**Safe Work Requirement**

Mechanical Equipment Precautions work instruction

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| PURPOSE The purpose of this instruction is to provide a regulation to control the risk and hazard from the moving machine. SCOPE This instruction is applicable to all ECDC and clients machine, to the extent that it does not conflict with the applicable OEM instructions. RESPONSIBILITY      Rig Manager The Rig Manager has overall responsibility for mechanical equipment operation and safety issues. This includes overall responsibility for ensuring the system is in place to provide the means of operate and maintenance on the location.  The Rig Manager is responsible for implementing the approved mechanical equipment safety work instruction at rig site where work is carried out under their control. Additionally, they shall ensure that any subcontractor who working under their direction are fully follow this instruction. HSE Supervisor The HSE Supervisor shall assist the Rig Manager in ensuring all related personnel are trained in the use of mechanical equipment.  The HSE Supervisor shall periodically verify the employee who operate the mechanical equipment are trained.  Providing advice on the using all types of protective clothing. Mechanic Provide initial training to the employee who have chance to operate mechanical equipment, and the actions for daily maintenance.  Ensuring that defective part is immediately repaired Operator Understanding fully and applying correctly procedure in the course of their work at rig site.  Ensuring that safe working practices are being enforced at all times PROCEDURE AND GUIDELINES    Introduction People may be injured by moving machinery in a variety of ways, for example:   1. Being struck or trapped by reciprocating parts. 2. Becoming entangled in rotating equipment or in belt and chain drives. 3. Being struck by material ejected from moving machinery etc.  General Precautions  1. All mechanical equipment shall be installed and maintained only by qualified persons authorized to do so. 2. Equipment shall be maintained in a safe condition at all times and any such equipment found to be unsafe shall be isolated/immobilized until repaired. 3. Protective clothing and equipment shall be worn as appropriate when operating or maintaining mechanical equipment. 4. All rotating and other moving parts shall be adequately guarded from accidental or other contact by personnel. Rotating/moving parts such as spindles, chucks, belts and gears may trap loose articles and clothing or, draughts caused by fans or rapidly rotating mechanical components may `draw' clothing. 5. Operators and supervisors shall ensure that no hazard results from loose clothing or long hair while operating machines. Gloves shall not be worn. Coveralls shall be of the short sleeved type or have cuffs that secure at the wrist. 6. Operators shall take extreme care against fingers/hands becoming trapped or pinched by pulleys, belts or gears for example, or between tools and work.  Guards  1. Mechanical equipment shall be immobilized/isolated before any guards are removed and shall be rendered inoperative against start up by means of electrical or mechanical isolation. 2. It is recognized that there is no practical method of guarding the Rotary, Kelly, and Swivel, during drilling operations. For this reason it is important that drilling crews are trained to the highest degree in safe drilling operations, that at least three escape routes from the rig floor are kept open and unobstructed at all times, and that the rig floor is kept as clear of obstructions and oily mud as is possible. 3. Any guards removed shall be re-fitted and adjusted before the equipment is brought back into use. Whenever possible adjustments shall only be made with the equipment immobilized or isolated. 4. Safety devices, including guards, governors, over-speed trips and other emergency shutdown devices fitted to machines shall not be removed or overridden. If it becomes necessary to operate equipment with one of these devices isolated, then a Permit to Work shall be opened to control the hazard until normal operations can be resumed.  Lubrication If it is necessary to lubricate machinery when it is in motion, extension oilers and grease gun connections must be provided and be located away from hazardous areas so that employees are not at risk.  Employees involved in lubricating operations shall be provided with long flexible spout oil cans and grease guns with proper attachments and are to use them properly. Record5.1 BSA-ECDC-HS-CL-S011-01-Hand Tools Weekly Check v1.05.2 BSA-ECDC-HS-CL-S011-02-Fortlift Weekly Check v1.0 |