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| 1. **INTRODUCTION TO GENERAL REQUIREMENTS** |
| General rules apply related to health, safety, security and the environment (HSSE) for every site or workshop of KPNWE, irrespective of the tasks the workers are responsible for. These rules must always be respected. If local law are stricter than the requirements of KPNWE, then the stricter rules must be respected. |

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| 1. **GENERAL HEALTH & SAFETY REQUIREMENTS (HSSE)** | |
| **CHECK** | |
| 1. **SMOKING** |  |
| * + always prohibited in the workplace and on construction sites |  |
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| 1. **DRUGS & ALCOHOL** |  |
| * + Drugs and alcohol are prohibited at all times in the workplace.   + Employees are not permitted to appear drunk or under the influence of narcotics and drugs in the workplace - when this happens they must immediately be removed from the workplace. |  |
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| 1. **PROTECTIVE EQUIPMENT & CLOTHING** |  |
| * + always wear the recommended or required protective equipment  before entering the site   + wear additional protective equipment when required for the task  (see other prevention indexes)   + clothing suited to the weather conditions and the nature of the  work, e.g. no loose clothing while working with equipment with  moving parts, warm clothing in winter, ... |  |
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| 1. **TRAFFIC** |  |
| * + entrances and exits to sites must be clearly marked   + if traffic remains on the station or in the work zone, the workplace must be clearly demarcated and wearing reflective jackets or vests must be worn   + make sure materials and work do not disrupt traffic around/on/in the site |  |

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| **GENERAL HEALTH & SAFETY REQUIREMENTS (HSSE) - continued** | |
| **CHECK** | |
| 1. **NEATNESS AND TIDINESS** |  |
| * + divide the site into zones for storing material, tools and waste   + always keep the area tidy and do not leave obstacles in the way of machines or workers |  |
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| 1. **LANGUAGES** |  |
| * + There must always be at least 1 person present who can speak and understand the local language |  |
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| 1. **GENERAL SAFETY REQUIREMENTS (HSSE)** | |
| **CHECK** | |
| 1. **ACCESS TO THE SITE** |  |
| * + unauthorised persons may not enter the site   + close the site off properly when stopping with work |  |
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| 1. **SURVEILLANCE CAMERAS & IMAGES** |  |
| * + many sites have monitoring cameras in place conforming to applicable  legislation   + it is only permitted to images using your own camera,  video camera, mobile phone or any other device after  obtaining permission from the responsible person at KPNWE |  |
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| 1. **CRIMINAL EVENTS** |  |
| * + avoid theft of personal property, materials and tools by keeping them in a place that is not visible.   + always inform KPNWE of criminal incidents |  |
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| 1. **GENERAL ENVIRONMENTAL REQUIREMENTS (HSSE)** | |
| **CHECK** | |
| 1. **WASTE** |  |
| * + own waste is removed/picked up by the relevant contractor   + separation of construction waste, household waste and environmentally hazardous products   + BE CAREFUL with empty containers of hazardous products -  do not leave them lying around |  |
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| 1. **STORAGE OF HAZARDOUS SUBSTANCES** |  |
| * + packaging must be properly labelled and MSDS consultable      * + always standing on drip trays, in special cabinets or on impermeable floors |  |
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| 1. **LIMITED BURDEN ON THE ENVIRONMENT** |  |
| * + noise pollution, vibrations, odours, light and waste must be limited to absolute requirements   + always respect working hours - do not start too early and end too late |  |
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| 1. **HSE CRITICAL BARRIERS**   \* HSE CRITICAL BARRIERS: are technical barriers that are designed to prevent or mitigate emissions of dangerous products. These barriers are essential to safely manage critical processes (= process safety) like storage and transfer of dangerous products or interventions on installations containing these products.    **The PSM Barrier Matrix**  Examples of HSE Critical Barriers are: tank & piping shells, overfill prevention/protection, alarms/indicators of hydrocarbon detectors, leak detection, vapour recovery systems, hydrocarbon resistant pavements, bunds, KWS.......  Interventions on HSE Critical Barriers are to be considered as ‘**high risk**’ activities: they can only take place if the necessary precautions are taken. These precautions should be taken during the preparation and the execution of the job and correct follow-up after the intervention should also be guaranteed.  **a. Preparation of the job**:   1. The (job) risk assessment(s) should identify possible interventions on HSE Critical Barriers and the necessary control measures to take for keeping the related (HSE Critical) processes within their predefined safe operating envelope.   During the preparation of the job and in consultation with the process owner[[1]](#footnote-1), it should be established beforehand:   * On which HSE Critical Barrier(s) and/or parts of it the intervention is to be performed. * Which processes are controlled by this (these) HSE Critical Barrier(s). * What the exact function of this (these) HSE Critical Barrier(s) is, what type of HSE Critical barrier it is (are) and what the impact is of the (temporarily) unavailability of this (these) HSE Critical Barrier(s). * What type of intervention will be performed and which method will be used. * Which precautions will be taken (e.g. shutdown of a part of the installation), including what to communicate and to whom. * The required competencies of people performing the intervention and the instructions they should receive. Keep in mind that interventions can be performed internally or by a third party (e.g. certified contractor).   If having a work permit is obliged for the type of job that is planned, the measures subscribed under sub 1 can be taken as part of the process of preparing the work permit.   1. Interventions on HSE Critical Barriers should be registered (logbook, work order system …). 2. The Last Minute Risk Assessment must always cover the issue of making a HSE Critical Barrier (temporarily) unavailable and the necessary precautions taken.   **b. Execution of the job:**   1. The concerned process owner should supervise the interventions on the HSE Critical Barrier(s). The process owner needs to check if planned control measures are in place and sufficient. The job can only commence/continue if the process owner has satisfied himself that the intervention on the HSE Critical Barrier(s) can take place in a safe way.   **c. Follow-up of the job:**   1. After the job is finished, the process owner needs to decide about the re-commissioning of the HSE Critical Barrier(s). If necessary, tests need to be performed. If a work permit is involved, the process owner needs to enter his written consent on the work permit. |

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| 1. **INCIDENT & ACCIDENTS** | |
| **CHECK** | |
| 1. **ALL INCIDENTS MUST BE REPORTED** |  |
| * + WHAT: incidents and near misses relating to health, safety, security and the environment during  work commissioned by KPNWE   + WHO: to your employer and KPNWE   + WHEN: within 24 hours after the incident |  |
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| 1. **Preparing for an EMERGENCY** |  |
| * + emergency plan and instructions for site/yard (coordinate the emergency plan with various contractors)   + different scenarios: pollution/leakages,  fire/explosion, first aid, collapse/subsidence, ...   + immediate notify the emergency services, your own  employer and KPNWE |  |
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| 1. **OTHER REQUIREMENTS** | |
| **CHECK** | |
| 1. **DOCUMENTS THAT MUST BE AVAILABLE ON SITE** |  |
| * + worker safety passports   + Safety, Health and Environment Plan   + site logbooks   + valid work permits   + official permits (building, environment, ...)   + documentation for material and systems   + as-built plans |  |
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| 1. **MANDATORY PARTICIPATION IN SITE MEETINGS** |  |
| * + start working meeting with safety induction by or on behalf of the main contractor   + planned site coordination meeting   + unscheduled meetings, usually after incidents and/or with new contractors |  |
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| 1. **AVAILABILITY OF CONTACT DETAILS** |  |
| * + own employer   + KPNWE project manager   + KPNWE emergency centre for the country   + responsible person for safety coordination   + responsible person for environment (if required)   + emergency numbers (emergency services and utility companies) |  |
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| 1. **REQUIREMENTS WITH HAZARDOUS TASKS & WORK PERMITS** | |
| **ADDITIONAL REQUIREMENTS HAVE BEEN PREPARED FOR THE HAZARDOUS TASKS LISTED BELOW AND VALID WORK PERMITS ARE ALWAYS REQUIRED** | |
| **CHECK** | |
| 1. **WORKING AT HEIGHT 🡪 TSR - Working at Height** |  |
| Ref: Task Safety Requirements – Working at Height – General |  |
|  |  |
| 1. **LADDERS 🡪 TSR – Ladders** |  |
| Ref: Task Safety Requirements – Working at Height – Ladders |  |
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| 1. **MOBILE ELEVATED WORK PLATFORMS🡪 TSR – MEWP** |  |
| Ref: Task Safety Requirements – Working at Height – Mobile Elevated Work Platforms |  |
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| 1. **SCAFFOLDING🡪 TSR – Scaffolding** |  |
| Ref: Task Safety Requirements – Working at Height – Scaffolding |  |
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| 1. **ROOF WORK🡪 TSR – Roof Work** |  |
| Ref: Task Safety Requirements – Working at Height – Roof Work |  |
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| 1. **CONFINED SPACES🡪 TSR – Confined Spaces** |  |
| Ref: Task Safety Requirements – Confined Spaces |  |
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| 1. **EXCAVATIONS 🡪 TSR – Excavations** |  |
| Ref: Task Safety Requirements – Excavations |  |
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| 1. **HOISTING/LIFTING 🡪 TSR – Hoisting/Lifting** |  |
| Ref: Task Safety Requirements – Hoisting and Lifting |  |
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| 1. **HAZARDOUS SUBSTANCES MEASUREMENTS 🡪 TSR – Measurements** |  |
| Ref: Task Safety Requirements – Measurements |  |
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| 1. **HOT WORK (e.g. welding)🡪 TSR – Hot Work** |  |
| Ref: Task Safety Requirements – Hot Work |  |
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| 1. **ELECTRICAL INSTALLATIONS🡪 TSR – Electrical Installations** |  |
| Ref: Task Safety Requirements – Electrical Installations |  |

**Kuwait Petroleum North West Europe**

DOCUMENT TITLE: TSR - General Requirements

DOCUMENT NUMBER: KPNWE.WI.11.HSCO.039

REVIEW NUMBER: 0

EFFECTIVE DATE: 01 Dec 2017

NEXT REVIEW DATE: 01 Dec 2020

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# \*Access rights: Generally Accessible

**Reviews Summary**

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| **Review date** | **Review reference** | **Review details** | **Review version** |
| **2017-12-01** |  |  | **0** |

1. Each department / unit should appoint its process owners, responsible for the HSE Critical Processes identified within the RIE / PSM evaluations of the concerned department / unit. Process owners can be e.g. operational manager, depot supervisor, key engineering or maintenance functions … [↑](#footnote-ref-1)