

HSES LIFE-SAVING RULES
CHANGING LIVES
SAVING LIVES ✓



ALL 12 LIFE-SAVING RULES (LSR)



01. DRIVING



02. DRUGS AND ALCOHOL



03. JOURNEY MANAGEMENT



04. PERSONNEL SAFETY AND SECURITY



05. PERMIT TO WORK



06. SYSTEM OVERRIDE



07. WORKING AT HEIGHT



08. CONFINED SPACE



09. LIFTING



10. EXCAVATION



11. MOVING OBJECTS



12. ISOLATION



Using this starter pack

Use the pack to set the minimum safety standard on your project. You can use these flip cards and materials to set up mini induction session and raise awareness. Update your own HSES site induction and management systems to include or align to the relevant life-saving rules by using the data on the thumb drives.

Tips on delivering the life-saving rule in your project:

- Stress the positive message about caring for employees and contractors. Go home safely – every time
- Make sure people understand this affects them so their attentional and involvement is needed
- Explain that these are just the minimum basic safety rules, technical training on hazardous activities will also be given where required
- Comments and real-life examples based on your personal or local experience will add impact
- Tell them what you will cover: an overview of the rules; details about each Rule, the consequences if rules are broken.
- Explain why you have implemented the life-saving rules – fatalities and serious injuries are far too frequent
- Emphasise that we all want to avoid people coming to harm
- Alert people about the need to log their attendance (sign induction record) and report rule violations
- State your commitment to improving safety on your project

Remind the audience of the personal impact on lives when people don't go home safely to their families or friends at the end of the day.



The 12 life-saving rules are not intended to address all risks and hazards; they are meant to draw attention to the activities most likely to lead to a fatality, and the life-saving actions over which an individual normally has control.

General implementation

Basic requirements

There are basic requirements that need to be in place to ensure the effective implementation of the life-saving rules:

- All site HSES inductions shall include the life-saving rules or equivalent;
- All personnel shall be trained and competent for the work they conduct;
- Work will not be conducted without a pre-job risk assessment and a safety discussion, such as a toolbox talk, appropriate for the level of risk;
- Suitable Personal Protective Equipment (PPE) shall be provided and worn in accordance with the requirements identified by the risk assessment and work-site policies;
- Emergency response plans, developed from a review of potential emergency scenarios, shall be in place with suitable and sufficient resources available, before commencement of work;
- Everyone is authorised not to start the work if its unsafe;
- Everyone is authorised to stop work if they are in doubt about the safety of an activity; and
- Peer to peer interventions should be encouraged with regard to compliance with the life-saving rules.

General implementation continued

Personal safety

The implementing project company is required to ensure that the necessary personnel, training, equipment and resources have been provided in order to support the effective implementation of the life-saving rules associated with personal safety.

Driving

There are PIDG standards on land transportation that addresses both journey management and personal safety requirements.

These standards should be helpful to organisations implementing the life-saving rules related to driving.

Site safety

The life-saving rules related to site safety, require the implementing project company to clearly state the requirements for each of the rules they have selected, examples include

- Designation of hazardous areas or zones; and
- Safe working distances from overhead power lines.

Control of work

PIDG projects and/or contractors shall have in place procedures and work instructions to safely control work. Such controls include but are not limited to:

- *Permit to work systems.

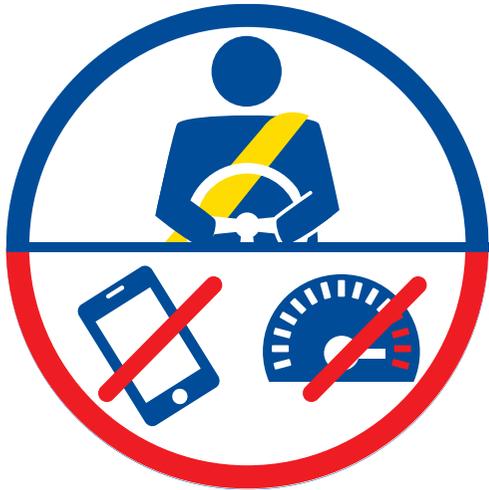
*A permit-to-work system is a formal written system used to control certain types of work that are potentially hazardous. A permit-to-work is a document which specifies the work to be done, by whom and the precautions to be taken.

Authority to START and STOP work

Every worker has the power to not start the work until the worker is assured the proper safeguards are in place to allow for the task to fail without consequence to the workers.

All members of the workforce should understand that they have the responsibility and authority to intervene and stop work if they observe potential or actual non-compliance to the life-saving rules or indeed any other unsafe activity.

PIDG, PIDG companies, projects and associated contractors shall promote the development of a culture that encourages individuals to intervene and that only allows work to be carried out when there are proper safeguards in place. If rule breaking occurs, workers should know that they must notify their supervisor or the person in charge of the work activity (or higher-level management) immediately.



01. DRIVING

**Never use a hand device while driving.
Always obey the speed limit and wear a seat belt.**

If you are a professional driver, you should:

- Not move the vehicle until everyone is wearing a seat belt;
- Not use a mobile phone or device, send or read a text message, or use a hands-free mobile phone device or hand-held radio;
- Stay at or below the maximum allowable speed for the road you are driving on as indicated by road signs or journey management instructions;
- Stay at or below the maximum allowable speed for the vehicle you are driving; and
- Adjust your speed to the prevailing conditions;
- Ensure you are fit, rested and fully alert while driving.

If you are the supervisor or person in charge of drivers, you should:

- Ensure all professional drivers undergo medical surveillance; and
- Maintain a database of driving license and permits.

If you are a passenger, you should:

- Intervene if a driver is using a phone or other device when the vehicle is moving;
- Intervene if a driver is exceeding the maximum allowable speed or driving erratically;
- Always use a seatbelt;
- Check that your seat belt works properly; and
- Intervene when your fellow passengers are not wearing one.



02. DRUGS AND ALCOHOL

Never work or drive while under the influence of drugs or alcohol.

Using alcohol or illegal drugs, or misusing legal drugs or other substances, will reduce your ability to do your job safely.

You should:

- Always inform your supervisor or the person in charge if you are taking medicine that may have an effect on your work performance;
- If in doubt always check with your supervisor or the person in charge who may seek medical advice;
- Not use, keep, sell or distribute illegal drugs or alcohol at work; and
- Intervene if you see a case of alcohol or drugs abuse.



03. JOURNEY MANAGEMENT

Follow a journey management plan for long journeys, high security environments, and/or non-standard city travel.

A journey management plan is a plan for you as a driver and passenger that will help you to travel and arrive safely.

If you are a driver you should:

- Confirm if a journey management plan is required before starting the journey (normally required on long journeys, in high security environments, or for non-standard city travel);
- Discuss the journey management plan with the authorised person – normally the travel coordinator;
- Inspect the vehicle and ensure you have suitable equipment appropriate for the journey (water, food, first-aid kit, spare tyre etc.);
- Understand the journey management plan before starting the journey;

- Comply with driving and rest hours specified in the journey management plan;
- Follow the route specified in the journey management plan; and
- Tell the authorised person immediately if changes occur.

If you are the supervisor or person in charge you should:

- Check that the journey management plan is in place and is followed;
- Check that the driver understands and complies with the journey management plan; and
- Monitor all active journey management plans.



04. PERSONNEL SAFETY AND SECURITY

Personnel safety and security – violent incidents and isolated work. Never travel alone to remote sites. Log your whereabouts.

Know your risks when traveling to remote sites. Travellers are at a higher risk because of unfamiliarity.

If you are the traveller or worker, you should:

- Never travel alone to a project site;
- Never travel in a vehicle with armed guards, always travel in a separate convoy vehicle;
- Always inform your supervisor or the person in charge if you plan to travel to a remote site;
- Follow a journey or travel plan and check-in on arrival;
- Always report any suspicious activities or concerns; and
- Keep your travel accommodation secure and know your emergency phone numbers.

If you are the supervisor or person in charge of the travel or lone work activity, you should:

- Confirm that a travel risk assessment is conducted, when required;
- Review with the traveller the risks associated with travel to ensure the traveller understands the risk; and
- Where workers may be required to perform work alone or in isolated circumstances, Standard Operating Procedures (SOPs) should be developed and implemented.



05. PERMIT TO WORK

Always be sure the required plans and permits are in place, before you start a job.

A work permit describes what you must do to stay safe.

If you are performing the work, you should:

- Understand the work permit and follow it;
- Confirm that the work permit is valid; and
- Confirm with your supervisor or the person in charge of the work that it is safe to start work.

If you are the supervisor or person in charge of the work, you should:

- Confirm if a work permit is required for this work;
- Confirm that the workplace has been inspected before work starts;
- Explain how the work permit keeps you safe;
- Confirm the work permit is signed;
- Confirm that it is safe to start work;
- Get a new work permit when the work or the situation changes; and
- Confirm that the work is completed.



06. SYSTEM OVERRIDE

Safety system override – never switch off safety systems or alarms.

Examples of safety systems equipment include:

- Isolation devices, emergency shut-down valves, lock-out-tag out devices, trip systems, relief valves, etc.;
- Fire and gas alarm systems, certain level controls, alarms, crane computers, in-vehicle monitoring systems;
- Residential smoke alarms; and
- Residual Current Devices (RCDs).

If you are performing the work, you should:

- Obtain authorisation from your supervisor or person in charge before overriding or disabling safety-critical equipment.

If you are the supervisor or person in charge of the work, you should:

- Point out the safety-critical equipment in your workplace; and
- Confirm the authorisation comes from the right level.



07. WORKING AT HEIGHT

Protect yourself against a fall when working at height.

A protective environment includes approved harnesses, scaffolds, stairs with handrails, and person lifts.

Fall prevention and protection measures should be implemented whenever a worker is exposed to the hazard of falling more than two meters.

If you are performing the work, you should:

- Have authorisation to work at height;
- Be aware of what fall protection equipment to use and how to use it;
- Check equipment and scaffolds before using it;
- Always tie-off when at height outside of a protective environment; and
- Secure tools and work materials to prevent dropped objects.

If you are the supervisor or person in charge of the work, you should:

- Confirm that it is safe to start and continue to work at height;
- Ensure that scaffolds are properly constructed and inspected; and
- Ensure that floor openings are protected with physical barriers.



08. CONFINED SPACE

Obtain authorisation before entering a confined space.

A confined space, such as a vessel, tank or pipe can contain explosive gas, poisonous air or other dangers such as a lack of oxygen.

If you are performing the work, you should:

- Check and use breathing apparatus when required;
- Confirm there is an attendant standing by;
- Confirm a rescue plan is in place;
- Obtain authorisation to enter;
- Follow the requirements of the work permit; and
- Have means of communication.

If you are the supervisor or person in charge of the work, you should:

- Confirm that the requirements of the work permit are in place;
- Ensure that the atmosphere within the confined space is tested to assure the oxygen content and that the presence of any flammable gas or vapour does not exceed limits;
- Confirm that a qualified attendant is always present when people are in a confined space;
- Confirm that an air test is carried out as per the work permit; and
- Confirm that it is safe to start work.



09. LIFTING

Plan lifting operations and control the area.

A lift plan describes how to lift and hoist safely. For routine lifts, there needs to be a general lift plan. For non-routine lifts, including complex and heavy lifts, the plan is specific.

Lifting equipment operators should:

- Only operate equipment that you are qualified to use;
- Understand the lift plan before starting the work;
- Confirm that the load does not exceed the capacity of the lifting equipment;
- Confirm that the crane is level and positioned on a solid surface; and
- Verify that safety devices on lifting equipment are installed and operational.

If you are the supervisor or person in charge of the work, you should:

- Confirm that a general or specific lift plan is in place, depending on the type of lift;
- Confirm that the crane operator understands and complies with the lift plan;
- Confirm that people who supervise or perform lifting operations and who inspect and maintain lifting equipment are trained and competent;
- Verify that equipment to be used for lifting is correct; and
- Confirm that the signalling methods and communications needed for lifting operations are agreed and clear.



10. EXCAVATION

Obtain authorisation before starting excavation activities.

Excavation activities may contain hazards such as electrical cables, hazardous material, unexploded ordnance, collapse of walls or excavated material. Check that it is safe to start work.

If you are performing the work, you should:

- Confirm with your supervisor or person in charge that it is safe to start work;
- Conduct detailed identification and marking of all buried electrical wiring or other hazards prior to any excavation;
- Follow applicable work permit requirements; and
- Stop work and notify your supervisor if anything unexpected happens.

If you are the supervisor or person in charge of the work, you should confirm:

- All work permit requirements are in place (e.g. confined space, isolation, etc.);
- Barriers and signs are in place to restrict access to excavation sites;
- A work site risk assessment has been conducted by a competent person(s) including: identified hazards e.g. cable/pipeline route marking; soil classification and testing;
- Soil movement is controlled to prevent collapse (e.g. shoring, sloping, soil placement, etc.); and
- Ground stability is inspected before work and after adverse weather conditions.



11. MOVING OBJECTS

Keep yourself and others out of way of moving objects and machines.

If you are performing the work, you should:

- Position yourself to avoid: moving objects, vehicles and dropped objects;
- Establish and obey barriers and exclusion zones;
- Act to secure loose objects and report potential dropped objects;
- Understand the hazards presented by moving vehicles and plant on the site;
- Keep to designated pedestrian routes;
- Do not walk behind moving plant or vehicles; and
- Never sleep near, under or on vehicles or plant.

If you are the person in charge of the work you should:

- Mark the unsafe area / hazard zones and put barriers in place;
- Ensure that nobody walks under a suspended load; and
- Check that all removable guarding devices or mechanisms are in place.



12. ISOLATION

Verify isolation before work begins and always test before touch. Never work under power lines.

Isolation separates you from danger, such as electricity, pressure oil and chemicals, hot liquids or radiation.

If you are performing the work, you should:

- Have identified and hazard marked all energy sources in your work area;
- Confirm that hazardous energy sources have been isolated;
- Checked there is zero energy and tested; and
- Never work under energised power lines.

If you are the supervisor or person in charge of the work, you should:

- Confirm isolation is in place;
- Confirm no stored energy or other dangers remain;
- Confirm that it is safe to start work;
- Prevent / stop work under energised power lines; and
- Establish “no approach” zones around or under high voltage power lines.