LIFTING OPERATIONS

We will only carry out lifting operations when:

- the lift is properly planned and assessed with the lift method and equipment approved and determined by a competent person;
- a risk assessment has been completed;
- the potential for falling objects and the extent of the exclusion zone has been correctly identified and risks mitigated;
- operators of lifting devices (mechanical or powered) are confirmed as competent and certified for use of the equipment;
- equipment is certified for use and is subjected to the correct recorded inspections;
- loads are rigged by competent and certified personnel;
- communication methods are agreed and tested.
DRIVING SAFETY

We will only operate vehicles or mobile equipment/plant when:

- the vehicle is inspected, certified and confirmed to be in safe working order;
- passenger numbers do not exceed the manufacturer’s design specification;
- loads are properly secured, do not exceed design specifications, and do not interfere with the driver’s or operator’s vision;
- seat belts are worn, where fitted;
- suitable head protection is worn by the operator and passengers of bicycles, motorcycles and similar vehicles.

Drivers must be:

- qualified;
- confirmed as trained, competent (licensed as required) and medically fit to operate the vehicle/equipment;
- aware of local rules and regulations.

Drivers must NOT:

- be under the influence of alcohol or drugs;
- use mobile phones whilst driving.
MANAGEMENT OF CHANGE

We will only complete authorised work. Work arising from change will only be initiated when:

- the change has been fully identified, documented and the responsible people informed;
- the correct Management of Change process is initiated and completed including:
  - completion of a full risk assessment;
  - assessment of impact upon personnel, equipment, operations, schedule and cost;
  - identification of additional resource and training requirements;
- the change has been authorised and included in the work plan by the person(s) responsible;
- all personnel involved/affected in the change are engaged, informed and their understanding confirmed.
ENERGY ISOLATION

We will only work on equipment, plant or systems involving energy sources (electrical, mechanical, pneumatic, hydraulic and process media) when:

- we have received authorisation to work on live process equipment and have all control documentation in place;
- the method for the isolation, de-isolation and release of stored energy is agreed, documented and carried out by a competent person(s);
- all stored energy has been verified as discharged;
- the appropriate, documented procedure for system lock-out and tagging has been utilised and confirmed as approved;
- a test is conducted to confirm that isolation is in place and has been effective;
- isolation is monitored according to the required procedure to ensure integrity and effectiveness;
- a documented system is in place to ensure communication of isolations between workgroups, shift changes and on completion of workscope.
CONFINED SPACE ENTRY

We will only conduct confined space entry when:

- all other options have been ruled out;
- the work is controlled by a permit and a confined space entry certificate is authorised by a responsible person;
- testing of the atmosphere has been conducted, verified and is repeated according to the confined space entry certificate and risk assessment;
- all persons involved are trained and are documented as competent for confined space entry;
- an emergency response and rescue plan is in place and has been tested;
- all sources of energy (including gases, liquids and free flowing media) have been isolated and confirmed before entry;
there is an adequate supply of breathable air with the correct number of air movers in place and, where required, the correct breathing apparatus is in place, checked and worn by trained personnel;

there is adequate lighting in place for the environment;

work party entry and exit is controlled;

a trained standby person is in place at all times and has direct communication with entry personnel and emergency response personnel;

testing of breathing air quality is undertaken at commencement or after any change;

all safety checks carried out on vessel internals and furniture are completed and risk assessed on entry.
CONTROL OF WORK

We will only carry out work when:

- a permit or authorised work instruction is obtained and authorised by a responsible person;
- all hazards have been identified and all risks assessed with the required controls in place;
- the impact of other workscopes, operations or simultaneous activities, is assessed and controls are in place;
- a personal risk assessment is completed by every individual;
- the scope of work is clearly defined (work pack, job cards, work instruction), authorised and communicated to everyone involved via a pre-work toolbox talk;
- supervision confirms understanding of the workscope and assigned tasks for each member of his or her team;
- the work is properly supervised at all times;
- all personnel are informed, competent and have the necessary documented skills to complete the assigned tasks;
- all equipment is inspected prior to use, is fit for purpose and only used in line with manufacturer’s instructions;
- risks are re-assessed following an authorised change.
WORKING AT HEIGHTS

We will only carry out work at height when:

- an approved, fixed and guarded platform is available;
- those involved in work at height are trained and competent;
- all work at height is properly planned and organised;
- a rescue plan and the means to recover a fallen or suspended person are in place;
- equipment for work at height is appropriately inspected prior to use;
- the certified fall arrest equipment being used has:
  - been suitably anchored, preferably overhead;
  - an approved full body harness and connections;
- the risks of falling objects are properly controlled (ie dropped object sweep and all tools/equipment are secured);
- all work at height takes account of weather conditions.
INTERVENTION

We support, welcome and encourage interventions from ALL employees. Please support REACH by:

- constructively challenging any unsafe conditions or behaviour immediately;
- accepting intervention and challenge without being defensive;
- promptly reporting all incidents, including all near misses;
- contributing to team and client discussions;
- supporting team members;
- providing recognition where appropriate;
- ensuring that you have the competency to complete the job;
- stopping unsafe work and seeking advice.

Let’s become safer, **together**.