



APPENDIX 1

Hazardous Activities Standard Overview

Purpose

To avoid harm to people, assets, and environment due to hazardous activities.

Who is this for?

- *Managers and Supervisors;*
- *Employees;*
- *Contract Holders and Contractors* where the Contract Scope includes hazardous activities;
- *HSE Professionals.*

What situations are covered?

This document applies to all *Sakhalin Energy Assets, Facilities, Operations, Projects and Activities*, including activities undertaken by (*Sub*) *Contractors* on behalf of the *Company*.

Requirements

Managers and Contract Holders are *Accountable* and Supervisors are Responsible for requirements 1 to 8 in their own organisation:

1. Manage Personal Safety in compliance with:
 - a. Russian Federation law (overview is provided in [Legal Requirements for Hazardous Activities](#)¹), and
 - b. Lender and Shareholder requirements as defined in [International Standards for Hazardous Activities](#).
The following requirements 2 to 6 shall be established and maintained in accordance with requirement 1.
2. Establish procedures and safe working practices for tasks with Personal Safety *Risks*.
 - a. All activities shall have a risk assessment based on the [Managing Risk Standard](#)(0000-S-90-04-O-0006-00)
 - b. The following hierarchy of controls is applied for each hazard or exposure:
 - i. First – Eliminate the Hazard or Exposure
 - ii. Second – Substitute materials or equipment to reduce the hazard exposure
 - iii. Third – Use Engineering control of the hazard or exposure
 - iv. Fourth – Use procedural control of the hazard or exposure.
 - v. Fifth – Use Personal Protective Equipment
 - c. Ensure people understand the hazards / risks, work procedures and safe working practices for their tasks.
 - d. Provide appropriate supervision for people performing tasks with safety risks.
3. Require people to use the required [Personal Protective Equipment](#) (1000-S-90-04-O-0017-00) appropriate to their tasks.
4. The [Permit To Work](#) (1000-S-90-04-P-0031-00) process shall be used to manage the risks of hazardous activities.
 - a. Tasks that do not require a permit, shall have a Task Risk Assessment to identify hazards and controls.
5. [Toolbox Talks](#) shall be conducted to communicate and discuss Hazards and Controls and shall be documented. To support toolbox talks [Sakhalin Energy Toolbox Talk Card](#) or equivalent (e.g. TRIC cards or ISSOW TBT form) should be used

¹ Underlined items in this document refer to Sakhalin Energy Controlled Documents.



6. Any incident of near miss to be reported investigated and remedial actions taken as per the [Incident Reporting and Follow-Up Standard](#) (0000-S-90-04-O-0020-00).
7. Monitor report and review in accordance with Hazardous Activities Assurance and the [HSE Monitoring and Reporting Standard](#) (0000-S-90-04-O-0009-00).
8. **Systematically identify, assess and control Risks** in accordance with the following activity specific Standards, Specifications, procedures and Industry Guidance as it is stated below.

M = Mandatory Control (when applicable for the hazardous activity)

I = Informative Material

1. RISK MANAGEMENT & COMMON CONTROLS	
M	Sakhalin Energy Life Saving Rules
M	Sakhalin Energy General HSE Induction Programme 1000-S-90-04-P-0157-00-E
M	Sakhalin Energy Standard: Public and Corporate Events Management 1000-S-90-01-O-0017-00-E
M	Sakhalin Energy Standard: HSE Monitoring and Reporting 0000-S-90-04-O-0009-00-E
M	Sakhalin Energy Standard: Personal Protective Equipment 1000-S-90-04-O-0017-00-E
2. OCCUPATIONAL HEALTH AND HYGIENE	
M	Sakhalin Energy Standard: Chemical Management 0000-S-90-04-O-0252-00-E
M	Sakhalin Energy Standard: Occupational Health and Hygiene 0000-S-90-04-O-0270-00-E
M	Sakhalin Energy Specification: Occupational Hygiene (Appendix 5, sec. 12, 14, 17, 18, 20, 21, 23, Toxic Substances, Electromagnetic, Noise, Lighting, Vibration, Ergonomics, Appendix 18 - Handling of Ionising Radiation Sources Specification
M	Sakhalin Energy Procedure: Pan Asset Procedure Management of NORM. Well Workover Operations 1000-S-90-04-P-0062-00-E
I	IFC General Environmental, Health, Safety guidelines: occupational health and safety
I	Royal Dutch Shell plc Asbestos and Refractory Ceramic Fibres Manual
I	(UK) Health and Safety Executive Guidance: HGS227 - A comprehensive guide to Managing Asbestos in premises
3. PERSONAL SAFETY	
M	Sakhalin Energy Standard: Safety Signs 0000-S-90-04-O-0008-00-E
M	Sakhalin Energy Procedure: Barrier Philosophy 1000-S-90-04-P-0151-00-E
M	Sakhalin Energy Procedure: Management of Temporary Equipment 1000-S-90-02-P-0015-00-E
M	Sakhalin Energy Specification: Safeguarding and Instrumented Protective Functions for Rotating Equipment 1000-S-90-30-S-4048-00-E
M	Sakhalin Energy Procedure: Excavation 1000-S-90-04-P-0023-00-E
M	Sakhalin Energy Procedure: Offshore Operations Hot Work 1000-S-90-04-P-0150-00-E
M	Sakhalin Energy Procedure: Adverse Weather 1000-S-90-04-P-0122-00-E
M	Sakhalin Energy Specification: Occupational Hygiene 0000-S-90-04-O-0270-00-E (Appendix 5, sec.



	22. Manual handling)
M	Sakhalin Energy Standard: Cranes and Lifting Equipment_ 0000-S-90-04-O-0264-00-E
M	Sakhalin Energy Onshore Assets: Scaffolding Access Systems Control and Usage_ 1000-S-90-12-P-0001-00-E
M	Sakhalin Energy Procedure: Work at Height and Work Over Water_ 1000-S-90-04-P-0127-00-E
M	Sakhalin Energy Procedure: Pressure Testing of Pipework and Equipment_ 1000-S-90-04-P-0131-00-E
M	Sakhalin Energy Specification: Painting and Coating_ 1000-S-90-38-S-6010-00-E
M	Sakhalin Energy Regulations: Electrical Safety_ 0000-S-40-72-P-0001-00-E
M	Sakhalin Energy Procedure: Control & Handling Of Pyrophoric Iron Oxide Sulphide Scale_ 1000-S-90-04-P-0021-00-E
M	Sakhalin Energy Procedure: Use of Nitrogen for Purging_ 1000-S-90-04-P-0130-00-E
M	Sakhalin Energy Manual: Diving Operations Management_ 1000-S-90-01-M-0032-00-E
M	Sakhalin Energy Procedure: Confined Space Entry_ 1000-S-90-04-P-0149-00-E
M	Sakhalin Energy Labor Safety Instruction: Hoisting Machinery Safety Regulations for Workers_ 1000-S-90-04-P-0175-00-E
M	"Guidelines for the Safe Packing and Handling of Cargo to and from Offshore Locations"_ 0000-S-90-01-P-0188-00-E
4. PROCESS SAFETY	
M	Sakhalin Energy Standard: Asset Integrity and Process Safety Management_ 0000-S-90-04-O-0017-00-E
5. TRANSPORT	
M	Sakhalin Energy Standard: Road Transport HSE Management_ 0000-S-90-04-O-0005-00-E
M	Sakhalin Energy Procedure: Transport of Explosives_ 0000-S-90-01-P-0195-00-E
M	Sakhalin Energy Procedure: Marine Operating Procedures and Guidelines (MOPAG)_ 1000-S-90-90-P-0017-00-E
M	Sakhalin Energy Pan Asset Procedure: Travelling Offshore_ 1000-S-90-04-P-0025-00-E
M	Sakhalin Energy Pan Asset Procedure: Offshore Induction & Emergency Training_ 1000-S-90-04-P-0137-00-E
M	Sakhalin Energy Procedure: Use of Personnel Transfer Capsule – Offshore Platforms_ 1000-S-90-04-P-0124-00-E
6. ENVIRONMENT	
M	Sakhalin Energy Guidelines: Chemicals Warehousing_ 1000-S-90-01-P-0396-00-E
7. SECURITY	
M	Sakhalin Energy Standard: Corporate Security Standard_ 0000-S-90-01-O-0022-00-E
M	Sakhalin Energy Guidelines: Personal Security Guidelines_ 0000-S-90-04-P-0118-00-E



8. (MAJOR) PROJECTS	
	8.1 GENERAL
M	Sakhalin Energy Manual: Engineering Management System Manual 0000-S-90-01-M-0027-00-E
M	Sakhalin Energy: HSE Management in Project Engineering 1000-S-90-04-P-0145-00-E
M	Sakhalin Energy: Risk Management Plan for Asset Brownfield Project 1000-S-90-01-P-0097-00-E
M	Commissioning & Start-Up Implementation Guidance 1000-S-90-01-P-0475-00-E
M	Work Management in Project Engineering Implementation Guidance 1000-S-90-01-P-0451-00-E
	8.2 SAFETY LEADERSHIP
I	<p>UNICA Folder containing Activity Guides, HSSE Activity Guides and Project Activity Guides on:</p> <ul style="list-style-type: none"> • <i>Leadership Engagement</i> • <i>Behavioral Safety</i> • <i>Pre-Award Contractor Engagement</i> • <i>Safety Standdowns</i> • <i>HSE Team Meetings</i> • <i>Contractor mode</i> • <i>Starting Strong</i> • <i>Early Works</i> • <i>Finishing Strong</i>
	8.3 CARE FOR PEOPLE
M	SEIC Accommodation Standards
I	UNICA Folder containing Accommodation, Welfare and Catering Guides
	8.4 STAFFING, TRAINING, COMPETENCY:
I	<p>UNICA Folder containing Activity Guides and Training & Staffing materials:</p> <ul style="list-style-type: none"> • <i>Construction Safety Masterclass,</i> • <i>HSE Induction materials and templates</i> • <i>HSE Organisation</i> • <i>Construction Site Safety Induction materials</i> • <i>Training and induction templates</i> • <i>Training Matrix and toolkit</i>
	8.5 COMMUNICATION:
I	<p>UNICA Folder containing Activity Guides, HSSE Activity Guides and Project Activity Guides on:</p> <ul style="list-style-type: none"> • <i>Contractor HSE Forums</i> • <i>Contractor HSE Performance Reviews</i> • <i>Contractor Engagement Charter</i> • <i>Communication Plans & Visual Management</i>
	8.6 WORKSITE SET-UP:
I	<p>UNICA Folder containing Activity Guides, HSSE Activity Guides and Project Activity Guides on:</p> <ul style="list-style-type: none"> • <i>(Site Access) Traffic Management & Logistics</i>



- Facility Siting Layout
- HSSE (Pre)Construction Readiness Reviews
- Exposure Reduction
- Construction Site Layout Review
- HSE Readiness Review

9. WORKSITE HAZARD MANAGEMENT (WHM)

How to Use the Wisdom Packs:

The Wisdom Packs are meant to be a tool that work teams can use to look at information specific to the hazardous activity they are about to perform and provide leadership with materials to review prior to site visits as well as using with their teams on preplanning activities.

Work teams:

Work teams can review the sheet that is specific to their work activity to see “Do” and “Don’t” information and Hazard/Risk information. These can be used to provide talking points in hazard identification/JSA/Toolbox Talks. Learning materials and Incident Learning specific to the hazardous activity are available for teams to review prior to work.

Contractors:

For use with contractors, the responsible SEIC teams should get involved with the contractor on specific applicable activities and assist in providing the information associated with those activities.

Leaders:

Leaders can review the applicable activity sheets in preparation for site visits to raise awareness, to assist with focused work-related topics, to aid in preparing for safety walks and discussions, for Incident Learning discussions, and to prepare for participation in JSA/Toolbox Talks, etc. The Wisdom Packs can also be useful in assisting the leader in preparing challenges to the site teams on their involvement and use of the Wisdom Packs in their work activities.

I	Wisdom Pack: Confined Space Entry
I	Wisdom Pack: Excavation/Pile Driving
I	Wisdom Pack: Crane Management
I	Wisdom Pack: Heavy Vehicle Use
I	Wisdom Pack: Mobile Equipment Management
I	Wisdom Pack: Hot Work & Gas Testing
I	Wisdom Pack: Lifting, Hoisting, Heavy Lifting and Plate Handling
I	Wisdom Pack: Working with Electricity
I	Wisdom Pack: Radiography
I	Wisdom Pack: Scaffolding
I	Wisdom Pack: Working At Heights
I	Wisdom Pack: Working over or near Water
I	Wisdom Pack: Blasting, Mixing, Coating & Painting
I	Wisdom Pack: Cable Installation, Pulling & Demolition
I	Wisdom Pack: Camp, Galley and Accommodation Activities
I	Wisdom Pack: Alignment of Equipment, Pipe, etc.
I	Wisdom Pack: Deck Activities - Anchor Handling
I	Wisdom Pack: Energizing or Pressurizing Equipment
I	Wisdom Pack: Energy Isolation - Lockout Tagout (LOTO)



I	Wisdom Pack: Grinding
I	Wisdom Pack: Manual Material Handling
I	Wisdom Pack: Purging, Pressure and Leak Testing
I	Wisdom Pack: Road Transport & Journey Management
I	Wisdom Pack: Tank or Enclosed Compartment (Entry or Opening)
I	Wisdom Pack: Vegetation Clearance
I	Wisdom Pack: Welding
I	Wisdom Pack: Working at High & Low Ambient Temperatures
I	Wisdom Pack: PPE
I	Wisdom Pack: Diving Operations
I	Wisdom Pack: Reeling, Spooling and Laying Activities
I	TBT: BARRICADES & OPEN HOLES
I	TBT: CONFINED SPACES
I	TBT: EXCAVATIONS
I	TBT: HEAVY EQUIPMENT & VEHICLE OPERATIONS
I	TBT: HOT WORKS
I	TBT: HOUSEKEEPING
I	TBT: LIFTING & HOISTING
I	TBT: LINE OF FIRE
I	TBT: PERSONAL PROTECTIVE EQUIPMENT
I	TBT: ROUTINE LIFE TASKS
I	TBT: SAFE ISOLATION OF ENERGY
I	TBT: SCAFFOLDING
I	TBT: SIMULTANEOUS OPERATIONS
I	TBT: WORKING AT HEIGHT
10. OPEN SOURCE HSE PUBLICATIONS & BOOKS	
I	(UK) Health and Safety Executive Guidance: HSG17 Safety In The Use Of Abrasive Wheels
I	(UK) Health and Safety Executive Guidance: HSG139 Safe use of compressed gases in welding, flame cutting and allied processes
I	(UK) Health and Safety Executive Guidance: HSG60 Upper limb disorders in the workplace
I	(UK) Health and Safety Executive Guidance: HSG402 Safe use of ladders and stepladders
I	OGP Lifting & hoisting safety recommended practice Report No. 376 April 2006
I	(UK) Chemical Safety: CS15 Cleaning and gas freeing of tanks containing flammable residues
I	(UK) Health and Safety Executive Guidance: GS6 Avoidance of danger from overhead electric power lines
I	OGP Diving Recommended Practice No. 411 June 2008



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<http://www.ifc.org/ehsguidelines>