



human energy®

# **fatality prevention - start work checks**

*November 2017*

# CTEP fatality prevention

- Start Work Checks, the new and easy-to-use checklists, complement existing Managing Safe Work (MSW) standards and are intended to assure critical safeguards are in place and verified prior to conducting targeted high-risk work activities.
- All Chevron and contractor operated facilities within Chevron OERB will implement Start Work Checks since November 15, 2017.



# Scope

- Start-Work Checks apply for below tasks performing at both Chevron-operated and contractor-operated facilities within Chevron's OE Reporting Boundary (OERB).

- |                                     |                                  |
|-------------------------------------|----------------------------------|
| 1. Commercial Diving                | 5. Excavation                    |
| 2. Confined Space Entry             | 6. Hot work                      |
| 3. De-energized electrical work     | 7. Isolation of hazardous energy |
| 4. Energized / Live electrical work | 8. Lifting and rigging           |
|                                     | 9. Working at heights            |


- In-scope Facilities:
  - Chevron Operated Facilities - CPP, WHP, FPSO, FSO and onshore facilities.
  - Contractor Operated Facilities - PLFSO, Rig, DLB, DSV, ISV, Tug Barge, Supply and Crew Boat, AHTS, Accommodation Vessel, Seismic Vessel, Rigless, etc.



# Start Work Checks

**Start Work Checks (SWCs)** are verification tools designed to help workers confirm critical safeguards are in place and functioning. SWCs shall be completed immediately before the start of work by Person Performing Works and Start Work Verifier.

**Start-Work Checks**  
**Working at Heights**



**Start-Work Authority:** Confirm below are in place and verified prior to starting work

Save Your Life Actions	Person(s) Performing Work (initial)	Start-Work Verifier (initial)
All exposed persons performing work must confirm each action below		
<b>I have confirmed:</b>		
1 Fall protection equipment (fall arrest and fall restraint) is certified, inspected and rated for the task.	<input type="checkbox"/>	<input type="checkbox"/>
2 Rescue plan has been reviewed with work crew and rescue equipment is available.	<input type="checkbox"/>	<input type="checkbox"/>
3 Fall protection equipment is adjusted to fit the worker.	<input type="checkbox"/>	<input type="checkbox"/>
4 Work crew agreed to be 100% tied off to the identified, approved anchorage point(s).	<input type="checkbox"/>	<input type="checkbox"/>
5 Fall path is clear of obstructions or mitigations have been implemented to address hazards.	<input type="checkbox"/>	<input type="checkbox"/>
6 Potential dropped objects have been identified and mitigated.	<input type="checkbox"/>	<input type="checkbox"/>
7 Work crew has agreed that no team member will work at height alone.	<input type="checkbox"/>	<input type="checkbox"/>

**Stop and seek help if any of the above safeguards are not in place**

Role	Printed Name	Date
Start-Work Verifier	<input style="width: 90%;" type="text"/>	<input style="width: 80%;" type="text"/>



# How Start Work Checks will be used?

- Start Work Checks will be used immediately prior to starting work.
- Start Work Checks **do not** replace the need for permits and/or JSA
- All workers should participate in safeguard verification activities. At least one worker from each work team and a Start Work Verifier must initial each Start Work Check.
- Start Work Verifier cannot be the same person as the person performing the work i.e. no self-verification.
- One Start Work Check can be completed by more than one Start Work Verifier if appropriate.
- If the job involved several SWPs, all relevant Start Work Checks shall be completed.
- The completed Start Work Checks should be kept with the work pack and retained as per process requirements i.e. 6 months for non-confined space entry work pack and 2 years for confined space entry work pack.



# Use of Start Work Checks - Key Steps

The key steps for the use of Start Work Checks are:

- Step 1:** Determine and review relevant Start Work Checks associated with the work to be performed. All applicable Start Work Checks shall be completed.
- Step 2:** Persons performing work review each action on the Start Work Checks and physically confirm safeguards are in place and functioning. At least one worker from each work team must initial each action on the Start Work Check(s).
- Step 3:** Start-Work Verifier physically confirms that safeguards are in place and functioning, initials each action on the Start Work Checks(s) and prints his/her name and date at the bottom of the completed check.



# Who will use the tools?

## Person Performing Work

- Visually verifies identified safeguards are in place prior to start of work.
- Stops and seeks help when Start-Work Checks cannot be completed.
- Waits to start work until all identified safeguards have been confirmed by the Start-Work Verifier.

## Start Work Verifier

- Visually verifies that the identified safeguards have been put in place by the Person(s) Performing Work prior to the start of work.
- Stops and seeks help when Start-Work Checks cannot be completed.
- Re-verifies Start-Work Checks as required.

## Frontline Supervisor

- Ensures Start-Work Verifiers are identified and available to perform the final verifications.
- Ensures workers know how to contact Start-Work Verifiers.
- Provides leadership support and works with the crew to resolve issues if work can not be started (due to incomplete checks).



**STOP and seek help if any of the required safeguards are not in place**



# Examples of Start Work Verifiers


No.	Work Scope	Work Categories/ SWPs	Start Work Verifiers
<b>1</b>	<b>Chevron Operated Facilities - CPPs, WHPs, FPSO, FSOs and onshore facilities</b>		
1.1	Operaton and Maintenance	All	Exisitng Area Controllers
1.2	Facility Engineering - Construction (crane, scaffold, welding, etc.)	All	Existing Area Controllers (MOT, senior rigger, senior painter, etc.)
1.3	Completion	IHE, WAH, LAR, HW	Existing Area Controllers (wellsite rep, wireline operator, wellhead maintenance, etc.)
1.4	Asset Retirement Projects - vessels/ topside equipment cleaning, pipeline flushing, subsea preparation	CSE, WAH, IHE, LAR, Diving	Assigned Area Controller (MOT), Company Authorized Representative (CAR)
<b>2</b>	<b>Contractor Operated Facilities</b>		
2.1	Drilling Rigs	IHE, WAH, LAR, HW, CSE	See separated Table for Drilling
2.2	Marine Logistics (Crew Boat, Supply Boat, AHTS, Accom Vessel, Seismics Vessel)	LAR	Master / Duty Officer
2.3	Marine Operation - Pattani Spirit	All	Existing Area Controllers (Loading/Deck Supervisor, Maintenance Supervisor, CAR)
2.4	Marine Operation - Posh Endurance & MC1 (accom vessel)	All	Chief officer and Chief engineer, CAR
2.5	Facility Engineering - MPG (DLB/DSV/ISV/Tug Barges/Supply and Crew Boats)	All	Frontline supervisor (work to start in Mar 18 - CUEL, SOLSTAD)
2.6	Commercial Diving (Chevron)	Diving	Company Authorized Representative (CAR) (note: OIM is the permit approver)
2.7	Asset Retirement Projects - topside/jacket removal & transportation preparation	LAR, WAH, HW, Diving	Frontline Supervisor, Company Authorized Representative (CAR)





# Save Your Life Actions

**Save Your Life Actions** are the lists of critical safeguards designed to prevent fatalities and should be used as a guide or reference when performing hazard analysis activities e.g. Job Safety Analyses (JSAs) and Planning Phase Hazard Analyses (PPHAs) or safeguard verifications.

Save Your Life Actions Working at Heights 	
Start-Work Authority: I will not start work until I confirm...	
Actions	How to (examples)
1 Fall protection equipment (fall arrest and fall restraint) is certified, inspected and rated for the task.	<ul style="list-style-type: none"> <li>Check every strap, buckle, fitting, and/or grommet for signs of wear.</li> <li>Destroy fall protection equipment if the inspection shows evidence of excessive wear/damage or a mechanical malfunction.</li> <li>Confirm fall protection equipment has been inspected and certified within the past 2 years.</li> <li><b>Note:</b> <ul style="list-style-type: none"> <li>Fall arrest contains a self-retracting lifeline and is a system designed to support and hold a person in the event of a fall.</li> <li>Fall restraint contains a fixed lifeline that prevents workers from falling.</li> </ul> </li> </ul>
2 Rescue plan has been reviewed with work crew and rescue equipment is available.	<ul style="list-style-type: none"> <li>Confirm the crew has discussed the rescue plan, including:                             <ul style="list-style-type: none"> <li>How to contact responders, and</li> <li>Location of rescue equipment and responders.</li> </ul> </li> </ul>
3 Fall protection equipment is adjusted to fit the worker.	<ul style="list-style-type: none"> <li>Confirm only full body harnesses are used (use of body belts is not allowed).</li> <li>Confirm crew are wearing PPE properly:                             <ul style="list-style-type: none"> <li>Straps are not twisted, and</li> <li>Body straps are adjusted for correct fit.</li> </ul> </li> </ul>
4 Work crew agreed to be 100% tied off to the identified and approved anchorage point(s).	<ul style="list-style-type: none"> <li>Confirm the anchor point selected has been approved by a Competent Person (for reference the anchor point must withstand a 22.2 kilonewtons (5,000 lb. force)).</li> <li>Pull on lanyard to test if attachment is secure.</li> <li>Confirm the worker will not be placed in a fall path that contains hazards.</li> <li>Confirm the workers know they must be 100% tied off at all times (e.g., at least one hook must be anchored at all times).</li> </ul>
5 Fall path is clear of obstructions or mitigations have been implemented to address hazards.	<ul style="list-style-type: none"> <li>Measure the potential fall distance and ensure fall arrest is shorter than the fall distance.</li> <li>If obstructions are in the fall path, mitigate the obstructions. If obstructions cannot be mitigated, select fall restraint protection equipment.</li> </ul>
6 Potential dropped objects have been identified and mitigated.	<ul style="list-style-type: none"> <li>Perform a potential dropped object review and erect barricades as necessary to provide protection to workers in the area.</li> <li>Where possible, use debris nets, lanyards, etc., to prevent objects from falling to grade below.</li> </ul>
7 Work crew has agreed that no team member will work at height alone.	<ul style="list-style-type: none"> <li>Confirm someone on the crew has been assigned to be a standby/spotter.</li> </ul>

