



**LIFE
SAVING /
GOLDEN
RULES**

**When Life Saving /Golden Rules are Followed,
One is Assured to go Home Safely**





LIFE SAVING / GOLDEN RULES

ADventure Offshore aims to become the preferred crewing/ship manager in the marine industry.

Guided by best practices in the industry, and some of our clients, we have set out 12 Key Essential rules to raise safety awareness of our crew managed vessels. To support our aim, ADventure Offshore is committed to deliver and maintain Operational Excellence.

With a continuous and strong focus on Risk and Safety Management, ADventure Offshore is introducing a set of rules that consolidate our existing safety standards and are dedicated to preventing harm to people: the 12 Life Saving Rules.

Safety in ADventure Offshore is a core value. The Life Saving Rules enhance personal awareness of the risks with highest potential severity to our seafarers and all people involved in our operations. Each Life Saving Rule has objectives:

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ADventure Offshore's Life Saving Rules support customer equivalents. Together we can work to achieve zero fatalities or high impact incidents

#1

TASK PLANNING

A lot of factors can impact the safety of a task, each operation needs to be planned in advance. Carefully consider your environment- both the work force and material - in order to plan a task with optimal safety. Ensure each step of the plan is followed.



- ✓ Control hazards through task focused risk assessment.
- ✓ Be involved in task planning and voice any safety concerns.
- ✓ Assess any new risks if conditions change or the task procedures are modified.



- ✗ Start a task without prior risk assessment and authorization.
- ✗ Underestimate the potential risk in any task.
- ✗ Hesitate to ask questions if you are not sure about any stage of task safety planning





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#2

STOP WORK AUTHORITY

During any operation, be critical regarding the situation. If you notice anything that presents a risk for safety, you have the authority to STOP WORK. It is better to have a delay than an accident



- ✓ STOP WORK for any unsafe act or condition.
- ✓ Raise questions when you feel unsure.
- ✓ Share your point of view with your co-workers
Support and encourage STOP WORK culture with your co-workers.



- ✗ Hesitate to call a STOP WORK for any unsafe act or condition.
- ✗ Continue a task if you're unsure about an uncontrolled risk.
- ✗ Permit your co-workers to continue tasks when an unsafe act or condition is present.





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USE OF TOOLS

Poor body mechanics can result in an injury when using tools or handling an object. The task to be performed must be evaluated and risks assessed. Precautions must be taken to when using powered or hand tools.



- ✓ Adapt your body mechanics to the tool rating and avoid excessive repetitive motions.
- ✓ Use tools to the manufacturer's specifications and ensure they have no defects.
- ✓ Wear the correct PPE for the use of the tool.



- ✗ Carry out any work if you do not have the right tools for the task.
- ✗ Use a defective tool, or one in poor condition.
- ✗ Ignore the operating procedure for tools and never exceed the design limits of tools.





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PERSONAL PROTECTIVE EQUIPMENT

In your job, you're often exposed to a large number of hazards. Personal Protective Equipment (PPE) is the last barrier which provides a protective measure against such hazards



- ✓ Use the appropriate PPE for the task.
- ✓ Wear a personal flotation device whenever required.
- ✓ Check the condition of PPE and report any damage. Remove damaged PPE from use



- ✗ Neglect wearing PPE for a job lasting 'a few minutes.'
- ✗ Perform work without wearing general or task-specific PPE.
- ✗ Mistreat or misuse PPE.





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MANUAL HANDLING

You will face situations when manual handling is required. Can you do it by yourself? Do you need help from anyone else or from a mechanical device? Consider the route if you are carrying an item, the set-down area and weather conditions: all may introduce hazards into the task and you must plan ahead.



- ✓ Minimize manual handling whenever possible.
- ✓ Ask for help when needed, and use mechanical means when appropriate.
- ✓ Check manual loads for sharp edges or other hazards; and keep your back straight and bend your legs when lifting and setting down loads



- ✗ Manually handle when the task can be conducted another way.
- ✗ Forget about pinch-points and other hazards to hands and feet.
- ✗ Use your back instead of your legs when lifting loads and don't twist or stretch your back when carrying loads.





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#6 **CLEAR DECK**

Whenever people are engaged in, or in the vicinity of operations involving a suspended load, we respect and comply with the 'Clear Deck Policy'.



- ✓ Keep clear of all suspended loads.
- ✓ Remain within designated areas until suspended loads are safe to approach.
- ✓ Ensure loads are securely slung and do check them for dropped object hazards.



- ✗ Approach or walk under any suspended load.
- ✗ Attempt to walk between a suspended load and a fixed object.
- ✗ Start a task until communication is clearly established.





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#7

ALCOHOL AND DRUGS

Alcohol and drugs have no place in any workplace. Misuse of alcohol and drugs can create personal health issues. The effects can last for hours, days or longer, placing individuals and other people at higher risk.



- ✓ Maintain a zero approach to alcohol or drug use in the workplace or whenever likely to affect the safety of people.
- ✓ Represent yourself, your family and your Company with respectful and honorable behaviour.
- ✓ Do report to your supervisor anyone you know has or suspect have recently consumed alcohol or drugs.



- ✗ Permit anyone to work if you know or suspect they have recently consumed alcohol or drugs.
- ✗ Don't drive or operate any machinery under the influence of alcohol or drugs.
- ✗ Forget that side effects from prescribed drugs may increase the risk of accidents.





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#8 CONFINED SPACE

Confined space entry is highly hazardous without elective controls in place. Risk assessment, permit to work and rescue planning must be in place before starting any confined space entry. You may only enter a confined space when all other options have been assessed and there is sufficient reason to enter the confined space.



- ✓ Confirm risk control measures are communicated and understood.
- ✓ Ensure all people involved understand the permit to work conditions.
- ✓ Verify and maintain controls and isolations



- ✗ Enter any confined space until the atmosphere has been checked and verified safe.
- ✗ Enter any confined space until isolation and other controls have been verified safe.
- ✗ Neglect emergency rescue training and preparation.





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ISOLATION

Sources of energy to equipment and machinery can be fatal if not correctly controlled. Effective controls include risk assessment, permit to work and a plan to ensure any isolation needs are identified, sequenced, tagged and locked when necessary. These control measures must be in place before.



- ✓ Confirm risk control measures are communicated and understood.
- ✓ Ensure all people involved understand the permit to work and isolation/de-isolation plan conditions.
- ✓ Verify and maintain controls on isolations/de-isolations.



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#10

WORKING AT HEIGHT & DROPPED OBJECTS

If people work at height there are potential high severity risks such as falling or dropping objects onto coworkers. Effective controls such as risk assessment and permit to work must be in place before working at height. People should only work at height when all other options have been assessed and there is sufficient reason to work at height.



- ✓ Ensure all people involved understand the permit to work conditions.
- ✓ Ensure that working at height risk control measures are communicated and understood.
- ✓ Verify and maintain controls.



- ✗ Work at height if there is a safer alternative.
- ✗ Work at height until a permit to work is issued and risk control measures are communicated and understood.
- ✗ Neglect emergency rescue training and preparation.





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MANAGEMENT OF CHANGE

Uncontrolled changes can introduce risk of undesired events and outcomes, including risks to health and safety. Operational, technical and organizational changes must undergo risk assessment. This is applicable to changes affecting onboard/ashore equipment, safety systems or devices; changes to procedures, planned operating conditions or safety parameters; changes in personnel, especially any safety-critical positions.



- ✓ Ensure the need for change is justified and authorized.
- ✓ Confirm change risk control measures are communicated and implemented.
- ✓ Provide appropriate training for those responsible for making and implementing changes



- ✗ Make any operational, technical or organizational change without appropriate authorization.
- ✗ Neglect to update plans and procedures accordingly.
- ✗ Forget to re-assess risk mitigation if there are unexpected changes in the situation.





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REPORT ALL INCIDENTS

When incidents happen, we must ensure that the causes can be identified and corrected and the learnings shared. This way, we can best ensure the incident doesn't happen again. This is why it is always necessary to report and investigate incidents.



- ✓ Remember that reporting certain incidents is a legal requirement.
- ✓ Investigate incidents properly so that causes are identified and control measures put in place to prevent recurrence.
- ✓ Do follow up and ensure control measures are effectively implemented



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#1

TASK PLANNING

#2

STOP WORK AUTHORITY

#3

USE OF TOOLS

#4

PERSONAL PROTECTIVE EQUIPMENT

#5

MANUAL HANDLING

#6

CLEAR DECK

#7

ALCOHOL AND DRUGS

#8

CONFINED SPACE

#9

ISOLATION

WORKING AT HEIGHT & DROPPED OBJECTS

#10

#11

MANAGEMENT OF CHANGE

#12

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