



2010 OSD HSE PLAN



COMPLIANCE

Action	Target	Action Party	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	HSE-MS Element	
1	Attend tool Box Talks and ensure usage and application of TRIC	Area Work force	Monthly												1	
2	Mandatory HSE and Professional Safety courses	All staff	All 1st line Supervisors, Managers HSE Safety to have attended HSE Safety Leadership by 30 June 2010, 50% of existing supervisory staff to be retained on the Safety Leadership course appropriate to their role before 28th February 2010 and for the rest of HSE Training 100% Compliance within 3 months of due date												3	
3	Health Risk Assessments (HRA) Training	PDO Supervisors and Contractors HSE Advisors.	OSE/3X, HSE/32, OSO/1X, OSO/4X		BHJ	MRL	NMR	100%							4	
4	Arrange Environment awareness Training to cover as many as possible in the area.	PDO staff	1) OSS/X 2) OSO/1X				BHJ					NMR			MRL	
5	Activity areas maps updated each shift	Work Areas	OSS/X	Shift wise												4
6	Area Emergency Exercises, themes from HSE Case, LTI modal cause and as decided by Area Team	Emergency preparedness	OSO/1/4X OSE/3X	As per area schedule												4
7	Evacuation Station Drills	Station Emergency Evacuation	OSO/1/4X OSE/3X	As per area schedule												4
8	Update OSD on Audit and Fountain actions closeout	Audit and Fountain actions	OSSX, OSS	Monthly												5
9	Update noise maps	Area Noise Maps	OSSX- MSE/32					50%							100%	6
10	Inspect production facilities	Production Facilities	As per Areas schedule	As Per Area Schedule												6
11	Inspect Non-production facilities	Area Non Production Facilities	As per Areas schedule	As Per Area Schedule												6
12	Level 2 PTW Audit (PR 1172)	PTW System	OSDX, OSOX, OSE/3X,		MRL	NMR	BHJ								7	
13	Perform Level 1PTW Audits in all interior locations.(PR1172)	Level 1 PTW Audit (UOP/7) -PDO & contractors	OSSX	As per UOP/7 Schedule												7
14	Familiarise the workforce the HSE policy contents and its objectives. Post where easily visible, ensure new staff are go through HSE induction	OSD Workforce	OSD Managers & Supervisors												MAF, BHJ, MRL, MRL	1
15	Apply the 12 LSR, 3 HSE golden rules and 5 PDO house Rules. Supervisors check on workforce appreciation and compliance to the rules. Report on compliance	OSD Staff	All staff,					X							1	
16	Journey Management Compliance Audits	PDO & Contractors - Journey Management Audit(MSE15)	OSE/3X- OSSX										BHJ MRL NMR		7	
17	Ensure catering suppliers are HACCP (food Safety Management System) compliant. Produce a status report	Caterers in an Area	OSO/81X			BHJ MRL NMR									BHJ MRL NMR	6
18	HEMP Plan	Harweel/ Rabab Follow up	OSPG												100%	6
19	Concept HSE Case	Harweel/ Rabab Follow up	OSPG												100%	6
20	Facility's HAZOP Review	Nimr Polymer Trials	OSPN												100%	6
21	Instrumented Protective Function Review (IPF)	Nimr Polymer Trials	OSPN												100%	6

INTERVENTION

Action	Target	Action Party	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	HSE-MS Element	
1	HSE themes for PDO and Contractors	Area Work force	OSO/1X/4X, OSE/3X	Monthly												1
2	Arrange a health talk and ensure it focuses on the hot topic of the time	Area Work force	OSO/81X			BHJ	MRL	NMR							3	
3	STOP Db analysis-come up with action plans	Observations Db	OSSX	Monthly												4
5	HSE MS (SAQ)	PDO Staff in Field	OSSX					Q/2						Q/4	6	
6	Vehicle spot check	PDO & Contractor's vehicles.	OSO/1X/4X, OSE/3X			MRL						BHJ			7	
7	Conduct STOP Audits as per OSS guidance	PDO Supervisors	Dir, Managers and Supervisors					50%						100%	7	
8	Inspect and report on Waste Management yards status	Waste Yards	OSSX			BHJ MRL NMR						BHJ MRL NMR			7	
9	Visual Inspection and report on RO Plant status	OSD RO Plants	OSSX					BHJ MRL NMR							BHJ MRL NMR	7
10	Inspect and report status of Staff Kitchens (follow Area Kitchen Inspection plan)	PDO and Contractor Kitchens	OSSX			BHJ MRL NMR		BHJ MRL NMR				BHJ MRL NMR			BHJ MRL NMR	7
11	OSD Incidents - Review - Medium and high potential incidents	OSD Incidences	OSD LT + CH	Incidents to be reviewed within 14 days of their happening (PR1418)												8
12	Review Low Potentials and STOP db analysis with STOP Audit Targets.	Low potentials and STOP Observations	OSO/3X-OSOM	Monthly												8
13	Review Area HSE Plan Performance, OSSX to produce a report monthly from this review	Production, Maintenance, business and engineering	OSO/1X; OSO/3X; OSO/4X; OSO/81X	Monthly												8
14	PE to participate in at least one Field HSE meeting per visit.	Petroleum Engineers (PE)	PE	To be done during the visit at least 2 visit / per year												3
15	Update H2S Maps and NORM Doses for all OSD fields	OSD Fields	OSP						X						4	
16	Hazard Identification Training using OSD's Working Safety Package	Non Supervisory Staff	OSE/3X; OSO/1X; OSSX									100%			4	
17	Goal Zero critical effective element in a day seminar	OSD HSE Advisers (PDO and Contractor)	OSS			MRL				NMR				BHJ	4	
18	Inspect and report on STP	Sewage Treatment Plant	OSSX			BHJ MRL NMR								BHJ MRL NMR	7	
19	Report HSE Critical Positions Level 1 and level 2 competences (no of staff competent vs total)	HSE Critical Positions	OSON; OSOM; OSOB; OSE/3					BHJ MRL NMR						BHJ MRL NMR	5	
20	Update pressure data in all proposals	OSD Fields	OSPM/11	Upto date data												4
21	Conduct Working Safety sessions at site	'Coal face' employees	OSD-LT, DTL and Supervisors	Minimum 2 sessions per individual year in the Action party teams												3
22	Audit NORM Management System	NORM MS	OSO/81X			BHJ MRL NMR									BHJ MRL NMR	3

RESPECT

Action	Target	Action Party	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	HSE-MS Element	
1	Joint Management Site Inspection	BHJ NMR MRL	As per MSE JMRF Plan												1	
2	OSD HSE LT Visit + HSE Plan Review + Driving Forum	Area Work force	OSD LT	MRL 4-5	NMR 29-30	BHJ 24-29	MRL 5-6					NMR 4-5		BHJ 13-14	1	
3	HSE Office Visits and Inspections	OSD Staff in MAF	OSP-OSP/11 OSO-OSD/3X OSE-OSE/4 OSF		OSO	OSP				OSD- Others				OSE	1	
4	Wellness walk	Area Work force	Area welfare committee	As Per Area Schedule												3
5	HSE Personality Award	Area Work force	OSO/1X/4X; OSE/3X	Monthly												3
6	NO LTI Club meetings	Area Work force	OSO/1X/4X; OSE/3X	As Per Area Schedule												3
7	Encourage your staff to send their families to DD07 - OSD will foot the bill.	Staff Family Members	OSD LT	Aim at highest number possible												3
8	Coordinate of ISO 14001 audit	BHJ NMR MRL	OSSX					BHJ MRL NMR							5	
9	Coordinate OH road shows to all interior locations both shifts(MSE/32)	BHJ NMR MRL	OSSX					BHJ MRL NMR							5	
10	Lunch with Injured Parties	Injured Parties	OSD LT											7	1	
11	Restore all legacy sites in OSD	Legacy sites	OSE/26N			25%		50%			75%			100%	6	

GOLDEN RULES

COMPLY INTERVENE RESPECT

LIFE SAVING RULES



GOAL ZERO

"No Harm to People & Environment"

John Malcolm - MD

OSD EXPECTED STAFF BEHAVIOURS

- Ownership**
- I know my responsibilities and accountabilities.
 - I deliver on my promises.
- Follow Through**
- I do effective action logging and tracking.
 - I do what is required without being chased.
- Urgency**
- I act quickly to find solutions and resolve issues.
 - I know who to ask for help.

FLARE AND SPILL TARGETS ARE MAINTAINED BY OSO/3

LTIF = 0.4

STOP AUDIT FREQUENCY

Position	Stop Safety Audits Frequency
Foreman / Supervisor on Site	1 per week
Co-ordinators (Production, Maintenance and Engineering)	1 per fortnight (shift)
Delivery Team Leaders (DTL)	1 per Month
Managers	1 per 3 Months
Director	1 per 6 Months
Area HSE Advisers	2 per week