

Contractor Safety Management for Oil and Gas Drilling and Production Operations

API RECOMMENDED PRACTICE 76
SECOND EDITION, NOVEMBER 2007

REAFFIRMED, JANUARY 2013



AMERICAN PETROLEUM INSTITUTE

This is a preview. [Click here to purchase the full publication.](#)

Contractor Safety Management for Oil and Gas Drilling and Production Operations

Upstream Segment

API RECOMMENDED PRACTICE 76
SECOND EDITION, NOVEMBER 2007

REAFFIRMED, JANUARY 2013



AMERICAN PETROLEUM INSTITUTE

This is a preview. [Click here to purchase the full publication.](#)

Special Notes

API publications necessarily address problems of a general nature. With respect to particular circumstances, local, state, and federal laws and regulations should be reviewed.

Neither API nor any of API's employees, subcontractors, consultants, committees, or other assignees make any warranty or representation, either express or implied, with respect to the accuracy, completeness, or usefulness of the information contained herein, or assume any liability or responsibility for any use, or the results of such use, of any information or process disclosed in this publication. Neither API nor any of API's employees, subcontractors, consultants, or other assignees represent that use of this publication would not infringe upon privately owned rights.

API publications may be used by anyone desiring to do so. Every effort has been made by the Institute to assure the accuracy and reliability of the data contained in them; however, the Institute makes no representation, warranty, or guarantee in connection with this publication and hereby expressly disclaims any liability or responsibility for loss or damage resulting from its use or for the violation of any authorities having jurisdiction with which this publication may conflict.

API publications are published to facilitate the broad availability of proven, sound engineering and operating practices. These publications are not intended to obviate the need for applying sound engineering judgment regarding when and where these publications should be utilized. The formulation and publication of API publications is not intended in any way to inhibit anyone from using any other practices.

Any manufacturer marking equipment or materials in conformance with the marking requirements of an API standard is solely responsible for complying with all the applicable requirements of that standard. API does not represent, warrant, or guarantee that such products do in fact conform to the applicable API standard.

All rights reserved. No part of this work may be reproduced, stored in a retrieval system, or transmitted by any means, electronic, mechanical, photocopying, recording, or otherwise, without prior written permission from the publisher. Contact the Publisher, API Publishing Services, 1220 L Street, N.W., Washington, D.C. 20005.

Copyright © 2007 American Petroleum Institute

[This is a preview. Click here to purchase the full publication.](#)

Foreword

This publication is under the jurisdiction of the American Petroleum Institute Upstream Department's Executive Committee on Drilling and Production Operations. It was developed with assistance from API Petroleum Industry Data Exchange (PIDX) Committee, International Association of Drilling Contractors (IADC), the Association of Energy Service Companies (AESC), and with input from the International Association of Oil and Gas Producers (OGP). API expresses its appreciation to these organizations for their contributions to the development of this publication.

API publications may be used by anyone desiring to do so. Every effort has been made by the Institute to assure the accuracy and reliability of the data contained in them; however, the Institute makes no representation, warranty, or guarantee in connection with this publication and hereby expressly disclaims any liability or responsibility for loss or damage resulting from its use or for the violation of any federal, state, or municipal regulation with which this publication may conflict.

Suggested revisions are invited and should be submitted to the Director of the Upstream Department, American Petroleum Institute, 1220 L Street, N.W., Washington, D.C. 20005.

Contents

	Page
1 Introduction	1
1.1 Scope	1
1.2 Benefits of an Operator and Contractor Safety Program	2
1.3 Third Parties and Subcontractors	2
2 Industry Standards and Practices	2
3 Definitions	5
4 Operator-specific Safety Requirements	5
4.1 Operator Safety Requirements	5
4.2 Contractor Safety Programs and Procedures	5
4.3 Training and Communications	5
4.4 Personnel New to the Work Site	6
5 Contractor Selection Process	6
5.1 General	6
5.2 Bid Package	7
5.3 Safety Questionnaire	7
5.4 Operator Review of Contractor Qualifications	7
6 Work Performance	8
6.1 Responsibilities	8
6.2 Safety Requirements	8
7 Management of Change	8
7.1 General	8
7.2 Change in Facilities	8
7.3 Change in Personnel	9
7.4 Change in Regulations or Industry Recommended Practices	9
7.5 Managing the Change	10
8 Evaluating Contractor HSE Performance	10
8.1 General	10
8.2 Safety Performance Reporting	10
8.3 Operator Reviews	10
8.4 Contractor Inspections	10
Annex A Standard Industry Definitions	11
Annex B Standardized Safety Questionnaire	22
Annex C Sample Short Service Employee Program Development Guideline	54
Annex D Sample Training Matrix	57
Annex E Sample Policy Statement	60

Contractor Safety Management for Oil and Gas Drilling and Production Operations

1 Introduction

1.1 Scope

This publication is intended to assist Operators, Contractors, and Subcontractors (Third Parties) in the implementation of a Contractor safety program and improve the overall safety performance while preserving the independent contractor relationship. It is intended for the Upstream segment of the petroleum industry; however, since the Operator requirements and the contracted work are diverse, this publication may not be applicable to all operations at each company or to all contract work performed in those operations.

Many oil and gas exploration and production companies contract for equipment and personnel services for a wide range of activities, including drilling, production, well servicing, equipment repair, maintenance, and construction. Certain activities of Contractors have the potential to place either Contractor and/or Operator personnel and/or equipment at risk. It is important that operations are carried out in a safe manner.

Operators and Contractors need to provide safe work places and to protect the safety of their workforces and the general public. When they work together to improve safety, both benefit.

1.1.1 Operator and Contractor Commitment to Improved Contractor Safety Performance

Both Operator and Contractor Management commitments are essential in minimizing accidents/incidents and preventing injuries and illnesses. Management commitment begins with the Operator and Contractor providing the resources necessary for implementing and maintaining an effective safety program.

The Operator's and Contractor's commitments and continued support is common to all successful safety programs in order to minimize incidents and prevent injuries and illnesses. Effective safety programs require the Operator and Contractor to:

- focus resources on safety; and
- review how Contractor safety is being addressed.

Operators may encourage Contractor management commitment by sharing information regarding effective safety performance benefits. To emphasize their commitment, many Operators incorporate the need for Contractor safety in senior management policy statements on safety, health and the environment.

1.1.2 Policy Statement

Management commitment may be expressed in a policy that establishes the importance of Operator and Contractor safety. Management's involvement helps ensure the effectiveness of a safety program. An example policy statement is detailed in Annex E.

1.2 Benefits of an Operator and Contractor Safety Program

Operators and Contractors benefit when they work together to enhance the management of related safety programs. These benefits can include:

- safety expectations and capabilities are clearly understood before the work begins;
- improved safety performance;
- better working relationship between Operator and Contractor;
- improved safety training for both Operators and Contractors; and
- improved productivity, reliability and efficiency.

1.3 Third Parties and Subcontractors

Frequently, Third Parties and Subcontractors are utilized to perform specialized portions of work assignments. A Third Party and/or Subcontractor should be subject to applicable elements of the Operator's and/or Contractor's safety program. The Operator and/or Contractor should make provisions for inspection of relevant Third Party/Subcontractor equipment.

2 Industry Standards and Practices

The most recent edition of the following publications are either referenced in this recommended practice or may be of use in the development of an Operator/Contractor Safety Program:

API Bull E1, *Generic Hazardous Chemical Category List and Inventory for the Oil and Gas Exploration and Production Industry*

API RP 2D, *Operation and Maintenance of Offshore Cranes*

API Spec 4F, *Specification for Drilling and Well Servicing Structures*

API RP 4G, *Recommended Practice for Use and Procedures for Inspection, Maintenance, and Repair of Drilling and Well Servicing Structures*

API RP 8B, *Recommended Practice for Procedures for Inspections, Maintenance, Repair, and Remanufacture of Hoisting Equipment*

API Spec 9A, *Specification for Wire Rope*

API RP 9B, *Recommended Practice on Application Care, and Use of Wire Rope for Oil Field Service*

API RP 11ER, *Recommended Practice for Guarding of Pumping Units*

API RP 11G, *Recommended Practice for Installation and Lubrication of Pumping Units*

API RP 14J, *Recommended Practice for Design and Hazards Analysis for Offshore Production Facilities*

API RP 49, *Recommended Practice for Drilling and Well Servicing Operations Involving Hydrogen Sulfide*

API RP 53, *Recommended Practice for Blowout Prevention Equipment Systems for Drilling Operations*

API RP 54, *Recommended Practice for Occupational Safety for Oil and Gas Well Drilling and Servicing Operations*

API RP 67, *Recommended Practice for Oilfield Explosives Safety*

API RP 70, *Security for Offshore Oil and Natural Gas Production Operations*

API RP 74, *Recommended Practice for Occupational Safety for Onshore Oil and Gas Production Operations*