

safety

sharingtheexperience



The BP Golden Rules of Safety

**Safety is a legitimate personal expectation  
and a constant individual responsibility.**

**Every member of staff should be able  
to go home at the end of the working day  
without having suffered or caused harm  
in any way.**



## the **forward**

In a world, and an industry, full of risks this goal can only be achieved if every single person remembers the importance of safety, accepts their personal responsibility, and knows what to do.

These simple golden rules provide basic guidance. I ask every individual to read them and to act upon them. The safety of everyone depends on our common commitment to the highest standards of care at all times and in all circumstances.

John Browne  
December 2001

## the **purpose**

The Golden Rules of Safety cover the following activities:

- **Permit to work**
- **Energy isolation**
- **Ground disturbance**
- **Confined space entry**
- **Working at heights**
- **Lifting operations**
- **Driving safety**
- **Management of change**

# getting the **basics** right

BP's safety policy states no harm to people and no accidents. Everyone who works for, or on behalf of, BP is responsible for their safety and the safety of those around them.

The following safety rules will be strictly enforced to ensure the safety of our people and our communities.

Although embedded in each of these rules, it is important to emphasize that:

- **work will not be conducted without a pre-job risk assessment and a safety discussion appropriate for the level of risk**
- **all persons will be trained and competent in the work they conduct**
- **personal protection equipment will be worn as per risk assessment and minimum site requirements**
- **emergency response plans, developed from a review of potential emergency scenarios, will be in place before commencement of work**
- **everyone has an obligation to stop work that is unsafe**

For further information visit the Golden Rules website at:

[http://hse.bpweb.bp.com/golden\\_rules](http://hse.bpweb.bp.com/golden_rules)



## permit to work

### The Golden Rule says:

Before conducting work that involves confined space entry, work on energy systems, ground disturbance in locations where buried hazards may exist, or hot work in potentially explosive environments, a permit must be obtained that:

- **defines scope of work**
- **identifies hazards and assesses risk**
- **establishes control measures to eliminate or mitigate hazards**
- **links the work to other associated work permits or simultaneous operations**
- **is authorized by the responsible person(s)**
- **communicates above information to all involved in the work**
- **ensures adequate control over the return to normal operations**



## energy **isolation**

### The Golden Rule says:

Any isolation of energy systems; mechanical, electrical, process, hydraulic and others, cannot proceed unless:

- **the method of isolation and discharge of stored energy are agreed and executed by a competent person(s)**
- **any stored energy is discharged**
- **a system of locks and tags is utilized at isolation points**
- **a test is conducted to ensure the isolation is effective**
- **isolation effectiveness is periodically monitored**

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## ground **disturbance**

### The Golden Rule says:

Work that involves a man-made cut, cavity, trench or depression in the earth's surface formed by earth removal cannot proceed unless:

- **a hazard assessment of the work site is completed by the competent person(s)**
- **all underground hazards, i.e. pipelines, electric cables, etc., have been identified, located and if necessary, isolated**

Where persons are to enter an excavation:

- **a confined space entry permit must be issued if the entry meets the confined space definition**
- **ground movement must be controlled and collapse prevented by systematically shoring, sloping, benching, etc., as appropriate**
- **ground and environmental conditions must be continuously monitored for change**





## confined **space entry**

### The Golden Rule says:

Entry into any confined space cannot proceed unless:

- **all other options have been ruled out**
- **permit is issued with authorization by a responsible person(s)**
- **permit is communicated to all affected personnel and posted, as required**
- **all persons involved are competent to do the work**
- **all sources of energy affecting the space have been isolated**
- **testing of atmospheres is conducted, verified and repeated as often as defined by the risk assessment**
- **stand-by person is stationed**
- **unauthorized entry is prevented**

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## working at **heights**

### The Golden Rule says:

Working at heights of 2 metres (6 feet) or higher above the ground cannot proceed unless:

- **a fixed platform is used with guard or hand rails, verified by a competent person, or...**
- **fall arrest equipment is used that has:**
  - **a proper anchor, mounted preferably overhead**
  - **full body harness using double latch self locking snap hooks at each connection**
  - **synthetic fibre lanyards**
  - **shock absorber**
- **fall arrest equipment will limit free fall to 2 metres (6 feet) or less**
- **a visual inspection of the fall arrest equipment and system is completed and any equipment that is damaged or has been activated is taken out of service**
- **person(s) are competent to perform the work**



## lifting operations

### The Golden Rule says:

Lifts utilizing cranes, hoists, or other mechanical lifting devices will not commence unless:

- **an assessment of the lift has been completed and the lift method and equipment has been determined by a competent person(s)**
- **operators of powered lifting devices are trained and certified for that equipment**
- **rigging of the load is carried out by a competent person(s)**
- **lifting devices and equipment have been certified for use within the last 12 months (at a minimum)**
- **load does not exceed dynamic and/or static capacities of the lifting equipment**
- **any safety devices installed on lifting equipment are operational**
- **all lifting devices and equipment have been visually examined before each lift by a competent person(s)**

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## driving safety

### The Golden Rule says:

All categories of vehicle, including self-propelled mobile plant, must not be operated unless:

- **vehicle is fit for purpose, inspected and confirmed to be in safe working order**
- **number of passengers does not exceed manufacturer's design specification for the vehicle**
- **loads are secure and do not exceed manufacturer's design specifications or legal limits for the vehicle**
- **seat belts are installed and worn by all occupants**
- **safety helmets are worn by riders and passengers of motorcycles, bicycles, quads, snow-mobiles and similar types of vehicle**

Drivers must not be authorized to operate the vehicle unless:

- **they are trained, certified and medically fit to operate the class of vehicle**
- **they are not under the influence of alcohol or drugs, and are not suffering from fatigue**
- **they do not use hand-held cell phones and radios while driving** (*best practice is to switch off all phones and two-way radios when driving*)



# management of **change**

## The Golden Rule says:

Work arising from temporary and permanent changes to organization, personnel, systems, process, procedures, equipment, products, materials or substances, and laws and regulations cannot proceed unless a Management of Change process is completed, where applicable, to include:

- **a risk assessment conducted by all impacted by the change**
- **development of a work plan that clearly specifies the timescale for the change and any control measures to be implemented regarding:**
  - **equipment, facilities and process**
  - **operations, maintenance, inspection procedures**
  - **training, personnel and communication**
  - **documentation**
- **authorization of the work plan by the responsible person(s) through completion**

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# how do the **golden rules** relate to getting HSE right?

Getting HSE right provides the safety management system to help us manage our safety risks. To deliver to the 'getting HSE right' expectations we must have in place all of the right processes, procedures and appropriate work rules. 'Getting HSE right' also requires us to identify the hazards and assess the risks associated with our activities on a regular basis.

The BP Golden Rules of Safety assist Business Units to deliver the expectations of 'getting HSE right', particularly expectations contained within Elements 2, 6, 7, and 13. By sharing the lessons that have been learned from past safety incidents they provide a way to comply effectively with the main expectations. They also provide guidance for implementation and are a useful checklist to ensure that the basic safety procedures and processes are in place to protect our people and plant from harm.

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