

GOLDEN SAFETY RULES



**PERFECT
HSE DAY**

Health and safety are fundamental to the way we work at Woodside.

We look out for each other. We strive to keep each other safe.

This approach is underpinned by our **Golden Safety Rules**, which remind us: don't assume it's safe, prove it's safe.

Our actions and behaviours contribute to creating a workplace where we can all be healthy, well and safe.

Our vigilance can prevent fatalities and serious injuries.

We continue to learn and review and improve our procedures to align with industry best practice.

If you have ideas on making the job safer, or any concerns on how the Golden Safety Rules apply, have **Courage – Speak Up** and discuss with your Leader.

Let's work together to achieve a **Perfect HSE day, every day.**

Meg O'Neill
Chief Executive Officer



Using this booklet

The Golden Safety Rules summarise the mandatory requirements for safety in the workplace. This includes management aspects of work such as planning, competency and documentation requirements.

As the Golden Safety Rules do not cover all operational risks it's important that you make yourself aware of any other safety requirements before undertaking, and during work.



Foundations



Change Management



Confined Space Entry



Driving Safety



Electrical Safety



Ground Disturbance



Lifting Operations



Permit to Work



Process and Mechanical Isolations



Working at Heights

Golden Safety Rule

Foundations



Work must not be performed without implementing these fundamental requirements, which underpin the Golden Safety Rules.

Foundations



- Everyone has an obligation to stop work that is unsafe.
- People must be trained, competent and fit for the activity.
- Work must not be conducted without a pre-job risk assessment appropriate to that level of risk.
- Safety equipment must not be removed, overridden or disabled without authorisation.
- Safety discussions must take place prior to work commencing.
- Personal Protective Equipment (PPE) must be worn as per the risk assessment and site requirements.
- Equipment must be fit for purpose and in good working order, or removed from service.
- Rescue and recovery plans and equipment must be in place before an activity begins.
- Potential dropped objects must be identified and controlled at the worksite.



For further information, refer to

Golden Safety Rules - Safe Work Control Procedure.

Golden Safety Rule

Change Management



Permanent or temporary changes to an organisation, technical design or work process that have a HSE impact must only proceed if:

Change Management



- Activities that alter or operate outside of an approved organisation, technical design or work process must be identified as a change.
 - Impacts of the change must be identified and risks assessed.
 - A plan must be in place that specifies the timescale for the change and control measures to be implemented.
 - The change must be authorised, communicated and managed to completion.
 - An assessment of readiness must be made prior to change implementation.
 - A change must be reassessed if there is an unexpected change to the risks or the approved plan.
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➤ For further information, refer to **Golden Safety Rules - Safe Work Control Procedure** and **Change Management Procedure**.

Golden Safety Rule

Confined Space Entry



Before entry into a confined space,
all Foundations requirements must
be met and:

Confined Space Entry



- Options to eliminate the need for a confined space entry must be evaluated.
- Equipment must be approved for use in confined spaces.
- Sources of energy affecting the confined space must be isolated.
- Initial atmospheric testing must be completed and verified.
- Re-testing must be conducted throughout the activity as per the permit conditions.
- A standby person must be in place at all times to raise the alarm. They are not to enter the confined space.
- Prior to entry, the work party must confirm the rescue plan, valid permit and safety controls are in place.
- Unauthorised access must be prevented.



For further information, refer to

Golden Safety Rules - Safe Work Control Procedure
and **Confined Space Entry Procedure**.

Golden Safety Rule

Driving Safety



Before starting a journey, all Foundations requirements must be met and:

Driving Safety



- Drivers must be fit for work and unaffected by fatigue, drugs or alcohol.
 - Drivers must be licenced for the class of vehicle and comply with speed limit and local road rules.
 - The suitability and safety of the vehicle must be assessed prior to any journey being undertaken.
 - Loads must be secured and not exceed manufacturer's design specifications or legal limits for the vehicle.
 - Drivers must not operate mobile phones while driving regardless of whether they are hands free or not.
 - Seatbelts must be installed and worn by all occupants.
 - The number of passengers must not exceed the specifications for the vehicle.
 - The prescribed journey management plan must be followed when applicable.
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➡ For further information, refer to **Golden Safety Rules - Safe Work Control Procedure** and **Driving Safety Procedure**.

Golden Safety Rule

Electrical Safety



Before starting electrical work,
all Foundations requirements must
be met and:

Electrical Safety



- Isolation schemes must be reviewed and approved by an authorised person prior to implementation.
- All isolations must be clearly identified, proven, tagged and/or locked to prevent inadvertent operation.
- Portable electrical equipment must be inspected and confirmed in good condition before use.
- Testing or fault finding on or near exposed live conductors is not permitted without authorisation.
- Intrusive work on live conductors is not permitted. Intrusive work near exposed live conductors shall be managed in accordance with Electrical Safety Operating Procedure.
- Work on or near batteries is not permitted without authorisation.
- A test for de-energised must be completed prior to starting an activity and after any breaks or change in conditions.

➡ For further information, refer to **Golden Safety Rules - Safe Work Control Procedure** and **Electrical Safety Operating Procedure**.

Golden Safety Rule

Ground Disturbance



Before starting ground disturbance work,
all Foundations requirements must be
met and:

Ground Disturbance



- The requirement for a confined space entry permit must be assessed.
- Prior to commencing ground disturbance activities all underground services and hazards must be identified, located and if necessary, isolated.
- Traffic and pedestrian movement must be planned and controlled.
- The ground disturbance area must be clearly identified and access restricted to authorised personnel only.
- A spotter must be present in the immediate area for all ground disturbance activities.
- People must not enter an excavation unless it has been safely sloped, benched, shored or shielded.
- Ground movement and stormwater drainage conditions must be continuously monitored.

➡ For further information, refer to **Golden Safety Rules - Safe Work Control Procedure** and **Ground Disturbance Procedure**.

Golden Safety Rule

Lifting Operations



Before starting lifting operations,
all Foundations requirements must
be met and:

Lifting Operations



- A lift plan, specific to the operation, must be developed and independently verified by a competent person.
- A competent person must:
 - Check that all safety devices are operational
 - Inspect all the lifting equipment and lift points
 - Rig the load and secure load prior to lift.
- Operators of powered lifting equipment must be competent for the specific equipment and location.
- The maximum weight and type of the load must be less than the working load limit (WLL) or rated capacity of the lifting equipment.
- Clear communication must be established and maintained between everyone involved in the lift.
- People must not be positioned under a suspended load or between a suspended load and fixed objects.
- Safety controls must be in place to identify the lift area and travel path of the item being lifted, and people must not enter without authorisation.



For further information, refer to

Golden Safety Rules - Safe Work Control Procedure
and Lifting Operations Procedure.

Golden Safety Rule

Permit to Work



Before starting work, all Foundations requirements must be met and:

Permit to Work



- The work must be approved by an authorised person for the site or facility.
- The permit must be valid and have a clearly defined scope of work.
- Isolations must be in place and verified before commencing work.
- Safety controls identified within the permit must be in place, verified and complied with for the duration of the work.
- The conditions and status of the permit must be communicated to everyone involved, prior to work starting and upon handover.
- There must be no conflicting activities.
- Work parties must be aware of simultaneous activities occurring within the area.
- When circumstances or conditions change, work must be stopped, made safe and reassessed.



For further information, refer to **Golden Safety Rules - Safe Work Control Procedure** and **Permit to Work Procedure**.

Golden Safety Rule

Process and Mechanical Isolations



Before starting work requiring an isolation, all Foundations requirements must be met and:

Process and Mechanical Isolations



- The planned sequence of isolation and de-isolation must be risk assessed and approved by an authorised person.
- The method of removal and reintroduction of stored energy and/or hazardous materials must be risk assessed and approved by an authorised person.
- All isolation/de-isolation steps must be completed by an authorised person.
- All isolation points must be clearly identified, proven, tagged and controlled to prevent inadvertent operation.
- Prior to breaking containment, the isolation either side of the break must be verified, and a test for hazardous materials/ stored energy performed.
- Re-testing must be performed in line with permit conditions.
- Isolation schemes must be revalidated if conditions change.

➡ For further information, refer to **Golden Safety Rules - Safe Work Control Procedure** and **Process and Mechanical Isolations Procedure**.

Golden Safety Rule

Working at Heights



Before starting work at heights,
all Foundations requirements must
be met and:

Working at Heights



- Options to eliminate the need for working at heights must be evaluated.
- All items including tools and equipment must be secured to prevent dropped objects.
- A fixed or mobile platform with a guard or hand rail must be used where practicable and verified by a competent person.
- Fall prevention system must limit free fall to two metres or less.
- A fall prevention system must be used as determined by the pre-job risk assessment.
- Anchor points must be inspected and assessed as suitable before use.
- When using a fall prevention system, people must be hooked to an anchor point at all times.

➡ For further information, refer to **Golden Safety Rules - Safe Work Control Procedure** and **Working at Heights Procedure**.



Foundations



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Process and Mechanical Isolations



Working at Heights



For more information refer to the
Woodside Management System (WMS) or
the **HSE** intranet.

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