APPENDIX 4

Tool Box Talk Procedure

Purpose

Delivery of Effective Tool Box Talks, in which:

- Supervisors communicate hazards and controls to the work team prior to commencing a task,
- People discuss and understand the hazards, work procedures and safe working practices for their tasks
- The work team identify any additional hazards and required controls and, if necessary control updating the permit to work.

Who is this for?

- *Managers and Supervisors;*
- *HSE Professionals;*
- *All Sakhalin Energy staff, contractors and sub-contractors, including visitors to sites where Sakhalin Energy activities are taking place;*

What situations are covered?

The procedure describes requirements for planning and performing Tool Box Talk (TBT) before work commences and continuous improvement of risk assessment process.

Requirements: Responsibilities

1. **Area Authority / Site Controller are *responsible* to:**
   - Ensure all hazards are managed in accordance with SE ISSOW Permit to Work Manual and Hazardous Activities Standards.
   - Provide appropriate information and instruction and ensure competence of involved personnel.
   - Perform quality checks of risk assessments (e.g. PTW Audits) and tool box talks (e.g. TBT Audits) as per Attachment 2.
2. **Supervisors / Performing Authorities (Tool Box Talk Leaders) are *responsible* to:**
   - Review the steps of each task and identify all the hazards and appropriate controls in accordance with SE ISSOW Permit to Work Manual and Hazardous Activities Standards.
   - Deliver Toolbox Talks in accordance with this procedure.
   - Ensure details of the assessment are communicated to the work team, allocating individual responsibilities for job tasks and control measures.
   - Ensure that any potential improvements highlighted during the assessment process are reviewed and actioned / implemented as appropriate.
   - Ensure that before work commences all members of the work team are in agreement with the detail of the assessment and the proposed control measures.
3. **People Carrying out the Work are *responsible* to:**
   - Understand the hazards and control measures associated with the task
   - Actively monitor the worksite and surrounding area for changes that could affect HSE risks
   - Stop the work and reassess the risk for any HSE concerns
   - Share knowledge and contribute towards the toolbox talk
   - Identify any lessons learned from the job

General Requirements:

Toolbox talk (TBT) is a critical tool, which helps everyone understand the job they are involved with to better execute it in a safe manner. Tool Box Talks should be done before any job commences following a documented risk assessments. Tool Box Talk is the final opportunity to spot any hazards or risks left unidentified in the Risk Assessment and for the working party to discuss the work to be done and register any concerns with the Performing Authority.

1. TBT Leader competence requirements

Person assigned on the role of the TBT Leader/PA should meet the following competence requirements

- PtW Essentials training
- TBT Training

2. The structure of the toolbox talk should provide mechanisms for

- Discussing any formal risk assessment match for the job
- Confirming the general understanding of the task
- Identifying additional hazards and control measures
- Recording the communication and toolbox talk process.
- Collecting feedback and comments on the work process, hazards and controls

3. Tool Box Talk shall be held before all activities.

4. The toolbox talk should be held at the worksite so that all workers are able to see and evaluate the hazards discussed at the meeting. It shall, where possible, include all people involved in the work or those who may be affected by it such as subcontractors, vendors, and the crew.

5. A Toolbox Talk shall be an open two-way dialogue between all members of the work team to discuss all HSE aspects of the job prior to starting the activity. If a task is going to be performed by only one person this dialogue should be held between the person and his immediate supervisor.

<u>Supervisor shall ask open questions, for example:</u>

- What is the activity we are going to perform?
- What sub activities / tasks can it be broken down into?
- What are the main hazards associated with the each activity?
- What do you need to do to control these hazards?
- What tools are we going to use?
- Who will do which piece of work? What is each person's role?
- What will you do if somebody gets hurt?
- Specifically how will we rescue a person if there is a problem?
- What will you do if an additional work is required, which is not described in the permit?
- What do we do if something goes wrong?
- Can other activity impact our works?
- What will you do if you see an unsafe act or condition?
- Finish the Tool Box Talk meeting with the question:
  "Is there anything we have not discussed but you want to ask?"

6. Tool Box Talk fulfills three functions:

6.1 Provides the opportunity for those involved in the task, to identify further hazards and control measures which may have been overlooked in the initial assessment. If there are any new hazards then, for permitted activities, AA shall be informed and the permit shall be updated, if required, before the work continues.

6.2 Reaches agreement of the whole work team on whether or not to proceed with the activity. If agreement cannot be reached, **DO NOT START THE JOB**.

6.3 Makes clear to all involved that, should conditions or personnel change or assumptions made when planning the activity prove false, they should **STOP THE JOB** and re-assess the situation.,**.**

7. Stopping the job for HSE concerns

When conditions at the worksite change or when conditions when there is a deviation from the work program the individual or work team shall stop the job and re-assess the situation. Only when the re-assessment indicates that the risks can be made ALARP should the task be restarted.

Anyone concerned about the safety of a task has a duty to stop the job. The decision of that person must be supported, even if it turns out to be based on incorrect reasoning. (*Criticism of a decision in such circumstances will increase the likelihood of the next job not being stopped when perhaps it should have been).*

8. RECORDS

Records should be maintained to document the implementation of this Procedure. This includes the Tool Box Talk Prompt Card (Attachment 1) (or equivalent) or ISSOW TBT audit forms Attachment 2.

9. TOOL BOX TALK PROMPT CARD

As an aid to delivery of TBT, Sakhalin Energy provides a Tool Box Talk prompt card which should be used for activities not controlled by a permit to work. The guidance on how to conduct a Tool Box Talk can also be useful for permitted activities.

10. TOOL BOX TALK TRAINING MATERIAL

In order to improve the quality and delivery of Tool Box Talks, training material has been developed in both Russian and English language versions. These can be found here: Effective Toolbox Training

Attachment 1

Карта инструктажа/ TBT Card

№ наряд-допуска/ WCC #

Место проведения инструктажа/ TBT location

Руководитель работ/ Performing Authority

Паспорт безопасности вещества/ MSDS _____ **Сертификат(-ы) дополнительного контроля/ SCC** _____ **Другое/ Other** _____

ВИДЫ ОПАСНОСТИ/ HAZARD CATEGORIES

- ☐ ДВИЖУЩИЕСЯ ОБЪЕКТЫ/ MOVING OBJECTS
- ☐ ГРУЗОПОДЪЕМНЫЕ ОПЕРАЦИИ/ LIFTING OPERATIONS
- ☐ ПАДАЮЩИЕ ПРЕДМЕТЫ/ DROPPED OBJECTS
- ☐ ДАВЛЕНИЕ/ PRESSURE
- ☐ ВЗРЫВ/ EXPLOSION
- ☐ ПЕРЕНОС ТЯЖЕСТЕЙ/ MANUAL HANDLING
- ☐ ЭЛЕКТРИЧЕСТВО/ ELECTRICITY
- ☐ ЭКСТРЕМАЛЬНЫЕ ТЕМПЕРАТУРЫ/ EXTREME TEMPERATURES
- ☐ ПОЖАР/ FIRE
- ☐ НОВЫЙ ПЕРСОНАЛ/ NEW PERSONNEL
- ☐ ХИМИКАТЫ И ЯДОВИТЫЕ ВЕЩЕСТВА/ TOXICS
- ☐ ШУМ/ NOISE
- ☐ ТРАВМЫ ПРИ ХОДЬБЕ/ SLPIS/TRIPS/FALLS
- ☐ ТРАВМЫ РУК / HAND INJURIES

ЗАДАТЬ ВОПРОСЫ/ ASK QUESTIONS

- **Какие существуют опасности? Какой вред может быть причинен?**
  What are the hazards? How can we be hurt?
- **Как меры контроля позволят выполнить вашу работу безопасно?**
  What is in place to prevent things going wrong?
- **Что необходимо делать, если что-то пойдет не так?**
  What do we do if something goes wrong?
- **Какие другие выполняющиеся работы могут повлиять на безопасное выполнение ваших работ?**
  What other ongoing activities can impact on your safety?
- **Может ли ваша работа поставить под угрозу безопасное выполнение других проводимых работ и как предотвратить это?**
  Can your activity put other people at risk and how to mitigate that risk?
- **Определены ли какие-либо другие опасности на месте проведения работ? Что может измениться при проведении работ?**
  Are there any other hazards at the work site? What could change while the job is in progress?
- **Каковы основные этапы вашей работы и какова роль конкретного участника данной работы?**
  What are the main task steps of your job and what is your particular role?

Если определены опасности, которые не указаны в наряд-допуске, или меры контроля недостаточны для степени риска, работу не начинать. Необходимо сообщить Руководителю Участка. Дополнительные меры контроля могут быть вписаны ниже и утверждены Руководителем Участка/

If you identify a hazard not covered by the permit or controls are not adequate for the risks, don't commence the job – contact the Area Authority and discuss. Additional controls may be entered below and validated by the Area Authority.

ОПАСНОСТИ/HAZARDS	МЕРЫ КОНТРОЛЯ/CONTROLS	ОТВЕТСТВЕННЫЙ/RESPONSIBLE PERSON

Работу можно начать только когда меры контроля по вновь обнаруженным опасностям утверждены и подписаны Руководителем Участка или уполномоченным лицом/

Work can only proceed when any additional Hazards and Controls identified have been verified and signed off by Area Authority or his delegate

Я принимаю, что описание задания и оценка рисков точно отражают планируемую работу. Все обсужденные меры контроля имеются.
I accept that the task description and Risk Assessment accurately reflects the work to be done. All discussed controls to mitigate the risks are in place.

Name	Signature	Date

Оценка рисков во время проведения работ/Замечания рабочей группы
Dynamic Risk Assessment/Work Party Comments

В случае, если изменилась последовательность выполнения работ, был перерыв или выявлены иные обстоятельства (например, погода, температура, взаимоисключающие работы и т.д.), которые стали причиной дополнительных опасностей, то такие изменения и принятые меры контроля должны быть перечислены ниже:

If there has been a change to the task step, a work break, or any other circumstances (e.g. weather, temperature, conflicting activities, etc.) that caused additional hazards for the work location or surrounding environment, then such changes and additional precautions taken shall be recorded below:

Описание изменения/Situation change	Принятые меры/Actions taken	Подпись РР/PA signature

Date _____

PA/AA Signature_____

Attachment 1

Tool Box Talk Quality Checklist

Location/Местоположение	
Supervisor/Руководитель работ	
Date&Time/Дата&Время	
Job/Задание	
Quality Check done/Проверка качества выполнена:	

Permit Details

E-ISSoW		**P-ISSoW**		**WCC Number:**		**Date**	

Hot Work | **Cold Work BC** | **Cold Work** | **CSE**

Items	+ / -	Comments/Actions
Is the task description fully understood by Work Party: ***Ask what they are doing and why they are doing it.***		
Understand the hazards involved in the task and what controls are in place: ***Ask what controls are in place and why***		
Is there any supporting documentation to the WCC (eg ICC, L2RA): ***Ask what the documents are and why they are used***		
Can the work group think of a better or safer way to perform the task.		
Is each member of the work group been explained their tasks and responsibilities:		
New people to the work site: ***Ask what they were told about the hazards involved with the task when they joined the work group.***		
If there are isolations in place (electrical, process, mechanical), are the work group aware: ***Ask the work group do they know of the isolations and the reason for the isolation***		
Does the PA ask open questions and involved work group in discussion?		
Ask the team to describe what to do if something goes wrong? Who is the responsible person?		