



HEALTH & SAFETY SHARED EXPERIENCES GUIDELINES

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1 PURPOSE

The objective of these guidelines is to describe the process and the basic organisation for the implementation of the online Safety Shared Experiences Platform (Safety Platform) which has the following Vision and Mission:

- Vision: Documentation of a Safety Platform, with no internal barriers, that provides across the industry a basis for lessons learned and initiatives to improve safety on pipeline construction sites.
- Mission: Create a useful and user friendly database to share lessons learned and best practices gained by IPLOCA members' continuous experience and reviewed by experts from the organisation.

2 SCOPE AND RESPONSIBILITIES

The platform is a service of IPLOCA for the benefit of the industry. IPLOCA as the Owner of the Safety Platform will:

- Promote contribution to the Safety Platform through sharing of experience amongst IPLOCA Members
- Monitor the Safety Platform, regularly posting new documents submitted
- Invite all to benefit from experience shared through the Safety Platform
- Regularly communicate on new documents posted
- Maintain and update guidelines, forms and templates as required.

The use and/or consideration of the IPLOCA Safety Platform are deemed as continual improvement of the Health & Safety process of pipeline and offshore construction companies.

3 DEFINITIONS

Throughout this document the following definitions shall apply:

Safety Alert	Safety alerts are issued: <ul style="list-style-type: none"> - when there is a specific safety issue that without immediate action being taken could result in a serious or fatal injury. - When dangerous equipment, processes, procedures or substances are identified during or after an investigation.
Lessons Learned	A lesson learned is knowledge or understanding gained by experience. The experience may be positive, as in a successful test or mission, or negative, as in a mishap or failure to use them for future improvement.
Contributors	Individuals who submit documents for the Safety Platform

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4 REFERENCES

4.1 INTERNATIONAL CODES AND STANDARDS

ISO 14001	Environmental Management System
OHSAS 18001	Health and Safety Management System

5 GENERAL

5.1 SAFETY PLATFORM NOTIFICATION

Recommendations for Safety Alert and Lessons Learned Reporting

IPLOCA shall keep all Members informed about the Safety Platform and related documents for the reporting of Safety Alerts and Lessons Learned (Safety Alerts).

It is highly recommended that the Contributor submits the IPLOCA Health & Safety Alert form and template.

The Contributor may use his own template but should ensure the following information is provided as a minimum:

- Document Title - mandatory
- Contact details - mandatory
- Offshore or Onshore - mandatory
- Geographical Area - optional
- Category - mandatory (to be selected from the list provided, see 5.3)
- Incident Date - optional
- Alert Issue Date - optional

The report **should not**:

- clearly identify the project or the location of the accident.
- name any personnel involved and/or injured.
- contain names or logo of third parties involved (sub-contractor, other company, client, etc.).
- contain inappropriate or distressing photos
- exceed 6 pages and 10MB

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BACKGROUND

The background outlines the incident in very broad terms and briefs the reader on the Alert. It can also highlight any aspect of the incident that the reader needs to know from the outset, such as weather, terrain, or workplace conditions, personnel experience, supervision, etc. The background should be succinct and provide the reader with a “map view” of the Alert.

SUMMARY OF FINDINGS & PICTURES

This section provides detailed information on the actual incident. All of the relevant facts should be presented in a logical and chronological manner. Events leading up to the incident and events following the incident should be included to provide appropriate context. Drawings and/or photos should be included where relevant to assist the reader's understanding.

LESSONS LEARNED

What needs to be done differently?

Synthetic list of the fundamental actions that will prevent this incident from happening again.

ACTIONS

This section contains the SMART actions arising from summary of findings section. It is preferable to present this data in bullet points. In this section all necessary actions to ensure that the incident does not happen again shall be described.

SMART actions:

- *Specific – target a specific area for improvement.*
- *Measurable – quantify or at least suggest an indicator of progress.*
- *Assignable – specify who will do it.*
- *Realistic – state what results can realistically be achieved, given available resources.*
- *Time-related – specify when the result(s) can be achieved.*

CONCLUSION

It also provides an opportunity to highlight any additional Findings that were not part of the Safety Alert but still need to be addressed at an appropriate level in the organization. The narrative in this section should be limited to fact. Opinions should not be expressed.

REFERENCES

This section provides an opportunity to indicate any references e.g. national or international codes and standards, specification etc.

The Safety Alert shall be submitted to IPLOCA by e-mail at hse@iploca.com as a Word, pdf, or ppt document.

5.2 SAFETY PLATFORM REVIEW




Any received Safety Alert shall be reviewed by the HSE Committee Members on content, category and appropriateness.

Depending on the result of the review, the HSE Committee may either formally approve or reject the received Safety Alert.

This Safety Alert shall then be uploaded in the Safety Platform.

5.3 SAFETY CATEGORIES

The documents shall be listed per category as follows:

	Confined spaces		Impact with Construction Equipment
	Diving Operations		Lifting operations
	Electricity		Lock-out Tag-out (LOTO)
	Excavation / earth collapse		Manual Handling
	Falling & Moving Objects		Other
	Fire - Explosion		Personal Protective Equipment (PPE)
	Grinding - Welding operations		Pollution – Oil Spillage
	Hand tools		Sea Transfer – Work Over Water
	Hazardous substances		Slips, trips and falls
	Health		Transportation / vehicle-equipment accident / traffic
	Hot work		Weather Conditions
	Housekeeping		Work at height / scaffolding
	Hydro Tests – Pneumatic Tests		