of dropped objects and understanding of what actions need to be taken (for example during team/toolbox meetings)
- Regularly inspect the site to ensure that precautions are taken to prevent objects from falling from height (e.g. hand tools are tied off, no loose objects, no holes in grating, toe boards are in place, barriers are in place where necessary, head protection is worn where required, etc.)

11.

Position in a safe zone



Position yourself in a safe zone in relation
to moving and energized equipment

Applications:

Working “in the line of fire” of moving equipment (e.g. cranes and other vehicles) and energized equipment (e.g. rotating, electrical or pressurized machinery) is unsafe as this can impact you.

You should:

- Confirm the safety precautions with the supervisor or the person in charge of the work when working near moving or energized equipment
- Follow the instructions of the flagman or the person in charge for equipment movements
- Confirm with the person in charge that it is safe to enter and/or work in the restricted zone
- Make sure that the driver of a moving vehicle sees you

If you are the supervisor or person in charge of the work you should:

- Confirm that access to areas posing danger is restricted and that barriers are put in place
- Ensure that only authorized personnel is working in a restricted zone
- Confirm that signaling methods and communications are agreed on and understood by everyone
- Ensure that the site is properly lit and/or that high-visibility clothing is worn

12. Lift plan

Applications:

Safe lifting operations cover all preparation for the lift, i.e. developing general lift plans for routine lift and/or specific lift plans for complex, heavy lifts. A lift plan describes how to lift, hoist and move the load safely, the need for area barricading to prevent people working/walking underneath the load and the communication plan during the lift, i.e. line of command, signaling, etc.



Follow prescribed lift plan

Lifting equipment operators should:

- Understand the lift plan before starting the work and follow it
- Confirm that the lifting equipment are tested, certified and in good conditions and the load does not exceed the capacity of the lifting equipment
- Confirm that the crane is level and positioned on a solid surface
- Verify that safety devices on lifting equipment are installed and operational
- Confirm clear communication and visibility between you and signaler

If you are the supervisor or person in charge of the work you should:

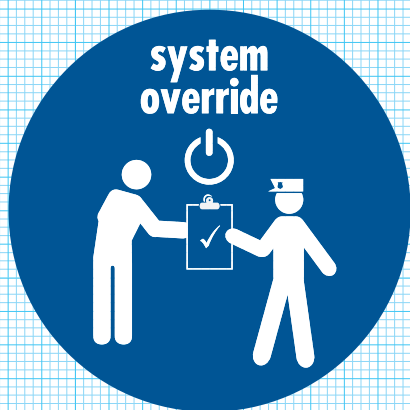
- Confirm that a general or specific lift plan is in place, depending on the type of lift
- Confirm that the crane operator understands and complies with the lift plan
- Confirm that people who supervise or perform lifting operations and who inspect and maintain lifting equipment are trained and competent
- Verify that equipment to be used for lifting and hoisting has been inspected, maintained and certified
- Confirm that the signaling methods and communications are agreed and clear
- Confirm that communication and line of command in the lifting operation is clearly understood by all concerned parties
- Confirm that there is no un-authorized persons in the lifting area, underneath the lifted load and the area is barricaded as deemed necessary

If you are persons in the lifting area, you should:

- Never give any instruction to the lifting equipment operators during the lift without authorization
- Never cross a barrier controlling an area with a suspended load without authorization
- Follow the instructions of the flagman or the person in charge of the lift

13.

System override



Obtain authorization before overriding
or disabling safety critical equipment

Applications:

Safety-critical equipment (SCE) must work correctly to keep you safe.

Examples of safety-critical equipment include isolation devices/emergency shutdown valves, lock out/tag out devices, trip systems, relief valves, fire and gas alarm systems, certain level controls, alarms, crane computers, in-vehicle monitoring systems.

You should:

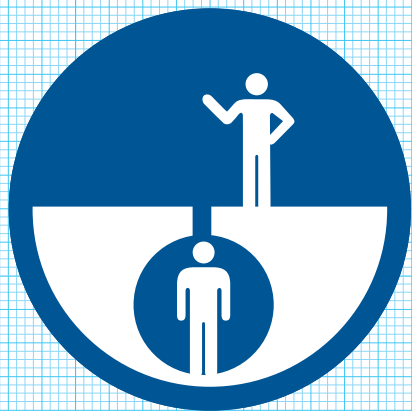
- Obtain authorization from the supervisor or person in charge before overriding or disabling safety-critical equipment

If you are the supervisor or person in charge of the work you should:

- Point out the safety-critical equipment in your work place.
- Confirm the authorization comes from the right level
- Apply MOC (Management of Change) to ensure proper assessment, control and record of the overriding as appropriate

14.

Confined space



Obtain authorization before entering
a confined space

Applications:

A confined space, such as a vessel, tank or pipe can contain explosive and/or toxic gas, or other dangers such as a lack of oxygen and objects that can fall on you. Authorized access keeps you safe.

You should:

- Confirm with the Supervisor or the Person in Charge of the work that it is safe to start work.
- Confirm with the standby man that you can enter a confined space
- Follow requirements of the Work Permit

If you are the stand by man you should:

- Approve and control access to a confined space
- Have means of communication with people in the confined space
- Keep monitoring persons working in the confined space and be ready to response/rescue as soon as required

If you are the Supervisor or Person in Charge of the work you should:

- Confirm that the requirements of the Work Permit are in place
- Confirm that a qualified stand by man is always present when people are in a confined space
- Confirm that gas testing is carried out as per the Work Permit
- Confirm that it is safe to start work

15.

Gas tests



Conduct gas tests when required

Applications:

Air is tested to stop explosions and/or make sure you can breathe the air safely.

You should:

- Confirm with the supervisor or the person in charge of the work that the air is tested
- Confirm with the supervisor or the person in charge of the work it is safe to start work
- Stop work if you smell gas

If you are a gas tester you should:

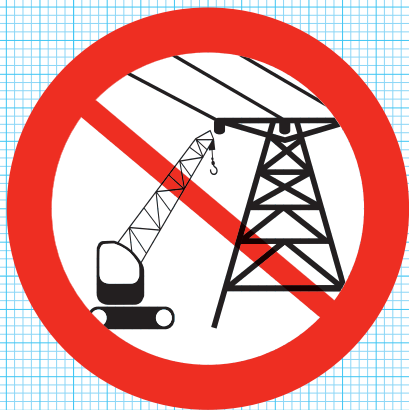
- Understand which tests the work permit requires and how often
- Use certified equipment for the tests

If you are the supervisor or person in charge of the work you should:

- Confirm that gas testing is carried out as per work permit
- Request more gas tests if necessary
- Confirm that it is safe to start work

16.

Do not work near overhead electric power lines



Do not work under or near overhead electric
power lines

Applications:

Working with equipment immediately under or near overhead lines is unsafe as an electrical current or flashover can kill you. Maintain adequate distance to keep you safe.

Be aware that a flashover can happen if you work within the clearance distance (e.g. 7 meters for a 275kV line), even if you do not touch an overhead line.

You should:

- Never work with equipment under or near overhead lines unless authorized to do so by your supervisor

If you are the supervisor or person in charge of the work you should:

- Not allow work under or near overhead lines unless precautions have been taken. Examples of precautions: power lines are electrically switched off/isolated; work is outside the unsafe/clearance distance; barriers are set to mark the clearance distance; and/or safe passageways are created
- Not allow equipment (e.g. cranes, tipping trucks, ground moving equipment, mobile weather towers) within the clearance distance of the overhead power lines
- Confirm that the correct precautions have been taken and that it is safe to start work

17.

Authorization before excavation



Obtain authorization before starting
excavation activities

Applications:

Obtain authorization before starting excavation activities.

Excavation activities may contain hazards such as electrical cables, confined space, collapse of walls or excavated material.

Check that it is safe to start work.

An excavation is any man-made cut, cavity, trench, or depression, formed by earth removal (e.g. digging).

You should:

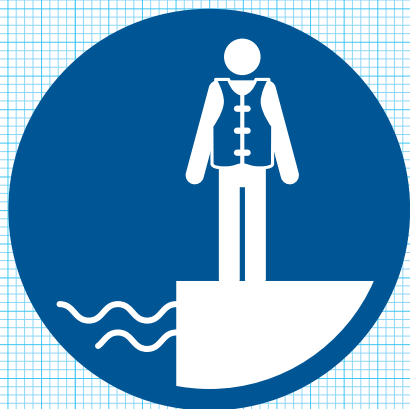
- Confirm with the supervisor or person in charge that it is safe to start work
- Follow applicable work permit requirements
- Stop work and notify your supervisor if anything unexpected happens

If you are the supervisor or person in charge of the work you should confirm:

- All work permit requirements are in place (e.g. confined space, isolation)
- Barriers and signs are in place to restrict access to excavation sites
- A work site risk assessment has been conducted by a competent person(s) including: identified hazards e.g. cable/pipeline route marking; soil classification and testing
- Soil movement is controlled to prevent collapse (e.g. shoring, sloping, soil placement)
- Ground stability is inspected before work and after adverse weather conditions
- An emergency response plan is in place

18.

Personal flotation device



**Wear a personal flotation device
when required**

Applications:

Personal flotation devices should always be worn when there is a danger of falling into water. When working near or on water, wearing a personal flotation device (e.g. life jackets or buoyancy aids) protects you from drowning.

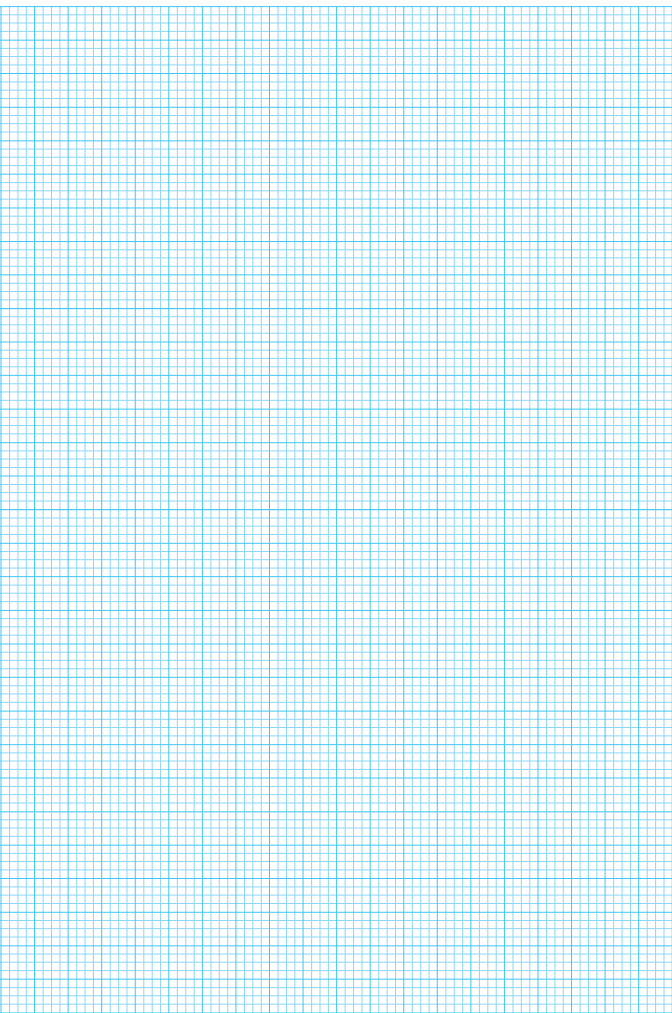
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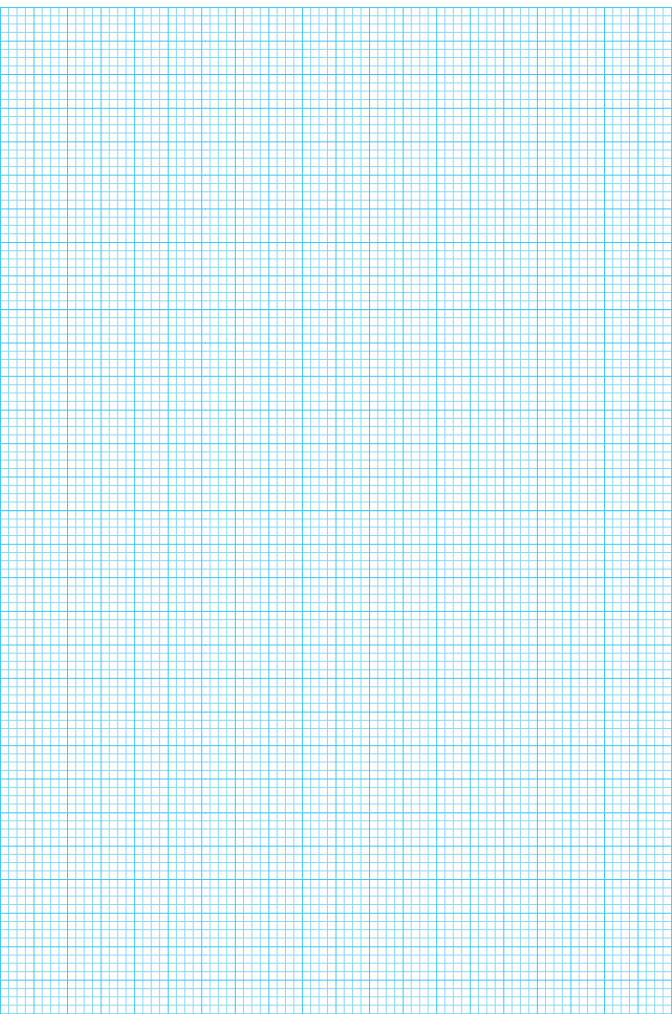
- Understand when it is required to wear a personal flotation device
- Always wear a personal flotation device when required
- Wear the personal flotation device properly and as intended (i.e. correct size, tied where required, etc.)
- Check whether the personal flotation device is working properly and not damaged before use

If you are the supervisor or person in charge of the work you should:

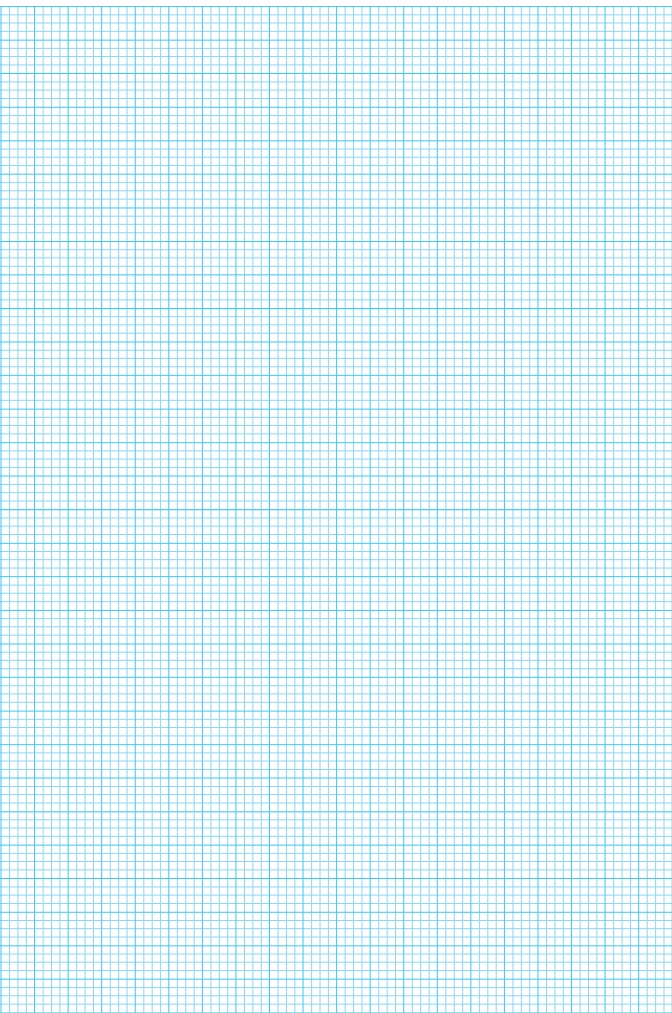
- Based on a risk assessment, confirm when and where a personal flotation device must be used and ensure your team is aware of this
- Ensure that personal flotation devices are regularly inspected

Note:





Note:





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