**Safe Work Requirement**

HSE MEETING AND TOOLBOX TALK PROCEDURE

HSE

Table of Content

[1. HSE Meeting Program 1](#_Toc477245944)

[2. Site Safety Meeting 1](#_Toc477245945)

[2.1 Weekly Meeting: 1](#_Toc477245948)

[2.2 Daily Meeting: 2](#_Toc477245949)

[2.3 Pre-job Meeting: 3](#_Toc477245950)

[2.4 Toolbox Talk 3](#_Toc477245951)

[2.5 Pre-shift Meeting 4](#_Toc477245952)

[2.6 Post Emergency Drill meeting: 5](#_Toc477245953)

[3. Project Monthly HSE Meeting 5](#_Toc477245954)

[4. Quarterly HSE Meeting 6](#_Toc477245955)

[5. HSE Meeting Hierarchy 7](#_Toc477245956)

[6. Meeting record 7](#_Toc477245957)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| HSE Meeting Program Meetings are an important method of ensuring successful communications by making effective use of communication time by allowing employee participation and providing equal exposure to vital information. These meetings can also help to create a cooperative communication climate, encourage team spirit, and enhance the leadership role. The meetings are to promote safety behaviours and observations for effective implementation of ECDC principles, values and safe work practices.  The ownership of these meetings allows key supervisors to demonstrate HSE commitment. One part of the HSE MS should be discussed at each monthly meeting. The meeting also, will play a role to activate the use of JSAs documents. Planned jobs should be reviewed to decide which JSAs are applicable. These JSAs should then be systematically feedback to the staff that will be involved in the operation through daily meeting, pre-job meetings and toolbox meetings. Site Safety Meeting     Weekly Meeting: The Weekly Meeting tends to focus on ECDC and Client matters and concentrate more on activities of the site or facility. The duration of this meeting should not be more than 1 hour maximum.  **Frequency**: Weekly, recommended date is Monday  **Chair Man**: Rig Manager  **Attendance**: All crew members (All attendees to sign an attendance sheet)  **Objective**: Corporate and Site level feedback & information  **Agenda:**   1. HSE policy, other policies 2. HSE objectives and progress 3. Discuss site HSE statistics, Stop card & trends 4. Introduce any newcomers. 5. Select one subject from HSE documents for discussion. 6. Discuss Safety alerts/flashes recently issued. 7. Discuss incidents/accidents /near miss which occurred last week. 8. Highlight any equipment defect 9. Highlight any hazards not corrected. 10. Review status of the actions resulted from audits, visits and inspections 11. Highlight the latest news with regard to HSE topics (new procedures, roles contracts,) 12. Review and discuss HSE plan progress and focus on areas of concerns. 13. One week look-ahead work scope.  Daily Meeting: This meeting will be held daily at a convenient time between Rig Manager and Drilling Supervisor DS, for maximum 20 minutes, in which the work plan will be given by DS to RM in order to allow him, communicate it properly to the site crew. A similar meeting must also be held by the Rig Manager with site key personnel, communicating the outcome of client/contractor meeting. Maximum duration is 15 to 20 minutes.  **Frequency**: Daily  **Chair Man**: DS  **Attendance**: DS and RM  **Objective**: It is held every morning, in which, DS gives work plan to RM in order to allow him communicate it to site key staff.  **Agenda:**   1. Daily work plan, however, this meeting will be held prior to the pre-shift meeting between RM and site crew to ensure a proper communication of the given plan to staff. 2. The Rig Manager will communicate plan as discussed with DS to key personnel  Pre-job Meeting: This meeting will be held prior starting non-routine jobs (especially jobs with coming hazards). It shall be held by supervisor to acquaint each person involved in the operation with scope of work, hazards and specific procedures to be followed.  This meeting will be attended by all the engaged members and will last about 10 minutes max.  **Frequency**: Pre-Job  **Chair Man**: Supervisor/Task Leader  **Attendance**: Job crew members  **Objective**: To acquaint each person involved in the operation with scope of work, hazards and specific procedures to be followed  **Agenda:**   1. The job or task in hand. 2. The procedures to be followed. 3. Responsibilities of each team members. 4. Access & Egress to the job site. 5. Possible hazards. 6. Tools and equipment to be used. 7. Material required. 8. PTW. 9. Interface with other activities. 10. PPE. 11. Confirm crew understanding.  Toolbox Talk It is a pre-job meeting as above but for other routine jobs and it will be short, concise and preferably held on the site where the work will be done. Also a toolbox meeting will be held in case of non-routine operations, at start of every shift and when the supervisor feels that:   1. The crew is not experienced enough for a certain task 2. The operation deviates from the plan 3. A work permit is necessary.   **Frequency**: Pre-Job  **Chair Man**: Supervisor/Task Leader  **Attendance**: Job crew members  **Objective**: To acquaint each person involved in the operation with scope of work, hazards and specific procedures to be followed  **Agenda:**   1. The job or task in hand. 2. The procedures to be followed. 3. Responsibilities of each team members. 4. Access & Egress to the job site. 5. Possible hazards. 6. Tools and equipment to be used. 7. Material required. 8. PTW. 9. Interface with other activities. 10. PPE. 11. Confirm crew understanding.  Pre-shift Meeting Pre-shift Safety Meetings will be held before beginning work of each shift; The work to be done will be reviewed verbally with the crew, identifying any potential hazards of each aspect of the job in the coming shift, the tools, the equipment to be used, etc. Employees will be encouraged to identify any hazards they recognize, and how they can perform the tasks more safely. This should be logged.  **Frequency**: Pre-shift  **Chair Man**: Rig Manager  **Attendance**: crew members  **Objective**: General brief on the day work(especially for critical ones) as given by DS  **Agenda:**   1. Discuss work plans. 2. Select relevant JSAs for discussion. 3. Ask about additional risks. What could go wrong? 4. Discuss work permits and any interference between work areas. 5. Pick subject for discussion (e.g. lifting & slinging, working at height,PTW, MOC, man-riding, mixing mud,. etc).  Post Emergency Drill meeting: After each emergency drill (H2S, Fire, Kick, etc), a meeting will be held at an appropriate time as a close out meeting chaired by Rig Manager with all personnel to highlight the drill results, areas of concerns and recommendations with required actions. The duration of this meeting shall take not more than ½ hour. Project Monthly HSE Meeting ECDC Management team designated in each operation base shall attend their monthly meeting to discuss HSE issues, performance and operation activities and other affair, safety moment was the first step in meeting, and all in turn among departments.  **Frequency**: Monthly  **Chair Man**: General Manager  **Attendance**: All Management  **Objective**: Monthly Review of HSE performance and planning the HSE of in coming month.  **Agenda:**  Agenda of Meeting shall generally include but not limited the following:   1. Confirmation of Meeting Contents; 2. Matters Arising; 3. Management review / over-view of site performance/condition; 4. Site Safety Inspection and Action-closed Process in LSV; 5. Safety initiatives and follow up; 6. Incident and Accident investigation/dangerous occurrence report in last month; 7. HSE planning of in in coming month. 8. Any other business.  Quarterly HSE Meeting **Frequency**: Every Three Months  **Chair Man**: General Manager/Rig Manager & Client  **Attendance**: Rig Crew , Management and Clients  **Objective**: Review of HSE Monthly performance for the past three months and planning the HSE in the next coming three months.  **Agenda:**  Agenda of Meeting shall generally include but not limited the following  Safety Moment was the first step in meeting, and all in turn. The ECDC Management Team shall review the status of the HSE performance in order to improve the HSE management system quarterly.  ECDC recognizes the need to discuss and resolve items of concern with regard to HSE with the following aims:   1. Confirm that all the parties concerned are properly carrying out the management of HSE; 2. Ensure that the operation is being performed safely and smoothly, complying with safety and rules and regulations and method statements; 3. Coordinate and control congested or hazardous working conditions among the ECDC and Subcontractors; 4. Resolve safety issues raised by Client; 5. Increase subcontractors’ safety knowledge and safety awareness; 6. Enforce Safety Training Program; 7. Participate and organize Safety Promotional Activities; 8. Promote and maintain housekeeping and waste disposal at the highest standards. 9. Promote and review progress on behavior based safety process; 10. Analyze trends from the HSE program data, and adjust safety program as required.   By encouraging strong ECDC Project HSE Committees issues concerning HSE may be resolved prior to their becoming disruptive to the project. This not only promotes a safer job, but also raises the level of safety consciousness and encourages the personnel on the site to be constructive rather than critical. The Project management teams shall attend the meeting to discuss management, engineering, project control, procurement, subcontracting and, not only including HSE issue at some time. HSE Meeting Hierarchy In other to make sure the meetings and proper records are maintained and follow-up HSE meeting Hierarchy table is developed for the meeting control and implementations. Meeting record hierarchy All meeting shall be record in ECDC HSE meeting record form and all attendance shall sign in the meeting attendance sheet.  **HSE MEETING HIERARCHY TABLE**   |  | | --- | | **DAILY HSE MEETING:**   * PTW/JSA Meeting * Hand & Finger Injury/PINCH POINT * Drills. * Pre-Task Meeting * Pre-Tour Meeting | | **WEEKLY HSE MEETING:**   * Stop Card Analysis * Combine Crew Safety Meeting * Weekly Review Of Safe / Unsafe work Activities * Review of Site Safety Inspect Report * Best STOP Card of the Week | | **MONTHLY HSE MEETING:**   * Stop Card Analysis * Combine Crew Safety Meeting * Monthly Review Of Safe / Unsafe work Activities * Review of Site Safety Inspect Report * Best STOP Card of the Month * Review of the Monthly HSE Statistics | | **Quarterly HSE Meeting:**   * Stop Card Analysis For The Past Three months * Review The HSE Performance For The Past Three Month * Review The KPI Input system * Review of Site Safety Inspect Report For Bench Marking | | **AUDIT:**   * Audit Will be Conduct To Measure The Compliance * Review the HSE-MS Base On the KPI * Review all the Reports from the rigs for Bench marking |  Record  * 1. BSA-ECDC-HS-CL-O002-01-Pre Tour Meeting Record v1.0   2. BSA-ECDC-HS-CL-O002-02-HSE Meeting Minutes v1.0   3. BSA-ECDC-HS-CL-O002-03-After Tour Meeting Record v1.0   4. BSA-ECDC-HS-CL-O002-04-Personel On Board v1.0   5. BSA-ECDC-HS-CL-O002-05-Daily\_POB v1.0 |  |