

## 1. Objective

The objective of this document is to prevent accidents and protect lives from unforeseen incidents. QAPCO 12 Golden Rules at work will help organization to achieve the set goals and targets by:

- Clearly explaining the basic rules that everyone should know and apply.
- Strengthen prevention by encouraging all employees, contractor, and visitors to think about the hazards around them and correct the conditions/ behaviors.
- Empowering and encouraging everyone to report an unsafe acts and conditions.

## 2. Scope

QAPCO 12 Golden Rules at work are applicable across the QAPCO facilities and shall be understood and complied by everyone (Employees, contractors & Visitors) during day-to-day activities.

## 3. Guidelines Summary

QAPCO 12 Golden Rules are guidelines for everyone to be applicable to all activities performed at QAPCO facilities.

**Consequences to Non-Compliances:** Each rule illustrates the **RED LINES** which are mandatory to follow and if its breach, a necessary disciplinary action might be taken as per appropriated reaction Procedure ([PR-PSS-111](#)).

The ultimate purpose of this process is to create “total safety culture” where individual hold safety as value not only priority and take responsibility of co-worker in addition to himself.

## Electronic Approval Details

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## Table of Contents

<b>4. QAPCO 12 Golden Rules:</b> .....	<b>3</b>
<b>4.1 MD/ CEO Message</b> .....	<b>3</b>
<b>4.2 12 Golden Rule description</b> .....	<b>4</b>
<b>5. Detail Golden Rules and Redlines</b> .....	<b>5</b>

<b>5.1</b>	<b>Rule # 1- Risk Situations:</b> .....	<b>5</b>
<b>5.2</b>	<b>Rule # 2- TRAFFIC: Machinery/Vehicles/Cyclists/Pedestrians</b> .....	<b>6</b>
<b>5.3</b>	<b>Rule # 3- Body Mechanics &amp; Tools:</b> .....	<b>7</b>
<b>5.4</b>	<b>Rule # 4- Personal Protective Equipment:</b> .....	<b>8</b>
<b>5.5</b>	<b>Rule # 5- Work Permits:</b> .....	<b>9</b>
<b>5.6</b>	<b>Rule # 6- Lifting:</b> .....	<b>10</b>
<b>5.7</b>	<b>Rule # 7- Work on Powered Systems:</b> .....	<b>11</b>
<b>5.8</b>	<b>Rule # 8- Confined Spaces:</b> .....	<b>12</b>
<b>5.9</b>	<b>Rule # 9- Excavation Work</b> .....	<b>13</b>
<b>5.10</b>	<b>Rule # 10- Work at Height</b> .....	<b>14</b>
<b>5.11</b>	<b>Rule # 11-Hot work</b> .....	<b>15</b>
<b>5.12</b>	<b>Rule # 12-Line of Fire</b> .....	<b>16</b>
<b>6.</b>	<b>Training and awareness</b> .....	<b>17</b>
<b>7.</b>	<b>Records</b> .....	<b>17</b>
<b>8.</b>	<b>Document References / Attachments</b> .....	<b>17</b>
<b>9.</b>	<b>Abbreviations / Definitions</b> .....	<b>17</b>
<b>10.</b>	<b>Revision History</b> .....	<b>17</b>

## 4. QAPCO 12 Golden Rules:

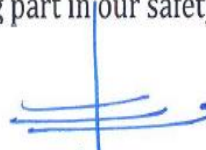
### 4.1 MD/ CEO Message

QAPCO are firmly committed to the idea that all accidents are preventable. When working at QAPCO, everyone should be able to go home every day without having suffered or caused harm in any way.

QAPCO top priority is safety and the prevention of process accidents & occupational injuries. **The QAPCO GOLDEN RULES at work** set out in this guideline are based on lessons learned from real situations that QAPCO have encountered in their facilities and faced on daily basis. These rules provide basic guidance for our high risk activities and encourage you to make a personal commitment to safety.

Strict compliance with these rules is one of the key requirements to prevent accidents in our own and contractor activities and to firmly establish our Safety culture over the long term. Safety is everyone's business and must be a core value. It requires uncompromising consistency and commitment.

To "**THINK SAFETY**" always in mind means committing ourselves, both as individuals and as a team, to observing **The QAPCO GOLDEN RULES at work**. I count on your active participation in implementing the QAPCO Golden rules at work by: leading by example, taking appropriate actions, taking part in our safety initiative.



**Dr. Moh'd Yousef Al-Mulla**  
MD & CEO

## 4.2 12 Golden Rule description

Following are QAPCO 12 Golden Rules which requires to be followed by everyone during their day to day activities:

**Rule # 1:** Risk Situations

**Rule # 2:** Traffic: Machinery/ Vehicles/ Cyclist/ Pedestrians

**Rule # 3:** Body Mechanics

**Rule # 4:** Protective equipment

**Rule # 5:** Work Permits

**Rule # 6:** Lifting

**Rule # 7:** Work on Powered system

**Rule # 8:** Confined Spaces

**Rule # 9:** Excavation Work

**Rule # 10:** Work at Height

**Rule # 11:** Hot work

**Rule # 12:** Line of Fire

## 5. Detail Golden Rules and Redlines



### 5.1 Rule # 1- Risk Situations:

*Avoid high-risk situations.*

**Definition:** A situation involving exposure to hazard.

#### Redlines:

- 
- ❖ Do not cut unmarked process pipeline.
  - ❖ Do not smoke outside of designated smoking area (DSA).
  - ❖ Do not work or drive under the influence of alcohol /drugs.
- 

#### Other Rules:

##### You should:

- Always identify & assess the risks involved with task and guard against them.
- Not commence / not continue to perform the task where you consider it cannot be carried out safely.
- Stop and re-assess the risks if the work environment or method change from originally decided.
- Use an appropriate written operating procedure for Startup or shut down of equipment or installations to perform the critical task.
- Use an appropriate Job Safety Analysis (JSA) for non-routine and critical maintenance activities ([Refer JSA Procedure PR-PSS-127](#))
- Report downgraded situations, provide additional barrier and increase vigilance in such a situation.
- Provide a standby worker to support workers carrying out non-routine work.
- Know how to handle, store and disposed of chemical or hazardous substances you are working with.

## 5.2 Rule # 2- TRAFFIC: Machinery/Vehicles/Cyclists/Pedestrians



*I follow the safety rules when I drive, ride a bike or walk.*

**Definition:** All the vehicles driving along a certain road or in a certain area, the amount of people who pass through a certain place or travel in a certain way.

### Redlines:

- ❖ Do not exceed the speed limits.
- ❖ Do not use a mobile phone while driving a vehicle (motor vehicle/cycle).

### Other Rules:

#### You should:

- Drive a vehicle only when everyone has buckled his/her seatbelt.
- Drive cycle or walk only inside the authorized paths. As pedestrians, stand clear of mobile equipment.
- Obey traffic regulations both on and off-site.

### Machinery and Vehicles

- Make sure machinery and vehicles are suitable for the intended use, inspected and authorized for use.
- Drivers shall have a valid license for the vehicle driven or machinery/equipment operated, and the type of product transported.
- Do not transport passengers and goods in the same compartment.
- Escort by flagman (heavy vehicles, crane, etc.).
- Always Park in reverse direction.
- Take special precautions when driving conditions are hazardous.
- Pull over when you are tired.
- Special restrictions apply to access to and traffic in hazardous areas where a potentially explosive atmosphere may form.
- Do not enter process area without prior approvals (work Permit).

### Cyclists and Pedestrians

- Do not hurry when cycling or walking.
- Use the provided cycle paths.
- Give way and stand clear of mobile equipment.
- Alert mobile equipment operators to your presence and do not approach without their approval.
- Not carry unsecured material while riding cycle.
- Always check tires, brakes before ride.

### 5.3 Rule # 3- Body Mechanics & Tools:



*I handle tools safely.*

**Definition:** Body mechanics is a term used to describe the ways we move as we go about our daily lives. It includes how we hold our bodies when we sit, stand, lift, carry, bend, and sleep. Poor body mechanics are often the cause of injuries.

#### Redlines:

- ❖ Do not work with non-suitable / unapproved / non-certified tools.
- ❖ Do not modify tools.

#### Other Rules:

#### You should:

- Carry out the work only if you have the right tools for the job and the environment.
- Consider that two people or machinery may be needed to perform work, depending on the weight, size or bulk of the load.
- Adapt your body mechanics to the tool rating and repetitive motions.
- Follow the appropriate operating procedure for the tools.
- Evaluate the work to be performed.
- Use appropriate mechanical, hydraulic, electrical and other equipment.
- If necessary, ask someone trained in body mechanics to assist you.
- Be careful when using manual tools (Valve wrenches, impact wrenches, saws and portable grinding machines).
- Stay away from line of fire.





5.4 **Rule # 4- Personal Protective Equipment:**

*I wear the required PPE.*

**Definition:** Personal Protective Equipment (PPE) - Specialized clothing or equipment worn by employees/contractor for protection against health and safety hazards.

**Redlines:**

- ❖ Always wear mandatory (standard) PPE while working inside the plant area.
- ❖ Always wear additional (special) PPE as per task requirement.

**Other Rules:**

**You should:**

- Clearly define and disseminate the rules concerning PPE.
- Install & maintain the collective protective equipment in good condition, it includes protective devices, gratings, safety rails, elevator and freight elevator safety devices, etc.
- Inspect PPE regularly.

Standard Mandatory PPE (Process Area)	Task-specific PPE when required by work risk assessments. It includes but not limited to:
<ul style="list-style-type: none"> <li>• Coveralls</li> <li>• Safety shoes</li> <li>• A hard hat with chin strip</li> <li>• Safety glasses</li> <li>• Hearing protection</li> <li>• Safety gloves</li> <li>• Personal Gas clip (Multi gas detector)</li> <li>• Escape hood/mask</li> </ul>	<ul style="list-style-type: none"> <li>• Self-contained breathing apparatus.</li> <li>• Flame-resistant coveralls</li> <li>• Turtle suit (HPWC) activities</li> <li>• Chemical suit</li> <li>• Filter mask / hood / visor</li> <li>• Gum boots</li> <li>• Face shield or safety goggles</li> <li>• Safety harness</li> </ul>



## 5.5 Rule # 5- Work Permits:



*I work with a valid work permit.*

**Definition:** A permit-to-work system is a formal written system used to control certain types of work that are potentially hazardous.

### Redlines:

- ❖ Do not work without a work permit.
- ❖ Do not start task without a Last Minute Risk Assessment (LMRA) conversation.

### Other Rules:

#### You should:

- Perform work with a valid work permit.
- Perform checks before work commences to make sure there is no energy (mechanical, chemical, thermal, electrical, etc.) in system.
- Continue monitor the work until task completion.
- Assess the changes, review the hazard control measures & issue the new permit if conditions or work procedures change.
- Perform a workplace visit during the work preparation.
- Check & clarify the task description before issuing or accepting the Permit.
- Always include the working method and work environment in risk assessment.
- Ensure that associate certificates/forms obtained/approved before start of work (whenever required).
- Ensure that equipment is handover/takeover by plant responsible person in safe condition and remain safe throughout the task execution.



## 5.6 Rule # 6- Lifting:

*I follow the lifting plan.*

**Definition:** An operation concerned with the lifting or lowering of a load. A 'load' is the item or items being lifted/lowered, which includes a person.

### Redlines:

- ❖ Do not go under the suspended load.

### Other Rules:

#### You should:

- Prepare Risk assessment (JSA) & lift plan for all critical lifts.
- Use and verify the lifting gears with valid inspection and certification. (Distinguish with color code or equivalent system).
- Visual inspect the lifting equipment/accessories and check they are in good working order before each use.
- Ensure lifting equipment's safety devices are in good working order.
- Securely bundle the load and attach the slings to the load.
- Always control the moving loads.
- Ensure that weight of load within the Safe working limits (SWL) of crane/equipment to be used.
- Ensure crane/equipment operator and rigging crew are competent & qualified.
- Barricade lifting area with clear marking prohibit access.
- Always follow the defined banksman.
- Ensure clear communication between crew and equipment operator.



### 5.7 Rule # 7- Work on Powered Systems:

*I check the isolation and the absence of energy and fluids before any intervention*

**Definition:** Machines and equipment are energized when they are connected to an energy source or they contain residual or stored energy.

Energy source: any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

#### Redlines:

- ❖ Do not start task without confirmation of Zero Energy status by using “Zero Energy” card.
- ❖ Do not modify the state of isolation when work permit is open.

#### Other Rules:

##### You should:

- Perform work by checking that all energy sources (electrical, mechanical, hydraulic, pneumatic, thermic, process, etc.) have been safely isolated, discharge and released before start working on equipment/line.
- Implement a Lockout complying with the risk identification and controls.
- Put in place Lockout-Tagout devices and record the isolation.
- Be present (Field Operator) whenever a product system is going to break in first time.
- Confirm the isolation effectiveness regularly.



## 5.8 Rule # 8- Confined Spaces:

### *I obtain authorization before entering a confined space*

**Definition:** Confined spaces pose dangers because they are usually not designed to be areas where people work. Confined spaces often have poor ventilation which allows hazardous atmospheres to quickly develop, especially if the space is small.

#### Redlines:

- ❖ Do not enter confined space without permission of CSE watcher.
- ❖ Do not enter NPCS (Non-Permit Confined Space) without a buddy person.

#### Other Rules:

#### You should:

- Before planning confined space entry, always look for other options & try to perform the job without entry.
- Verify that all sources of energies have been isolated and locked out and the isolation has been formally defined in a document.
- Demonstrate/verify the zero energy before allowing entry inside the space.
- Check the confined space atmosphere (incl. temp.) before entering and repeat as often as defined by JSA & PTW.
- Have a confined space entry watch (CSE Watch) nearby to monitor the workers.
- Train the workers to the risks of suffocation, falls, explosion, crushing, drowning and other risks.
- Prepare an emergency rescue plan & validate.
- Mechanically secures the entry point (s) and post "Do Not Enter" sign if the task is completed, stopped for scheduled breaks or suspended.

## 5.9 Rule # 9- Excavation Work



*! secure excavation areas.*

**Definition:** An excavation is any man-made cut, cavity, trench, or depression in the earth's surface (> 30cm) formed by earth removal.

### Redlines:

- ❖ Always use hand tools to excavate up to 1.5m (up to 30cm is excluded)

### Other Rules:

#### You should:

- Perform an excavation work with a valid work permit & excavation certificate comprising a map of all underground hazards.
- Check & confirm no underground facilities (Electrical, Mechanical, communication etc.) for the proposed work scope before approving excavation certificate.
- Take precautions to prevent ground movement: position excavation earth, vehicles, and heavy equipment at a safe distance (1 m) away from the excavation and trench walls must be stabilized.
- Consider as confined space if excavation is deeper than 1.2 meter and take CSE specific control measures before allowing work inside.
- Define the methods for preventing ground movement, such as shoring.
- Identify all underground hazards such as pipeline/cables and mark at site where necessary. If isolation is not possible, additional precautions should be taken.
- Stop the work if any leak identified.
- Maintain a safe distance of 10 feet or 3.5 meters from underground facilities when excavate with mechanical tools.
- Stay alert while working to safeguard against unexpected hazards.
- Fence of the excavation by hard barriers and install appropriate warning signs, warning lights.
- Inspect and validate after heavy rain or water intrusion.

## 5.10 Rule # 10- Work at Height



*I protect myself against a fall when working at height >1.5m.*

**Definition:** Work at height” means all works carried out at the height of 1.5 meters and where risk of fall exists for a person or materials.

### Redlines:

- ❖ Do not modify scaffolding platform, it can be done only authorized scaffolding person.
- ❖ Do not keep tools and materials unsecured, while working at height.
- ❖ Always use safety harness when work at height with substandard collective protective equipment.

### Other Rules:

#### You should:

- Check that the scaffolding is appropriate to requirements (pre use inspection) and timely inspected.
- Perform the prior inspection & specific risk assessment (JSA) when working on roofs.
- Check first the integrity of building or tank roofs and verify if the appropriate protective devices have been installed before to work on it.
- Train and aware the workforce for risk of work at height.
- Use double -lanyard harness while erecting, modifying or dismantling of scaffolding.
- Use only inspected and certified full body harness.
- Use only inspected and certified work at height equipment (MEWP, Man lift, Man riding basket etc.)
- Ensure three-point contact while climbing.
- Not climb whilst carrying tools.
- Review the work at height activities when adverse weather condition (heavy wind, rainy, dusty, and stormy etc.).
- Identify, secure & distinguish removeable guard rails.
- Identify & secure the grating holes, spaces potential for falling objects.
- Secure hard hat with chin strip.



### 5.11 Rule # 11-Hot work

*I avoid hot work whenever possible.*

**Definition:** Any work using or likely to produce a source of ignition (with or without an open flame) capable of starting a fire or explosion.

**HOT WORK WITH OPEN FLAME:** Work requiring the use of open flames, producing sparks or heat such as flame cutting, welding, grinding etc.

**HOT WORK WITHOUT OPEN FLAME:** work involving potential source of ignition due to generated temperature or internal arching such as:

- Use of hand or power tools capable of producing spark
- Use of non-ATEX or non-intrinsically safe (uncertified) electrical equipment: camera, computer, mobile phone.

#### Redlines:

- ❖ ALWAYS remove / safeguard all flammable materials
- ❖ ALWAYS safeguard nearby area from sparks
- ❖ DO NOT start work without proper gas test

#### Other Rules:

##### You should:

- Ensure that equipment on which hot work will be performed is completely isolated, cleaned, purged, tested, and inspected before hot work.
- No hydrocarbon venting or draining in area where valid hot work permit is existing.
- Conform Zero energy before starting hot work.
- Ensure required additional PPEs (welding gloves, apron, google etc.) fit for use.
- Ensure Fire Watch and Fire Extinguisher present at open flame hot work area.
- Hot work shall be stopped
  - a. if Gas detector alarms with unacceptable values.
  - b. change in site conditions that may create unsafe conditions.
  - c. safeguard no longer functional or existent.
  - d. The QAPCO emergency alarm is sounded (excluding planned or routine testing).





## 5.12 Rule # 12-Line of Fire

*I keep myself and others out of the line of fire.*

**Definition:** line of fire means being positioned in the path of a moving object or energy discharge.

Line of fire is **not always visible** or previously identified. They can vary or be introduced by other activities in the area (co-activity, simultaneous operations). For Example:



Injuries from falling objects



Crushing, collision with engines or vehicles



Projections (fluids, objects) from pressurized systems



Mechanical risk (entanglement, crushing, jamming), ... linked to stored energy or to the starting of equipment



Collision, crushing, entanglement with a moving object or equipment



Burns, electrification or electrocution from overhead or underground power lines



“Hands” being caught between any (unexpected) moving parts, e.g., metals beams, flanges “under tension” rigging,

### Redlines:

- ❖ ALWAYS Position yourself out of the path of moving object – Machine, Potential failures, Pressure Release etc.
- ❖ ALWAYS Keep your hand clear from pinch points.

### Other Rules:

#### You should:

- Always be aware of your surroundings and identify potential “Line of Fire” hazards.
- Position yourself to avoid moving object, vehicle, Pressure release, drop object etc.
- Establish & respect the barriers and exclusion zones.
- Secure objects like scaffolds, poles, stacks, and spools using safety tethers.
- Check working platforms, always have a Toe boards & guardrails.
- Always maintain an effective barrier between moving parts and your body
- Always read and respect warning sign posted on equipment.
- Always select and use appropriate hand gloves for the activity (such as impact gloves).

## 6. Training and awareness

QAPCO 12 Golden rules awareness are provided through new employee safety induction program, Level-1 Leader executor trainings and safety awareness campaigns.

## 7. Records

The owner / executor shall maintain the following records / documents for reference:

#	Document / Record name	Retention period	Retention policy	Retention method	Classification
1	HSE induction/level-1 trainings	05 Years	Current revision until valid	Soft copy	Internal

## 8. Document References / Attachments

#	Document ID	Document name	Summary of dependency or use
1	PR-PSS-111	Appropriated Action	Detail disciplinary action
2	<a href="#">PR-SO-001</a>	Incident reporting and investigation procedure	Incident, unsafe act reporting criteria and tool
3	<a href="#">PR- PSS-112</a>	Management of Safety walk	Tools and criteria to report Safety observation / unsafe acts.

## 9. Abbreviations / Definitions

#	Abbreviation / Keyword	Definition summary
1	Red Line	is one of mandatory safety rule, if breaks disciplinary action will be taken by organization.
2	DSA	Designated smoking area (QAPCO Approved Smoking area)
3	Downgraded situation	Abnormal situation accrued by temporary rise in level of risk for certain period.
4	SIMOPS	SIMPOS are simultaneous operations, multiple activities performed by different groups in a same location or same equipment which may cause.
5	QAPCO	QAPCO, QVC & QATOFIN
6	Workforce	Employees, contractor and visitor
7	MEWP	Mobile Elevated work Platform
8	ALARP	As low as reasonably practicable

## 10. Revision History

Rev #	Date	Section No.	Reason for revision / modification
01	15.3.2022	All	Change from IN-250-HSE-03 to OT-OS-001 and update template as to comply with document control procedure.
			Add Redlines for each Rule.
02	19.09.2023	5.11	Replace Golden Rule 11 "Management of Change" to "Hot work" and update red lines.
		5.12	Replace Golden Rule 12 "SIMOPS" to "Line Of Fire" and update red lines.