



**The Golden Rules** provide practical support in the application of BP's Operating Management System (OMS). They are aimed at field personnel - employees or contractors working at BP-operated sites who carry out, or are responsible for, eight activities with particular potential to cause serious injuries or incidents, especially fatalities.



## Permit to work

**Before conducting work that involves confined space entry, work on energy systems, ground disturbance, hot work, or other potentially hazardous tasks, a permit must be obtained that:**

- Defines the scope of the work, its location, and when the permit expires.
- Identifies the hazards and risk associated with the work.
- Establishes control measures to eliminate or reduce the risk.
- Identifies energy sources that need to be isolated.
- Requires that isolations are not removed before all related permits have been signed off as complete.
- Links the work to other associated work permits or simultaneous operations (SIMOPS).
- Only authorizes work that is defined in the task description.
- Describes adequate control for the return to normal operations.
- Communicates the above information to all involved in the work.
- Is issued following a pre-job worksite inspection to confirm the required control measures are in place, that site conditions have not changed and any new potential hazards have been risk assessed and managed.
- Is authorized, monitored, and re-validated by a responsible person.



## Ground disturbance

**Work that involves a man-made cut, cavity, trench, or depression in the earth's surface formed by earth removal must not proceed unless:**

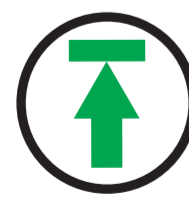
- A hazard assessment of the work site is completed by the competent person(s).
- All underground hazards, i.e., pipelines, electric cables, etc., have been identified located and if necessary, isolated.
- A confined space entry permit is issued when the ground disturbance meets the definition of a confined space.
- Ground movement is controlled and collapse prevented by shoring, sloping, benching, etc., as appropriate.
- A plan is in place to control access to the worksite.
- There is a plan for timely extraction & rescue of personnel.
- Inspections are completed after man-made or natural events, such as heavy rainfall.
- Ground and environmental conditions are continuously monitored for change.



## Confined space entry

**Entry in any confined space must not proceed unless:**

- There are no practicable alternatives to entry.
- All sources of energy affecting the space are isolated.
- The confined space atmosphere is tested, verified safe for occupancy, and repeated as often as defined by the permit.
- The hazards, risks and controls in the confined space entry permit are communicated to all affected personnel.
- A stand-by person is stationed at the entry point and maintains communication with entrants during the time the occupants are inside the confined space.
- A plan for timely rescue of workers is in place.
- A confined space entry permit is issued.
- Unauthorized entry is prevented.



## Working at heights

**Working at heights of 2 metres (6 feet) or higher above the ground without a fixed platform that has guard rails or handrails must not proceed unless:**

- A properly anchored fall arrest system is used.
- The fall arrest system ensures 100% tie-off is achieved at all times.
- A plan is in place for the timely rescue of personnel performing work at height while using fall arrest equipment.
- Fall arrest equipment is inspected prior to each use.
- The risk of dropped objects on personnel and equipment below has been assessed and plans to manage the risks established.



## Energy isolation

**Any isolation of energy systems; mechanical, electrical, process, hydraulic and others, must ensure that:**

- There is an approved method to:
  - isolate equipment
  - discharge stored energy
  - reinstate equipment
- Isolation points are locked and tagged.
- A test is conducted before any related work begins to confirm the isolation is effective.
- There is a process to communicate the status of isolations between:
  - shifts
  - different workgroups
- The isolation is periodically monitored for effectiveness.



## Lifting operations

**Lifts utilizing cranes, hoists, or other mechanical lifting devices must not proceed unless:**

- A competent person(s) has completed an assessment of the lift, and determined the appropriate lift method and equipment.
- Anyone involved in a lifting operation, including for rigging, is competent for the specific job and/or equipment on which they are working.
- Lifting devices and equipment have been certified for use to local legal/regulatory requirements.
- The load is less than the dynamic and/or static capacities of the lifting equipment.
- All safety devices installed on lifting equipment are operational.
- All lifting devices and equipment have been visually examined before each lift by a competent person(s).
- Clear lines of communication during a lift have been established.
- An exclusion zone has been established to limit access to all workers except essential personnel.
- External conditions which could affect the lift are monitored (e.g., ground condition, wind, etc.).



## Driving safety

**All categories of vehicle, including self-propelled mobile plant, must not be operated unless:**

- Vehicle is equipped with the required safety features and is maintained in safe working order.
- Number of passengers does not exceed manufacturer's specification and legal limits for the vehicle.
- Loads are secure and do not exceed manufacturer's specification and legal limits for the vehicle.
- A documented risk assessment is completed before motorcycles are allowed for use on BP business.

**Drivers must not operate the vehicle unless:**

- They and all occupants wear seat belts whenever the vehicle is moving.
- They have a valid driving license for the class of vehicle being operated and to drive in that country, have been appropriately trained and assessed, and are medically fit to operate the vehicle.
- They are rested and alert and do not operate any vehicle when fatigued.
- They are not under the influence of alcohol or drugs, or their fitness to drive impaired by medication or other substance.
- They do not use a mobile phone or other two-way communication device while operating the vehicle.
- The risks of the journey have been assessed and a journey management plan is in place when driving in higher risk countries.



## Hot work

**Hot work must not proceed unless:**

- All potential flammable and combustible materials have been isolated, removed and/or protected from the sources of ignition.
- An authorized person tests the atmosphere prior to the start of the work and during work as often as the permit requires.
- Levels of oxygen and flammable substances are kept within acceptable ranges or additional barriers applied.
- Emergency response plans are in place as appropriate given the job's risk assessment and any appropriate site requirements.