**Safe Work Requirement**

Leadership Site Visit Procedure

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| PURPOSE ECDCmanagement have committed time and effort to carry out joint leadership visit to rig site.  The involvement of the highest level of management in HSE inspections and field visits demonstrate to the general work force top management leadership and commitment to HSE. SCOPE There are 2 level of focus for HSE inspection:  High Level - The main focus is to verify the effectiveness of HSE MS rather than unsafe act & unsafe conditions. e.g. midyear HSE Internal Audit.  Low Level - This involve the observation of the work and behavior of staff & contractors to assess compliance with procedure and work instruction. PROCEDURE AND GUIDELINES      Mid Year Audit The most important principle guiding Management HSE inspection is to check the effectiveness of the site HSE management system, rather than unsafe act/unsafe conditions on site.  A thorough check of the HSE MS is often not possible within the limited time of a field visit. ECDC has developed a Leader Site Visit (LSV) Checklist which provides a quick but effective guide to the functioning of the site HSE MS.  This LSV checklist will be utilized in future Management HSE Inspections on the rig site Leadership Site Visit ( LSV) The ECDC LSV checklist covers the 7 elements of the ECDC QHSE MS, which are as follows:   1. Leadership and Management commitment 2. Policy and Strategic Objectives 3. Organization, Responsibilities, Resources, Standards & Document 4. Hazards & effects management 5. Planning & Procedures 6. Implementation & Monitoring 7. Audit Management Review  Visit Program It is the responsibility of the HSE Manager to prepare a detailed visit program which should be agreed with the General Manager.  This visit program (Leadership Site Visit Schedule) include visit to the rig site at least once a month by ECDC Senior Management:   1. The General Manager, 2. Chief Engineer, 3. HSE Manager, 4. General Manager Assistant   While the following designation shall visit the rig at least once biweekly:   1. Operations manager 2. Vice Operation manager 3. Vice HSE Manager 4. HR. Manager 5. Logistic Manager 6. Vice Logistic manager  Unplanned Visit Other visit also takes place like;   1. Accident Investigation 2. Giving awards to the best rig 3. To commend an employee who has done a good job 4. Communication 5. The findings from this visit/inspections is being shared with all ECDC rigs through emails and daily Operations conference meeting with management. 6. The various Rig Managers will in-turn share the information during pre-tour meetings and HSE display boards.  Violations we should follow up:   1. Client standards and HSE rules, for example, code of practice. 2. Driving Policy 3. Drilling Operation Procedure 4. Etc. 5. How we deal with violation: 6. Discussion during meetings 7. Verbal warning 8. First warning letter 9. Disciplinary action |  |