BPX Energy

BACK TO BASICS

IT'S WORTH IT

B2B

WHY ARE WE DOING THIS?

In the field, office and at home safety starts with every single one of us.

We have refreshed and reordered our Back to Basics program to help all of us see how our actions can impact ourselves and others. These eleven principles could save your life and the lives of others.

Safety is about *YOU*. We all have the responsibility to care for our environment, our company, and most importantly, each other. *We are worth it.*

BPX Energy

SAFETY IS MORE IMPORTANT THAN ANYTHING ELSE WE DO.

-DAVE LAWLER

MAINTAIN SITUATIONAL AWARENESS

Honor exclusion zones and be aware of your surroundings.

What are our primary energy sources?

- Pressure, electrical, chemical, gravity
- Some other energy sources include: biological, radiation, thermal

"Line of fire" is when your body is positioned in the path of a potential force.

What are examples of line of fire in your workplace?

- Walking under a suspended load
- Working on or near pressurized systems
- Walking around a corner into someone
- Parking lot/garage

What is an exclusion zone?

- An area where people are not allowed to go

When would you use an exclusion zone?

- Exposed electrical equipment
- Around people working at heights or on a lift
- Caution signs around a spill

MAINTAIN SITUATIONAL AWARENESS

Honor exclusion zones and be aware of your surroundings.

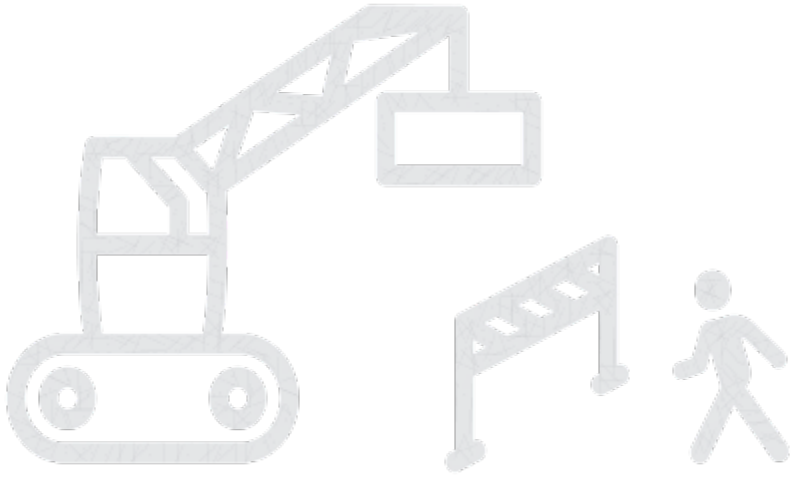
What are examples of line of fire at home?

- Snow coming off your roof
- Cars and small children

Are the situations different from a work situation?

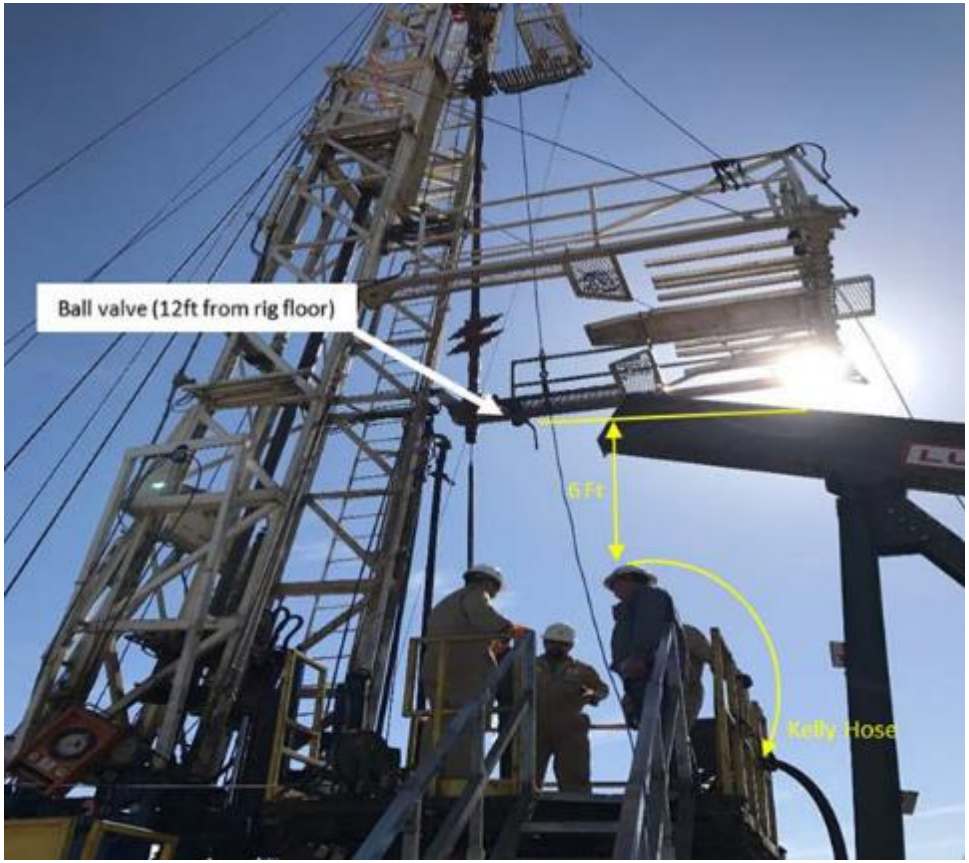
What are examples of exclusion zones you would use at home?

- Baby gates
- Closed door with sign on it



MAINTAIN SITUATIONAL AWARENESS

Is it worth it?



Kelly hose fell 6 feet striking employee's hard hat. Employee suffered cuts to nose bridge and a concussion. Employee was not required on the rig floor and could have been out of the line of fire.

Fisherman so excited about record winning catch that he doesn't take the time to look around and notice that there is a giant bear behind him.

MAINTAIN SITUATIONAL AWARENESS

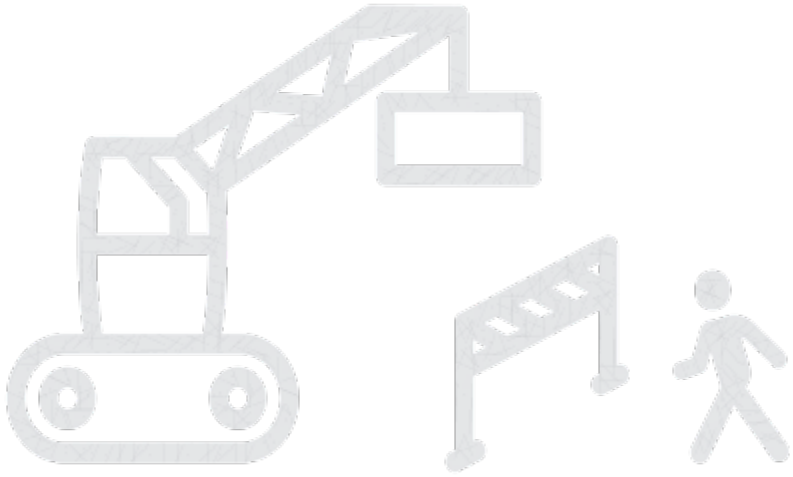
Honor exclusion zones and be aware of your surroundings.

You must:

- Never walk or stand under suspended loads
- Never cross a barrier without authorization
- Never stand in the line of fire of pressurized parts, fittings or hoses.

Supervisors must:

- Verify that exclusion zones are established (examples: lifting and pumping operations).
- Verify that all personnel stay clear of line of fire dangers



RISK ASSESSMENT

Identify hazards and implement controls.

What are examples of incidents when a risk assessment wasn't completed thoroughly?

- Personal safety events
- Process safety events
- Near miss (dropped objects)
- Property/equipment damage

What are examples of risks you might assess while in an office?

- Slippery/wet floors
- Lifting boxes
- Objects in walking path

What would a risk assessment at home look like?

- Discussing hazards with other individuals at the house
- Discussion with teenager about driving in rain/snow
- Pets and mowing

RISK ASSESSMENT

Is it worth it?

While unthreading the PSV, it ejected from the process and hit the ceiling of the building. Individual performed removal without a vent valve to verify positive isolation.

A dad heading off to work, not thinking about the potential hazardous energy scattered across the floor.

RISK ASSESSMENT

Identify hazards and implement controls.

You must:

- Know the steps of the job; identify the hazards; and, implement control measures to eliminate and/or mitigate hazards.
- Review your risk assessment prior to performing the task each day and if the scope changes.
- **STOP THE JOB** when an unsafe condition exists or when a task is unclear.

Supervisors must:

- Verify that worksite hazards are identified and managed.
- Verify that all participants review and sign the risk assessment.
- Verify that all new arrivals to the worksite review and sign the risk assessment, and receive the same instruction as those already on site.

WORK AUTHORIZATION

Obtain proper authorization and work permit.

What are examples of activities at work that need to be authorized or permitted?

- High risk work (activities listed on the High Risk TRAT)
- Hot work
- Confined space
- Ground disturbance
- Start up of equipment or commissioning

What if a job or task changes once you've begun?

Do you know when to seek another approval?

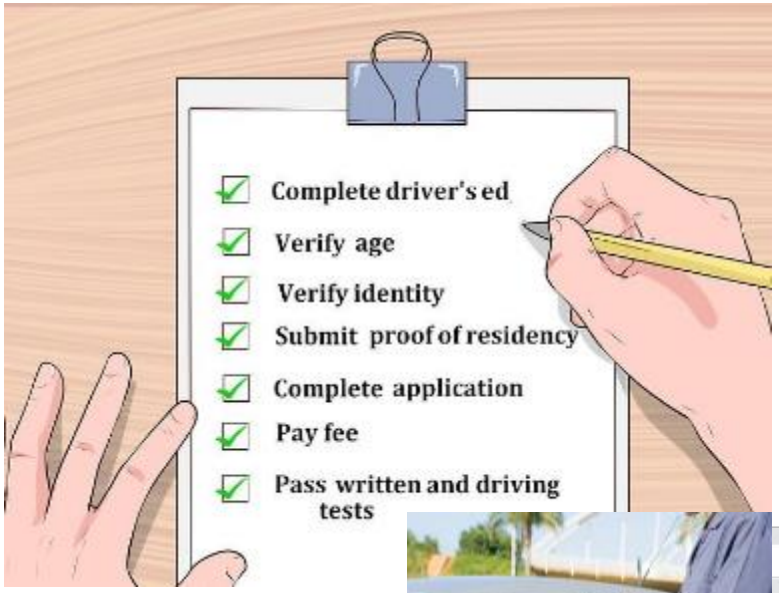
What are examples of work authorization or permits that you would obtain at home?

- Driving permit for young drivers
- Construction permit
- Hunting/fishing licenses

WORK AUTHORIZATION

Is it worth it?

Foreman documented a possible controlled line strike in JSA, but did not get approval from Team Lead nor verify the site was de-energized before digging with trencher.



Getting a pricey ticket for driving without a license.

WORK AUTHORIZATION

Obtain proper authorization and work permit.

You must:

- Obtain authorization before executing work plan.
- Complete a work permit as required. Examples include (but are not limited to): confined space entry and hot work.
- Suspend operations and obtain a new authorization and/or permit when the scope of work changes.

Supervisors must:

- Verify if a work permit is required for the scope of work.
- Verify that work is conducted according to permit and/or approved scope of work.

PERSONAL PROTECTIVE EQUIPMENT

Wear and maintain required PPE.

What are examples of PPE needed at work?

- Hard hat
- Safety glasses
- Fire resistant clothing (FRCs)
- Electrical safety wear
- Safety toed boots

Additional PPE, if required:

- Gloves
- Ear protection
- PPE as required by Safety Data Sheets

What activities at home would you consider wearing PPE for?

- Mowing the lawn
- Working on roof
- Trimming trees
- Working outdoors (sunscreen & bug spray)
- Painting in enclosed areas

PERSONAL PROTECTIVE EQUIPMENT

Is it worth it?

While changing oil temperature sensor on a compressor, employee was sprayed on the hands by hot engine lube oil. Employee did not know that the system remains pressurized with hot oil after shut down, therefore, chose to wear cotton gloves.

Mowing at home without any PPE.

PERSONAL PROTECTIVE EQUIPMENT

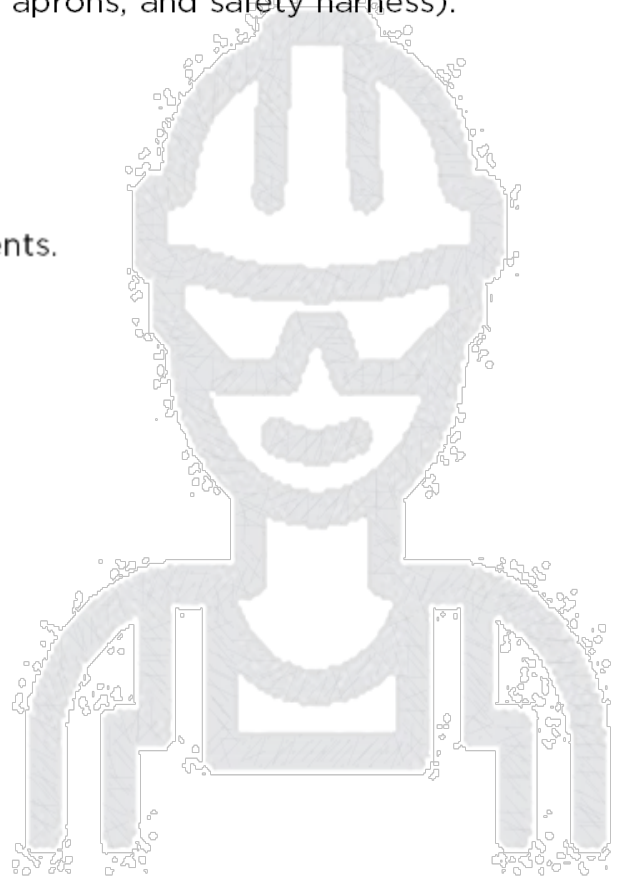
Wear and maintain required PPE.

You must:

- Wear and maintain safety boots, approved fire retardant clothing (FRCs), hard hat, and approved eye protection with side shields.
- Wear and maintain additional task specific PPE as required in workplace hazard assessment (examples – gas monitor, gloves, hearing protection, face shield, chemical aprons, and safety harness).
- Inspect PPE prior to use; replace or repair damaged PPE.

Supervisors must:

- Communicate site PPE requirements to all personnel.
- Verify that PPE is worn and maintained according to requirements.



DRIVING SAFETY

Obey all laws and never use a cell phone while driving.

What are examples of things you *cannot* do while operating a BP vehicle? (includes rental cars)

- Talk on cell phone
- Text or email
- Program a GPS
- Use any other devices
- Drive distracted
- Drive while under the influence

What are examples of things you *should* do before operating a BP vehicle?

- Inspect your vehicle (360 walkaround)
- Plan your journey (what is included in planning a journey?)
- Put your seatbelt on, and ensure passengers have also buckled up

Do you follow these guidelines when you drive your personal vehicle?

DRIVING SAFETY

Is it worth it?

Distracted driving. What if you were driving in the lane next to one of these vehicles?

DRIVING SAFETY

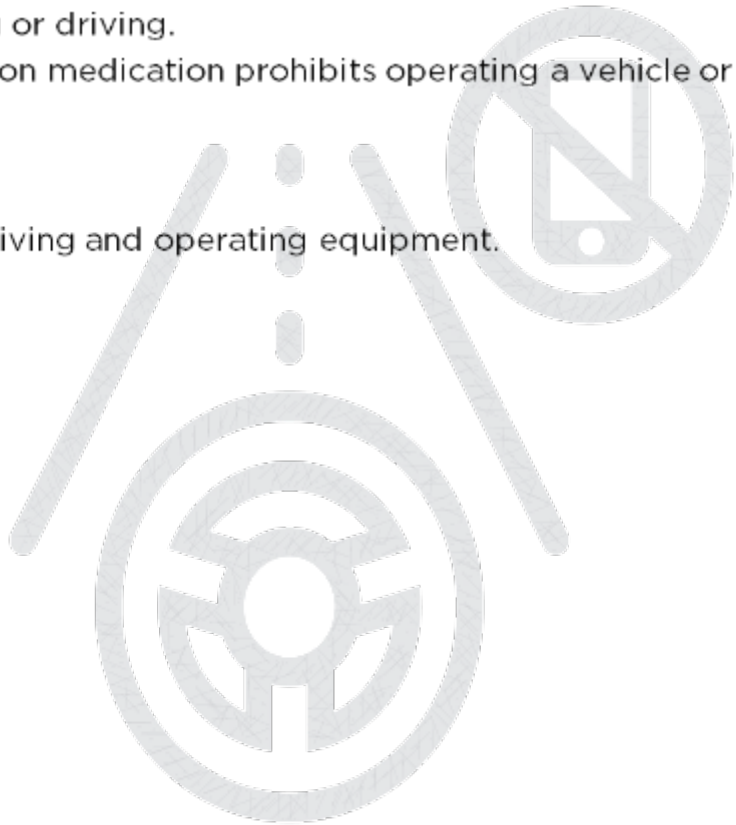
Obey all laws and never use a cell phone while driving.

You must:

- Never drive and talk (hands-free not permitted) or send/read a text message or email unless parked in a safe location.
- Wear a seatbelt when in the vehicle or equipment is in motion.
- Obey all traffic signs, including speed limit.
- Never use or transport drugs or alcohol while working or driving.
- Notify supervisor when over-the-counter or prescription medication prohibits operating a vehicle or equipment.

Supervisors must:

- Verify that all personnel know the requirements for driving and operating equipment.



ATMOSPHERIC MONITORING

Monitor breathing zones and monitor for explosive environments.

What are some examples where hazardous atmospheres could be present at work?

- Open flame hot work (welding, cutting, grinding, brazing)
- Confined space entry
- Opening electrical installations within ten feet of a hydrocarbon source
- When using non-intrinsically safe equipment within ten feet of a hydrocarbon source
- Vehicle within ten feet of a hydrocarbon source
- When working on known/suspected sites with Hydrogen Sulfide (H_2S) greater than ten (10) PPM
- When working in other potentially hazardous atmospheres

What are examples of atmospheric monitoring done at your home?

- Smoke detector
- Carbon monoxide monitor

ATMOSPHERIC MONITORING

Is it worth it?

A crew member began making a repair on a storage tank that was not drained, cleaned, and tested to ensure that it was free of any flammable fuel or vapors, causing vapors to ignite and explode.

A botched repair on the room's gas-fired heating unit caused it to vent exhaust into the small room. Carbon monoxide quickly built up. A carbon monoxide detector alerted the family.

ATMOSPHERIC MONITORING

Monitor breathing zones and monitor for explosive environments.

You must:

- Conduct atmospheric monitoring when performing tasks where toxic gases/vapors, flammable gases/vapors, and oxygen deficient/enriched atmospheres are expected or suspected' during any open system tasks; and when performing hot work or entering a confined space.
- Conduct continuous atmospheric monitoring while using non-intrinsically safe tools and equipment such as flashlights, cell phones, line finding equipment, computers, electronic testing equipment, or cameras.
- Bump test and calibrate gas monitor in accordance with the manufacturer's recommendations.

Supervisors must:

- Verify that atmospheric monitoring is conducted when required by the risk assessment.
- Verify that gas monitors are used in accordance with manufacturer's recommendations.

ENERGY ISOLATION

Isolate and verify all energy sources.

What are examples of activities at work that could require energy isolation?

- Servicing pumping unit
- Plunger inspection/change out
- Dump valve change out
- Orifice plate inspection/change out

What are the primary energy sources that we are isolating ourselves from?

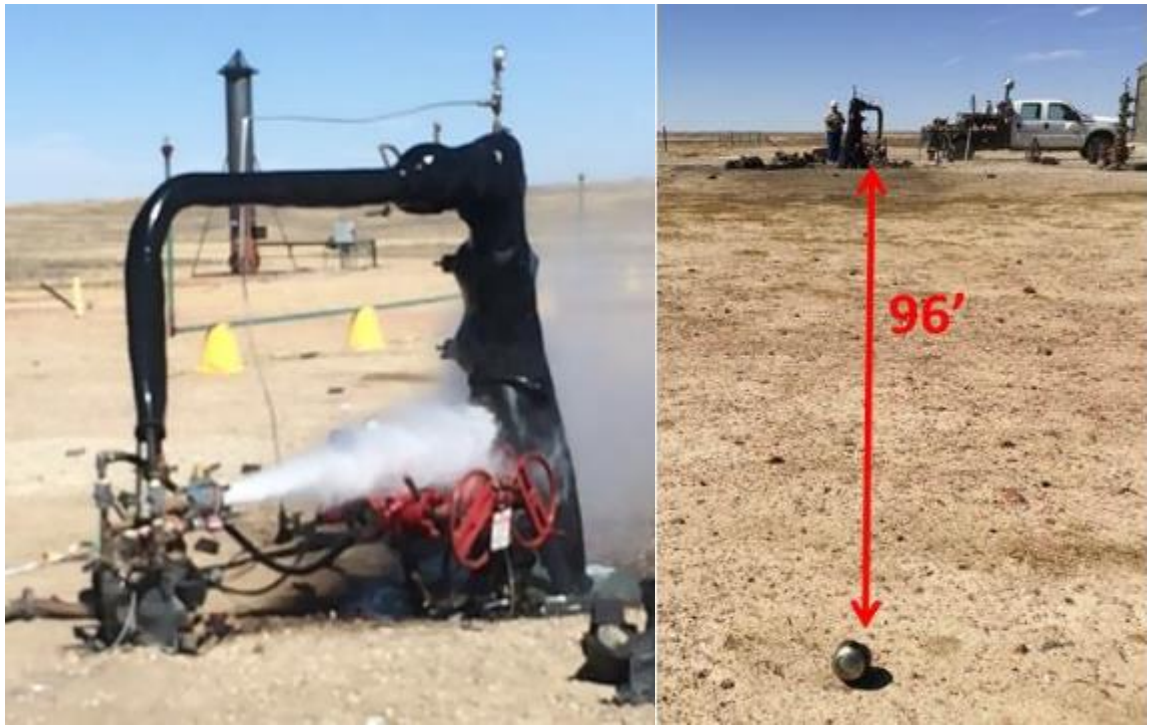
- Pressure
- Electrical
- Chemical
- Gravity/motion

What are examples of energy isolation done at your home?

- Flip a light switch
- Throw a breaker
- Turn the valve to off position on a propane tank on a grill

ENERGY ISOLATION

Is it worth it?



A valve released pressure during a tubing sweep, releasing its internal components—ball valve landed 96-ft away from wellhead—and gas to the environment. Roustabout was in line of fire of the gas stream and the ball came close to hitting him.

Installing a new light switch without turning the power off to the switch at the main breaker panel.

ENERGY ISOLATION

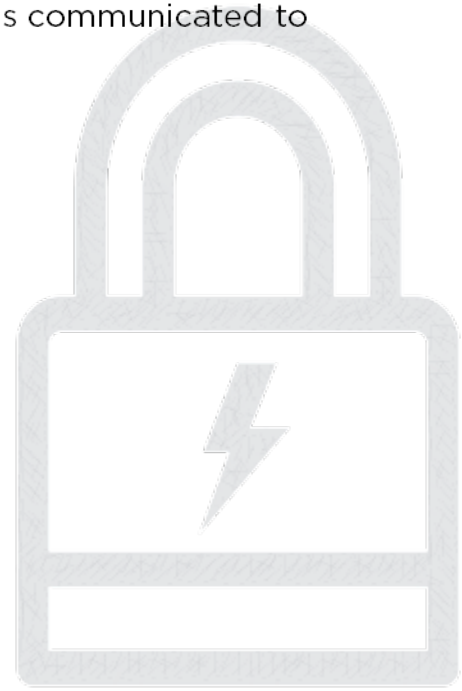
Isolate and verify all energy sources.

You must:

- Isolate all energy sources, release residual energy – relieve pressure, vent gas, discharge capacitors, stop rotating equipment, LOTO energy sources, and verify the effectiveness and integrity of the isolation.
- Apply personal locks to the energy isolating device or lockbox for group lock out.

Supervisors must:

- Verify that energy sources are isolated, stored energy is discharged, and no other danger remain.
- Verify that personnel working under LOTO are authorized and isolation is communicated to affected personnel.



OVERRIDING SAFETY SYSTEMS

Obtain authorization before disabling or overriding safety critical equipment.

What are examples of safety critical equipment?

- Emergency shutdown valves, trip systems, relief valves, fire and gas alarm systems, certain level controls, alarms, and crane computers

What are examples of activities at work that could require you to override safety systems?

- Testing safety critical equipment
- When the safety device/system is not working properly and awaiting repair

What are examples of times you would override a safety system at your home?

- Removing and not immediately replacing the battery on a smoke detector
- Removing and not immediately replacing the battery on a carbon monoxide detector
- Jumpering a circuit breaker

How do you make sure you remember to put it back into service?

OVERRIDING SAFETY SYSTEMS

Is it worth it?

Bypass valve in the wrong position on hydraulic panel, preventing wellhead ESD valves from closing.

Removing and not replacing the battery in a smoke detector results in house fire.

OVERRIDING SAFETY SYSTEMS

Obtain authorization before disabling or overriding safety critical equipment.

You must:

- Obtain authorization from the appropriate level of authority before overriding or disabling safety-critical equipment.

Supervisors must:

- Verify that adequate control measures are in place to mitigate associated risks.
- Verify that authorization comes from the appropriate level of authority.

GROUND DISTURBANCE

Call 811 (One Call) and identify lines before digging.

What are examples of activities at work that require you to identify underground lines before digging?

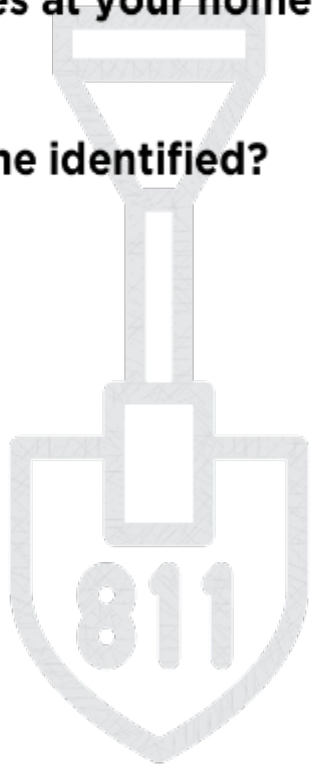
- Anytime you break the ground with mechanical equipment
- Anytime you dig by hand more than twenty-four (24) inches or the state identified depth (if more stringent)

What are examples of times you would identify underground lines at your home?

- When you are going to dig

What does it cost you to have the underground lines at your home identified?

- $0
- Up to 3 days



GROUND DISTURBANCE

Is it worth it?

Ditcher struck and ruptured pipeline while digging trench, causing fire and 2nd and 3rd degree burns to their body. The incident would have been prevented if required practices for planning, authorization, and execution of work were followed.

While digging for a simple gardening project, kids hit a buried utility line knocking out service to your home and neighborhood.

GROUND DISTURBANCE

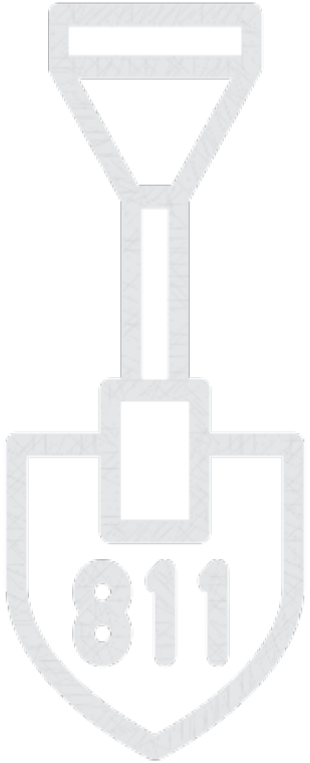
Call 811 (One Call) and identify lines before digging.

You must:

- Call 811 before you break the ground by mechanical means, or dig greater than 24 inches by hand.
- Confirm that all underground hazards, such as pipes and cables, are identified, located and marked, and when necessary, de-energized, before work begins.

Supervisors must:

- Verify that work has not started unless One Call is cleared.



WORKING AT HEIGHTS

Protect yourself at heights and use fall protection above 4 feet.

What are examples of activities at work that require you to wear fall protection?

- Working in an aerial manlift
- Working on tank tops over four feet

What are examples of home activities that could involve working at heights?

- Working on the roof
- Painting/staining at heights
- Standing on furniture to change a lightbulb

Do you consider fall protection when working at heights at home?

WORKING AT HEIGHTS

Is it worth it?

Worker was not wearing the proper harness and was not attached to an anchor point, resulting in fatal fall to rig floor.

Standing on the very top of the ladder in order to hang Christmas lights, resulted in a broken leg and time in the hospital over the holidays.

WORKING AT HEIGHTS

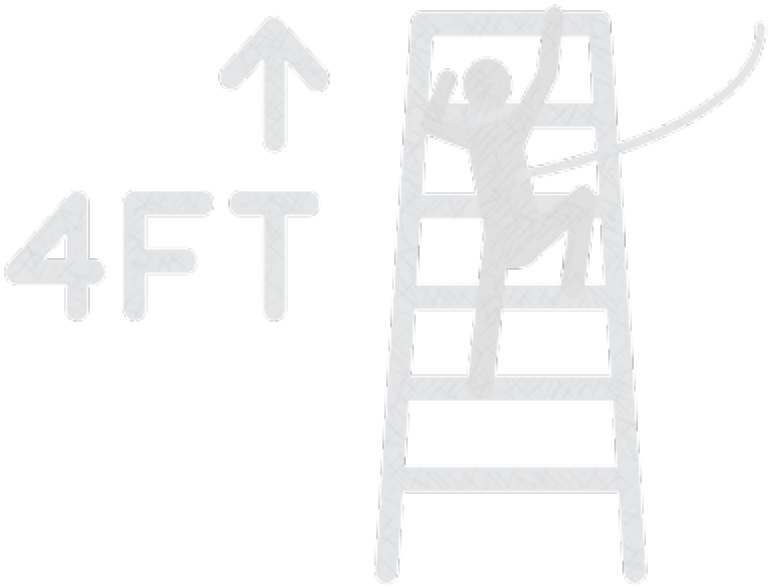
Protect yourself at heights and use fall protection above 4 feet.

You must:

- Use and maintain the appropriate fall protection equipment.
- Use three points of contact when climbing up or down ladders or stairs.

Supervisors must:

- Verify that the appropriate work platform or fall protection equipment is utilized when working at heights above 4 feet.
- Verify that fall protection equipment is maintained in accordance with the manufacturer's recommendations.



CONFINED SPACE

Receive authorization before entering a confined space.

What are examples of activities at work that could require you to enter a confined space?

- Inspecting a vessel/tank
- Entering a valve can
- Entering a well cellar
- Entering a trench/pit

What are examples of confined spaces at your home?

- Entering the crawl space below the house
- Plumbing excavations

Do you ensure the same amount of diligence at home with a confined space?

CONFINED SPACE

Is it worth it?

Worker enters storage tank and quickly becomes overwhelmed by toxic vapors.

Contractor enters a crawl space underneath a home without proper training or protective equipment.

CONFINED SPACE

Receive authorization before entering a confined space.

You must:

- Obtain authorization and permit before entering a confined space.

Supervisors must:

- Verify that confined space entry requirements are met and permits are in place.

B2B PRINCIPLES

You're worth it!

MAINTAIN SITUATIONAL AWARENESS

RISK ASSESSMENT

WORK AUTHORIZATION

PERSONAL PROTECTIVE EQUIPMENT

DRIVING SAFETY

ATMOSPHERIC MONITORING

ENERGY ISOLATION

OVERRIDING SAFETY SYSTEMS

GROUND DISTURBANCE

WORKING AT HEIGHTS

CONFINED SPACE

B2B YOUR ROLE

You...

- Understand and follow the Back to Basics Principles.
- Speak up when you find things that conflict with these rules.
- Stop unsafe jobs or acts.

Supervisors...

- Authentically communicate and embody safety as a top priority.
- Set clear Back to Basics expectations and ensure your team and contractors adopt and follow the Back to Basics Principles.
- Listen when conflicts to the rules are escalated and resolve the conflict.

If you think you need to violate a Back to Basics rule,
stop and go back to your supervisor to have a conversation;
there has been a misunderstanding.