**Safe Work Requirement**

Pipe Handling work instruction

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| PURPOSE A lot of incident happened during handling pipes from pipe sledge to pipe racks, pick up or lay down pipes.  The purpose of this instruction is to provide a regulation to control the risk and hazard during pipe handling work. SCOPE This procedure is applicable for workers performing pipe handling work such as arrange pipes on racks, pick up, lay down pipes, move pipes out from sledge, sent pipes back into sledge, etc. which exposed to the risk of injury.  This instruction is applicable to all ECDC and clients pipe handling work. RESPONSIBILITY      Rig Manager The Rig Manager has overall responsibility for pipe handling work and safety issues. This includes overall responsibility for ensuring the system is in place to provide the means of work on the location.  The Rig Manager is responsible for implementing the approved pipe handling 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 pipe handling work.  The HSE Supervisor shall periodically verify the employee who performing the pipe handling work are trained.  Providing advice on the use of all types of protective equipment. 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    Basic rules  1. Tag lines must be used when transferring tubular with cranes. 2. When pipe is being transferred between pipe racks, catwalks or trucks, the temporary supports or skids should be constructed, placed and anchored in such as way that they will support the load placed up on them. 3. All driveways alongside pipe racks should be level so that the truck bed is parallel and even with the racks. 4. During loading, unloading and transferring of pipe or other similar tubular goods, no workers should be required or permitted to be on top of the load or between the load and the pipe racks. 5. Manual pipe loading, unloading and transferring operations should be done only from the pipe ends. Pipe should be loaded or unloaded from trucks one layer at a time. 6. When transferring drill collars, tubular good or other similar materials which are not provided with shoulders, pickup subs should be used during the transfer of those materials into the derrick. Subs should be secured completely into the drill collars before the collars are lifted. 7. Thread protectors should be left on tubular goods and downhole equipment when it is being pulled up the pipe ramp. A lifting bail, sub or nubbin screwed into the box end is acceptable in lieu of a thread protector. 8. A multi-purpose safety clamp (dog collar) should always be available for use on the rig floor. 9. When a lift sub is used as a lift point in handling drill collars or other tubular goods, it should be made up with positive torque lift subs installed “hand tight” are not sufficient. All lift subs must be bored full “ID” and have a box connection to accept a stabbing valve. The use of lift nubbins is prohibited. 10. Trailers used for transporting pipe or as a pipe rack during drilling, workover or pipe salvaging operations should be equipped with a guard the full length of both sides of the trailer. 11. Trailers used for transporting pipe should be equipped with side stakes adequate to prevent the pipe from rolling off. Also, the entire load of pipe should be secured with chains or straps that are sufficient to hold the pipe in place on the trailer in case there is a complete failure of the stakes. All pipe trailers should use stakes and adequate binding. 12. Guards on trailer sides should be designed and constructed to ensure that when pipe is being hoisted into the derrick, the lower end of the pipe will not roll off the trailer. 13. Provision should always be made to prevent pipe, tubular goods or similar round material from accidentally rolling off a pipe rack.  Pipe racks safety rules.  1. Pipe racks should be level and firmly butted and secured together with no gaps or elevation differences between each rack or the catwalk. 2. Outer ends of each pipe rack should have sturdy stop pins in place to prevent pipe from rolling off the rack. Pins should be permanently attached to the rack to prevent loss. 3. The catwalk should be level and free from tripping hazards with a stairway to the ground at each end. 4. Every pipe rack should be flush at the top and bottom to prevent pipe hang-up. 5. When pipe is to be stored in layers on the rack, spaces should be used between the layers and each layer should be chocked. 6. Provision should be made for the storage of thread protectors. 7. Thread protectors should be lowered from the rig floor in a container or lashed together. They should not be dropped or rolled down the pipe ramp.  Racking Pipe in Derrick Basic Rules  1. Whenever drill pipe, drill collars or tubing is racked in a derrick, provision should be made for the complete drainage of any fluids or gases in the stands. 2. Drill pipe, collars or tubing should be racked to safely distribute the load in the finger boards. 3. Stands of drill pipe, drill collars, tubing, casing and rods should be secured at the top ends by means of a tie-back rope or an equivalent device to prevent them from falling out of or across the derrick. 4. A pipe hook or tag line should be available for use by the derrickman to assist in maneuvering, stacking and securing pipe in the derrick. 5. If pipe hooks are used above the derrick floor, the pipe hook should be secured to the derrick in a manner that will prevent the hook from falling. 6. Racking boards will be maintained in good order.  References ECDC Dropped Object Standards  ECDC Dropped Objects precautions guidelines  ECDC Personal Protective Equipment (PPE) |