



الشركة العمانية للغاز الطبيعي المسال ش.م.م.
Oman LNG L.L.C.

GENERAL SAFETY RULES

This document contains 11 pages

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Risk Classification

Critical

Security Classification

Non-Confidential

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ISSUE HISTORY

Changes from previous issue are indicated in the table below

Issue	Description	Date
1	Extracted from the obsolete "Site Safety Security and Traffic rules"	30/04/2004
2	Update to include table on control of ignition sources, and new plot plan showing restrictions on roads and permit areas.	30/01/2006
2	Deleted Control of ignition sources clause 4.4 and made reference to new procedure QCM-02	30/04/2006
3	Update to include use of bicycles on site is forbidden	30/11/2006
4	General review	30/10/2008
5	General review. Addition of the 12 life-saving rules, Heavy Rainfall and Lightning protection paragraph added	30/07/2012
6	Muster points update; 12 Life Saving Rules added, general review	13/06/2013
7	12 Life Saving Rules taken out and developed as a separate procedure.	15/05/2017
7a	Added section 4.1.14 Prohibition on Horseplay and Physical Violence	01/10/2017

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1. Purpose

Application of the General Safety Rules will contribute to achieving a safe and secure working environment.

2. Scope

These rules are issued under the authority of the Plant Manager (QCM). They are Mandatory to everyone working in Oman LNG controlled areas.

NB: OLNG employees who fail to comply with the rules will be subject to Company disciplinary procedures. Contractors will have their pass removed indefinitely.

These rules are not intended to be a comprehensive set of procedures. For this, reference should be made to [Qalhat Safety Regulations for Work under Permit](#) and each Section's procedures and work instructions.

3. Responsibilities

3.1. All OLNG Employees and Contractors

Everyone working at site is responsible to comply with the general safety rules described in this document to ensure safety of their own and that of their colleagues and intervene if they observe a breach of the rules.

3.2. QHSE Manager

The QHSE manager is the custodian of these site rules and is responsible for updating them.

4. Rules

4.1. General

- 4.1.1. Oman LNG employees and contractors **must** attend the Oman LNG HSE Induction Programme before they are allowed access to Oman LNG facilities.
- 4.1.2. Everyone has an obligation to stop work that is unsafe
- 4.1.3. No work shall be undertaken without implementing these rules
- 4.1.4. Work will not be conducted without a pre-job risk assessment; PTW and a safety discussion appropriate to that level of risk
- 4.1.5. Only trained, competent and fit people will be allowed to conduct the activity
- 4.1.6. Personal Protection Equipment will be worn as detailed in PTW and minimum site requirements. For details see QHSE-P219 PERSONAL PROTECTIVE EQUIPMENT.pdf
- 4.1.7. All equipment to be utilised is proven to be fit for purpose. Equipment found to be damaged or defective is removed from service
- 4.1.8. Rescue and recovery plans and specified equipment, developed from a review of potential emergency scenarios, is in place before commencement of the activity
- 4.1.9. Access pass / gate pass must be displayed and be made available for inspection upon request of any Site Security officer.
- 4.1.10. Use of cameras is only permitted under authorised signature, on the Camera Permit form, of the Operations Manager or his designate. (see [QCM-P002 Procedure for the Control of Ignition Source](#))

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- 4.1.11. Materials may not be removed from site unless authorised by a Materials Pass issued by the relevant authorisation in accordance with the manual of authorities.
- 4.1.12. With the exception of the Operations shift teams, nobody is allowed onto the plant until they have first reported to the control room and either been issued with a permit to work, or have signed the visitor book in the CCR. Exceptions to this are access to the unrestricted areas as shown in Section 2: [Qalhat Safety Regulations for Work under Permit](#)
- 4.1.13. The following are strictly prohibited on the Complex:-
- Smoking (except in designated areas)- [NG-P023 Oman LNG Smoking Policy.pdf](#)
 - Gambling
 - Alcohol and other abusive substances (See NG-P024 Oman LNG Alcohol and Drugs Policy.pdf)
 - Weapons, Explosive items
- 4.1.14. Any act of horseplay, intimidation, threatening, harassment, violent behaviour, verbal or physical abuse, stalking, disruptive behaviour and physical violence or assault in any form as well as any intentional damage to property owned by Oman LNG, an employee, contractor, vendor or visitor are extremely prohibited at Oman LNG Premises. All threats and other inappropriate behaviour(s) that create a concern for safety should be immediately reported. Anybody found involved in any kind of these acts in OLNG premises will be subject to disciplinary action accordingly and any physical violence or assault will result into termination from site and handed over to ROP.

4.2. Vehicles

For details see [NG-P005 OMAN LNG Road Safety Procedure.pdf](#)

- 4.2.1. Driving should only proceed if:
- The vehicle is regularly inspected and maintained by a competent person, and suitable for the local driving conditions
 - Drivers assess the suitability and safety of the vehicle prior to any journey being undertaken
 - Drivers are appropriately licensed, trained, and medically fit to operate the class of vehicle being used for the local driving conditions
 - Drivers are not under the influence of alcohol or drugs and are not suffering from fatigue
 - Seatbelts are installed and worn by all occupants
 - The number of passengers does not exceed manufacturer's design specifications for the vehicle
 - Loads are secure and do not exceed manufacturer's design specifications or legal limits for the vehicle
- 4.2.2. The site roads are subject to Oman traffic rules and regulations. Road signs must be adhered to.
- 4.2.3. Vehicles must be in a roadworthy condition and regularly inspected and have valid insurance cover and be licensed.
- 4.2.4. All heavy vehicles such as cranes, trucks and forklifts must be fitted with a reversing bleeper.
- 4.2.5. The maximum speed allowed on site is 30 kph unless further restriction is indicated.
- 4.2.6. Vehicles must not enter the restricted area unless issued with the appropriate vehicle pass and authorised by appropriate enabling certification Within the restricted area, vehicle must

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display an “Approved Vehicle” sticker and the driver must have passed the Defensive Driving training course (see QCM-P002 [Procedure for the Control of Ignition Source](#))

- 4.2.7. Vehicles must not leave the roads unless specifically authorised to do so. (failure to observe this rule could lead to damage to underground cables)
- 4.2.8. Vehicles must not be refuelled whilst the engine is running.
- 4.2.9. Vehicles left unattended must have the engine shut down, the doors unlocked and the key left in the ignition.
- 4.2.10. Vehicle engines must be shut down immediately in the event of :
 - A gas alarm
 - The site fire alarm sounding
 - Instruction from any member of Operations

Note: in case of emergency; all vehicles access must be permitted by On-scene commander.

- 4.2.11. Vehicles must not obstruct access to the plant areas or access to any emergency equipment such as fire hydrants, fire extinguishers and electrical switchboards.
- 4.2.12. Vehicles must be removed from the process areas overnight unless specifically authorised for on-going work.
- 4.2.13. Vehicles must not be used for carrying passengers unless they are designed to do so.
- 4.2.14. Adhere all the times to the life-saving rules related to seatbelt, use of mobile while driving and speed limit and when applicable to the life-saving rules of journey management
- 4.2.15. Oman LNG owned vehicles must not be driven by non-employees unless authorised in writing, by Oman LNG (site) Management.

4.3. Personal protective equipment (PPE)

- For details see [QHSE-P219 PERSONAL PROTECTIVE EQUIPMENT.pdf](#)
 - 4.3.1. In all restricted areas standard PPE **must** be worn. i.e.
 - Safety Helmet
 - Safety shoes
 - Safety Glasses
 - Full Two-Piece Coverall
 - Hand Gloves (appropriate gloves for the task to be used all the time)
 - Ear Plugs / earmuff (when working in high noise area)
 - 4.3.2. Only Company issued PPE shall be used by staff and Company approved PPE for contractors shall be used on site. Coverall made of cotton material with long sleeves. Trouser part of coveralls **must not** be tucked into the boots. Sleeves **must not** be folded to expose the arm.
 - 4.3.3. A higher level of PPE must be worn where specifically instructed e.g. by Permit to Work or signs specific to a particular location.
 - 4.3.4. A higher level of eye protection must be worn when:
 - Handling hazardous materials and in areas where there is a higher risk of hazardous materials splashing into eyes (these areas will be indicated by signs)

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- Opening up process systems which have not been proven to be depressurised.
 - When using abrasive tools that may release particles.
- 4.3.5. Ear plugs or ear protection must be worn in areas where the noise level is above 85dbA. (Signs will be posted in these areas) or when working next to any mobile equipment which generates more than 85dbA. These "high noise" areas are indicated both by an internationally recognised sign for hearing protection and by the affected area being surrounded by a blue line on the ground.
- 4.3.6. Life jackets must be worn when working on or above water, or close to water e.g. at the edge of a jetty. (Indicated by appropriate signs).
- 4.3.7. Persons wearing breathing apparatus must be trained in its use, and must be declared medically fit by the Company doctor for this operation.
- 4.3.8. Persons having long hair must wear a hair net when operating or standing next to machinery or preparing food.
- 4.3.9. Material Safety Data Sheet must be provided at all locations where chemicals are stored or used (mixing, batching, pumping, neutralising etc.). All PPE and safety precautions related to the chemical handling must be as per the MSDS.

4.4. Fire prevention

- 4.4.1. The fire permit control area is the whole area within the safety perimeter fence
- 4.4.2. Restricted areas are those parts of the Fire Permit Control Area which are designated as hazardous in the site Area Classification. Road access to these areas is restricted by barriers which must remain closed unless being used for authorised access. See appendix 2 for restricted roads.
- 4.4.3. Smoking is allowed only in areas designated by the QHSE Manager and approved by the General Manager. These areas will have a "Smoking Point" sign provided.
- 4.4.4. Control of ignition sources in the permit area
- Refer to [QCM-P002 Procedure for the Control of Ignition Source](#)
- Fire-fighting equipment must not be used for non-fire fighting purposes.
- 4.4.5. OLNG staff working at the site must undergo appropriate fire-fighting training and fire-fighting refresher training if required by Oman LNG.

4.5. Access and Scaffolding

For details see [QOP-P105 Access of personnel and vehicles to site](#)
[QEN/P103 PROCEDURE FOR SCAFFOLDING](#)

- 4.6.1. Above ground level, persons are not allowed to walk outside proper platforms, e.g. on structural steel or on pipes. Where permanent staircases, ladders and platforms are not available, temporary scaffold access **must** be provided
- 4.6.2. Both hands must be used when climbing vertical ladders. (Warning: Proper gloves to be worn to protect against high temperatures of metal ladder handrails)
- 4.6.3. Openings in grating, loose gratings or defective handrails must be barricaded off.
- 4.6.4. Walking on insulated lines is not allowed.
- 4.6.5. Scaffolds must not be used for access unless they have valid "safe for use" scaff-tags, and have been inspected in the last 7 days.

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- 4.6.6. Scaffolds must not be altered, except by an authorised scaffolder.
- 4.6.7. Scaffolds must be re-inspected after heavy storms.
- 4.6.8. Mobile scaffolds must not be moved with persons or material on them.

4.6. Working at Height

For details see [QHSE-P209 Procedure for Working at Height.pdf](#)

Working at height should only proceed if:

- 4.6.1. Options to eliminate the need for working at height have been evaluated
- 4.6.2. A fixed or mobile platform with a guard or handrails is used where practicable and verified by a competent person
- 4.6.3. Everyone is trained and competent to perform the activity including the use of fall prevention and fall arrest equipment
- 4.6.4. • All equipment to be utilised is proven to be fit for purpose. Equipment found to be damaged or defective is removed from service
- 4.6.5. All items, including tools and equipment, are secured to prevent potential dropped objects
- 4.6.6. People are to be hooked to an anchor point at all times
- 4.6.7. Fall arrest system limits free fall to 2 metres or less
- 4.6.8. Rescue plan and equipment are in place to minimise suspension trauma
- 4.6.9. The fall prevention system includes:
 - Single person anchor point capable of supporting 22.2 kilo Newtons (reference to OSHA letter in Appendix 3)
 - Fall arrest rated full body harness using double latch self-locking snap hooks at each connection
 - Lanyard which incorporates a shock absorber

4.7. Process Plant

- 4.7.1. Process plant and equipment and process control/safeguarding software **must not** be altered unless authorised via the approved procedures.
- 4.7.2. Firewater must not be used for non-fire-fighting purposes. If it is to be used for filling process equipment for pressure testing, approval must be obtained from the Shift Superintendent.
- 4.7.3. Domestic water must not be used for other purposes.
- 4.7.4. Instrument air must not be used as breathing air or tool air.
- 4.7.5. Nitrogen or oxygen must not be used as tool air.
- 4.7.6. Hoses must not be connected to process or utility systems, unless authorised by Operations. Connections may be made to utility stations, providing the correct type of hose is used.
- 4.7.7. All drain points, vent points and open lines connected to lines or vessels in hydrocarbon, chemical or any other service likely to cause a hazard if uncontrollably released, must be blanked or plugged when not in use
- 4.7.8. Pumps, compressors or other mechanical equipment must not be started unless all guards around moving parts are in place, and the area is cleared of loose material.
- 4.7.9. Tank compound drain valves must be kept shut, except when the compound is being drained. Such draining must be done under direct supervision i.e. with someone in attendance for the draining period.

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4.7.10. All portable electrical equipment to be used in the restricted area must be inspected by electrical section prior to use. Reference is made to: [QEN-P310 Electrical Safety Rules.](#)

4.8. Housekeeping

- 4.8.1. Everyone is responsible for keeping their workplace in a tidy condition, and for clearing up waste materials and scrap when the job is complete, or at the end of the day.
- 4.8.2. Clean desk policy is applied for all working station
- 4.8.3. Spills must be cleared up immediately.
- 4.8.4. Tools and materials must not be left on elevated platforms or scaffolds, unless properly secured.

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4.9. Heavy Rain

- 4.9.1. Rainfall is not frequent here in Oman but when it rains it often require some safety precautions as result of the much amount of erosion flow through the Wadis or valleys.
- 4.9.2. Always visit the updated weather report in the OLNG Intranet to have adequate forecast for Muscat and Sur.
- 4.9.3. Another way of reducing risk is to avoid scheduling works on areas that pose a very high risk of erosion during periods when heavy rains and strong winds are expected.
- 4.9.4. Don't be in a hurry; avoid slipping on wet sidewalks or walkways
- 4.9.5. Avoid using wet stairs; use the elevator during the rainy season. If you do use the stairs, never walk the stairs with your hands in your pockets, and always use the handrails.
- 4.9.6. Be alert to water that may be tracked in around doorways; be a leader in safety by cleaning up wet hazards.

While Driving: -

- 4.9.7. Obey the speed limit and drive slower in the rain; the roads are very slick when wet.
- 4.9.8. Maintain an extra distance between you and the vehicle in front of you.
- 4.9.9. Make sure that the windshield wipers are in proper working order;
- 4.9.10. Make sure that the defroster is in proper working order,
- 4.9.11. Turn on your headlights while driving during rainy weather.
- 4.9.12. Do not drive around road barricades; they are there for your safety, the road or bridge may be washed out.
- 4.9.13. Avoid driving into flooded areas or Wadis; if your vehicle stalls in rapidly rising floodwaters, abandon it immediately and climb to higher ground.

4.10. Lightning /Thunder strike

- 4.10.1. The best way to protect yourself from lightning is to avoid the threat. Cancel or postpone activities early if thunderstorms are expected. Monitor weather conditions and get to a safe place before the weather becomes threatening. Substantial buildings and hard-topped vehicles are safe options.
- 4.10.2. A safe shelter from lightning is either a substantial building or an enclosed metal vehicle. A safe building is one that is fully enclosed with a roof, walls and floor, and has plumbing or wiring. Rain shelters, small sheds are not safe
- 4.10.3. A safe vehicle is any fully enclosed metal-topped vehicle such as a hard-topped car, minivan, bus, truck, etc. While inside a safe vehicle, do not use electronic devices such as radio communications during a thunderstorm.
- 4.10.4. During Lighting and Thunder strike do not use golf carts, convertibles, motorcycles, or any open cab vehicle.

4.11. Equipment in Offices

4.11.1. Machinery

Tools and machineries used in offices must be properly installed and inspected regularly

4.11.2. Electrical Safety

All electrically powered machinery **must** be properly installed and inspected regularly

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References

- [Shell HSSE and SP Control Framework](#)
- QHSE-P221 Qalhat safety regulation for work under permit.pdf
- [QEN-P310 Electrical Safety Rules.](#)
- [QOP-P105 Access of personnel and vehicles to site](#)
- <http://www.lightningsafety.noaa.gov/>
- NG-P037 Oman LNG Road Safety Policy.pdf
- NG-P023 Oman LNG Smoking Policy.pdf
- NG-P024 Oman LNG Alcohol and Drugs Policy.pdf
- NG-P041 Security Policy.pdf
- NG-P063 OLNG Contractors' HSE Management Procedure.pdf
- NG-P049 Procedure for QHSE Mandatory Training.pdf
- QHSE-P219 PERSONAL PROTECTIVE EQUIPMENT.pdf
- NG-P005 OMAN LNG Road Safety Procedure.pdf
- QHSE-P209 Procedure for Working at Height.pdf
- QCM-P002 Procedure for the Control of Ignition Source
- NG-P015 Incident Investigation and Learning Procedure.pdf
- QHSE-P302 FTW procedure.pdf
- NG-P036 Alcohol-Drug- Guideline.pdf
- QHSE-P101 Waste Management Procedure.pdf

5. Appendices

Appendix 1: OSHA letter for tie-off point

Appendix 2: Site plan showing road restrictions, permit area, restricted areas
Refer to QOP- P105 Access of personnel and vehicles to site

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5.1. Appendix 1: OSHA Tie Off Letter

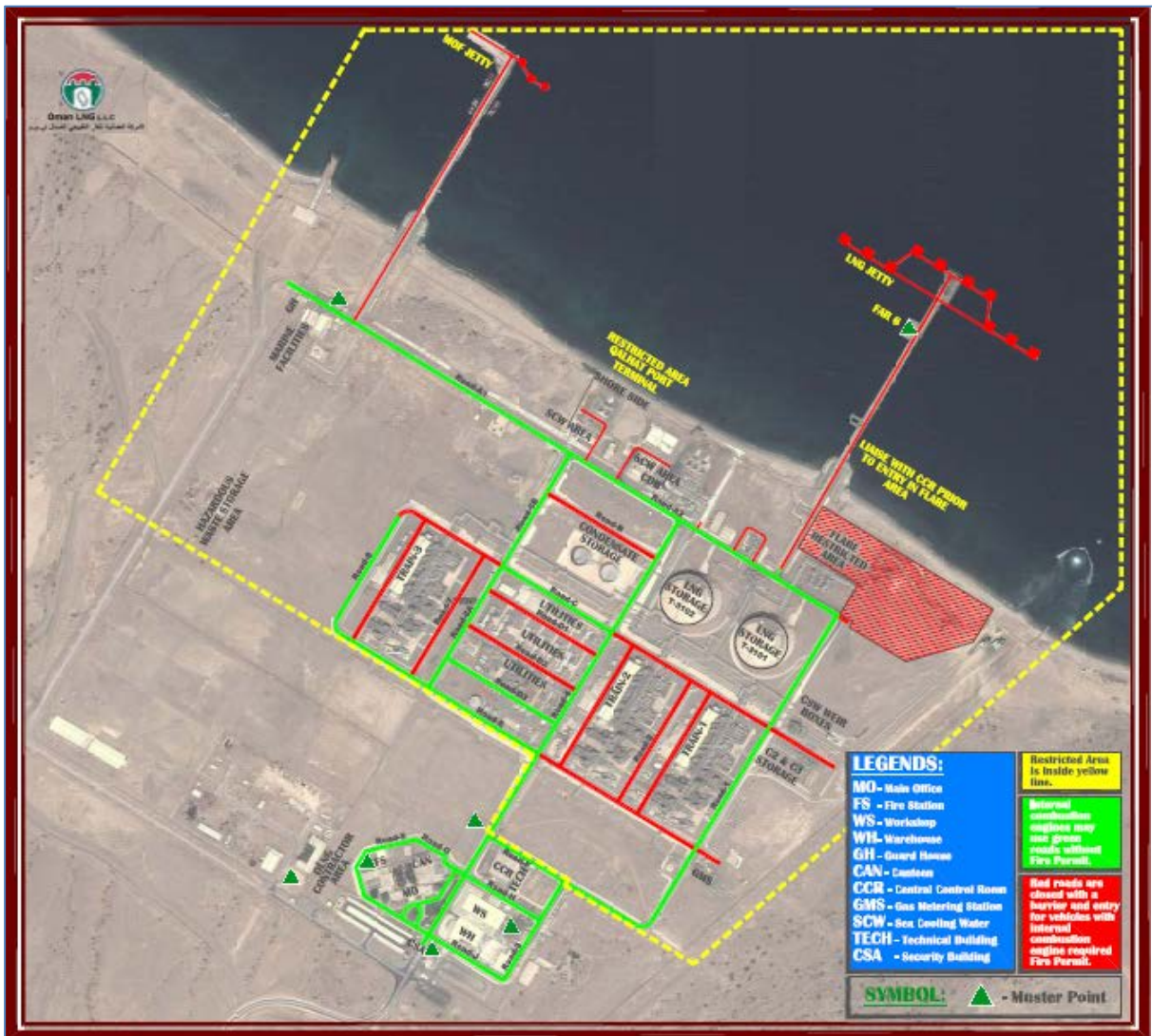


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5.2. Appendix 2: Site plan

showing road restrictions, permit area, restricted areas

Refer to QOP-1-GEN-019 Access of personnel and vehicles to site



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