

Golden Rules

PROTECTING PEOPLE

IMPROVING PERFORMANCE



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What are the Golden Rules?

Our Golden Rules exist to protect our people from hazards that can lead to major accidents and injury in the workplace. They protect us from any unplanned environmental releases and damage to our assets.

Why do we have them?

Following the rules will enable you to carry out tasks safely and correctly, and provide a safe working environment for everyone.

Who do they affect?

All personnel working on a Repsol Sinopec Resources UK worksite are personally accountable for their own safety and that of their colleagues.

What do you need to do?

Take the time to read and familiarise yourself with the Golden Rules. Our Rules support our core values, which define who we are and how we work. All personnel working on Repsol Sinopec Resources UK worksites must comply with these Rules and make a commitment to demonstrate the behaviours they describe.

If you see the Rules being broken, intervene and stop the job when it's safe to do so. Our iCare personal intervention programme should be used to help you hold a conversation if you see an unsafe behaviour or situation.

What if you think the Rules are unworkable or improvements could be made?

Non-compliance with the Golden Rules is unacceptable. However, if you feel the Rules are unworkable contact site management or the HSE department directly. It is your duty to do so.

What if the Rules are broken?

We are committed to delivering measurable improvements to personal safety, process safety and environmental performance in our workplace, and we believe that individual behaviour is key to achieving this. Where the Golden Rules have not been followed, an incident investigation will take place in order to understand how and why the Rules have been broken. This enables us to put measures in place to prevent this from happening again. The investigation is supported by our Just Culture process which lays down clear lines between acceptable and unacceptable behaviour, and ensures any unacceptable behaviour is handled transparently, fairly and consistently.

1 PREVENT OIL, GAS AND CHEMICAL LEAKS

We prevent oil, gas and chemical leaks by:

1. operating equipment within specified safe limits;
2. inspecting and maintaining Safety Critical Equipment in line with approved schedules;
3. completing repairs within specified timescales;
4. reporting anything that is leaking or looks like it is about to leak; and
5. investigating all leaks to determine root causes.



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DO A RISK ASSESSMENT

We manage the risks associated with all activities and organisational changes by:

1. risk assessing all task-based and security activities;
2. risk assessing proposed deviations from procedure;
3. recognising change and ensuring the relevant management of change procedure is adhered to prior to implementation;
4. obtaining the correct level of risk assessment approval and communicating to all affected personnel; and
5. re-assessing risks if things change.



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GET A PERMIT TO WORK

We always comply with our Permit to Work system by:

1. never starting a task without an approved work permit, procedure or routine;
2. understanding and following the work permit, procedures or routine to ensure the scope of work is defined and the identified hazards and controls are addressed;
3. involving all participants in a Toolbox Talk before work starts;
4. checking that identified control measures are in place; and
5. stopping the work at any time if we have concerns.



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ISOLATE ENERGY SOURCES

We never start a task without:

1. identifying the requirement for isolation and safe discharging of energy;
2. implementing barriers to ensure all energy sources are isolated or eliminated;
3. applying a system of locks and tags at identified isolation points;
4. ensuring that isolations have been checked and approved; and
5. testing to prove that isolations are effective.



5

CONDUCT SAFE LIFTING OPERATIONS

We never commence a lifting operation without:

1. appointing a competent person responsible for the lift, and assigning roles and responsibilities;
2. preparing a lifting plan and risk assessment;
3. ensuring that loads are rigged by competent personnel using certified equipment;
4. designating safe areas during lifting and forklift operations, ensuring ricochet hazards are considered; and
5. agreeing on and testing communication methods.



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**CONTROL ENTRY TO
CONFINED SPACES**

We only enter a confined space after:

1. planning the entry thoroughly;
2. isolating all sources of energy affecting the space;
3. testing the atmosphere in the space;
4. controlling the entry under a Permit to Work;
and
5. preparing and practising a rescue plan.



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WORK SAFELY AT HEIGHT

We only carry out work at height after:

1. checking that the correct equipment has been provided;
2. ensuring that personnel involved have been adequately trained;
3. checking that fixed platforms have appropriate access, egress, and guard rails;
4. ensuring that fall arrest equipment has the required anchor attached appropriately; and
5. preparing and practising a rescue plan.



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PREVENT DROPPED OBJECTS**We prevent dropped objects by:**

1. ensuring all tools, equipment and materials are secured;
2. taking measures to prevent dropped objects when working at height or over grating;
3. erecting barriers over drop zones below worksites;
4. removing all tools, equipment and materials from the worksite on completion of work; and
5. inspecting structures and equipment at risk from falling.



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OPERATE VEHICLES SAFELY

We never operate vehicles without:

1. conducting a pre-trip vehicle inspection, assessing the risks and planning accordingly;
2. ensuring the driver is properly licensed for the class of vehicle and free from fatigue, drug or alcohol impairment;
3. driving with care at appropriate speeds for road conditions and ensuring all occupants fasten seatbelts;
4. avoiding the use of all mobile communication devices and other driver distractions while using any company-leased vehicle on company time; and
5. designating safe areas while working around moving vehicles.



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**CONTROL GROUND
DISTURBANCE**

We will never start a ground disturbance without:

1. identifying and locating any sub-surface hazards prior to commencing;
2. controlling the ground disturbance under a Permit to Work;
3. identifying and maintaining safe working distances between equipment and sub-surface hazards;
4. controlling access to the excavation area to prevent falls, dropped objects and exposure to harmful atmospheres; and
5. taking precautions against the possibility of collapse and minimising the time for which the excavation exists.



IN SUMMARY

Everyone working on a Repsol Sinopec Resources UK worksite has a duty to comply with the Golden Rules at all times. Whether or not you are carrying out a task that is directly linked to one of the Rules, it is vital that you demonstrate the expected behaviours outlined in this booklet to help you to carry out your job safely.

The Golden Rules have been summarised below to help remind you of these key behaviours:

1. report anything that you see is leaking or looks like it is about to leak;
2. recognise when an element of the task has changed, assess the associated risks and ensure that the change is managed appropriately;
3. never start a task without an approved work permit and stop the job at any time if you have concerns;
4. never work with stored energy without ensuring the correct level of isolation;
5. prepare a lifting operations plan, ensure that designated safe areas have been established and all communication methods tested;
6. never enter confined space without adequate training and checking that the correct equipment has been provided;

7. observe all precautions when working at height and do not climb ladders and/or scaffolds unless authorised and equipped to do so;
8. secure all tools, equipment and materials, and remove any potential dropped objects from your worksite;
9. ensure that you are properly licensed for the class of vehicle, and free from fatigue and other distractions during operation; and
10. control ground disturbance by identifying sub-surface hazards and minimising the duration of excavation work.

HEALTH, SAFETY & ENVIRONMENT POLICY

Our goal is to create a working environment such that we cause no harm to people, and where we minimise our impact on the environment.

To achieve this we will:

- always comply with the law, or Repsol Sinopec Resources UK standards, whichever is higher;
- operate our business to ensure proactive risk mitigation and continuous improvement;
- set goals and targets, and measure performance against them;
- hold ourselves and our contractors accountable to meet Repsol Sinopec Resources UK standards; and
- communicate openly with those who may be affected by our activities.

Safe operations in all company activities is a core value. If operational results and safety ever come into conflict, we all have a responsibility to choose safety over operational results and Repsol Sinopec Resources UK will support that choice.

