



2008 OSD HSE Plan

PDO HSE Golden Rules You and I:

- Comply with the law, standards and procedures
- Intervene in unsafe or non-compliant situations
- Respect our neighbours

The rules emphasise our individual responsibility while encouraging us to help our colleagues and respect our neighbours. And they help us to understand why others step in to help if we are failing to comply. They are there to motivate us all to do the right thing, from the most senior to the most junior member of staff.

COMPLIANCE

Action	Target	Action Party	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	HSE-MS Element
1 Attend tool Box Talks	BHJ NMR MRL	Supervisors, HSE Advisors and Leaders.	BHJ MRL NMR	BHJ MRL NMR	BHJ MRL NMR	BHJ MRL NMR	BHJ MRL NMR	BHJ MRL NMR	BHJ MRL NMR	BHJ MRL NMR	BHJ MRL NMR	BHJ MRL NMR	BHJ MRL NMR	BHJ MRL NMR	1
2 Mandatory HSE courses	All staff	OSD Supervisors	100% compliance within 3 months of due date												3
3 CHCS qualification	100%	Contract Owners, Holders & Reps	100% compliance within 6 months of due date												3
4 Maintain Records of all OSD LT visits, Joint Management HSE Inspections and coast HSE walk about	Secretaries	OSO/S, OSE/S, OSP/S, OSD/S	MAF	MAF	MAF	MAF	MAF	MAF	MAF	MAF	MAF	MAF	MAF	MAF	3
5 Health Risk Assessments (HRA) Training	PDO Supervisors and Contractors HSE Advisors.	OSE/3x, MSE/32, OSO/1X, OSO/4x			BHJ	MRL	NMR	100%							4
6 OSD HSE case updating support	Existing HSE Cases	OSS				MRL								BHJ	4
7 Environment awareness Training	PDO staff	1) OSS/x 2) OSO/1x				BHJ								MRL	4
8 Activity areas maps updated each shift	OSSM and OSSNB	Activity Areas	Monthly												4
9 Area Emergency Exercises	BHJ NMR MRL	OSO/1/4X OSE/3X			BHJ MRL NMR			BHJ MRL NMR						BHJ MRL NMR	4
10 Evacuation Station Drills	BHJ NMR MRL	OSO/1/4X OSE/3X	Monthly												4
18 Updated documentations; e.g. Operation manuals etc.	BHJ.MRL.NMR	OSO/1/4X OSE/3X			BHJ MRL NMR										5
19 Jobs' Safety Plan and HEMP for all jobs	All Activities	OSSM-OSSNB	BHJ MRL NMR			BHJ MRL NMR								BHJ MRL NMR	5
20 Audit and Fountain actions closeout	BHJ.MRL.NMR OSDS for MAF	OSO/1X			BHJ MRL NMR			BHJ MRL NMR						BHJ MRL NMR	5
14 Update PTW Boards	BHJ MRL NMR	OSOBN OSO/M			25%			50%						100%	6
15 Update noise maps	BHJ MRL NMR	OSSM-OSSNB						50%						100%	6
16 Production facilities inspections as per Areas Plan	BHJ.MRL.NMR	as per Areas schedule	Monthly												6
17 Non-production facilities Inspections	BHJ.MRL.NMR	as per Areas schedule	Monthly												6
11 Level one PTW Audit (PR 1172)	BHJ.MRL.NMR	OSO/M, OSOBN, OSS, OSE/3, OSE/2		MRL	NMR	BHJ									7
12 Level two PTW Audit (PR 1172)	PDO & contractors	OSSM-OSSNB	BHJ											MRL	7
13 Journey management audit.	PDO & Contractors 3 time/company/year	OSO/4x OSO/8M OSE/3X				BHJ MRL NMR								BHJ MRL NMR	7
14 Implement IVMS for all high risk vehicles in all new contracts	BHJ.MRL.NMR	OSE/3X				BHJ MRL NMR								BHJ MRL NMR	6
15 Replace existing catering suppliers who are non HACCP (food Safety Management System) compliant.	BHJ.MRL.NMR	OSO/8				BHJ MRL NMR								BHJ MRL NMR	3

INTERVENTION

Action	Target	Action Party	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	HSE-MS Element
1 Joint Management HSE Inspections	BHJ NMR MRL	OSO, OSD, OSP, OSE	As per MSE JMFI Plan												1
2 HSE themes for PDO and Contractors	BHJ NMR MRL	OSO/1x/4x, OSE/3x	Monthly												1
3 Drug & Alcohol talk	PDO and contractors.	OSO/1x			BHJ	MRL	NMR							NMR	3
4 Planned STOP Audits to cover the whole year.	All OSD Supervisors.	OSD Supervisors	The target numbers for the area to be entered in Areas HSE Plan												4
5 STOP Db analysis	BHJ.MRL.NMR	OSSM:OSSBN	Monthly												4
6 Well Engineering HAZOP review.	4 Petroleum Technologists	OSP												4 STAFF	4
7 Hazard Identification Training	All Junior Employees	OSE/3X;OSO/1X; OSSM;OSSNB								100%					4
8 Procedure awareness	All Staff	Supervisors				BHJ MRL NMR MAF								BHJ MRL NMR MAF	5
9 HSE MS (SAQ)	BHJ MRL NMR	OSSM-OSSNB								Q/2				Q/4	6
10 OSD H2S and NORM dB	OSD Fields	OSP								50%				100%	6
11 Posting of HSE policies	OSD Facilities	All Supervisors	BHJ MRL NMR											BHJ MRL NMR	6
12 Monthly Fountain report	BHJ.MRL.NMR MAF	OSSNB-OSSM & OSF	Monthly												6
13 Vehicle spot check	PDO & Contractor's vehicles.	OSO/1x/4x, OSE/3x		MRL										BHJ	7
14 Conduct STOP Audits minimum 2 per week or as agreed within the team.	PDO Supervisors	Supervisors								50%				100%	7
15 Tool Box Talks	Work teams	OSSM;OSSBN	BHJ MRL NMR			BHJ MRL NMR				BHJ MRL NMR				BHJ MRL NMR	7
16 Waste Management	Waste Yards	OSSM;OSSBN	BHJ MRL NMR			BHJ MRL NMR				BHJ MRL NMR				BHJ MRL NMR	7
17 RO Plant + Labs	House keeping and Equipment Calibration	OSSM;OSSBN	BHJ MRL NMR			BHJ MRL NMR				BHJ MRL NMR				BHJ MRL NMR	7
18 Staff Kitchens	PDO and Contractor Kitchens	OSSM;OSSBN	BHJ MRL NMR			BHJ MRL NMR				BHJ MRL NMR				BHJ MRL NMR	7
19 HSE plan review	OSD HSE Plan	OSD LT								Q/2				Q/4	8
20 OSD Incidents' Review - Medium and high potential incidents + Outstanding actions from PDO / Fountain tracking system.	OSD Incidences	OSD LT	MAF		MAF			MAF						MAF	8
21 Marmul HSE Plan Actions	MRL HSE Plan Actions	OSOM												MRL	8
22 Nmr HSE Plan Actions	NMR and BHJ HSE Plans	OSOBN												BHJ NMR	8
23 Areas Incidents' Review - Low potentials and STOP	NIRC-MIRC-BIRC	OSO/1X	Monthly												8
24 OSD HSE Plan Review	BHJ.MRL.NMR	OSD LT		BHJ		NMR		MRL		BHJ		NMR		MRL	8
25 Production Maintenance, business and engineering HSE meetings	Area HSE Performance BHJ.NMR.MRL	OSO/1X;OSO/3X ;OSO/4X;OSO/8	Monthly												8
26 Assess HSE competence of field supervisors in HSE critical positions	BHJ.MRL.NMR	OSON;OSOM; OSOB;OSE/3				BHJ MRL NMR								BHJ MRL NMR	4
27 Manage activities involving radiation including NORM	BHJ.MRL.NMR	OSO/8				BHJ MRL NMR								BHJ MRL NMR	3

RESPECT

Action	Target	Action Party	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	HSE-MS Element	
1 OSD LT Interior visits	BHJ NMR MRL	OSO, OSD, OSP, OSE	As per MSE JMFI Plan												1	
2 Coast HSE walk about.	MAF	LT	OSP		OSD		OSP		OSO		OSE			HRO/1	1	
3 Wellness walk	Area welfare committee.		As per Area Schedule												3	
4 HSE Personality of the month	OSO/1x/4x; OSE/3x	BHJ NMR MRL	Monthly												3	
5 NO LTI Club meetings	OSO/1x/4x; OSE/3x	BHJ NMR MRL	As per Area Schedule												3	
6 Defensive driving course DD-01(Black top) includes families	OSP, OSE, OSO, OSF	MAF								17%					34%	3
7 PT 1 to participate in HSE Audits.	OSP	OSP Staff												4 Staff	7	
8 Restore the identified and agreed used well waste pits, water pits and borrowed pits in compliance with SP1012 and report compliance annually	BHJ NMR MRL	OSO/8												BHJ NMR MRL	4	
9 Dispose in line with agreed MSE2 strategy waste tyres and waste wood	BHJ NMR MRL	OSO/8												BHJ NMR MRL	4	

9 PDO Behaviours

	From	To
Leadership	Afraid to have the 'fierce conversations'	Be Brave with Feedback
	Bureaucratic and Slow	Inject urgency in decision making
	Doing too many 'nice to do's' to be effective	Prioritise ruthlessly
Accountability	Too busy to lead	Invest in coaching and development
	Upward delegation: 'Let's ask the MDC'	Solve the problem at the lowest appropriate level
Team work	'I don't even know whose problem' it is	Take ownership
	Silo Mentality...	Act collaboratively
	Blame Culture	Support informed risk taking
	Leadership viewed as unaligned	Demonstrate 'cabinet responsibility'

PDO House Rules

- I stop any job that feel unsafe. • اوقف أي عمل أرى أنه لايتفق وقواعد اسلامية.
- I understand the rules for a job or I find out. • أفهم قواعد العمل أو اسأل عنها.
- I wear the correct Personal Protective Equipment (PPE) fro the task. • ارتدي معدات الوقاية الشخصية المناسبة للمهمة.
- I use the right tools for the jobs and use them correctly. • استخدم الأدوات المناسبة للعمل استخداما صحيحا.
- I keep my workplace clean, tidy and free of obstruction. • احافظ على الدرايزين عند استخدام السلم.
- I hold the handrail when using the stairs. • اربط حزام الأمان ولااستخدام الهاتف النقال أثناء القيادة.
- I do use a seatbelt and do not use a mobile phone while driving. • أقلل من استخدام المواد التي تلحق ضررا بالبيئة..
- I reduce sources of waste.