**Safe Work Requirement**

Alerts And General HSE Promotion

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| PURPOSE Safety Alerts are essential for the purpose of communicating important HSE related information and are issued if it is considered that there is a priority safety message to be passed to locations where company and/or sub-contractor personnel are employed. The purpose of this procedure is to communicate health, safety and environmental topics to all employees by means of information placed on notice boards located in offices, shops, and rig facilities. SCOPE The procedure applies to the control of Safety Alerts raised internally or externally by vendors, clients… etc.  The requirement of this procedure is to be observed by all personnel engaged in the issuing, distribution and complying with action items contained within Safety Alerts.  This procedure applies to information in the form of poster campaigns, safety alerts, incident statistics, safety and environmental performances. DEFINITIONS External Safety Alerts are generated by outside organizations.  Internal Safety Alerts are raised within the company. as a method of urgent communication between all level of employees. Alerts have color coded borders to reflect the severity of its contents as follows.  Red - Major  Orange - Serious  Yellow - Moderate  Blue - Minor RESPONSIBILITIES The Senior Line Manager of a department within which an Internal Safety Alert originates is responsible for drafting the Alert and ensuring its validity. The Alert's contents must be openly discussed at daily pre-shift meetings to ensure a cross section of opinion is considered before issue to other areas of operation.  The HSE Manager is responsible for ensuring the registration and distribution of Safety Alerts.  All Managers must ensure that External Safety Alerts are directed to the HSE Department upon receipt for registration and distribution.  All Area Managers and Area HSE Line managers must ensure that all external Safety Alerts are directed to the HSE Department.  Location Line Managers shall take action on Safety Alert recommendations which affect them. Internal Safety Alerts are to be discussed at Weekly HSE Meetings and the minutes recorded to reflect this. PROCEDURES        Internal Alerts The Senior Line Manager of a department within which a Safety Alert originates shall draft an Alert on a Safety Alert Draft Form. The Safety Alert Form refers to the IADC Safety Alert form. The alert must be discussed at the daily operations meeting before passing it on to the HSE Department. After ensuring its validity the Alert shall be passed to the HSE Department.  The HSE Manager shall ensure Safety Alerts are recorded in the Internal Safety Alert Register.  The HSE Supervisor shall arrange the distribution of Safety Alerts. The appropriate locations shall be listed on the Safety Alert register.  On receipt of an Internal Safety Alert the Location Line Manager must sign and return the transmittal notice to the HSE Department.  On rig locations the Rig Manager shall ensure Internal Safety Alerts are displayed on the Company Notice Boards for a minimum of two months. Safety Alerts must be discussed at Crew HSE Meetings and the minutes recorded to reflect this.  Line Managers shall ensure Safety Alerts are filed in a “Safety Alerts” binder.  Any area operation shall follow the same procedure for both Internal and External Safety Alerts. External Alerts Any Manager receiving an External Safety Alert must on pass it directly to the HSE Manager.  The HSE Manager shall ensure the Safety Alert is recorded in the External Safety Alert Register.  The HSE supervisor shall distribute the Safety Alert to the appropriate Senior Line Managers. A Transmittal Notice must be attached prior to the Senior Line Manager sending the Alert to the appropriate location. Recipient locations shall be noted on the transmittal register.  On receipt of an External Safety Alert the location Line Manager must sign and return the Transmittal Notice to the HSE Department.  At rig locations the Rig Manager or HSE Supervisor shall display External Safety Alerts and review the contents when considered appropriate.  External Safety Alerts must be filed in a “Safety Alerts” binder. HSE Promotions All safety promotions will be reviewed by the HSE Manager prior to being put in place.  ECDC HSE Manager shall distribute all promotions to the offices, rig sites and workshops and base.  Rig Managers, department managers and base managers shall ensure all pertinent items are discussed and understood.  Rig Manager shall ensure each promotion item is posted and made available to all personnel.  Rig Manager shall ensure all pertinent items are discussed and understood by all personnel at rig site. RECORDS Internal Safety Alerts are to be displayed on Company Notice Boards for a minimum of two months.  Safety Alerts are to be kept indefinitely filed in separate file sections titled “Internal Safety Alerts” and “External Safety Alerts” respectively. |  |