

EVENT LEADERS' GUIDE

GETTING TOGETHER TO MANAGE FATIGUE



SAFETY
DAY2010

DO THE RIGHT THING
IN MANAGING FATIGUE
8th June, 2010



ABOUT THIS GUIDE

This guide is designed to help you to plan and design your team's Safety Day event. It's divided into clear and specific sections, and contains some hints and tips about how to get the most from your engagement session. It should only take about 15 minutes to read and should make planning a successful Safety Day easier.

Safety Day is a key engagement for you and your team. It should generate understanding and, more importantly, drive long-term behavioral change. Safety Day is a great way to challenge assumptions and check everyone is working in a way that is as safe as possible and really supporting Goal Zero.

To help you plan and design your Safety Day event, we have provided a few ideas for your engagement sessions. You may choose to use them as they are presented; you may choose to modify them to fit your team's environment, or you may choose to create an unique engagement program that addresses the specific needs for your team or site with regards to the main theme of **Fatigue Management**.

Safety Day will be on June 8, 2010 and the theme is **Do the Right Thing in Managing Fatigue**.

All timings and guidance provided here are in support of this date and theme.

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MESSAGE FROM JOHN MALCOLM

Dear Colleagues

Safety Day plays an important role in our Goal Zero journey. This yearly event is an excellent opportunity to energize our teams on safety; to get together and talk about what is important to us personally and to identify actions we can take.

The timing of Safety Day 2010 is especially opportune as we enter the Summer season, when heat stress is a major cause of fatigue, and with the upcoming Ramadhan period, when the shift of our lifestyles causes fatigue. We have chosen Fatigue Management as our Do Right theme because regrettably we have lost lives due to fatigue, and we know that heat-stress and fatigue-related injuries and fatalities can be prevented with simple measures, such as drinking plenty of water or taking breaks.

Our annual Safety Day campaign reinforces the part we play as leaders. Year on year, our safety performance will only improve if we have strong leadership on safety. I expect each of us to lead on safety. We cannot have strong operational performance without strong safety performance.

As I look back over past Safety Days, I am proud of what we have achieved and the success we've had in engaging so many people across our organization. To build on this momentum, leaders at all levels must play a part in delivering or participating in high impact events. When each of us does the right thing, we move closer to Goal Zero.

Best wishes with your preparations. I look forward to another successful Safety Day campaign!

Kind regards

John Malcolm
Managing Director
Petroleum Development Oman

BACKGROUND

Safety Day – what is it?

2010 will be the fourth year that we celebrate Safety Day. The purpose of Safety Day is to bring all employees and contractors together to engage and focus on safety. It's a significant milestone in our journey to build a stronger safety culture in our pursuit of Goal Zero.

Previous Safety Days

We have had three Safety days so far and this is the fourth one. We started with the theme of "Swiss-cheese alignment" in 2007 followed by the "Small Changes Make a Big Difference" and "Raising Awareness and Enforcing Life Saving Rules" in 2008 and 2009 respectively.

Safety Day - 2010

For Safety Day 2010, our theme will be: "Do the Right Thing in Managing Fatigue". To achieve this we need to have both Capability and Empowerment. PDO to date has developed a Fatigue Management Guideline which states the causes of General fatigue, Heat Stress and Ramadan Fatigue and their controls. We encourage you to use this Guideline.

To ensure that this theme penetrates the organization the following proposed role and responsibilities should be adhered to.

Director's Role

To demonstrate effective and visible Safety Leadership in line with our HSE-Ms requirements by:

1. Ensuring that the plan for cascading the information is in place and implemented.
2. Measure effectiveness of penetration by conducting an internal review/checks.

HSE Team Leader's Role

To support the Director to:

1. Develop a plan for the Safety Day
2. Review and amend the Safety Day package received from Corporate HSE
3. Conduct checks on effectiveness, report progress to his/her Director and provide feedback to Corporate HSE.

Leader's Role

1. Appoint event Leaders within his/her department
2. Conduct the Safety Day with his/her Event Team Leaders.
3. Ensure effective penetration across the team.

BEFORE SAFETY DAY

Timetable

May 23, Morning	MDC Engagement – Discuss Guide Note and agree on how we engage the contracting community
May 23, Afternoon	Engage HSE team leaders.
June 2, Afternoon	Engage HSE team leaders.
Pre-June 6	PDO-wide advertisements have been rolled out, including posters, screen-savers, e-mail message, pop-ups, and web-links.
June 6, 13:30-14:30 / T001	Safety Day Leaders' Briefing, hosted by John Malcolm <ul style="list-style-type: none"> • Leaders will receive the Safety Day Leadership Packs
June 8	Safety Day Campaign Begins
Until June 23	Engagement sessions run by Leaders plus PDO-wide videos and web messages

Preparing your event

As the event leader, you should tailor an engagement that is relevant to the team's risks and needs with regards to fatigue management.

The Safety Day project team has provided various materials and engagement activity suggestions to help you with this.

We invite all event leaders to share their ideas or engagement tools via the Safety Day website. This will provide a valuable source of inspiration to safety leaders across PDO and be used for future Safety Day campaigns.

Preparation checklist

When preparing your event, we recommend you consider the following steps:

- Make sure everyone in your organization knows about Safety Day in advance, and has it in their calendar and/or work plans to participate.
- Understand the risks and needs for the team and design the engagement content with support from your HSE focal point.
- Put a plan in place to involve everyone in your team. Think about meeting location and organize communication materials.
- It is recommended that the session will last at least one hour and ideally take place face-to-face. Virtual participation should be the exception and where this is required (for example, to involve home-workers) you should find ways to make these sessions as engaging as possible.
- Try to hold sessions in groups of no more than 20.
- Watch the Safety Day videos before you use it for your session.
- Think through personal examples so you can really personalize the session.

DESIGNING YOUR EVENT

Consider dividing your event into sections such as

- Opening
- Engagement activity
- Do the Right Thing in Managing Fatigue reflection and commitment

Session Template

The following provides a suggested structure for Safety Day engagements. Depending on the needs of the team/site, the structure and duration may differ.

Opening:

The opening segment is to welcome the team, set the stage, and create a safe and open environment. Your team should feel they are able to engage and share, and incorporate the key message into their own behavior.

A 5-7 minute video will be provided. It is about Doing the Right Thing in Managing Fatigue at work, in order to work safely and go home safely. Allow approximately 15 minutes for this segment.

Engagement activity:

The activity is intended to allow your team to discover, activate, and integrate the key safety messages. It should meet your local needs and risks and should include the theme of Do the Right Thing in Managing Fatigue and achieving Goal Zero. The activities or interactions you choose to use should be inclusive so that all members of your team are encouraged to participate, share and learn from each other.

The engagement/interactive segment can include a selection of these options, or create your own!

Option 1: What if Scenarios

Participants are presented with 3 different cases covering General Fatigue, Heat Stress and Ramadan and asked to discuss and answer the 3 different cases. Time required approximately 30 minutes.

Option 2: Intervention Role Play

Participants are provided with several examples of fatigue related incidents and asked to role play the intervention and practice asking open questions focusing on potential consequences to help prevent or mitigate an unsafe situation. Suitable for office and operational teams; time required approximately 30-40 minutes.

Option 3: Share a Personal Story

The team leader will share a safety story that had a personal impact, with a focus on their personal experience. Participants will discuss ways to Do the Right Thing

to prevent similar incidents or mitigate the risk of similar incidents in the future. Suitable for office and operational staff; time required approximately 30-40 minutes.

The recommended timing for the engagement segment is 30 minutes.

Do the Right Thing Reflection and Commitment:

This is to gain commitment from your team and agree to follow up and take accountability on that commitment. The commitment should be specific and include actions that will be taken to Do the Right Thing in Managing Fatigue.

- Reflection of key messages from the day and your personal commitment
- Affirm Do the Right Thing in Managing Fatigue commitments and follow up plans
- Closing words from the leader
- Recognize and thank your team

The recommended timing for the closing segment is 10-15 minutes.

Resources available

A range of support material is available via the Safety Day website. These include:

- Fatigue Safety Day Video.
- Fatigue Management Guideline
- Safety Day Guide
- Presentation Materials for Leaders

To access Safety Day materials on PDO network go to:

<http://sww1.pdo.shell.com/dept/cd/csm/blocks/hsefunction/safetyday2010.asp>

To access Safety Day materials on external network go to:

<http://www.pdo.co.om/hseforcontractors/blocks/hsefunction/safetyday2010.asp>

Safety Day sessions outcomes

Every individual should:

- Know what “Do the Right Thing in Managing Fatigue” means for them, and understand their role in the pursuit of Goal Zero.
- Know what they can do to help build a stronger Safety culture.
- Review and reaffirm their focus and commitment to Safety.

Agree, with the team, plans for follow up after Safety Day.

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