

RULES TO

GET HOME SAFE



These safety rules, policies and procedures are intended to protect and keep you safe.



At Swire Pacific Offshore (SPO), safety must always come first. We aim to achieve Zero Harm and the safety of our people must underpin everything we do. When SPO people fail to get home safe, we have all failed.

As part of our ongoing efforts to strengthen the safety culture in SPO, we have devised SPO's seven rules to *Get Home Safe*. These safety rules, policies and procedures are put in place to protect and keep you safe. Take the time to familiarise yourself with these rules.

We strive for a work culture where everyone takes ownership and responsibility for their own safety and the safety of those around them. Remember, you are empowered to STOP WORK if you see something unsafe and the Company will be fully supportive of your decision. Be vigilant at all times, follow safety procedures and adhere to these rules so that you and your colleagues will all always *Get Home Safe*.

Peter Langslow
Managing Director

A handwritten signature in blue ink, appearing to read 'Peter Langslow', written in a cursive style.

Get Home Safe Rules

The *Get Home Safe* rules provide guidance for all employees of Swire Pacific Offshore (SPO) who carry out, or are responsible for, activities with particular potential to cause serious injuries or accidents, especially fatalities. The *Get Home Safe* rules remind everyone of key safety requirements intended to keep all employees safe. **They must be followed and adhered to at all times.**



Risk Assessment



Permit to Work



System Isolation



Lifting



Driving



Confined Spaces



Management of Change

Get Home Safe Rule Risk Assessment



Complete a Toolbox Talk
(TBT) and risk assessment
for every workplace activity.

Risk Assessment



- Minimum of three persons shall complete the risk assessment
- Inspect the worksite to identify reasonably foreseeable hazards
- Persons who execute the activity must complete the Toolbox Talk (TBT)
- Implement control measures to mitigate risk as per the hierarchy of control measures
- Monitor the effectiveness of the control measures

For more information, refer to:
Risk Assessment and Hazard Register

Get Home Safe Rule Permit to Work



Complete a permit to
work for all prescribed
high-risk activities.

Permit to Work



- Clearly define the work scope and state the location of work
- Ensure that a valid risk assessment is in place before obtaining approval
- Complete a Toolbox Talk (TBT); communicate control measures and potential conflicting activities
- Implement and continually monitor effectiveness of controls
- Reinstate work place/machinery/equipment and close the permit upon completion of work

For more information, refer to:
SMM Section 7
Permit to Work

Get Home Safe Rule System Isolation



Lock-out and tag-out (LOTO),
test and verify all systems are
safe prior to undertaking any
workplace activity.

System Isolation



- Ensure sequence for isolation and de-isolation are risk assessed and approved by an authorised person
- Isolate energy source(s); release stored energy, lock-out and tag-out (LOTO) isolation points
- Verify and test isolation(s) before starting work; periodically monitor the effectiveness of isolation(s)
- Communicate status of isolation(s) with Bridge/Engine Room and at watch hand-over
- Confirm removal of isolation(s), verify machinery/equipment status **before** reinstating sources of energy

For more information, refer to:
SMM Section 7
Lock-out and tag-out (LOTO)

Get Home Safe Rule

Lifting



Inspect the crane and lifting gear. Verify the competency of the persons involved and follow the approved lifting plan.

Lifting



- Ensure a valid risk assessment and an approved lift plan are in place
- Verify that all lifting and ancillary equipment are certified, inspected and in date
- Confirm the load is compatible with the safe working load of lifting and ancillary equipment
- Assign and clearly identify a designated banksman
- Prohibit unauthorised access; do not stand under a suspended load or between a suspended load and fixed objects

For more information, refer to:
SMM Section 10
Lifting Operation

Get Home Safe Rule

Driving



Always wear a seatbelt,
obey the speed limit and
never use a mobile phone.

Driving



- Ensure that the driver is qualified and well-rested
- Wear a seatbelt and obey the speed limit
- Do not use the mobile phone while driving
- Do not drive under the influence of alcohol, drugs and/or any other stimulants
- Follow a prescribed Journey Management Plan (as applicable)

For more information, refer to:
SMM Section 7
Driving

Get Home Safe Rule

Confined Spaces



Do not enter a confined space until isolation has been verified and atmosphere checked.

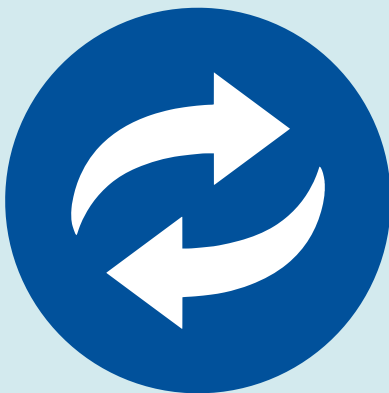
Confined Spaces



- Only consider tank entry when there are no other practical alternatives
- Ensure a valid risk assessment and an authorised permit to work are in place
- Verify isolation(s) and ventilate space
- Calibrate equipment; perform atmospheric checks and repeat as necessary
- Deploy rescue equipment; ensure that an emergency and rescue plan is in place
- Assign a dedicated standby person at point of entry; prohibit unauthorised access

For more information, refer to:
SMM Section 7
Entry into an Enclosed Space

Get Home Safe Rule Management of Change



Seek approval for any modification or change to process, procedure, the vessel and her installed equipment.

Management of Change



- Assess the impact of the proposed change using the risk assessment process
- Validate change request and seek appropriate approval
- Plan and implement the change within a specific timescale
- Communicate and verify effectiveness of the change
- Record the change and share lessons learnt (as required)

For more information, refer to:
Management of Change



Risk Assessment



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Driving



Confined Spaces



Management of Change

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