

## **HSEQ Direct Introduction**

These training sessions are designed to ensure that you are alerted to the potential dangers of not following the rules prescribed by the organization you work for!

We want to achieve together that everyone can go home safely at the end of the working day!

Because we all know that repetition is the power of message!

## **Welcome**

In this introduction, we will be giving you some basic information about how the Interactive Induction **PLANT ON LAND** is structured.

This induction is compulsory for everyone who works at a plant on land. Always ask your company if additional instructions for this training/refresher need to be followed.

The information from this training covers the various aspects of health, safety, environment and quality when traveling to, working on a plant on land and when returning home.

You will get an impression of the experience you will shortly be encountering on a plant on land so you will know what is expected of you, wherever you are and in whatever situation you find yourself.

This training consists of differing chapters.

Watch them carefully.

At the end of each chapter there is a test.

You will be given a number of multiple-choice questions to answer. Only by answering them correctly you can proceed to the next chapter. Good luck!

## **Dangers and Risks**

A plant on land is definitely not an everyday environment. The workforce is a vital component of any company. Within the workforce, all components are carefully coordinated in a pre-determined order to ensure that the work process can run efficiently and safely. If any of the components become inoperative, this has a direct consequence for the entire company. Work processes are dynamic processes involving a certain level of risk for people and for the immediate environment.

This especially applies when working with hazardous substances. Some substances are flammable and explosive. Potentially extremely damaging to health and to the environment. If specific types of substances are released, they constitute a serious threat to health and to the environment. Ask your company for further information in relation to this.

Various types of work can be carried out at a plant on land. Some of these activities are riskier than others.

Examples include working with hazardous substances: working at heights, working in enclosed spaces or lifting and hoisting work.

Occasionally these different activities are performed simultaneously whilst personnel are working in close contact with each other. Make sure you bear this in mind. Finally, weather conditions can have a serious impact on the type of work.

Everyone has their own responsibilities relating to the rules, procedures and instructions of the workplace and everyone is responsible for their own work. It is also everyone's responsibility to take the necessary measures in order to manage the risks as far as possible.

If you are in doubt or in any way unsure: do not start work until the doubt or uncertainty has been dealt with.

Despite all the precautionary measures, undertaken by your company you may still encounter a working situation that is unsafe that endangers health or is damaging to the environment. In all such cases you are entitled to intervene.

More importantly, it is your duty to intervene. Sometimes all that will be required is an explanation that accounts for specific behaviour in the workplace. In other cases, the work will have to be stopped. Always report unusual, inappropriate, and unforeseen situations immediately to your manager.

This is very important, as it enables structured solutions to be found to all situations. Informative resources are available about many of these issues. For details, ask your manager and/or visit the HSEQ Direct website. This website can be accessed from any workstation with an internet connection, or your smartphone or tablet.

## **BEFORE WORK CAN BEGIN**

Before work can begin, your manager must have given permission. In addition, everyone has their own responsibilities in order to work safely. This means that everyone must read their work permit themselves *and* check that the management measures described in the Permit to Work are actually present. You must become fully acquainted with the workplace situation as quickly as possible.

This also applies to the safe evacuation routes from the workplace to the assembly point *and*, taking into account the wind direction when working with hazardous substances.

Everyone must also personally ensure that the workplace in which they are going to work has actually been made safe. If you are not convinced as to the safety of the workplace, discuss your concerns with your manager.

Check that you are wearing the right clothing and have the right personal protection equipment. Ask your company about this.

For specific work activities, additional PPE must be used. Ask your company for further details in relation to this. Next check that you have the right tools and materials *and* if they have the right approvals and certificates. Then take the necessary precautionary measures for the work you are about to perform.

However, there is one thing that you must do before starting to work. That is, to carry out a Last-Minute Risk Analysis. This means asking yourself a number of questions.

- Do I understand the work I am required to perform?
- Is the workplace safe? Has every relevant safety regulation been explained to me?
- Am I familiar with the dangers of my work?
- Do I have the correct safety materials?
- Do I have the correct tools? Have my tools been approved?
- Have I done everything possible to minimize the risks
- If something does go wrong, do I know what to do?

If you can answer 'yes' to all these questions, you can start to work. Even if you have answered 'no' to just you have any doubts go to your manager and discuss the situation.

If you have any questions or need more information, also go to your manager and remember work safely, or do not work at all.

## **During the Work**

In order to ensure that all work is conducted properly and safely, we call upon everyone's competence, professional knowledge and professionalism. This also includes conducting a Last Minute Risk Analysis. At the workplace, check at the last minute for any previously undiscovered or invisible risks that could impact your work. If you do discover new risks, think about what you can do to eliminate them. If in doubt: do not start work and discuss the situation with your manager, until all doubt has been removed. Record any changes in the work in the/your Permit to Work.

When carrying out your work, always follow the/your Permit to Work. Make sure that your workplace is suitable for you to work within and that it is possible to have an overview of the work situation.

Always remain alert during your work. If you encounter a situation that differs from the/your Permit to Work and may be unsafe, we want you to intervene. Stop the work that you are doing and discuss the situation with your colleagues or your manager. If you cannot find a solution, contact your manager.

If you see that someone is not working according to the rules, call them to account immediately. If they refuse to respond, immediately stop the work and report this to your manager.

In all cases, you have a duty to report unforeseen, unexpected, unsafe and environmentally-threatening situations directly to your manager.

You carry out a Last Minute Risk Analysis not only before starting work, but also during work. After all, situations can change. This means asking yourself a number of questions.

- Do I know what I have to do? Is the place of work **safe**?
- Has every **safety regulation** been clearly explained to me?
- Am I familiar with the **dangers** of my work?
- Do I have the correct **safety materials**?
- Do I have the **correct** tools?
- Have my tools been **approved**?
- Have I done **everything** possible to **minimise** the risks?
- If something **does** go wrong, do I know **what** to do?

If you can answer 'yes' to all these questions, you can start work. Even if you have answered 'no' to just one question, or if you have any doubts, go to your manager and discuss the situation. If you have any questions or need more information, consult with your manager. And remember: work safely, or do not work at all.

## **After Work**

After completing the work, you must leave the workplace clean and tidy. Where necessary, provide screening and lighting to demarcate dangerous areas and prevent risky situations. Pack and store away all tools and materials. Clear up rubbish, take it with you and place it in the designated container or containers.

Have your work permit signed off by your manager and evaluate with them the work you have completed. In this, focus on any hidden risks you may have encountered during the work *or* how the work could be even better prepared or undertaken.

Then sign out. Especially in the event of an emergency, it is important to know exactly who is at the plant and who is not.

We have already said it: a sensible approach to Health, Safety, Environment and Quality can never be a 'nine-to-five job'. Think about that as you go to your next job or drive home. Use your safety belt and observe the speed limits. Do not make phone calls when driving. After all, we want to see you again... safe and sound.

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