



Golden Rules of Safety



Fugro

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Our Vision

Our Vision is that Fugro companies will be the safest places to work in the world-wide geotechnical, survey and geoscience service industry, through working together and taking personal responsibility for the safety of ourselves and others

To achieve this, we **ALL** must...

- Always act in a safe and responsible manner
- Lead by example and promote trust
- Intervene and welcome intervention from others
- Stop any activity we feel is unsafe or where control is being lost
- Accept responsibility for our actions
- Contribute to continual improvement

Adopting and sustaining positive behaviour enables us to realise our vision - it's in YOUR hands!

Foreword

These Golden Rules of Safety reinforce, but **do not** replace the Health and Safety Management System, Risk Assessments, Project Safety Plans, Statutory Requirements or specific training in Safety. Their purpose is to instill a culture of personal safety awareness throughout the company and to ensure that all staff work as a team to avoid accidents and incidents. **Fugro is totally committed** to uphold and enforce the policies and principles that form the backbone of our company-wide Health & Safety Management System. Likewise, **Fugro expects that each and every one of you** give your own personal commitment in your work and as you go about your day-to-day activities.

By following the Golden Rules contained in this document, we will all be a few steps closer to achieving our goals. **Safety is undoubtedly in our own hands - but hands are controlled by hearts and minds.**

The theme of this booklet is Think SAFE. Let's make sure we do!



**Safety
At
Fugro
Every time**

The S.A.F.E. campaign icon (left) has been developed to remind all personnel that safety is in their hands!



Personal Safety Awareness

- Follow **all local site rules** on wearing of hard hats, safety glasses, safety footwear, gloves, clothing, hair style, jewellery etc
- Always check whether specific safety and or site rules apply for your situation
- Ensure that your work area is well lit and handrails are available and used where necessary
- Do not enter unlit areas or areas that have been cordoned off
- Take precautions to **avoid dropped objects**
- **Observe safe driving** practices
- **Do not leave trip hazards** such as cables or boxes on pedestrian routes or staircases
- Good housekeeping is essential. Ensure the work area is tidy. Clean up spillages immediately
- Check floors regularly for trip hazards
- **Always use fall arrest equipment** if there is a risk of falling
- Ensure that footwear is suitable
- Make sure you are aware of **emergency exits**
- **WALK** - don't run!
- **STAY ALERT** - don't daydream!

think...
S.A.F.E.



The following is the responsibility of all personnel.

HOUSEKEEPING: ensure that...

- good housekeeping is practised
- all unnecessary items are either disposed of or stored away
- work areas are cleaned regularly, using the correct cleaning methods

TRIP HAZARDS: ensure that...

- all articles likely to cause a trip are removed
- all gangways and traffic routes are kept clear of obstructions
- trailing cables do not cross pedestrian routes
- cable covers are used to fix cables to floor surfaces
- floors are checked for holes, cracks, worn rugs or mats
- torn carpets or coverings are replaced
- correct footwear is worn
- the work area is level

SLIP or FALL HAZARDS: ensure that...

- all articles likely to cause a slip or fall are removed
- spills are either cleaned up immediately or the area is cordoned off and warning signs are erected until the spill is removed
- steps or correctly secured ladders are used rather than climbing on racking
- fall arrest equipment is available
- correct footwear is worn
- handrails are installed where appropriate

You should also check that...

- guard rails and screens are fitted
- stairs, corridors and work areas are well lit
- access to high risk slip, trip or fall areas is restricted / controlled
- waste bins are utilised

Dropped Objects

- Always wear head protection in designated areas or where you know of overhead operations
- Be aware of the risks of dropping objects such as tools when working at heights - if possible attach them on lanyards
- Ensure that all raised working platforms have protective boards (kick boards)
- Where possible provide protection where there is a risk of items becoming detached at height (using netting, protective roofs, etc below drill derrick)

Driving

- Always abide by road traffic regulations
- Never drive when tired or under the influence of any substance that can impair your faculties
- Make sure that your vehicle is roadworthy and in good mechanical order
- Limit the extent of your driving in accordance with an assessment of the risks taking into account your age, physical condition and the driving conditions encountered
- Take a rest period of at least 20 minutes every 2 to 3 hours of driving



Permit to Work

- Assess the need for a formal permit to work in accordance with the worksite permit to work procedure
- Conduct a suitable and sufficient **risk assessment**
- Check all hazards are identified and eliminated where possible and a **safe system of work** put in place
- Fully assess the task to be carried out
- Check the permit includes details of work to be done and what is involved, precautions required, who is to do it, and details of **how, when and where** it will be completed
- Ensure the permit to work has been raised and posted at the relevant places before any work is carried out
- Confirm that **emergency procedures** are in place
- If work is to continue for more than 24hrs, reissue a new permit

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The need for a formal permit to work must be determined by the Master, Party Chief, or workplace Manager with due regard to the particular circumstances.

However, as a minimum, a formal permit to work is required for the following work situations:

- welding, cutting or burning operations in areas other than workshops
- work on any equipment which is served (energised) by a system common to another system (eg hydraulics)
- work with high pressure air systems other than normal operations
- work with high voltage electrical systems other than normal operations
- work with high pressure hydraulic systems other than normal operations
- working at height, where there is a danger of falling
- work in confined and / or airtight spaces
- work involving contractors in any of the above activities

- working near or with non-ionising forms of radiation (eg radar, radio antennas etc)

On vessels, it is the responsibility of the **Vessel Master** to ensure that either the Fugro Permit to Work procedure, or a vessel specific procedure, is carried out. The **Party Chief** shall assist the Master in enforcing the system.

In all other workplaces, the **Manager** or **Supervisor** responsible for the workplace will be responsible for ensuring that the Permit to Work procedure is carried out.



Lifting & Mechanical Handling

- All lifting operations should be planned and controlled by competent persons
- Ensure that a competent **crane operator**, **banksman** and **load handler** are available
- Ensure that all lifting equipment is sufficiently strong, stable and suitable for the proposed use, and is correctly marked and certified
- Ensure that a lift plan is in place
- Undertake **risk assessment and a Toolbox Talk** prior to any lifting operation
- Lift area must be free from obstructions, possible hazards and unauthorised personnel at all times
- Check load is ready for lifting, eg correct sling connected, sea fastenings disconnected etc
- **Good communication** must be maintained at all times
- All lifting operations **MUST be STOPPED** immediately if any complications or deviations to the lift occur during the lift

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Prior to starting any lifting or mechanical handling operation, you must ENSURE that all lifting equipment is:

- suitable for the proposed use
- checked / inspected
- appropriately tagged / marked
- fitted with suitable slings

You must also ENSURE that...

- a **lift plan** is in place
- a **risk assessment** is in place
- an **escape route** is available
- all personnel are **competent**
- **ground conditions** are suitable
- **overhead dangers** are considered
- **weather conditions** are allowed for

During any lifting or mechanical handling operation, you must ENSURE that...

- the operation is well supervised
- nobody enters an area where falling or shifting loads could cause injury
- personnel do not stand below loads or between loads and walls
- the lift area is kept free from obstructions and hazards

Lifting STOPS IMMEDIATELY if...

- you deviate from the lifting plan
- complications arise during the lift

Personnel should remain clear until the lift has been made safe and until a reassessment of the lift has been carried out.

All lifting operations will be undertaken by a minimum of three competent people:

- a **crane operator**, responsible while the load is in the air
- a **banksman**, who controls the initial lifting of the load, laydown and lifts out of the crane operator's line of vision
- a **load handler**, who is in communication with the banksman throughout the operation

Never...

- exceed Safe Working Loads
- carry out unauthorised repairs or modifications to lifting equipment
- stand underneath loads
- climb onto containers or stacked loads
- move a load over personnel



Working with Hands and Hand Tools

- **Always isolate** or lock out machines before carrying out maintenance work
- **Avoid wearing jewellery** and loose clothing when using machines with rotating or moving parts
- Select and inspect the **correct tool for the job**
- **Protect your hands** - always wear appropriate PPE
- Beware of entanglement, crush, impact and contact injuries from machinery and tools or when manual handling
- Beware of hot, cold, electrical, mechanical or chemical hazards
- **Inspect all tools before use** and only use tools if trained, competent and authorised to do so
- Beware of sharp edges and sharp tools
- All work should be **STOPPED** immediately if any complications or deviations occur during the work

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Always ensure that you...

- complete a risk assessment prior to carrying out the job
- have an appropriate permit to work
- select the correct hand tool for the job
- inspect tools before use
- only use knives where absolutely necessary and only the correct one for the job
- avoid wearing rings or bracelets
- ensure machine guards are fitted
- isolate machines before carrying out maintenance work
- use the correct type of gloves to protect the hands
- are trained, competent and authorised to use the tools or equipment

Beware of...

- traps between closing or passing motions of machines, eg in-running nips / rollers
- impact injuries from being struck by moving parts of machinery

- contact injuries such as sharp or abrasive surfaces and hot or electrically live components
- entanglement between moving parts and hair, rings or loose clothing
- ejection from machinery such as sparks, swarf or broken components
- sharp edges
- crush injuries when manual handling or using tools
- chemical, mechanical, hot and cold hazards

Never...

- clean away swarf with your bare hands
- attempt to bypass safety guarding mechanisms



Manual Handling

- Avoid manual handling where possible and **use mechanical methods**
- Assess the properties of the load
- Carry out a manual handling **risk assessment** before the job
- Consider whether the task will overstress the body and how you could avoid or reduce risk
- Use **proper lifting techniques**
- Get assistance if you need it
- Consider the working environment
- **STOP** all manual handling operations **immediately** if any complications or deviations occur during the manual handling process

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Ensure that you fully understand the qualities of the load about to be handled. Consider its...

- **weight** - is it too heavy?
- **size and bulk** - can you grasp it easily, might it obscure your view whilst in transport?
- **temperature or presence of sharp edges** - are suitable protective gloves available?
- **stability** - sand bags or liquids for example, can be unstable
- **contents** - are they potentially hazardous?

Before moving the load, consider first whether you may...

- be hindered by clothing or PPE
- need to twist or over-reach
- need to lift above shoulder height
- overstress the body or risk repetitive strain injury (RSI)

Plan and clear your route before moving the load and ensure...

- uneven floors, ramps or steps are taken into account
- there is sufficient space to manoeuvre in

- there is sufficient light to see where you're going
- weather conditions (strong wind, ice, rain, strong sunshine etc) will not hinder the operation
- the route is not too long

Help yourself by...

- avoiding manual handling where possible
- finding a mechanical alternative
- carrying out a Manual Handling Risk Assessment before any job
- reducing the risk of injury to an acceptable level
- ensuring your health and physical fitness will allow you to carry out the operation safely
- splitting the load into lighter parts
- getting assistance if you need it
- using proper lifting techniques
- protecting your back by using your leg muscles
- keeping one hand free for handrails
- taking enough breaks if moving the load over long distances



Managing Contractors

- Only use contractors who have been assessed as competent to do the work
- Assess the contractor's HSE competence and awareness
- Ensure a full **hazard identification and risk assessment** has been carried out
- Provide the contractors with a properly documented **scope of work**
- Brief the contractors and their sub-contractors on the **company safety policy and site rules**
- Check the contractor's certificates for plant and equipment
- Appoint a **Fugro point of contact** for all matters raised by the contractor
- Give the contractor a thorough site / vessel briefing
- Ensure the contractor understands objectives and responsibilities to **STOP** unsafe work or to intervene

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Having identified the suitable contractors for a scope of work, the chosen contractor must...

- complete an HSE questionnaire
- have their HSE record checked
- be checked to determine their competence to do the work safely
- be placed on an 'approved list' and asked to provide their safety policy and sample risk assessments
- be licensed to carry out work, (eg gas, asbestos)
- be affiliated to a relevant trade or professional body
- have an effective procedure for appraising sub-contractors
- be able to demonstrate an active HSE reporting system and culture

The contractor's staff members should also...

- be made aware of all identified hazards by means of the contract
- be aware of the scope of work
- agree to and follow the Company safety rules
- be supervised on site
- submit certificates for plant and equipment to be used
- provide driving certificates, eg for forklift trucks, HGVs and cranes

Consider also whether the contractor...

- needs any specific training
- has safe access / egress to and from the worksite
- is aware of buried and overhead services
- is aware of the system for reporting incidents / near misses

Before commencing work, check...

- all information / risk assessments between contractor and Company have been exchanged and issues addressed
- a Fugro member of staff is nominated as a first point of contact
- the contractor receives a site / vessel safety briefing and is aware of all site rules and safety policies

Site rules should include...

- permit to work requirements
- material storage, handling and disposal procedures
- use of tools and equipment
- on site vehicles - speed, routes etc
- details of restricted areas
- use of PPE



Management of Change

- Where there is a **significant change** to an activity or process, ensure the Management of Change Procedure / Process is followed and senior-level managers informed of the change
- Identify all key tasks and responsibilities and **allocate responsibilities** to competent persons
- Check on the need for a formal permit to work and implement if required
- Ensure all new risks and control measures are **assessed, implemented and documented**.
- Consider any conflicts the change may introduce with other tasks
- Consider and provide any additional information, instruction, supervision or **training** required
- Carry out a **toolbox talk** to inform all involved of the changes
- **Monitor** the results of the proposed change and **STOP** the job if unsafe

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Establishing that a task can proceed safely with proposed changes and successfully managing those changes requires...

- approval from a competent person
- senior management to be informed of the change
- someone accountable for the change management
- competent persons allocated responsibility for the change
- the Management of Change Procedure / Process to be followed and Policy to be reviewed
- a toolbox talk to communicate changes to all relevant parties
- everyone affected by the change to be consulted and their opinions, concerns and suggestions considered
- everybody to understand the proposed changes to the task and their relevant implications.
- the recording of all changes

in terms of RESOURCES, it requires...

- sufficient competent manpower and resources to manage, supervise and carry out the change safely
- human factors, competence and workload to be considered
- impact of change on supervision, team-work and morale
- reviews of the plan and performance following change

in terms of MANAGEMENT, it requires consideration of...

- potential for conflicting tasks
- the contractor's competence and experience to safely undertake the change of task
- Permit to Work requirements

in terms of RISK, it requires...

- a review of Risk Assessments for the task with new risks assessed, documented, reduced to as low as reasonably practicable (ALARP) and monitored
- all new control measures are implemented

in terms of COMMUNICATION, it requires...

- all individuals affected by the change to be identified



Working at Height

- Always complete a **risk assessment** prior to carrying out the work
- Where possible, use a fixed platform with guard and hand rails
- Always use an approved **fall arrest harness** ensuring it has been properly maintained, inspected and anchored
- **Never work alone**
- Always have a work plan or safe system of work before starting to work at height
- Ensure that there is a **rescue plan** in place should anyone be injured whilst working at height
- Ensure all equipment is handled and stored correctly, maintained well and certified
- **Check weather conditions** before working, ie wind, rain, heat, cold, lightning and sea conditions
- Ensure that the area below the elevated worksite is cordoned off and that correct signage is posted
- Ensure **good communications**
- **Always stay attached**

Before starting any work at height, you must ensure that...

- a **risk assessment** has been completed
- you have first identified a **rescue plan** as part of the risk assessment procedure
- you have a **work plan** or safe system of work in place
- a **Permit to Work** is in place
- a detailed **toolbox talk** has taken place
- the area beneath the worksite is cordoned off and signposted appropriately
- you have checked the integrity of each other's safety equipment
- all non-essential items have been removed from those working at height
- loose tools have been secured in work pouches, belts or lanyards
- you have checked the weather and sea conditions and these are suitable for carrying out the work
- workers have warmed up and stretched their muscles before starting to climb
- clothing is warm enough and flexible enough to permit manoeuvrability, especially the safe ascent and descent

When working at height, you must ensure that...

- only the correct equipment is used, ie approved and certified fall arrest harness, clips, attachment points and nets
- you wear head protection
- you keep loose objects, clothing and hair clear of descenders
- you remain attached
- you never work alone
- you remain in communication, either by the use of radio or hand signals
- if problems occur, you stay calm and avoid panicking

In addition, you should ensure that safety equipment is...

- checked following its use, in case it has sustained any damage
- handled and stored correctly, maintained well and certified

NEVER... use forklifts as a makeshift platform

think...
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Control of Substances Hazardous to Health

- If an item has the potential to cause harm if inhaled, ingested, come into contact with or is absorbed through the eyes or skin, then a **COSHH Assessment** must be carried out
- Ensure **engineering controls and general ventilation** are at a level that will ensure that the maximum and short term exposure levels are not exceeded for any substance in the work area
- **Procedures** must be in place for dealing with spillages
- COSHH items must be stored, handled and disposed of correctly
- Ensure appropriate **first aid provisions** are available
- PPE should be used only if engineering and organisational controls have failed to remove or isolate the COSHH hazard
- PPE should be fitted to the user, stored in a clean area, maintained and inspected on a regular basis

think...
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These are symbols you may see on hazardous substance containers...



T

TOXIC: If inhaled, ingested or penetrates the skin, it may cause serious illness or death.



F

EXTREMELY FLAMMABLE: Use only in flame proof areas, be aware of static electricity discharge.



O

OXIDISING: Supports the combustion of other materials by generating Oxygen.



Xn, Xi

HARMFUL or IRRITANT: Harmful if inhaled, ingested or penetrates the skin, it may cause some health problems. May cause inflammation.



C

CORROSIVE: May damage or destroy living tissue. The effect may be immediate or delayed.



N

DANGEROUS for the ENVIRONMENT: Harmful to plant and aquatic life.



E

EXPLOSIVE: May be unstable and likely to explode.