



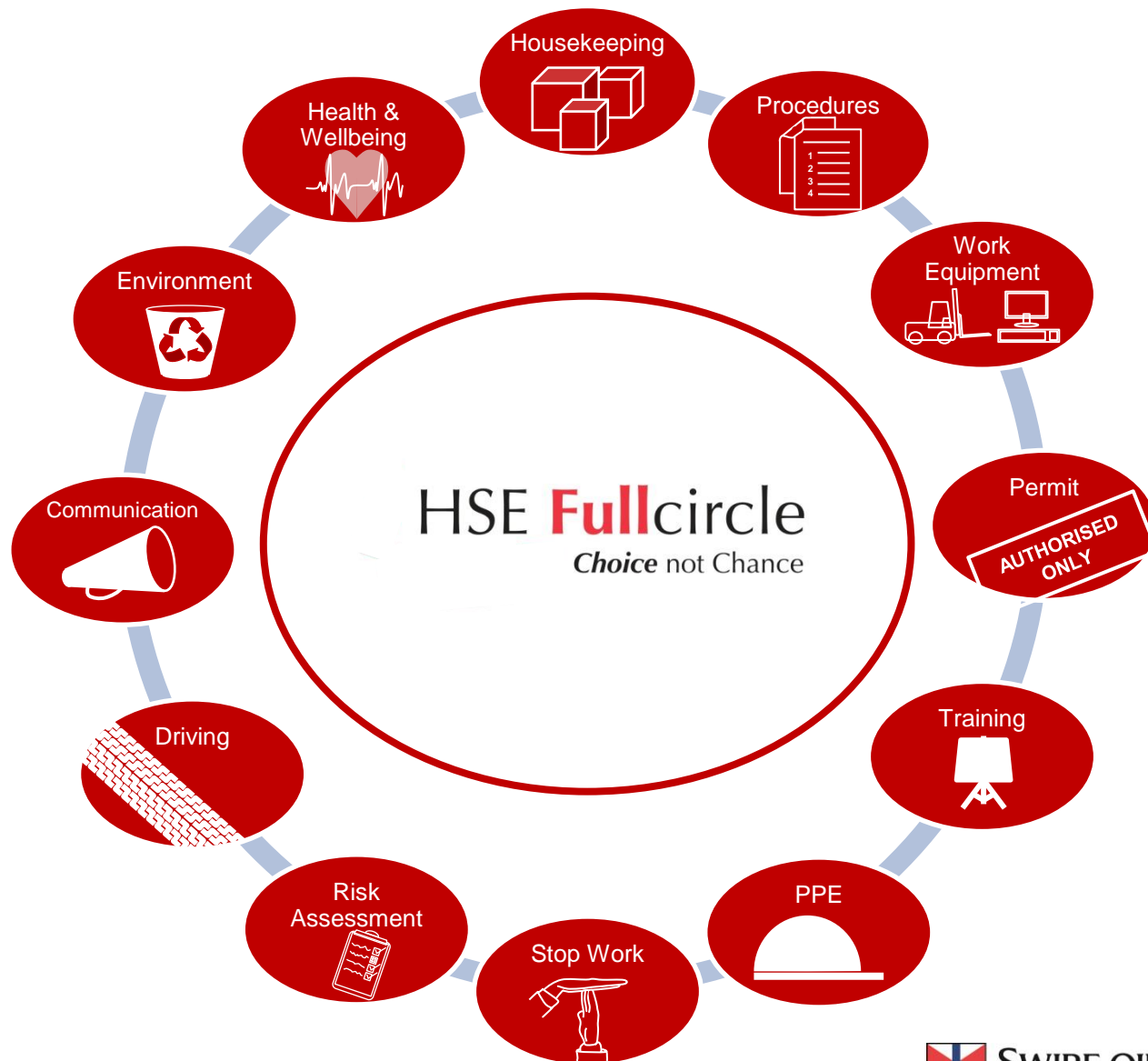
12 Golden Rules

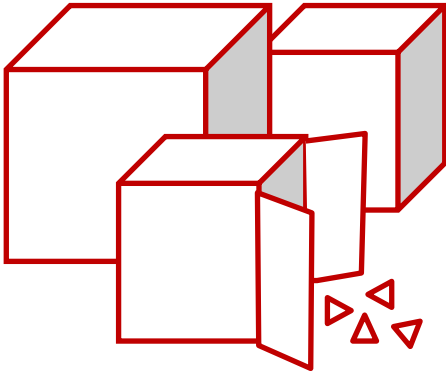
Introduction

A series of thin, curved red lines originate from the bottom left and fan out towards the right side of the slide, creating a dynamic, flowing background element.

 **SWIRE OILFIELD SERVICES**

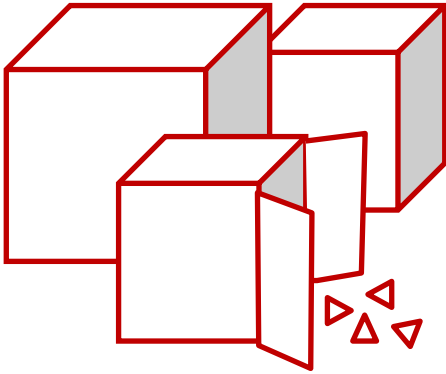
RELIABLY **DYNAMIC**





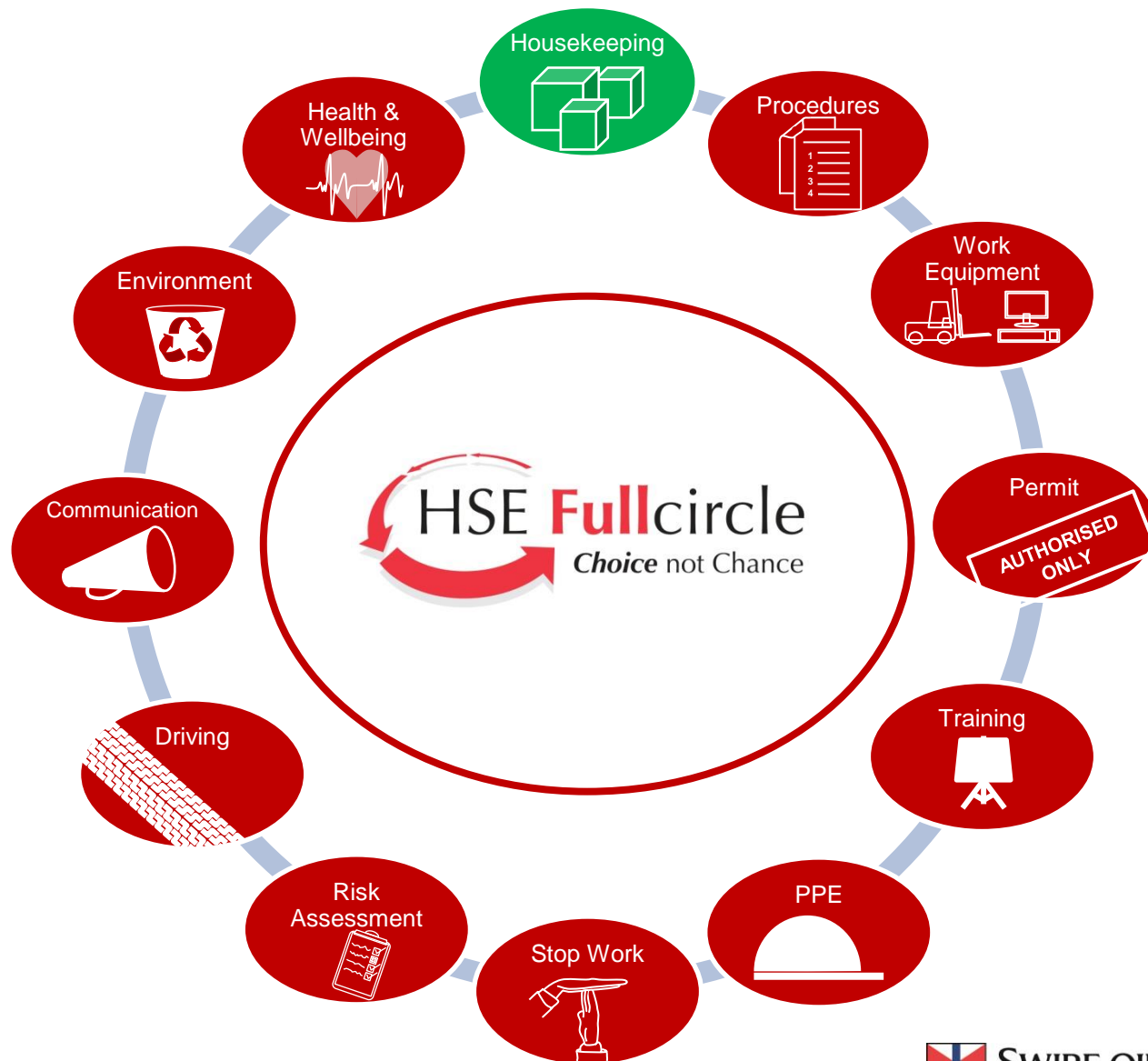
Housekeeping

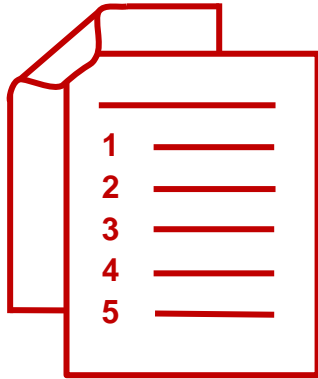
I will keep my workplace clean, tidy and safe at all times.



Housekeeping

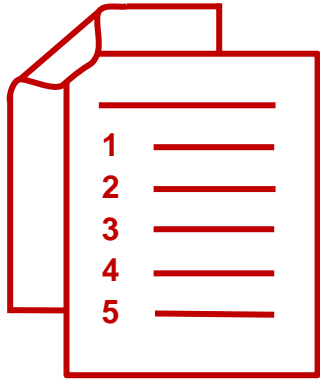
- Keep the workplace clean and tidy at all times.
- Clean up spills immediately with the appropriate spill kit.
- Remove tools, equipment, cables and other items from floor areas.





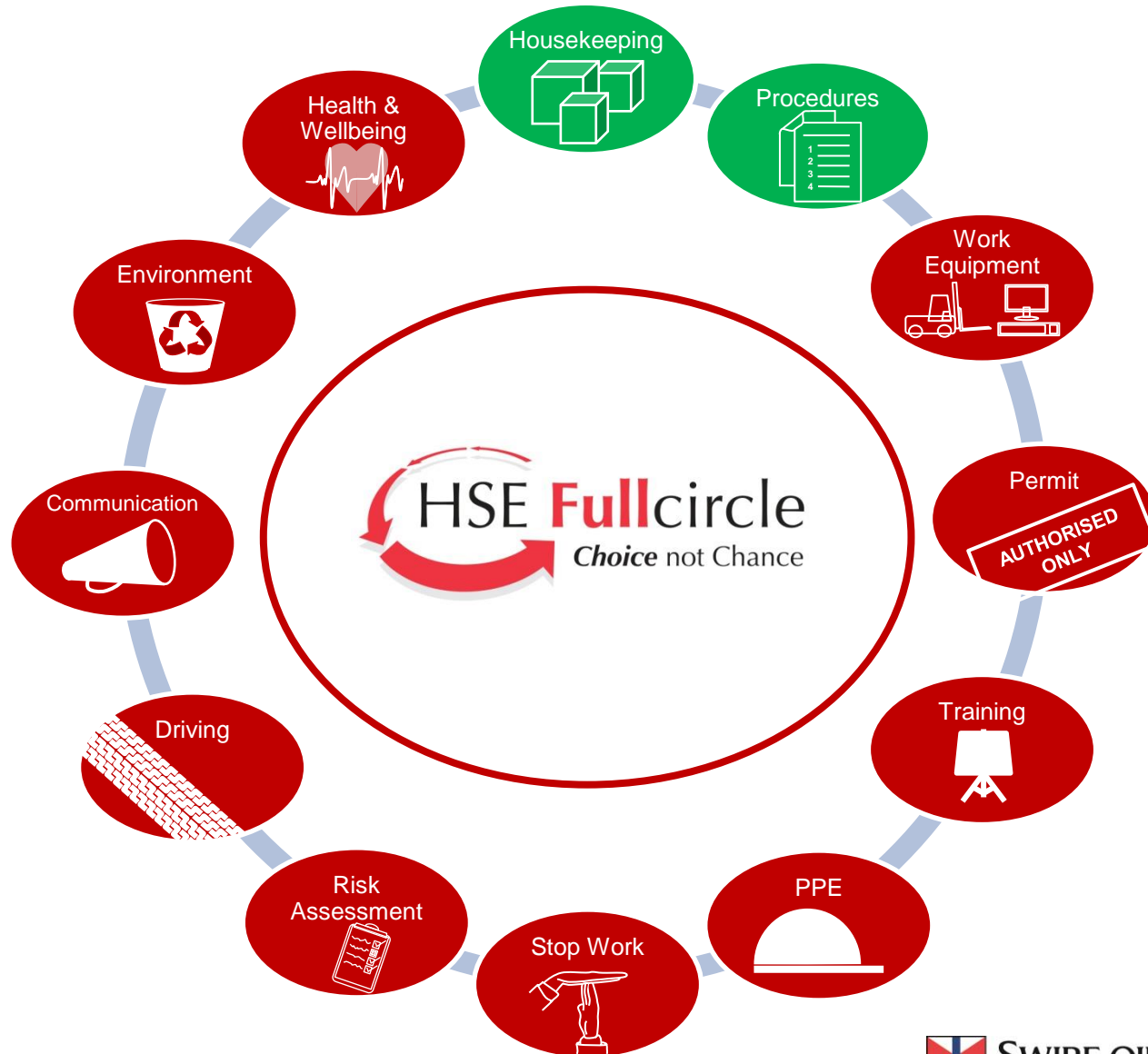
Procedures

I will follow the correct procedures and instructions for all tasks.



Procedures

- Ensure all employees are given a written procedure to carry out the task.
- Procedures should be followed as closely as possible.
- Deviation from written procedures requires work to stop and new procedures drawn-up.





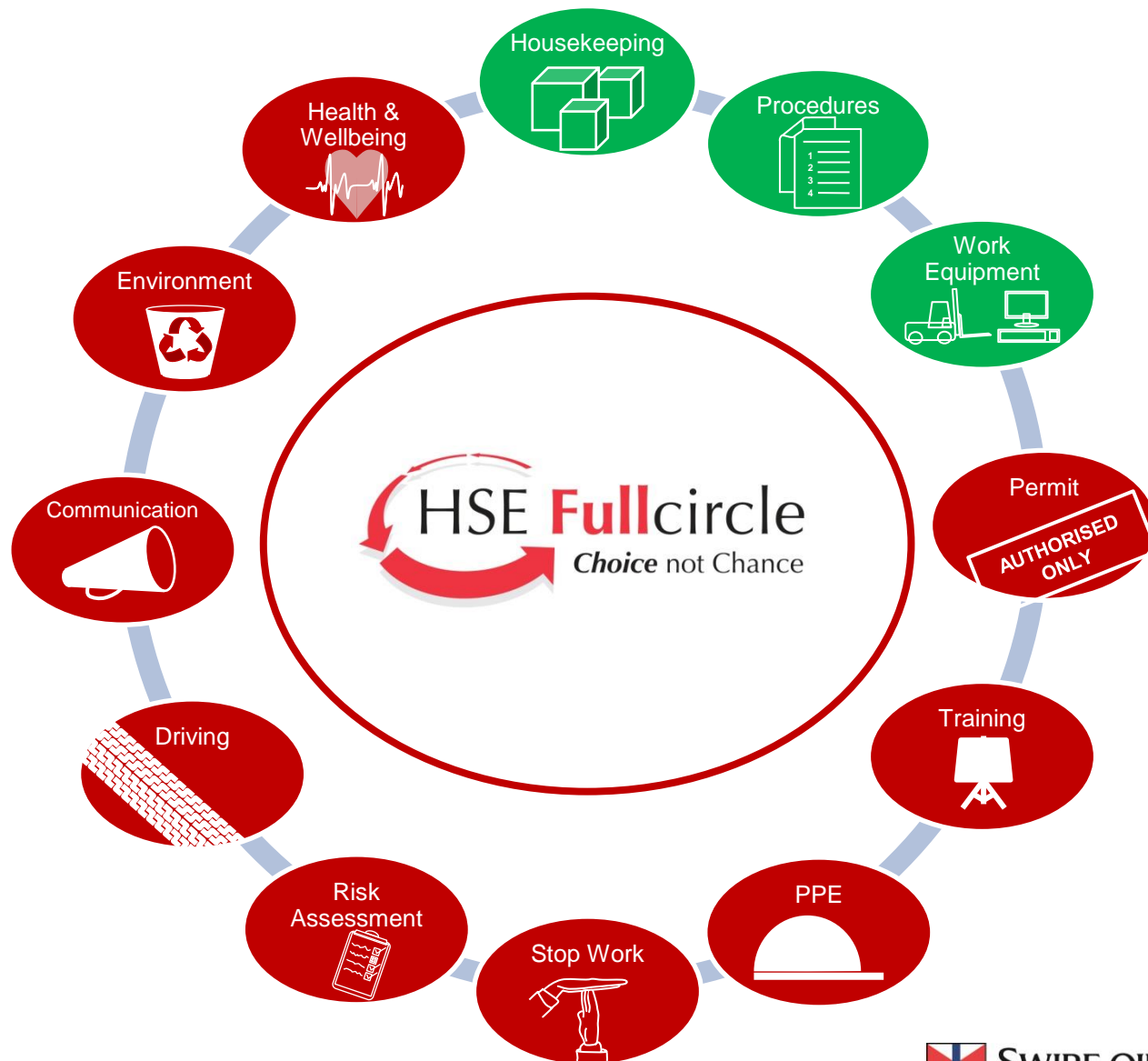
Work Equipment

I will ensure that I use the correct tool for each job and keep all tools and equipment in good working order.



Work Equipment

- Inspect all plant and equipment to ensure it's mechanically and electrically safe.
- Determine, before use, that plant or equipment is correct for the task.
- If required, ensure tools are calibrated.
- Ensure lifting equipment is tested annually.
- Ensure personnel lifting equipment is inspected six monthly.





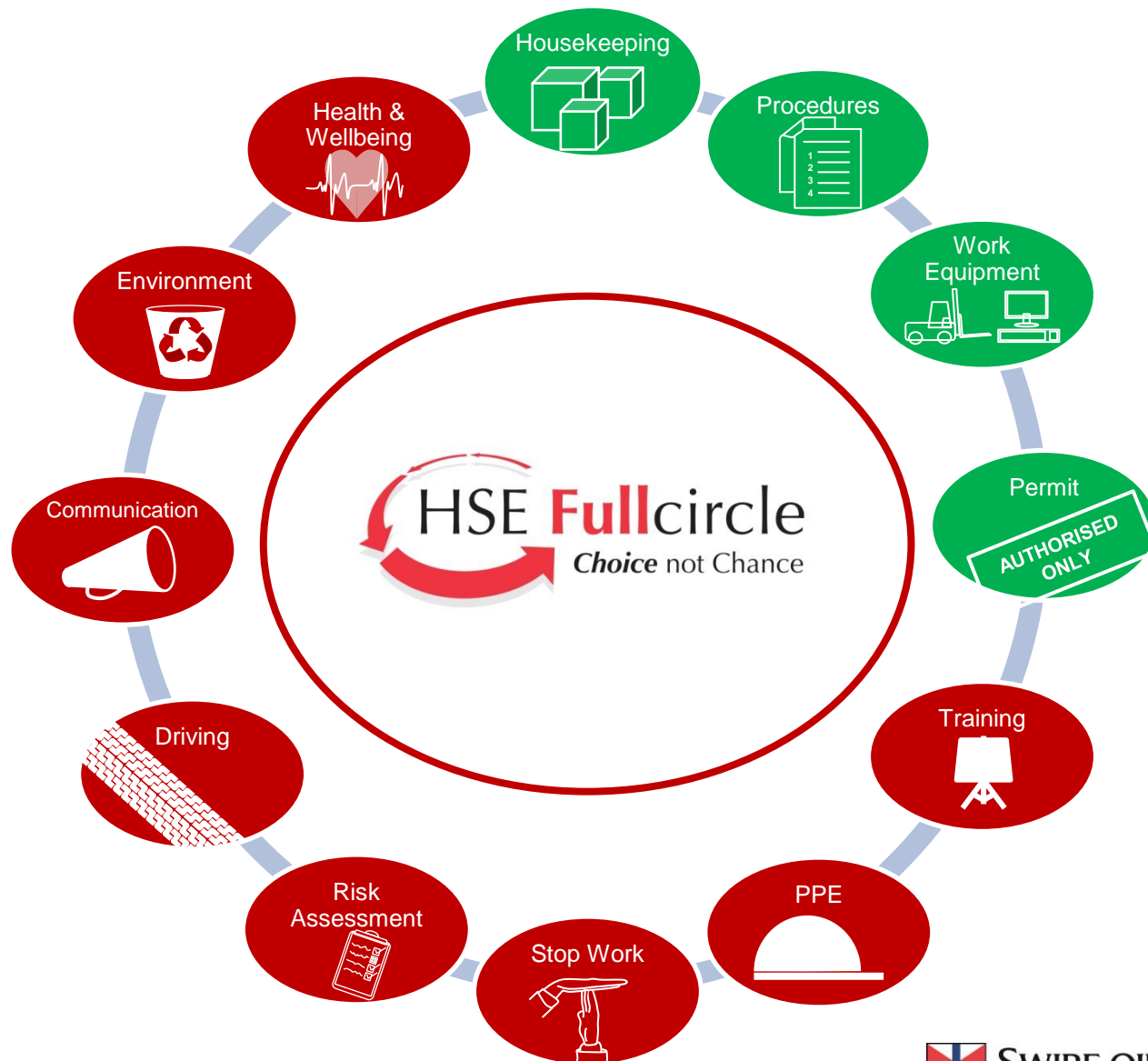
Permit

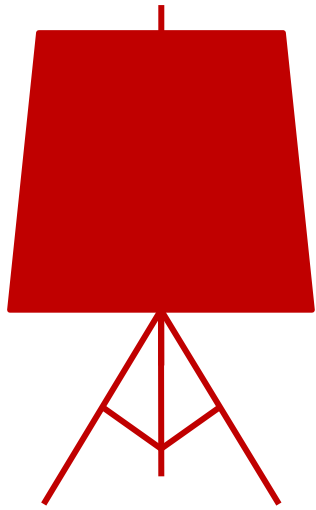
I will ensure I have the correct work permit.



Permit

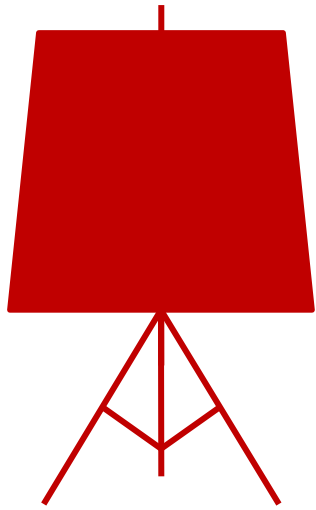
- If task is deemed hazardous or dangerous use a permit to work system
- Work such as confined space, hot works, electrical work, work at height, pressure testing or any other potentially high risk operation should be monitored and controlled with a Permit to Work system.





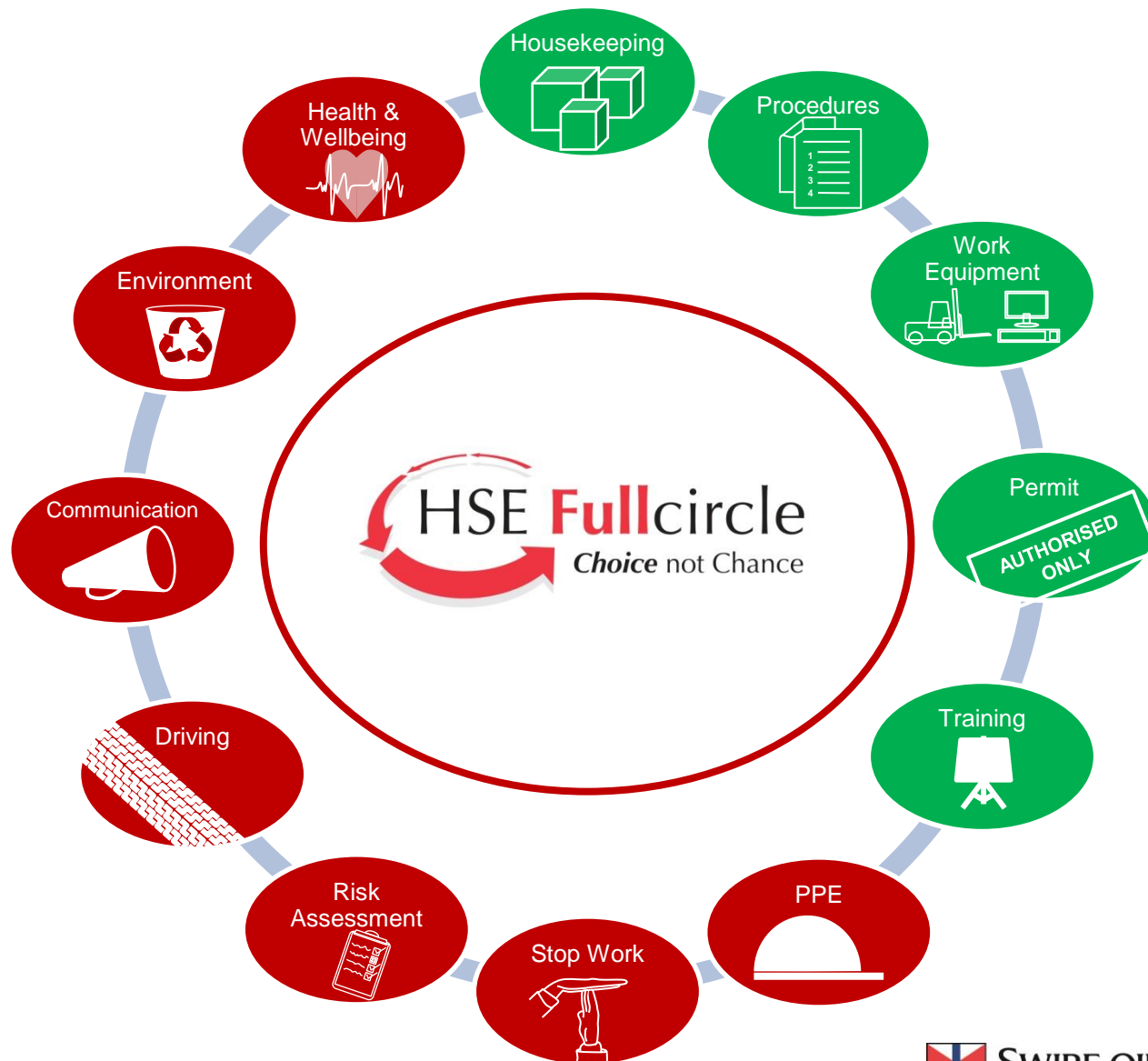
Training

I will ensure I am trained for each work task.



Training

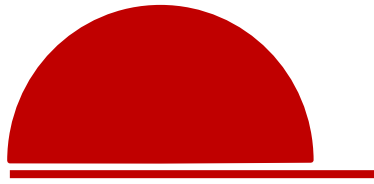
- Ensure employees are trained and competent to carry out the task.
- Record training, ensuring certificates are issued.
- Monitor expiring dates of certificates, preferably, electronically.





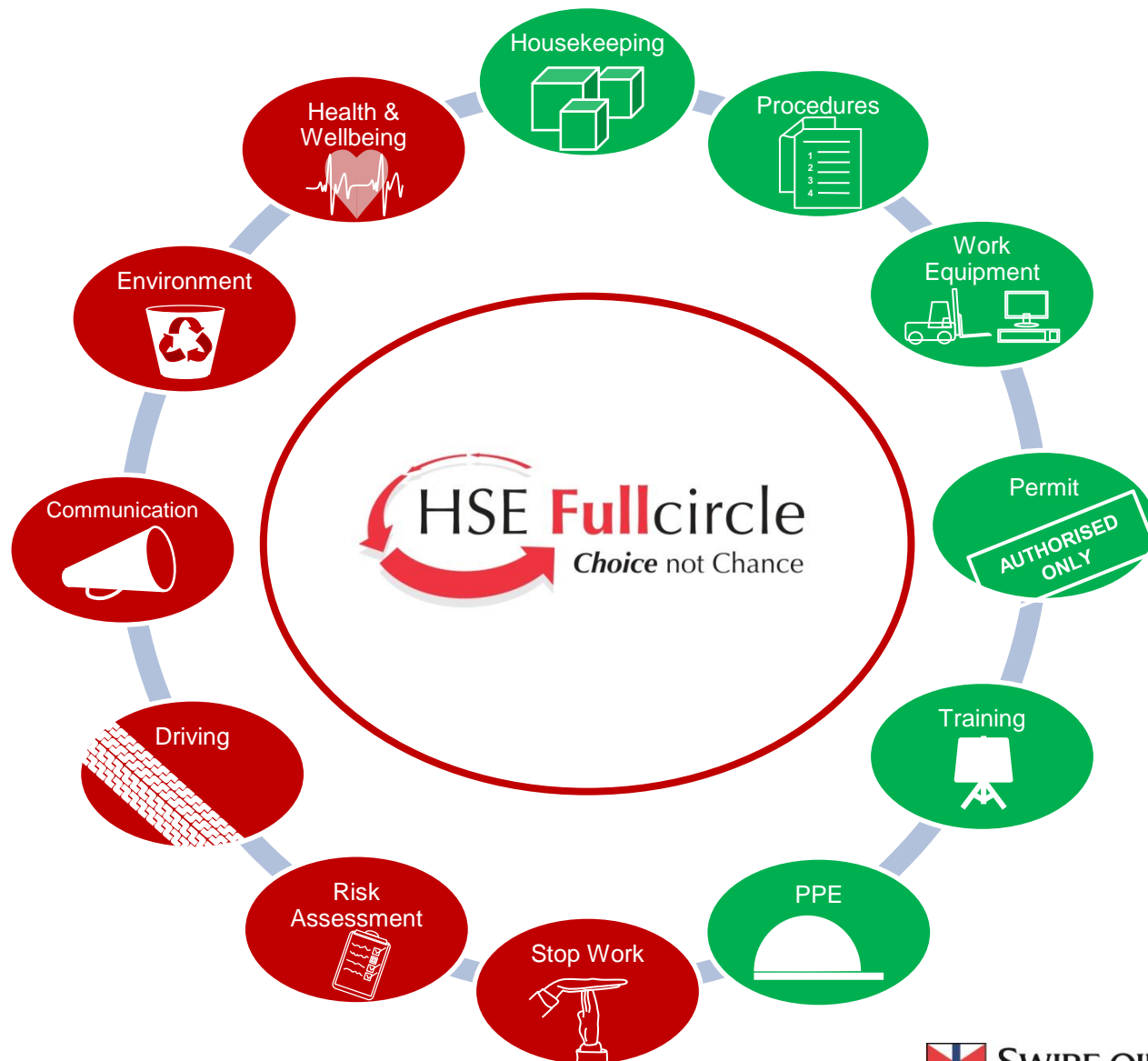
PPE

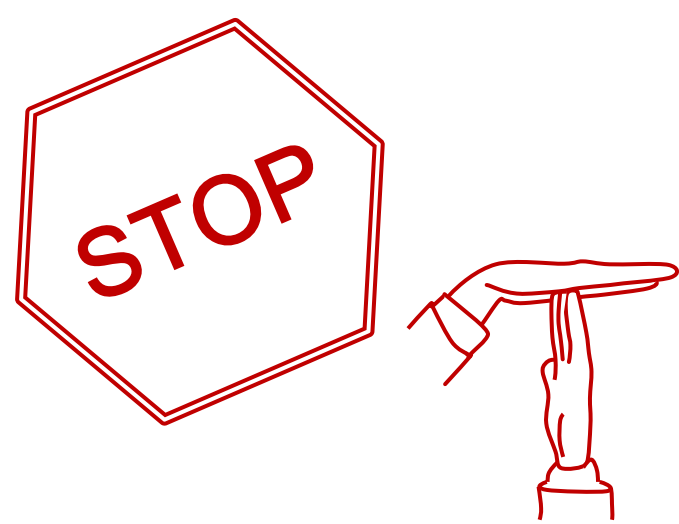
I will wear the correct PPE.



PPE

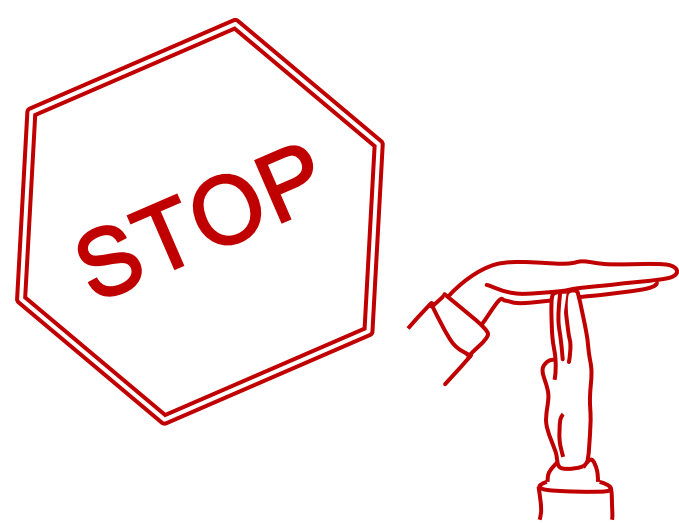
- Issue PPE, when required, to all employees, free of charge.
- Obtain signatures from employees as proof of issue.
- Ensure external examiner inspects harnesses and fall arrest equipment every six months.
- Ensure harnesses and fall arrest equipment are inspected by the user before use.





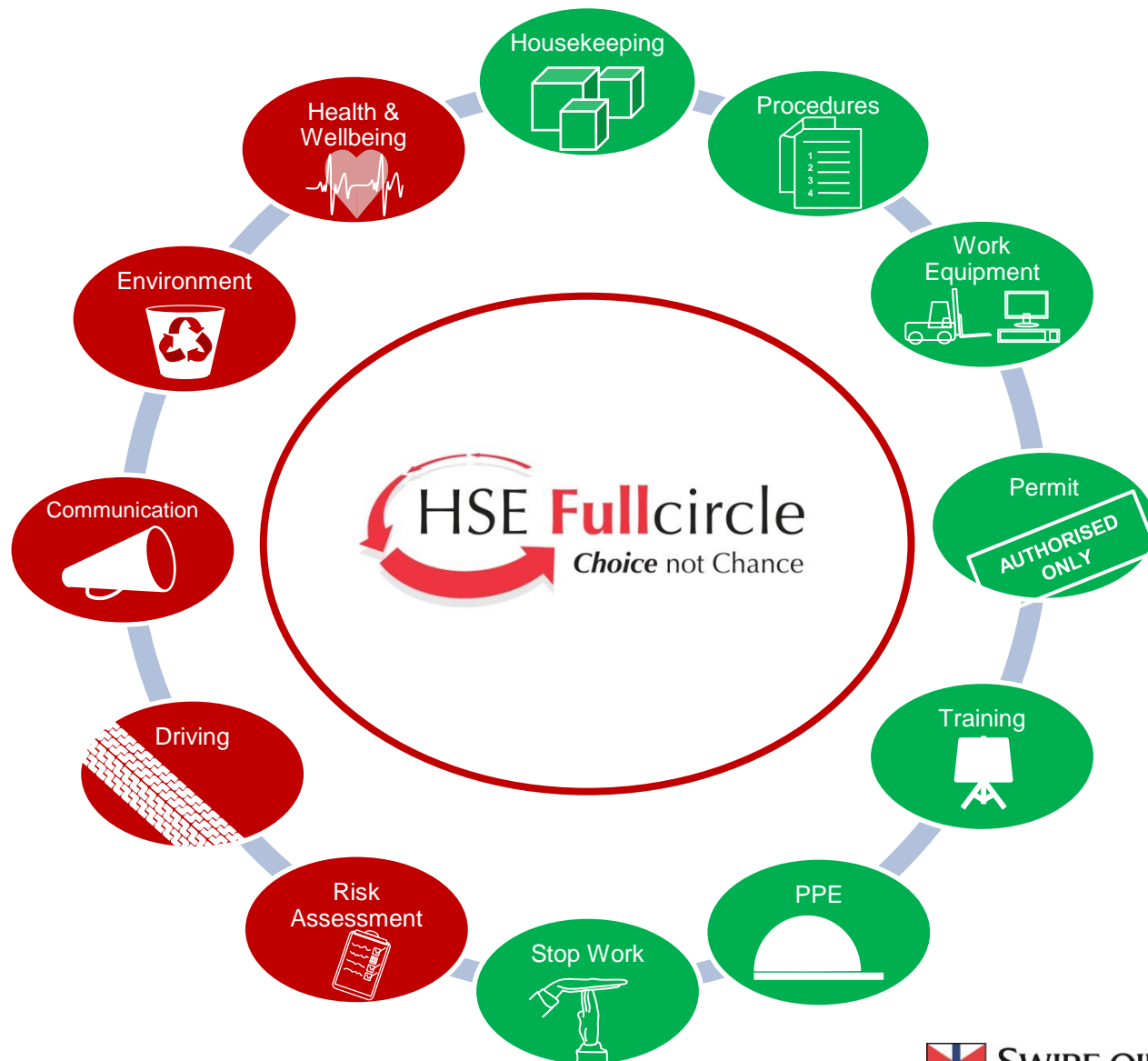
Stop Work

I will challenge and stop unsafe acts and behaviours.



Stop Work

- Ensure all employees know they have the power to challenge and stop unsafe behaviours and acts.
- Ensure employees know they have the right to stop work if they feel unsafe.
- Ensure employees know they can stop a fellow worker or subcontractor carrying out an unsafe act.





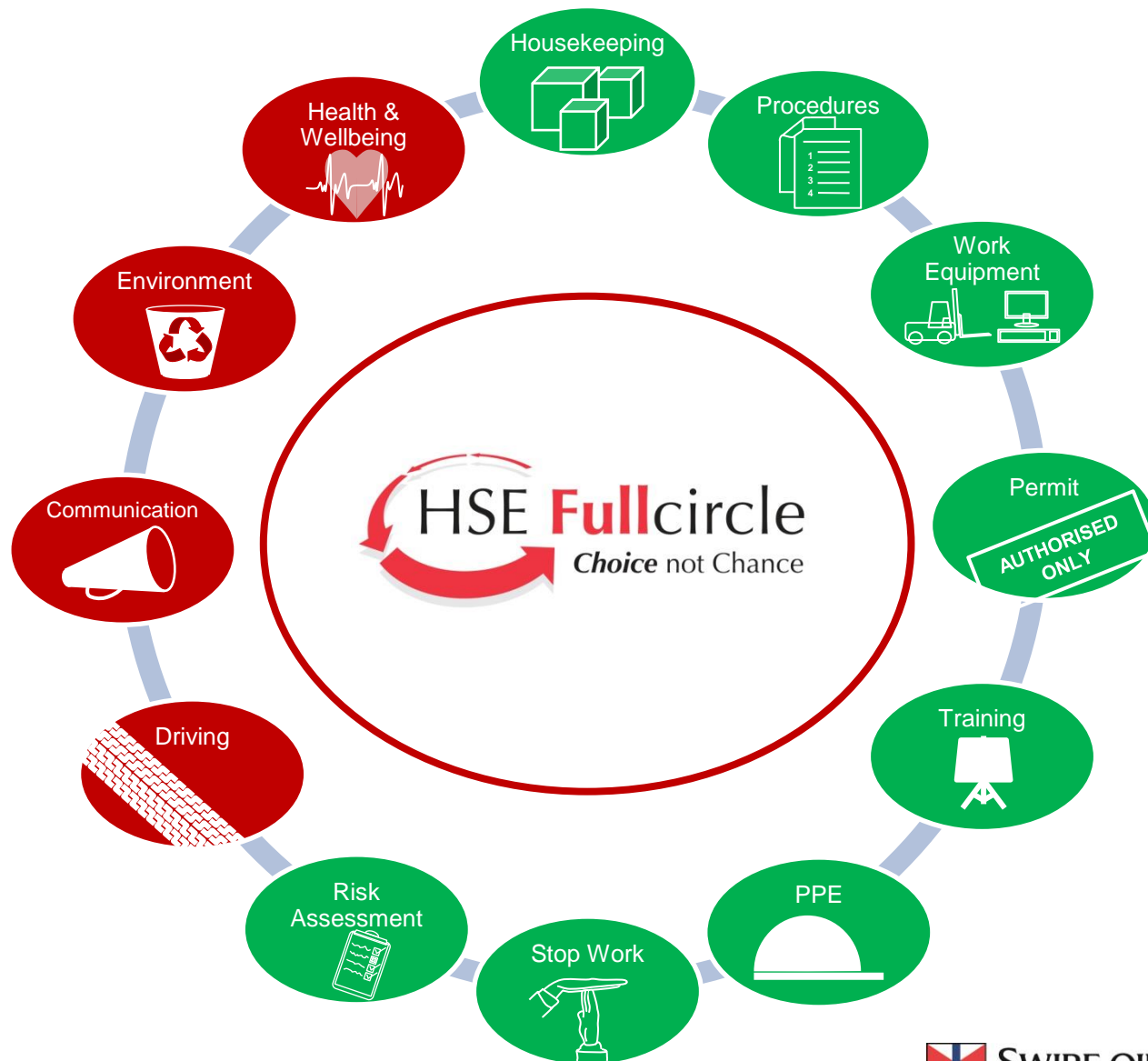
Risk Assessment

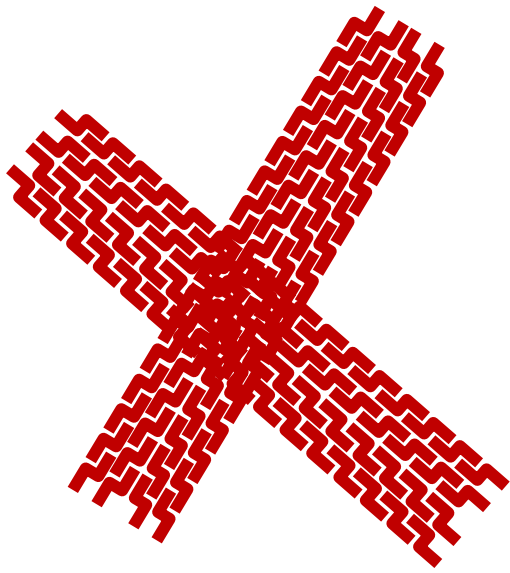
I will ensure I have read, understood and signed the risk assessments for all tasks I perform.



Risk Assessment

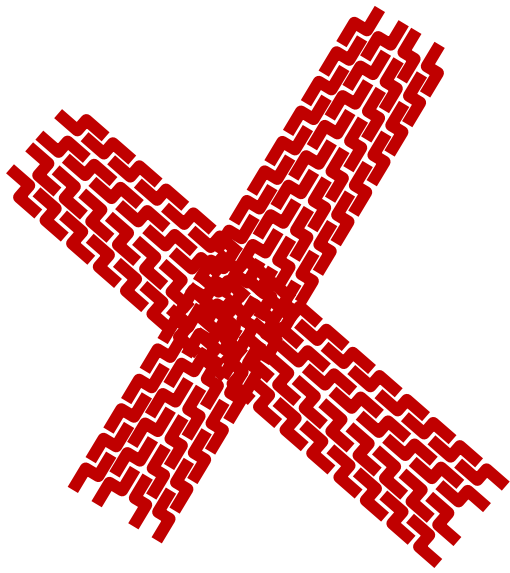
- Ensure all tasks are risk assessed.
- Ensure risk assessments are communicated to all employees.
- Ensure all employees sign risk assessments as proof of understanding and risk acceptance.





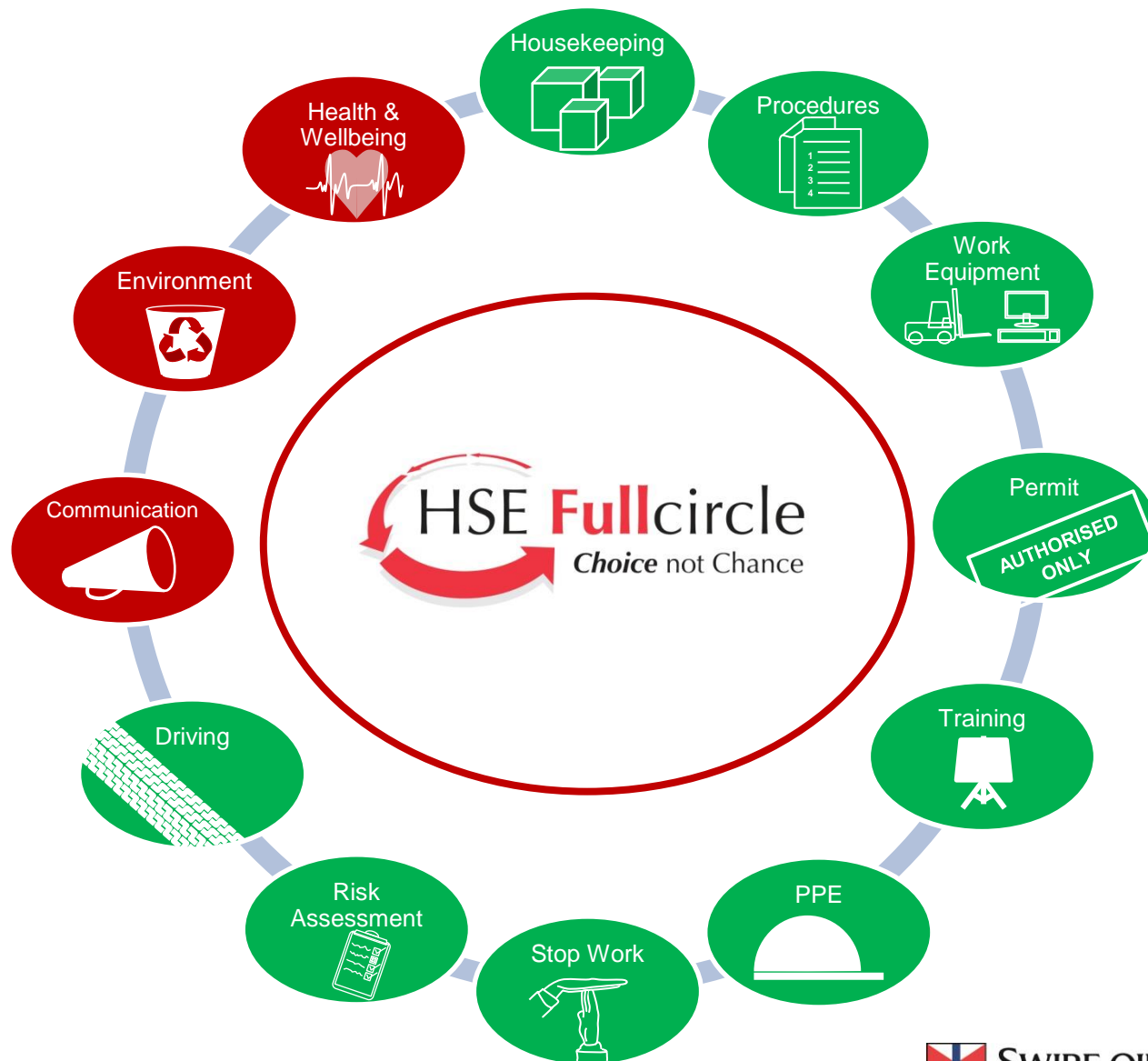
Driving

I will ensure I drive vehicles and forklifts safely.



Driving

- Ensure employees driving skills are appropriate for the business needs.
- Check all driving licences for the type of vehicle being used on company business.
- Ensure training certificate are obtained for vehicles such as forklifts.
- Discourage driving excessive distances.





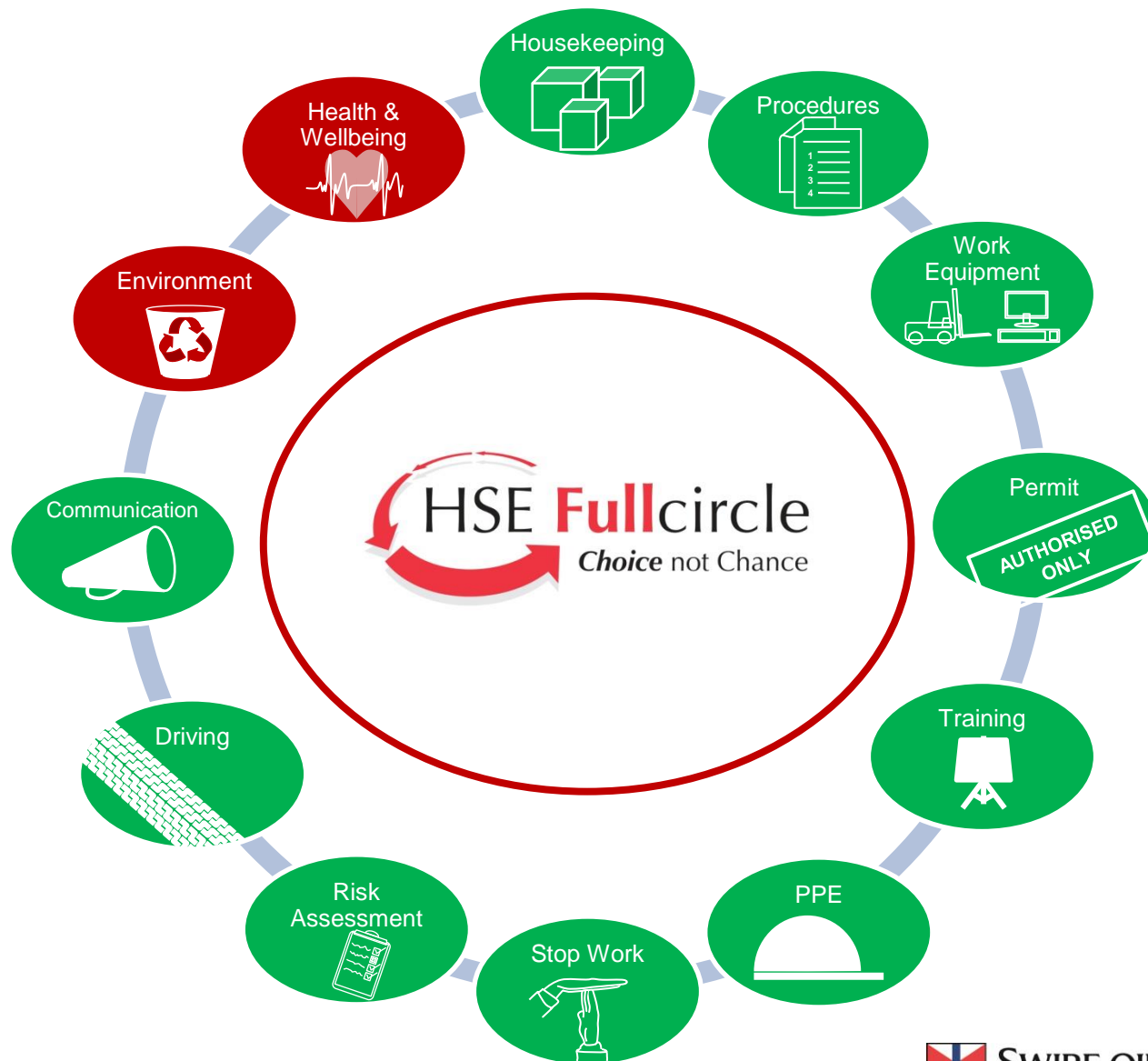
Communication

I will communicate actively on all safety matters.



Communication

- Undertake communication on safety matters with all employees.
- Document all communication on safety.
- Encourage formal and informal discussions on safety.





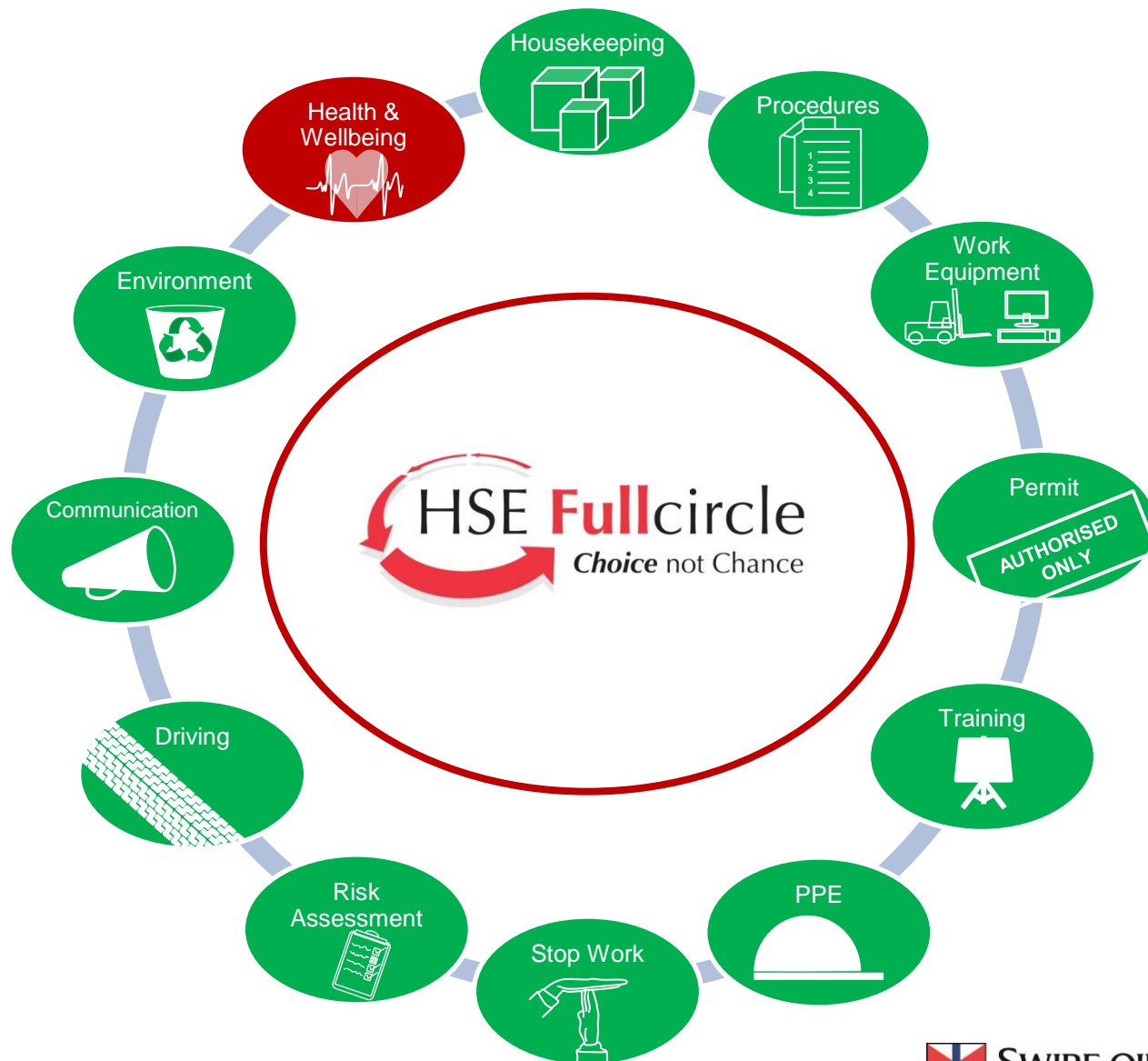
Environment

I will ensure I take measures to
reduce harm to the environment.



Environment

- Set achievable sustainable objectives.
- Encourage recycling initiatives throughout the workforce.
- Recycle paper, plastic, cardboard, cans, toner cartridges, electrical items, oils, food waste and glass.
- Switch off lights when not required.
- Don't waste water.
- Discourage travelling long road distances to reduce fuel usage.





Health and Wellbeing

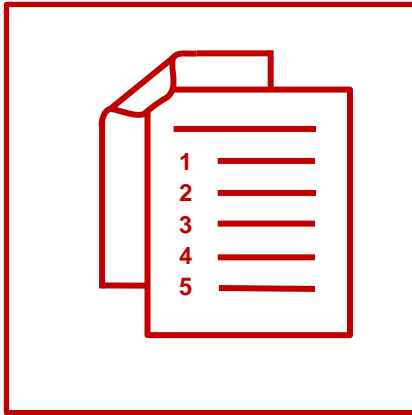
I will ensure I positively contribute to my health and wellbeing.



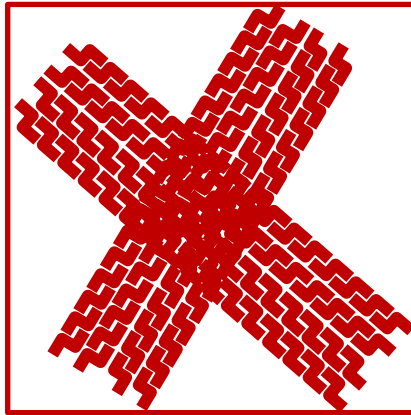
Health and Wellbeing

- All premises should be free from risks that will cause harm to employees.
- Risks such as noise, dusts, radiation and vibrating equipment, should be monitored and reduced.
- Carry out site inspections regularly and document these.
- Communicate findings from inspections to the workforce.
- Ensure employees are instructed to stop work if tasks are detrimental to their health.

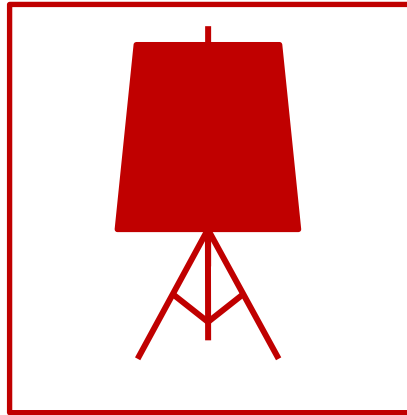
Procedures



Driving



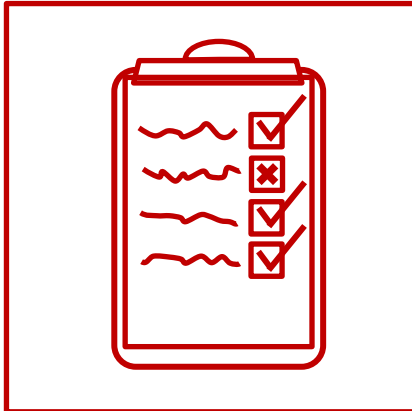
Training



Work Equipment



Risk Assessments



Permits



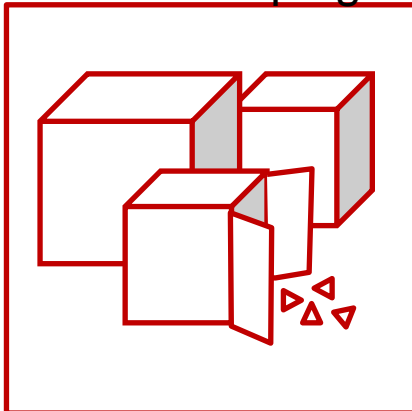
Health and Wellbeing



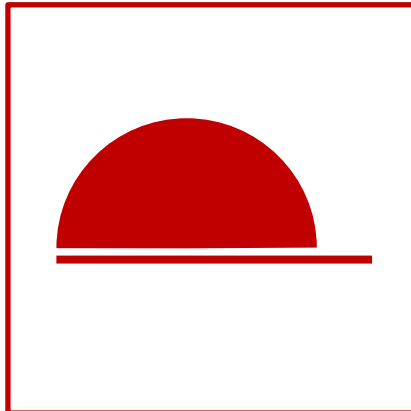
Stop Work



Housekeeping



PPE



Communication



Environment

