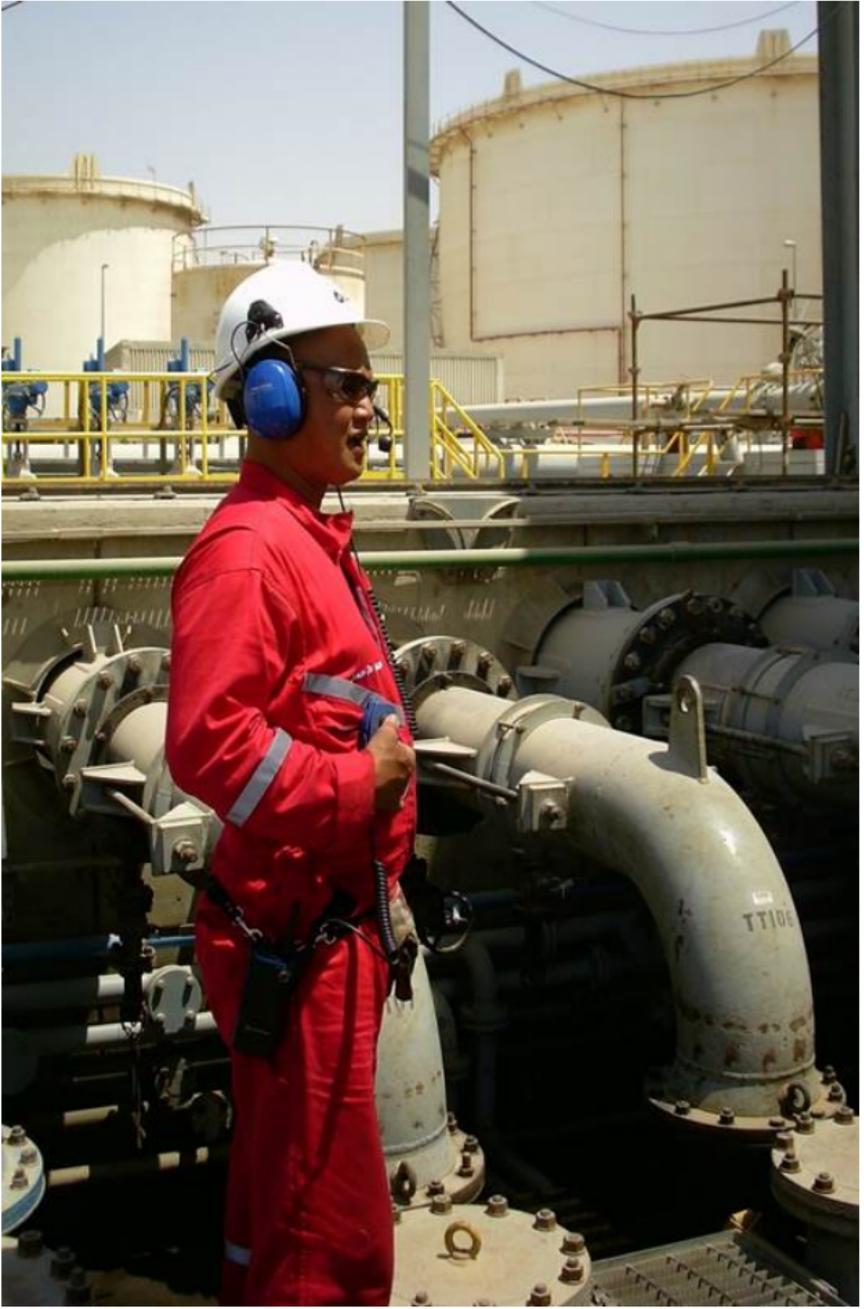


# Safety



**SEOT Life Saving Rules**



## Introduction

Every person working at a SEOT location should be able to go home at the end of the working day without having suffered or caused harm in any way. Eliminating risk for all persons is a key element supporting all activities undertaken by SEOT. In today's complex world this requires a continuous effort from us all. We can only achieve this if each person working at SEOT understands the risks, realizes the critical importance of safety and knows what to do.

Therefore we have compiled this list of straightforward SEOT Life Saving Rules that provides basic guidance. We expect that every individual is familiar with and applies these Rules. The safety of everyone depends on our commitment to these Rules at all times, in all circumstances. ***We Can, We Care.***

SEOT Management.

## Purpose

The SEOT Life Saving Rules form an integral part of the SEOT HSSE management standard and are considered a minimum requirement for all. These Safety Rules cover the following operational activities of SEOT with the required conditions and specific requirements.

- Transfer of product
- Management of change
- Permit to work
- Lockout and tag out
- Confined space entry
- Working at heights
- Excavation
- Motorized vehicles





## Basics

SEOT's policy states that we continuously work towards our goals of zero incidents and minimizing the damage to our environment. Safety is everyone's responsibility and we expect every employee to contribute to his own safety and that of others.

Although embedded in the SEOT Life Saving Rules, it is important to emphasize that:

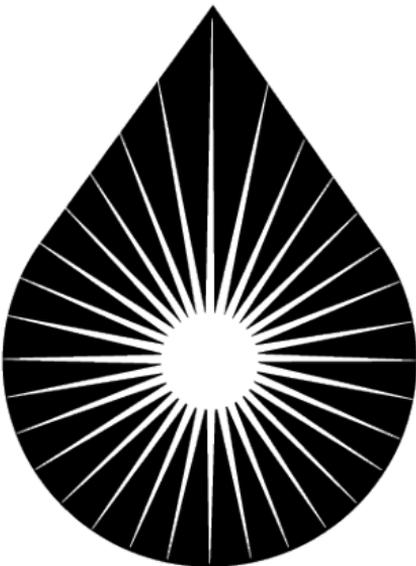
- all persons will be trained and competent in the work they conduct
- all persons must know, understand and comply with the basic safety regulations in force at a location
- everyone who works at a location should fully comply with the applicable procedures
- work will not be conducted without a job safety assessment
- for work without an approved procedure, a permit to work is needed
- emergency response plans will be in place before work starts
- appropriate and prescribed personal protective equipment is worn
- it is everyone's responsibility to stop work that is unsafe

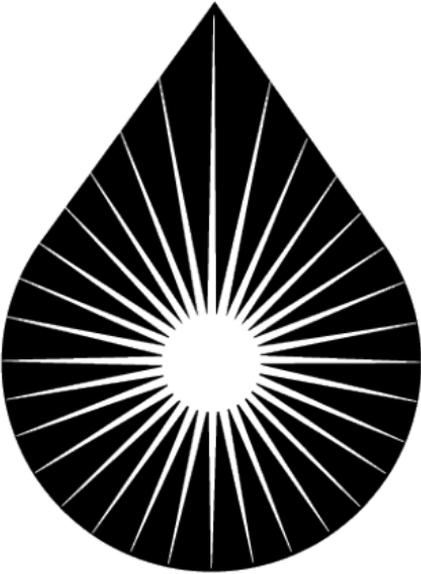
# Transfer of product

## The SEOT Life Saving Rule state:

Before and during the transfer of product the following rules are followed:

- the safety information on the product is available, known and understood
- the pipeline configuration and line-up is checked
- appropriate grounding of the transport medium (vessels/vehicles/pipeline/container etc.) is carried out to prevent electrostatic discharge at all times
- the appropriate personal protective equipment is prescribed and worn





## Management of change

### **The SEOT Life Saving Rules state:**

Temporary and permanent changes to systems, processes, procedures, equipment, organization, personnel, products, materials and work arising from changes in laws and regulations cannot proceed unless a Management of change (MOC) process has been completed, where applicable, including:

- a risk assessment that covers all impacted by the change
- a work plan that clearly specifies the timescale for the change and any control measures to be implemented regarding:
  - equipment, facilities and processes
  - operations, maintenance, inspection procedures
  - training, personnel and communication
  - documentation
- authorization of the complete work plan by the responsible person(s)

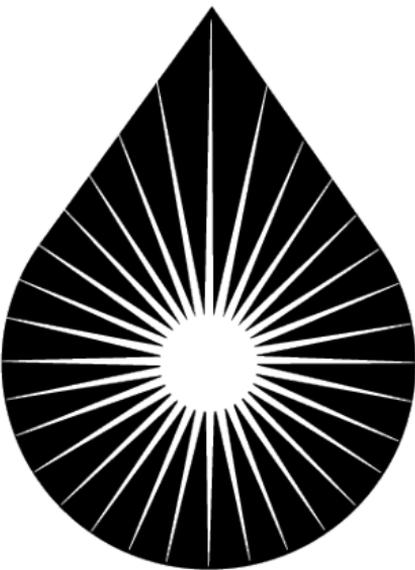
# Permit to Work System

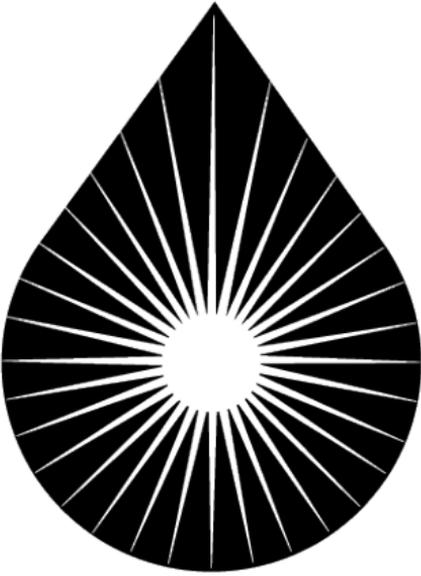
**This SEOT Life Saving Rule states:**

Work that involves confined space entry, any hot work, maintenance, engineering work or operations activities that have no written procedure needs a permit that ensures a safe work environment.

The permit and the associated procedures:

- describe the (scope of) work
- identify hazards and assess risks
- prescribe control measures to eliminate or mitigate hazards
- link the work to other related work permits and/or operations
- are authorized by the responsible person(s)
- are known and understood to all involved in the work
- ensure a safe return to normal operations





## Lockout and tag out

### **The SEOT Life Saving Rules state:**

Any isolation of energy systems; mechanical, electrical, process, hydraulic and others, cannot proceed unless:

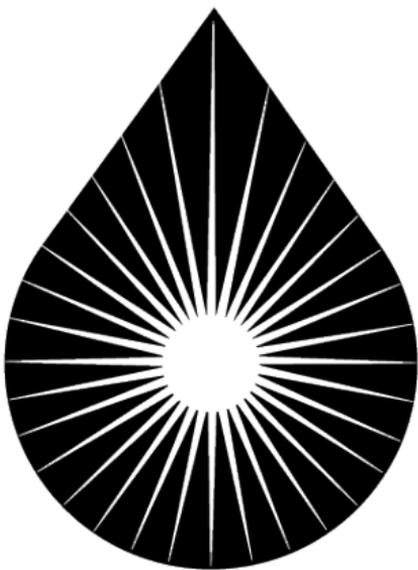
- the method of cut-off and discharge of stored energy are agreed and executed by (a) competent person(s)
- any stored energy is discharged
- a system of locks and tags is used as isolation points
- a test is conducted to ensure the isolation is effective
- isolation effectiveness is periodically monitored

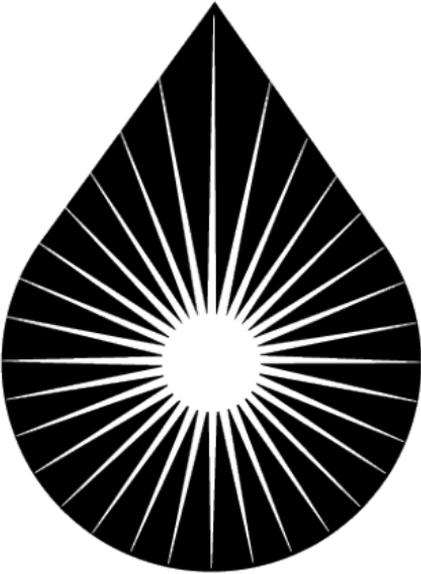
# Confined space entry

## The SEOT Life Saving Rules state:

Entry into a confined space cannot proceed unless:

- all other options have been reviewed and ruled out
- a permit to work is issued
- the appropriate personal protective equipment is used
- the confined space is isolated
- the atmosphere has been tested for oxygen content and where required for explosivity and toxicity
- the tests are verified and repeated as often as defined by the risk assessment
- stand-by personnel is stationed nearby with the proper means of communication
- unauthorized entry is prevented
- rescue plan and equipment are prepared and in place





## Working at heights

### **The SEOT Life Saving Rules state:**

Working at heights cannot proceed unless:

- a fixed platform is used with guard or hand rails, verified and approved by a competent person

or if this is not achievable, a fall arrest system is used:

- that is appropriate for the specific situation and approved by a competent person
- that is visually inspected and if damaged or activated is taken out of service
- all who use a fall arrest system must be instructed and trained in its use
- the person working with a fall arrest system should be able to contact a rescue team that is able to hoist them to a safe area

or if no better alternative is available:

- a ladder is used only when a person has one hand available to hold onto the ladder at all times
- in case of activities on the ladder, it is adequately stabilized to prevent slippage

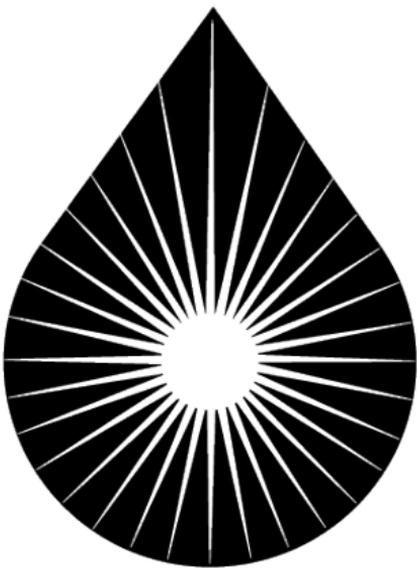
# Excavation

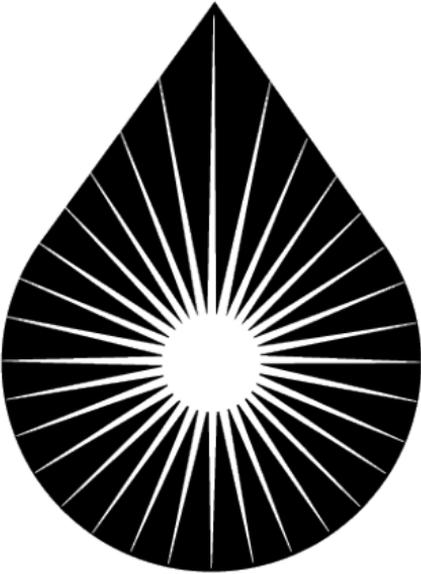
**The SEOT Life Saving Rules state:** Work that involves a man-made cut, cavity, trench or depression in the soil cannot proceed unless:

- a hazard assessment of the work location is completed by the competent person(s)
- all underground hazards, i.e. pipelines, electrical cables, etc., have been identified, located and if necessary, isolated
- a valid permit to work is obtained

Where persons are to enter an excavation:

- a confined space entry permit must be issued where applicable
- ground movement must be controlled and collapse prevented by systematically shoring, sloping, benching etc., as appropriate
- ground and environmental conditions must be continuously monitored for change





## Motorized vehicles

### **The SEOT Life Saving Rules state:**

All categories of onsite motorized vehicles, including forklifts, must not be operated unless:

- the vehicle is appropriate for the purpose, inspected and confirmed to be in safe working order
- seat belts are installed and worn by all occupants and other relevant safety devices are used as intended
- loads are secured and do not exceed design specifications
- the local road safety regulations are fully complied with

Drivers must not be allowed to operate the vehicle unless they are:

- fully trained, qualified and medically fit to drive and operate the vehicle.



Everyone Home Safe  
Every Day