

# Golden Safety Rules Booklet

No one gets hurt, no incidents



# Golden Safety Rules

The Golden Safety Rules are a cornerstone of Woodside's approach to health and safety. They are based on an analysis of industry incidents that led to fatalities and serious injuries.

The Golden Safety Rules and their Foundations identify the critical controls that shall be in place prior to undertaking work.

Compliance with the Golden Safety Rules and their supporting standards is mandatory. These rules are for your safety and that of your colleagues.

I encourage you to familiarise yourself with the Golden Safety Rules and to seek clarification if you are in any doubt about what they mean to you and your work.

There is nothing more important than your safety. If you think the work you're undertaking is unsafe, stop and discuss your concerns with your supervisor.



A handwritten signature in black ink that reads "Don Voelte". The signature is written in a cursive, slightly stylized font.

**Don Voelte**  
Chief Executive Officer

## Our Golden Safety Rules focus on the highest risk activities.

This booklet provides a simple personal checklist that supports the Golden Safety Rules and Foundations.

The Golden Safety Rules are supported by Standards which provide the mandatory requirements, including management aspects of work such as planning, competency, documentation and record requirements.



Permit to Work



Confined Space Entry



Process/Mechanical Isolations



Electrical Isolation



Working at Heights



Ground Disturbance



Lifting Operations



Driving Safety



Management of Change

Golden Safety Rules do not cover all operational risks. It's important that you make yourself aware of any other safety requirements.

# Golden Safety Rules Foundations



**No work shall be undertaken without implementing these fundamental requirements, which are the foundation for the Golden Safety Rules.**

- Work will not be conducted without a pre-job risk assessment and a safety discussion appropriate to that level of risk
- People will be trained, competent and fit to conduct the activity
- Personal Protection Equipment will be worn as detailed in the risk assessment and minimum site requirements
- All equipment to be utilised is proven to be fit for purpose. Equipment found to be damaged or defective is removed from service
- Rescue and recovery plans and specified equipment, developed from a review of potential emergency scenarios, is in place before commencement of the activity
- Everyone has an obligation to stop work that is unsafe

# Golden Safety Rules Foundations

## Pre-job Checklist:



### Are the following in place?

Y / N

- Have you completed a pre-job risk assessment (e.g. JHA, HIRA) and discussed the safety issues and controls?
- Is everyone involved in the task trained, competent and fit to conduct the activity?
- Is appropriate Personal Protective Equipment (PPE) available for the activity?
- Is all equipment to be utilised fit for the purpose and conditions? If not, has it been removed from service?
- Have you reviewed the potential emergency situations?
- Have you put in place appropriate rescue and recovery plans and required equipment before work commences?
- Have the people involved been informed they are required to stop work if they think it is unsafe?

# Golden Safety Rule

# Permit to Work



## Work requiring a permit shall only proceed if:

- There is a clearly defined and understood scope of work and validity period
- The work has been authorised by a responsible person for the site or facility
- All hazards have been identified and the risk assessed
- Controls have been put in place and verified
- There are no conflicting activities
- Work Parties are made aware of simultaneous activities occurring within the area
- The conditions of the permit have been communicated with everyone involved in or affected by the activity
- Clear communication of work status has taken place between everyone affected during, and on completion of work
- All isolations for the job have been put into place and verified as safe
- Where there is an unexpected change of circumstances or conditions, work is stopped, made safe and reassessed

For further information, see **Permit to Work Standard**

# Permit to Work Checklist:



## Are the following in place?

Y / N

- Is there an adequately defined scope of work, and validity period, which is understood by everyone involved?
- Has the work been authorised by a responsible person?
- Have all the appropriate hazards been identified and risk assessed?
- Are the appropriate controls in place and verified?
- Have all conflicting activities been identified?
- Have you assessed the implications of other work being undertaken in the same area?
- Has an appropriate pre-job brief been conducted that includes everyone involved and will communication be maintained throughout the activity?
- Have the appropriate isolations been put in place and verified?
- Is everyone aware that they are required to stop work and reassess after any break or change in circumstance or conditions?
- Have instructions for re-instating the worksite on completion of the work been provided?

# Golden Safety Rule

# Confined Space Entry



Entry into a confined space shall only proceed if:

- Options to eliminate the need for confined space entry have been evaluated
- There is a rescue plan, risk assessment and a valid permit for the entry
- The people involved are trained and competent to do the work associated with the confined space
- The conditions of the permit have been communicated with everyone involved in or affected by the activity
- All sources of energy affecting the confined space are isolated
- Equipment has been approved for use in confined spaces
- Testing of atmospheres is conducted, verified and repeated as often as defined by the permit conditions
- A standby person is in place at all times to raise the alarm – they are not to enter the confined space
- Unauthorised entry is prevented
- A plan is in place for vessel/confined space closure

For further information, see **Confined Space Entry Standard**

# Confined Space Entry Checklist:



## Are the following in place?

Y / N

- Has an assessment been conducted to determine if confined space entry can be eliminated?
- Is there a valid permit to work, rescue plan and risk assessment in place?
- Have the conditions of the permit been communicated to everyone involved?
- Are the appropriate controls and isolations in place and verified?
- Is the equipment to be used to perform the work been approved for use in confined space, and identified on the permit?
- Has the initial atmospheric testing been completed and verified?
- Is the work party aware that retesting is required throughout the activity as per the permit conditions, and verified?
- Has unauthorised access been prevented and is a standby person in place?
- On completion of the activity, is there a plan in place to close the vessel/confined space?

# Process/Mechanical Isolations



Work dependent on process/mechanical isolation shall only proceed if:

- The sequence of isolation and de-isolation has been planned and the method of removal/restoration of stored energy and/or hazardous materials is risk assessed, and authorised by a competent person
- All isolation/de-isolation steps have been completed by a competent and authorised person
- All isolation points have been clearly identified, proven, tagged and controlled to prevent inadvertent movement
- Prior to breaking containment, a test for hazardous material/stored energy has been performed and risk controls are in place
- A retest for hazardous material/stored energy is performed as defined by the permit conditions
- On unexpected change of circumstances or conditions, the full isolation/de-isolation is revalidated

For further information, see  
**Process/Mechanical Isolations Standard**

# Process/Mechanical Isolations Checklist:



## Are the following in place?

Y / N

- Is there a plan for the sequence of isolation and de-isolation that has been authorised by a competent person?
- Has a risk assessment been conducted and has it identified all potential hazardous materials?
- Has the isolation/de-isolation been completed by a competent and authorised person?
- Have the isolation points been clearly identified tagged and controlled using an appropriate system?
- Prior to breaking containment, has a test been conducted for hazardous material/stored energy and are appropriate controls in place?
- Is everyone aware of the requirement to retest for hazardous material/stored energy as per the permit conditions or after any break or unexpected change in conditions?

# Golden Safety Rule

# Electrical Isolation



## Electrical work shall only proceed if:

- All isolations have been completed by a competent and authorised person
- Isolation points have been clearly identified using a system of locks and/or tags
- The people carrying out the electrical work are deemed competent to perform the work
- A test for dead has been completed prior to working on any electrical equipment
- A retest for dead has been completed after any break or change in conditions
- At least two people are in attendance when working close to exposed live conductors

For further information, see  
**Electrical Safety Management Standard**

# Electrical Isolation Checklist:



## Are the following in place?

Y / N

- Are the people completing the isolations authorised and competent?
- Have the isolations been clearly identified, tagged and, if practical, secured with an approved locking device?
- Are the people carrying out the electrical work competent?
- Has a test for dead been carried out prior to work commencing on the electrical equipment?
- Is everyone aware that they are required to re-test for dead after any break or change in conditions?
- Are at least two people in attendance when working close to exposed live conductors?

# Working at Heights



## Working at height shall only proceed if:

- Options to eliminate the need for working at height have been evaluated
- A fixed or mobile platform with a guard or handrails is used where practicable and verified by a competent person
- Everyone is trained and competent to perform the activity including the use of fall prevention and fall arrest equipment
- All equipment to be utilised is proven to be fit for purpose. Equipment found to be damaged or defective is removed from service
- All items, including tools and equipment, are secured to prevent potential dropped objects
- People are to be hooked to an anchor point at all times
- Fall arrest system limits free fall to 2 metres or less
- Rescue plan and equipment are in place to minimise suspension trauma
- The fall prevention system includes:
  - Single person anchor point capable of supporting 15 kilo Newtons
  - Fall arrest rated full body harness using double latch self locking snap hooks at each connection
  - Lanyard which incorporates a shock absorber

For further information, see **Working at Height Standard**

# Working at Heights Checklist:



## Are the following in place?

Y / N

- Can the item to be worked on be removed and the work performed on the ground?
- If the work cannot be completed on the ground, can a fixed or mobile platform (with guard or handrails) be used to access the item?
- Does the fall prevention system include all of the mandatory requirements?
- Is everyone involved in the activity trained in the use of the fall prevention system?
- Will all people be hooked to an anchor point at all times while performing the activity?
- Is the rescue plan and equipment in place to minimise suspension trauma prior to commencing the activity?
- Are all items, including tools and equipment, adequately secured to prevent potential dropped objects?
- Has all the equipment to be used been inspected and reviewed?

# Ground Disturbance



**Work that involves a man-made ground disturbance shall only proceed if:**

- A risk assessment of the work site has been completed by a competent person
- All underground hazards, including pipelines, electric cables, etc., have been identified, located and, if necessary, isolated

**Persons will only enter an excavation when:**

- The requirement for a Confined Space Entry Permit has been assessed
- Ground movement has been appropriately controlled and collapse prevented
- Ground movement and environmental conditions are continuously monitored for change
- A spotter shall be present at the site of the excavation

For further information, see **Ground Disturbance Standard**

# Ground Disturbance Checklist:



## Are the following in place?

Y / N

- Has a risk assessment been conducted by a competent person?
- Have all underground hazards been identified and located?
- Has the requirement for a Confined Space Entry Permit been assessed?
- If a permit is required, has restricted access to the site been implemented until the permit conditions are met?
- Are the appropriate controls in place, such as isolations and have they been checked by a responsible person?
- Have ground movement hazards been controlled with potential collapses prevented?
- Are the ground and environmental conditions being monitored continuously for change?
- Is a spotter present at the site of the excavation?

# Lifting Operations



## Lifting Operations shall only proceed if:

- A lift plan, specific to the operation, has been developed by a trained and competent person
- A trained and competent person has:
  - Checked that all safety devices are operational
  - Visually inspected the lifting equipment and lifting points
  - Rigged the load
  - Secured the load prior to the lift
- The maximum weight and type of the load is known and is less than the Safe Working Load of the lifting and rigging equipment
- Operators of powered lifting equipment are trained and competent for that specific equipment and location
- Clear communication is established and maintained between everyone involved in the lift
- No one is positioned under a suspended load or between a suspended load and fixed objects

For further information, see

**Lifting and Hoisting Practise Standard**

# Lifting Operations Checklist:



## Are the following in place?

Y / N

- Has a lift plan been developed in accordance with the Lifting and Hoisting Practice Standard?
- Has a trained and competent person:
  - Checked all safety devices are operational?
  - Visually inspected the lifting equipment and points?
  - Rigged the load appropriately?
  - Secured the load prior to lifting?
- Is the weight and type of load less than the Safe Working Load (SWL) of the lifting device performing the activity?
- Are the operators of the powered lifting device trained, competent and authorised for that specific equipment and location?
- Will communication be established and maintained between everyone involved in the lift throughout the activity?
- Throughout the lifting operation, has all potential been eliminated for people to be injured by the load due to their positioning?

# Golden Safety Rule

## Driving Safety



### Driving shall only proceed if:

- The vehicle is regularly inspected and maintained by a competent person, and suitable for the local driving conditions
- Drivers assess the suitability and safety of the vehicle prior to any journey being undertaken
- Drivers are appropriately licensed, trained, and medically fit to operate the class of vehicle being used for the local driving conditions
- Drivers are not under the influence of alcohol or drugs and are not suffering from fatigue
- Seatbelts are installed and worn by all occupants
- The number of passengers does not exceed manufacturer's design specifications for the vehicle
- Loads are secure and do not exceed manufacturer's design specifications or legal limits for the vehicle
- Drivers comply with speed limits and local road rules
- Drivers do not operate mobile phones whether hands free or not whilst driving

For further information, see **Driving Standard**

# Driving Safety Checklist:



## Are the following in place?

Y / N

- Is there evidence that the vehicle has been regularly inspected and maintained?
- Has the vehicle been assessed as suitable for local driving conditions?
- Does the driver hold the appropriate licenses for the vehicle to be used and where appropriate, is trained for the vehicle being used and the local conditions?
- Is the driver medically fit, not under the influence of alcohol and/or drugs and is not suffering from fatigue?
- Are seatbelts installed and will they be worn by all passengers?
- Does the number of passengers comply with the manufacturer's design specifications and legal limits for the vehicle?
- Are all loads secure and do not exceed the manufacturer's design specifications or legal limits for the vehicle?
- Is the driver aware of local road rules and the requirement to adhere to the speed limit?
- Is the driver aware that operating a mobile phone (hands free or not) while driving is not permitted?



**Permanent or temporary changes to organisation, equipment, plant, standards or procedures that have a Health, Safety, Integrity and/or Environment impact, shall only proceed if:**

- The need for change is justified and authorised
- A risk assessment is undertaken to assess potential impacts of the change
- A plan is in place that clearly specifies the timescale for the change and any control measures to be implemented from design to operate regarding:
  - Equipment, facilities and process
  - Personnel competency, accountabilities and responsibilities
  - Resources and support
  - Communications
  - Procedures
  - Documentation
- The plan is authorised, managed and communicated by the responsible person for the change through to completion
- The situation is re-assessed if there is an unexpected change in circumstances

For further information, see  
**Management of Change Standard**

# Management of Change Checklist:



## Are the following in place?

Y / N

- Has the need for change been justified and approved by an authorised person?
- Has an assessment been conducted to determine the risks associated with the change?
- Has there been a plan developed with a time line for the change that has been authorised?
- Have the appropriate control measures been implemented from design to operate?
- Has the plan been managed and communicated to the appropriate stakeholders by the person responsible for the change?
- Is there a plan for ongoing communication until the change has been closed out?
- Is everyone aware that they are required to reassess the plan after unexpected changes occur?



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For further information visit the Health & Safety intranet site  
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