



# Life-Saving Rules Declaration Document

## **Notes for Supervisor:**

This document is to be used as an alternative method for your direct reports to confirm that they understand the 12 Life-Saving Rules and the consequences of breaking them. It is primarily intended for PDO staff without access to computers. (Those with access to computers should use the web-based declaration application to confirm their understanding.)

Print out this form and have the direct report sign and date each of the 13 numbered pages. All your direct reports should already have been briefed about the Life-Saving Rules by you. But if your direct report is new to the job, then you may well have to brief him or her beforehand. (You can use either the English or Arabic PowerPoint briefing pack, which can be downloaded from the Life-Saving Rules intranet webpage.)

The signed pages should be retained in your files for at least one year.

**Obtain a valid Permit to Work  
whenever required for the task at hand**



- PtW Applicant must visit the worksite when planning the task.
- The PtW Approver must also visit the worksite, when required by the PtW procedure.
- An effective, documented toolbox talk is needed to ensure that all PtW conditions are well understood by the work team.
- Proper controls and procedures must be followed.
- Through site visits, supervisors and department heads shall verify PtW is adhered to and Job Safety Plans are being followed.

## Conduct gas tests whenever required



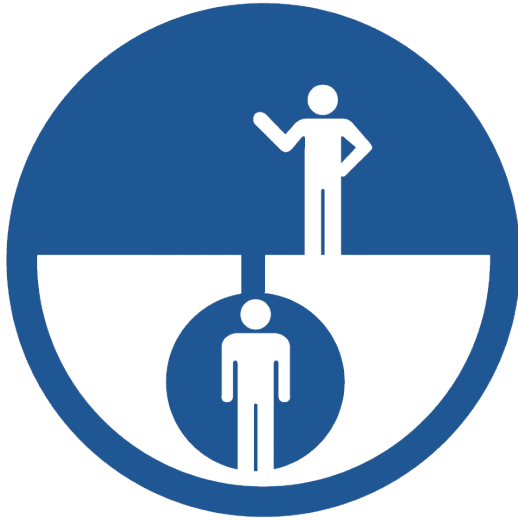
- When gas testing is required by the PtW, the Area Authority shall ensure that the appropriate test (for oxygen, hydrocarbons or toxics) is carried out by an Authorised Gas Tester at the frequency specified on the PtW.
- The test results must be accepted by Permit Holder before work commences.

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



- Area Authority shall verify that all locks, disabling devices and isolation tags are in place, as specified on the PtW and Isolation Certificate (Mechanical/Electrical).
- Area Authority shall update the isolation/override registers.
- Marked-up drawings and sketches showing the isolation arrangement must be available at the work site with the PtW.
- The Area Authority will verify the reinstatement of systems and update the isolation/override registers on completion of all works.

**Obtain authorization or a valid Permit to Work  
before entering a confined space**



- No one shall enter a confined space without a valid PtW and a Confined Space Entry Certificate.
- When gas testing is required by the PtW, the Area Authority shall ensure that the appropriate test (for oxygen, hydrocarbons or toxics) is carried out by an Authorised Gas Tester and that the results are accepted by the Permit Holder before and during the confined-space work.
- Supervisors will ensure a 'Standby Watch' or 'Standby Person' is posted and monitors the confined-space work.

**Obtain authorization or a valid Permit to Work  
before overriding or disabling safety-critical equipment.**



- Instrument Technician or Area Authority shall ensure the Overriding Request Form is completed and authorised before any overrides are put in place.
- Safety System Overrides must be clearly labelled, communicated and registered.
- Instrument Technician shall verify the removal of overrides, normalisation of the systems and close out the Overriding Request Form on completion of all works.
- The Area Authority shall close out the PtW and verify all isolations and overrides are removed.

## Use specified fall-prevention equipment when working at height



- Supervisors shall ensure work at height is safe.
- All persons working above 2 metres will use a safety harness, unless working on a flatbed trailer.
- Supervisors are responsible for 100% tie-off compliance.
- Supervisors shall ensure fixed barriers are placed around openings where a potential fall is more than 2 meters.
- Supervisor shall ensure that scaffolding is certified prior to any worker working on it.

**Do not walk under a suspended load**



- Every “routine” lift must have a generic lifting plan.
- Every “non-routine” lift must have specific lifting plan.
- Person In Charge shall ensure lift area is cordoned off during the lifting operations.
- No one should ever be under any working crane or suspended load.

Briefing Pack (9/5/09) 7

**Do not light up cigarettes, cigars or pipes in no-smoking areas**

A red circle with a diagonal slash through it, superimposed over a black silhouette of a lit cigarette with smoke rising from it.

- Zero tolerance for smoking outside designated area.

Briefing Pack (9/5/09) 8

## Follow the prescribed safe Journey Management Plan



- Drivers will not commence a journey without a Journey Management Plan (JMP) where required and will follow the approved JMP.
- Journey Manager will ensure drivers are aware of the JMP requirements and verify compliance before authorizing the journey.
- Vehicles must meet the JMP requirements, and drivers must inspect the vehicles prior to departure.

### Wear seat belts when in a moving vehicle



- Vehicle occupants shall never be in a moving vehicle without wearing a seatbelt.
- Drivers will never drive without first ensuring that all vehicle occupants are wearing seat belts.

**While driving, do not use a mobile phone  
and do not exceed speed limits**



- While driving, no one shall use mobile phones, including hands-free/bluetooth GSM or two-way radio.
- Drivers shall never exceed posted speed limits.
- Drivers shall never overtake in a dust cloud nor tamper with a vehicle's safety devices.

11  
Briefing Pack (9/5/09)

**Do not drive or work under the effect of drugs or alcohol**



- No person will report for work or be at work under the influence of alcohol or drugs.

12  
Briefing Pack (9/5/09)

| What are the Consequences of Rule-Breaking for <u>PDO Staff</u> ?  |  |                      |           |
|--|--|----------------------|-----------|
|  |  |                      |           |
| Rule is broken for the first time  | Warning Letter<br><i>low potential impact</i>        | Final Warning Letter | Dismissal |
|  | Final Warning Letter<br><i>high potential impact</i> |                      |           |
| Rule is broken for the second time or several rules are broken at the same time                                | Final Warning Letter                                 | Dismissal            |           |
| Rule is broken for the third time, or rule-breaking caused injury or death, or was done recklessly or wilfully | Dismissal  |                      |           |