

# FUNDAMENTALS

These fundamentals apply equally to all **Critical Controls**:

- We are all accountable for our own safety and the safety of others
- We always follow the rules, standards and procedures
- We always consider alternatives to eliminate the need for high risk activities
- Everyone is appropriately trained, competent and fit for work
- Tools and Equipment are to be used for their designed purpose
- Everyone has the obligation to stop unsafe work
- We always manage Simultaneous Operations (SIMOPS) in all activity planning



**MMA**  
OFFSHORE

## WORKING AT HEIGHTS

Working at height shall only proceed if:

- A permit is in place
- A fixed or mobile platform with guard and hand rails is used where practicable
- Barriers and/or securing of tools and equipment is in place to prevent dropped objects
- Rescue plan is in place
- Fall arrest systems
  - include full body harness with double latch self locking hooks and shock absorber
  - Limit free fall to 2 metres or less
- All equipment is fit for purpose, certified to relevant standard and inspected prior to use

## DYNAMIC POSITIONING (DP)

- All DP checklists completed prior to operations
- DP manning is appropriate to scope of work
- DP Familiarisation and Verification of Competence compulsory for all DP personnel
- DP footprint plots completed regularly
- DP stable for a minimum of 15 minutes prior to commencing operations
- DP desk is attended at all times

## CONFINED SPACE ENTRY

Confined space entry shall only proceed if:

- A valid entry permit is in place and communicated to all personnel working in and around confined space
- All sources of energy and product movement are isolated
- Testing of atmosphere is done prior to entry and regularly as per the permit's requirements
- A rescue plan and standby person is in place at all times
- All equipment is approved for use in a confined space

## ENERGY AND PROCESS ISOLATION

Any isolation of stored energy (mechanical, electrical and process) shall only proceed if:

- A permit is in place
- All isolation steps are planned
- An isolation test must be completed and a de-energised state confirmed:
  - Prior to any work beginning
  - Following any time away from the worksite
  - Following a change in conditions
- A system of locks and tags are used at isolation points
- Confirm isolated equipment is safe to use prior to placing it back in service



## LIFTING

Lifting operations shall only proceed if:

- No-one is ever positioned under a load or between loads and fixed objects
- Exclusion zones are established and clear to everyone located in the area including:
  - 2m around moving plant
  - Physical barriers at loading zones
- A breach of exclusion zones requires an immediate Stop Work
- Never exceed safe working load of plant and equipment
- All plant, lifting equipment and rigging must be certified, tagged and inspected by a competent person prior to use
- Prior to any lift, a competent person has ensured the load is safely rigged and secure
- Clear communications are established between everyone involved in the lift, including signalling

## HOT WORK

Hot work shall only proceed if:

- A permit is in place
- Barriers are established & signage is in place
- All flammable material has been removed or isolated
- Fire fighting equipment is easily available
- Gas testing and monitoring in hazardous areas is in place

## DECK AND MOORING OPERATIONS

- Safe zones are identified
- No-one is in the line of fire
- All crew to be aware of the nominated escape route and safe area
- Always work in sight of one another
- Communications are established to manage all operations
- Never stand in a bight

## ENVIRONMENT

- Documented pollution prevention plan is in place
- Regular drills are carried out to test procedures and equipment
- Primary spill containment is in place where a risk of spill exists
- Spill containment equipment is in place, inspected and maintained ready for use
- Prior to hydrocarbon loading/transfer all hoses, arms, valves and connections are checked for integrity and a plan is in place

