

IADC Health, Safety and Environmental Reference Guide



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Chapter 1

Health Safety and Environment Programs

1.0 Safety Policy Statement

The objective of a Health, Safety and Environment Program is to prevent injuries, protect employee health, protect the environment, educate employees, and increase work productivity. Every HSE program should be based on a sound foundation. This foundation should be a clear and concise objective of the company's HSE policies. The basic objectives should be:

- A. The safety of employees and the public environment are of the utmost importance in all drilling/well-servicing operations.
- B. Safety takes precedence over expediency or shortcuts.
- C. Every attempt should be made to prevent the possibility of incident occurrence.
- D. Safety authority and accountability should be well defined. Once a policy is set and has been publicized so every employee is familiar with it, top management should delegate the authority through management levels down to each supervisor. The supervisor is responsible and accountable to see that each crewmember understands each procedure. Employees should follow all procedures and programs established by the employer. Safety is also the responsibility of all employees.

1.1 HSE Meetings

One of the most important parts of any company's Health Safety and Environment Program should be regular HSE meetings. Each of these meetings should be well planned and organized with each crew in advance. The format should include a presentation of past, present, and future rig operations. Pre-job meetings should be held for routine and non-routine operations. The meeting should provide suggestions, solutions and conclusions. There should be time allocated for participation from each member. Meetings should be documented, and all employees present should note their attendance. To assist in planning and documenting HSE meetings, IADC suggests:

- A. IADC Safety Meeting Topics (available from IADC Publications)
- B. IADC Safety Meeting Topic & Record Book (available from IADC Publications)
- C. IADC Weekly Safety Meeting Report Form (available from IADC Publications)
- D. IADC Drilling Rig Safety Inspection Checklist (available from IADC Publications)
- E. Information from equipment manufacturers
- F. Information from the well operator
- G. Recent company communications
- H. Recent incident investigations, their causes, and corrections

- I. Safety equipment operating procedures
- J. Employee suggestions
- K. Job Safety Analysis (JSA) Program (see section 1.4)
- L. IADC HSE Committee Safety Alerts (see <http://www.iadc.org/alerts.htm>)
- M. IADC Knowledge, Skills and Abilities
- N. Handover and Management of Change

1.2 Safety Inspections and Logbooks

Regular inspections should be made to determine if the equipment is safe to operate. Although a supervisor or other designated company representative should perform inspections, all employees are responsible to report any unsafe conditions they observe. The rig should be inspected from every viewpoint. Unsafe conditions and acts should be reported to the supervisor. The IADC HSE Committee has developed a general rotary rig inspection form that is available from IADC Publications.

1.3 Health Safety and Environment Committee

Companies should consider establishing Health, Safety and Environment committees. The purpose of a HSE committee should be to meet and discuss safe working conditions and procedures. Committee members should consist of key operating personnel and crewmembers. Topics covered should include:

- A. Injury incidents
- B. Equipment failures
- C. Near misses
- D. Damages
- E. Rig inspections
- F. Rig repairs and modifications
- G. Procedural Changes
- H. Environmental Incidents
- I. Management of Change

Minutes of the meeting and attendees should be recorded and made available to all personnel.

1.4 Job Safety Analysis

- A. Training

The Rig Manager (Toolpusher/OIM) will have the primary responsibility for training and/or re-training rig crews in the following processes:

1. Job selection
2. Hazard identification
3. Safe job procedures