12 Golden Rules

Introduction
Driving Training Housekeeping Permit PPE Stop Work Health & Wellbeing Communication Work Equipment Environment Risk Assessment Procedures PPE
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.
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.
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.
• 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.
• Undertake communication on safety matters with all employees.
• Document all communication on safety.
• Encourage formal and informal discussions on safety.
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Drive
Health & Wellbeing
Environment
Communication
Training

HSE Fullcircle
Choice not Chance

SWIRE OILFIELD SERVICES
RELIABLY DYNAMIC
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.