PTTEP

Onsite Supervision Tool

Contents

SSHE Leadership Model

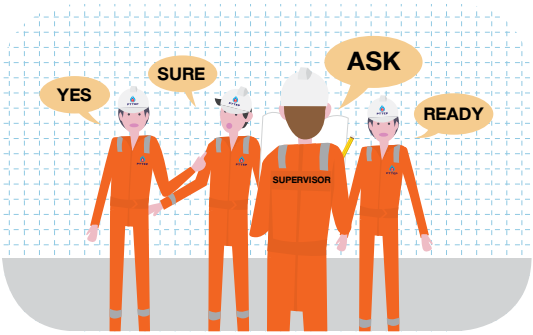
- Trust & Respect
- Recognition
- Feeback
- Credibility

- Competency, Knowledge, Experiences, Awareness
- Adaptability/Flexibility
- Good planning/ implementing/ Controlling
- Hold others accountable (Fair/ Firm/ Consistent)

- Communication
- Collaboration
- Walk the Talk
- Action Orientation
- Follow through with action
- Never turn a blind eye
- Explain the Risk
- Explain the Safety way

- Comply to Legal and PTTEP SSHE MS
- Conform to Site procedures/ guideline/ manual/ instruction, PPE

Supervisor's Roles



- Visibly demonstrate SSHE leadership.
- Promote safe behaviors / BBS.
- Report undesirable events.
- Ensure that all crews are trained properly and know how to control the risk of assigned task.
- Ensure that proper risk management are used and communicated, i.e. PTW, JSA, TBT, etc.
- Ensure that his/her crews properly use and maintain Personal Protective Equipment.
- Take good care of SSHE at work.
- Ensure that tools and equipment are kept safe and secure in a good working condition.
- Ensure compliance with PTTEP SSHE-MS standards and the site operating procedures.
- Ensure that the handovers between shift or rotation are controlled and documented.
- Enforce Stop Work Authority.
- Supervise subcontractors.

STOP WORK AUTHORITY

Supervisors shall lead by example and encourage their subordinate to exercise "STOP WORK"

STOP YOURSELF

- When you are unfit to work.
- When you are in dobut how to do the work steps.
- When your PPE are not properly equipped.

STOP FRIENDS

- When they're exposing line of fire.
- When they're in unsafe action.
- When they'renot wearing proper PPE.

4 STOPS

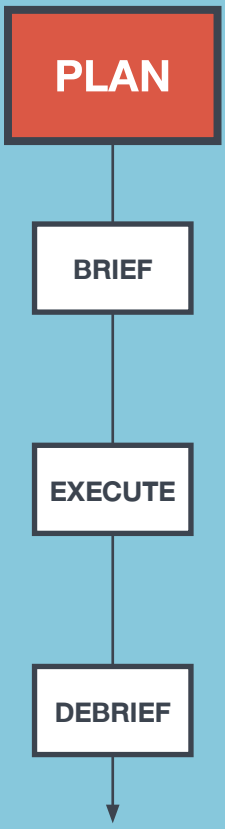
STOP USING

- When tools are damged, or defected.
- When tools are not certified or inspected.
- When tools are missing safe guard or emergeny switch.

STOP DOING

- When there is no Pre-Job Meeting or Toolbox Talk.
- When working condition is changed.
- When new hazard is detected.

Expectation for Frontline Supervisor “PBED”



Outline the activity

Mission:

- Know the activity details, operation requirements, timeline and contingency plan.

Resources:

- Verify the competency of all workers including skill, experience, and required training.
- Lists the required tools and equipment.

Risk Assessment:

- Identify all potential hazards and develop the control and recovery measures.
- Assess the risks and seek an approval from authorized person for performing task.

SSHE Procedures:

- Determine all related SSHE procedures, work operating procedure, and site SSHE Rules.
- Embed all requirements into job pack and work steps.

Expectation for Frontline Supervisor “PBED”

PLAN

BRIEF

EXECUTE

DEBRIEF

Understand the plan

Expected Target:

- Conduct toolbox talk or pre-job safety meeting with all workers.
- Inform team about the whole mission, activity details, Permit to Work (PTW) scope, and SSHE targets.

Deployment:

- Assign the tasks with individual roles and responsibilities.
- Create two-way communication, ask & listen the team for clear acknowledgement.
- Advise the correct work instruction and safe operating procedures.

Own Barrier:

- Describe the risk assessment with designed control and recovery measures.
- Emphasize Management of Change (MOC) or any deviations from plan.
- Remind team about “STOP WORK AUTHORITY”.

Expectation for Frontline Supervisor "PBED"

PLAN

BRIEF

EXECUTE

DEBRIEF

Complete the task

3P Readiness (People, Plant, Process):

- Check people; qualified personnel and fitness to work.
- Check plant; readiness and condition of tools and equipment as defined in PTW.
- Check process; control measures in PTW are in place.

Supervision:

- Spend time onsite, be role model and maintain good discipline.
- Coach the team to execute the task in accordance with established SSHE procedures.

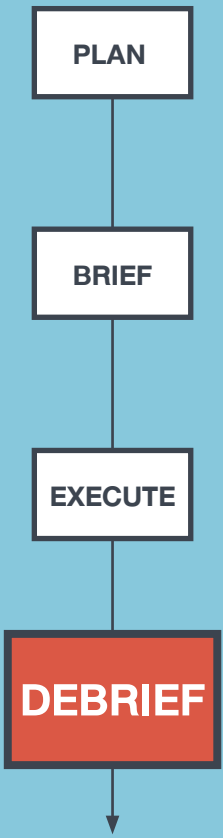
Conformance:

- Perform onsite inspection and interview the team for any obstruction.
- Verify and evaluate that all workers' adherence to the documented plan.

Reinforcement:

- Promote BBS observation and highlight safe behaviors.
- Adjust and correct unsafe behaviors and conditions.
- Demonstrate STOP WORK! if any changes occurred. Re-evaluate the risk assessment.

Expectation for Frontline Supervisor "PBED"



Close out the job

Lesson Learned:

- Reconstruct an event to avoid repeat mistakes & clone success.
- Avoid "I already know what went wrong…Here's simply what we do".
- Address the lesson learned or any changes in documentation.

Handover:

- Inform responsible parties for job completion and worksite handover.
- Communicate any changes that need to be made.
- Invite all related members for closing meeting.

Fair Treatment:

- Recognize and praise the workers who have good performance.
- Decide an appropriate action for anyone who violate the rules.

PBED Instructions

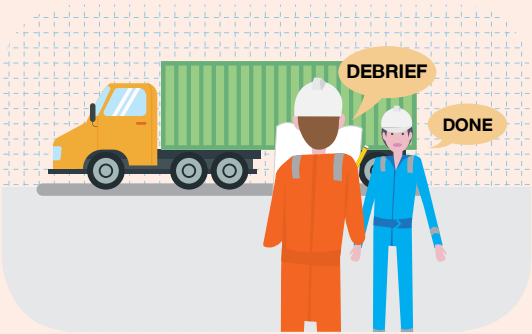
- LAND TRANSPORTATION
- WORK AT HEIGHT
- PROCESS & MECHANICAL ISOLATION
- LIFTING OPERATION
- CONFINED SPACE ENTRY
- SYSTEM OVERRIDE
- HOT WORK
- ELECTRICAL WORK & ELECTRICAL ISOLATION

- Review the Job Safety Analysis (JSA) to ensure that it is updated and effective. Also make sure that hazards and control measures are properly defined in each work step.
- Develop Journey Management Plan (JMP) by considering and including the following:
  - Route survey
  - Routine or non-routine (when PTW required)
  - Route, distance and travelling time
  - Suitable vehicle selection
  - Fit to work assessment on nominated driver
  - Load securement (methods, equipment, etc.)
- Check and confirm that the driver has a valid driving license and DDC certificate.
- Check and confirm that driver has had a sufficient rest period to avoid fatigue and has also been verified to have completed a medical check-up.
- Assign a stand by banksman for heavy vehicles when these vehicles enter a work site.
- Check and confirm that the vehicle has been inspected as per the PM plan.
- Check and confirm that all permits & licenses for Dangerous Goods Transportation are in place.
- Ensure that the vehicle is fully equipped with an IVMS/ GPS system and a DVR camera (if required).

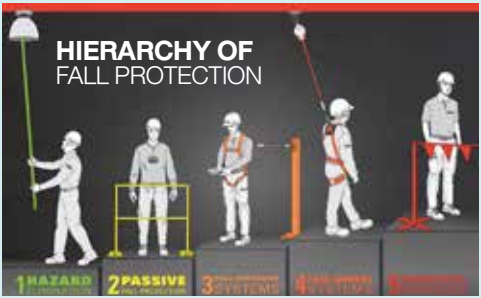
- Conduct a toolbox talk or pre-job safety meeting with all involved parties.
- Remind and encourage the team to perform a “STOP WORK AUTHORITY” whenever required and when they feel it is necessary.
- Ensure that work instructions are efficiently clear enough as per the JMP and safe operating procedures*.
- Ask the driver to explain the emergency response plan and contact numbers.
- Confirm the speed limit with driver and encourage that he take rest stops when needed.
- Emphasize that all drivers fasten their seat belts and the seat belts of all onboard passengers. Remind drivers that the use of a phone while driving is prohibited.

*Relevant document of each asset

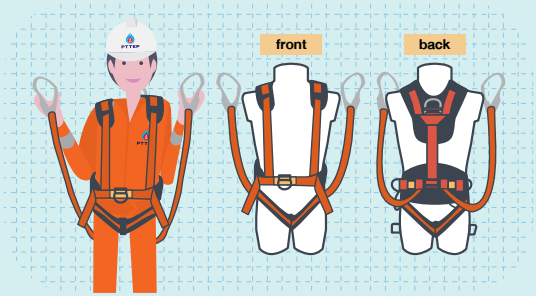
- Conduct alcohol and blood pressure testing prior to trip.
- Perform random drug testing.
- Inspect vehicle as per the PTTEP vehicle checklist.
- Check that all control measures in the JMP have been executed.
- Monitor each trip status and speed limit via the IVMS/ GPS tracking system.



- Ask all involved personnel about their previous experience with the SWA.
- If they've used the SWA, ask them to describe what happened in their situation.
- If any room for improvement exits, request feedback from the listeners.
- Recognize and praise the drivers who have performed well.
- Address any lesson learned or any changes in documentation.
- Inform responsible parties, such as the fleet controller, upon job completion and delivery status.

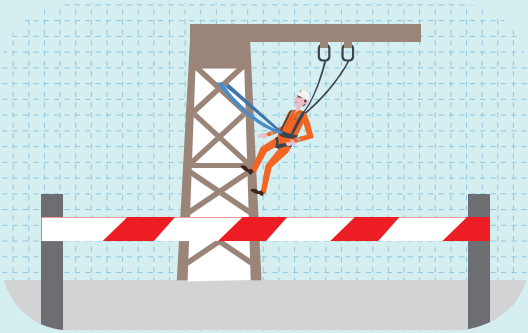


- Review the Job Safety Analysis (JSA) to ensure that it is updated and effective. Make sure that hazards and control measures are properly defined in each work step.
- Define the access method for working at height e.g. scaffolding, rope access, ladder, etc.
- Specify/clarify the fall arrest and protection system.
- Ensure that workers have a valid certificate to work at height.
- Prepare, if needed, a specific rescue plan, including names of rescue team members, and identification of equipment and facilities.
- List all tools and equipment taken to the work position/ location at height, to make sure that no tool is left behind.
- Consider and prepare, if needed, dropped objects prevention tools and their requirements, such as Lanyard, Kick Plate, Safety Net, Tool Bag, etc.



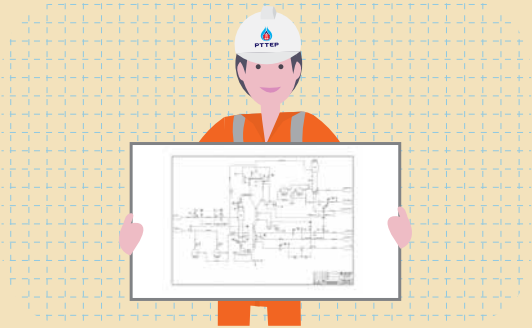
- ✅ Conduct a toolbox talk or pre-job safety meeting with all involved parties.
- ✅ Remind and encourage the team to perform a “STOP WORK AUTHORITY” whenever required and when they feel it is necessary.
- ✅ Ensure that work instructions are efficiently clear enough to work at height and that related safe operating procedures* have been followed.
- ✅ Ask workers to explain how to use the fall protection and arrest system;
  - Anchorage point
  - Safe harness practice
- ✅ Encourage that workers complete a 100% tie-off for their harnesses as required.
- ✅ Ask workers to check for loose parts or potential dropped objects.
- ✅ Remind all workers to remain of aware of flying objects.

*Relevant document of each asset

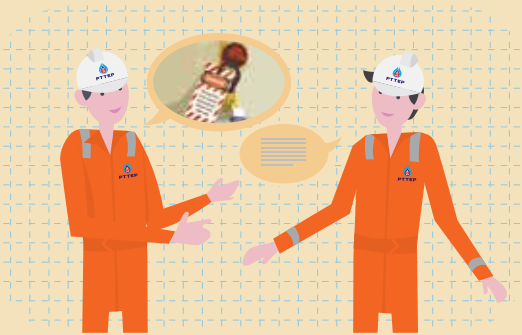


- Confirm that the requirements of the Work Permit have been fulfilled.
- Inspect the job site to observe whether PPE is being worn as defined in the PTW.
- Enforce BBS observation and highlight safe behaviors.
- Ensure that the access method (e.g. scaffolding) is inspected and approved by authorized personnel.
- Make sure that all workers inspect their fall protection and arrest system before its utilization and work at height.
- Install barricade and warning signs around any dangerous zones.
- Count all tools and equipment taken to the work position/location at height, so that no tool is left behind.

- ✓ Ask all involved personnel about their previous experiences with the SWA.
- ✓ If they've used the SWA, ask them to describe what happened in their situation.
- ✓ If any room for improvement exits, request feedback from the listeners.
- ✓ Address the lesson learned or any changes in documentation.



- Review the Job Safety Analysis (JSA) to ensure that it is updated and effective. Also make sure that hazards and control measures are properly defined in each work step.
- Embed all SSHE requirements into the job pack and work steps.
- Ensure that the main & complementary permits to work are accurately completed.
- Assign the competent personnel for hazard isolation.
- Prepare a valid P&ID to identify the isolating points.
- List the required PPEs.
- Visit worksite before process or mechanical isolation preparation.



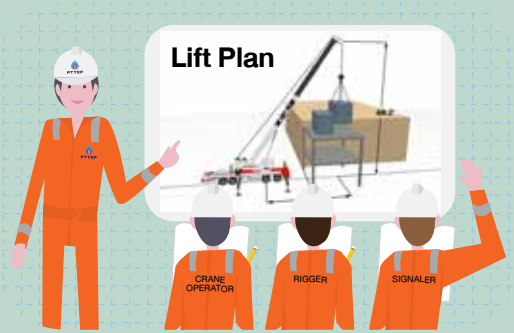
- Conduct a toolbox talk or pre-job safety meeting with all involved parties.
- Remind and encourage the team to perform a “STOP WORK AUTHORITY” whenever required.
- Ensure that the work instructions are efficiently clear enough as per the relevant procedures, such as safe operating procedures*.
- Ask the personnel to confirm the position and method of the equipment isolation as per complementary permit.
- Remind the emergency call point.

*Relevant document of each asset

- Confirm that the requirements of the Work Permit have been fulfilled.
- Inspect the job site to observe whether PPE is being worn as defined in the PTW.
- Enforce BBS observation and highlight safe behaviors.
- Confirm that the equipment is fully de-energized and finish up with lock-tag-test-try.
- Verify the location of the equipment isolation in the working area as per the complementary permit.
- Install the bund or containment for spill prevention.
- Ensure that isolation integrity is acceptable to perform.
- Test all process isolations before breaking any downstream flanges or disconnecting any equipment.

- Ask all involved personnel about their previous experiences with the SWA.
- If they've used the SWA, ask them to describe what happened in their situation.
- If there's any room for improvement, request feedback from the listeners.
- Recognize and praise the workers who have good SSHE performance.
- Address the lesson learned or any changes in documentation.
- Inform responsible parties about the job completion and worksite handover.

- ✓ Review the Job Safety Analysis (JSA) to ensure that it is updated and effective. Also make sure that hazards and control measures are properly defined in each work step.
- ✓ Embed all SSHE requirements into the job pack and work steps.
- ✓ Check that the clearance distance of the overhead power lines is satisfactory.
- ✓ Consider whether installation of hard protection is needed, e.g., scaffolding to prevent live process (flow line, equipment).
- ✓ Classify the Lift category
  - Routine
  - Non-routine - Simple
  - Non-routine - Critical
- ✓ Develop a specific lift plan and approve by authorized person.
- ✓ Prepare the correct SWL and color code of the lifting equipment.
- ✓ Check to make sure that the team has completed a lifting training course and has been certified.



- ✓ Conduct a toolbox talk or a pre-job safety meeting with all involved parties.
- ✓ Remind and encourage the team to perform a “STOP WORK AUTHORITY” whenever required.
- ✓ Ensure that the work instructions are efficiently clear enough as per procedures such as the safe operating procedures*.
- ✓ Confirm that signaling method and line of command are agreed among the lifting task executors and clear.
- ✓ Emphasize any Management of Change (MOC) or any other deviations from the lift plan.
- ✓ Inform all involved personnel to take note of the weather conditions and criteria in order to determine whether to carry out the job, or put it on hold.

*Relevant document of each asset

- ✓ Confirm that the requirements of the Work Permit are in place.
- ✓ Enforce BBS observation and highlight safe behaviors.
- ✓ Utilize the area barricades to prevent unauthorized persons from entering.
- ✓ Check that all lifting equipment is inspected and is in good condition. (Homemade tools are not acceptable.)
- ✓ Check that the rigging method complies with the lift plan and procedures*.
- ✓ Check that a tag line or finger saver tool are used. (No hands are to be on the load.)
- ✓ Ensure that nobody will be under a suspended load.
- ✓ Check that the landing area is clear and in proper condition.

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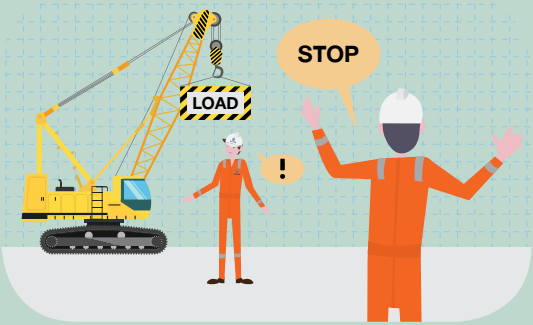


- Ask all involved personnel about their previous experience with the SWA.
- If they've used the SWA, ask them to describe what happened in their situation.
- If there's any room for improvement, request feedback from the listeners.
- Recognize and praise the workers who have good SSHE performance.
- Address the lesson(s) learned or any changes in documentation.
- Inform responsible parties about the job completion and worksite handover.

- ✓ Review the Job Safety Analysis (JSA) to ensure that it is updated and effective. Make sure that hazards and control measures are properly defined in each work step.
- ✓ Embed all SSHE requirements into the job pack and work steps.
- ✓ Ensure that the main & complementary permits to work are accurately completed.
- ✓ Ensure that work instructions are efficiently clear enough as per the procedures such as the safe operating procedures*.
- ✓ Check whether the required tools and equipment lists comply with the hazardous area classifications.
- ✓ Check to make sure that the team also has both the confined space entry and fit to work certificates.
- ✓ Check whether the gas tester is currently calibrated and enabled to measure toxic gas.

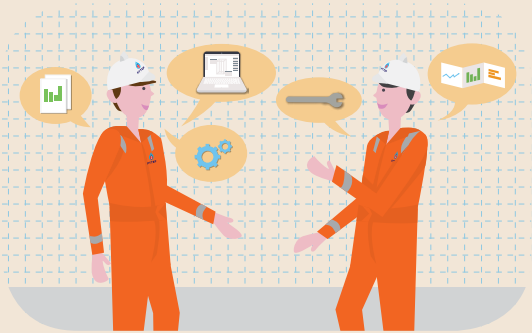
*Relevant document of each asset

- ✓ Conduct a toolbox talk or pre-job safety meeting with all involved parties.
- ✓ Remind and encourage the team to perform a "STOP WORK AUTHORITY" whenever required.
- ✓ Communicate the required work instructions which are specific for each day-to-day activity.
- ✓ Ask all involved personnel to explain their responsibilities if atmospheric conditions, such as oxygen level, toxic gas level, etc., change.
- ✓ Conduct and give feedback for the emergency drill before commencing the job.
- ✓ Ask all involved parties to explain the emergency and rescue plan.

- Confirm that the requirements for the work permit are fulfilled.
- Inspect the job site to observe whether PPE is being worn as defined in the PTW.
- Enforce BBS observation and highlight safe behaviors.
- Confirm that gas testing is being carried out as per the work permit and at all levels/ areas in the confined space.
- Confirm that a qualified standby man is always present when people are in a confined space.
- Check whether the appropriate rescue equipment is readily available and determine whether this equipment is adequate for that specific confined space configuration.

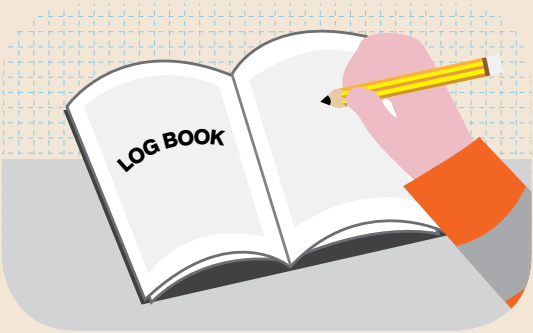
- ✓ Ask all involved personnel about their experience with the SWA.
- ✓ If they've used the SWA, ask them to describe what happened in their situation.
- ✓ If there's any room for improvement, request feedback from the listeners.
- ✓ Recognize and praise the workers who have good SSHE performance.
- ✓ Address the lessons learned or any changes in documentation.
- ✓ Inform responsible parties about the job completion and worksite handover.

- Review inhibit/ override document and risk assessment as per the MOC process.
  - Within 1 day to register it in the logbook
  - Within 7 days if a work permit was issued
  - After 7 days of the downgraded situation being issued



- ✓ Conduct a toolbox talk or pre-job safety meeting to ensure hazards and control measures are properly managed with all involved parties.
- ✓ Remind and encourage the team to perform a “STOP WORK AUTHORITY” whenever required.
- ✓ Ensure that the work instructions and emergency response plan are efficiently clear enough as per the procedures such as the safe operating procedures*.
- ✓ Ask an operator to explain his or her responsibility in terms of a system override.
- ✓ Ask an operator to explain an abnormal condition in case of an inhibit/override execution.
- ✓ Handover the inhibit/override information during the shift change.

*Relevant document of each asset



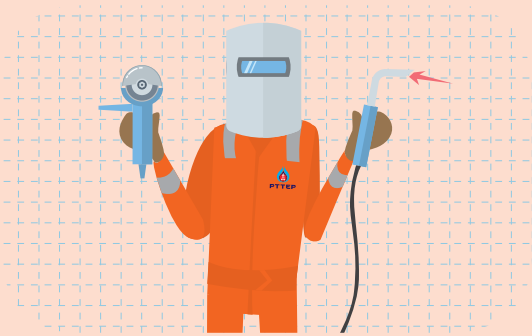
- Ensure there is an inhibit/override mitigation period before implementing it.
- Ensure that all mitigation measures defined in the MOC process have been implemented.
- Ensure inhibit/override applied is displayed on the CCR or written down in the log book.
- Enforce BBS observation and highlight safe behaviors.

- Ensure that the system override record is kept and tracked.
- Ask all involved personnel about their previous experiences with the SWA.
- If they've used the SWA, ask them to describe what happened in their situation.
- If there's any room for improvement, request feedback from the listeners.
- Recognize and praise the workers who have good SSHE performance.
- Address any lessons learned or any changes in documentation.
- Inform responsible parties about the job completion, house keeping and worksite handover.

- ✓ Review the Job Safety Analysis (JSA) to ensure that it is updated and effective. Make sure that hazards and control measures are properly defined in each work step.
- ✓ Ensure that operating procedures are in place and reviewed when any non-compliance and SSHE gaps are identified.
- ✓ Embed all mitigations and safety measures into the job pack and work steps.
- ✓ Take Simultaneous Operations (SIMOPs) into consideration when planning for the job.
- ✓ Ensure that main & complementary permits to work are accurately completed.
- ✓ Specify any required PPEs e.g. inherent fire resistance coveralls.
- ✓ Check whether the certificate of tools and equipment comply with the hazardous area classifications.
- ✓ Consider the need for a pressurized habitat.
- ✓ Provide a valid calibration of any gas detectors.
- ✓ Check whether the the competency and training certificate of work for hot work are valid.
- ✓ Prepare and make sure that all required fire fighting equipment is readily available.

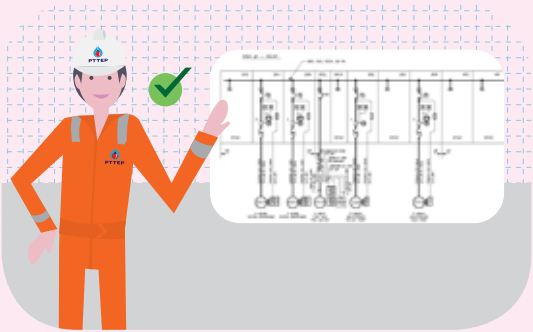
- ✓ Conduct a toolbox talk or pre-job safety meeting with all involved parties.
- ✓ Remind and encourage the team to perform a “STOP WORK AUTHORITY” whenever required.
- ✓ Communicate the required work instructions which are specific to the day-to-day activities.
- ✓ Communicate the safe mitigations and controls regarding SIMOPs.
- ✓ Ask an authorized gas tester to explain the testing interval, location, and detection method.

- ✓ Confirm that the requirements for the work permit are fulfilled.
- ✓ Inspect the job site to observe whether PPE is being worn as defined in the PTW.
- ✓ Enforce BBS observation and highlight safe behaviors.
- ✓ Communicate the required work instructions which are specific to each day-to-day activity.
- ✓ Have gas testing conducted by authorized gas tester at appropriate intervals.
- ✓ Confirm whether the positions of the portable fire extinguishers and fire water hose reels are readily accessible near the work location on the upwind side.
- ✓ Ensure that there will be no flanges of any process line located in the pressurized habitat without line isolation or ensure that other appropriate protection has been implemented.
- ✓ Install fire protection blanket(s) to prevent fire sparking.
- ✓ Remove all ignition sources out of hot work area (if possible).
- ✓ Inspect the condition of tools and equipment to be used in hot work activity.

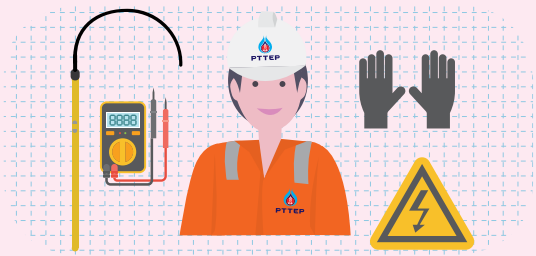


- ✓ Ask all involved personnel about their experience with the SWA.
- ✓ If they've used the SWA, ask them to describe what happened in their situation.
- ✓ If there's any room for improvement, request feedback from the listeners.
- ✓ Recognize and praise the workers who have good SSHE performance.
- ✓ Address any lessons learned or any changes in documentation.
- ✓ Inform responsible parties about the job completion, house keeping and worksite handover.

- Review the Job Safety Analysis (JSA) to ensure that it is updated and effective. Make sure that hazards and control measures are properly defined in each work step.
- Embed all SSHE controls and measures into the job pack and work steps.
- Ensure that main & complementary permits to work are accurately completed.
- Ensure that work instructions are efficiently clear enough as per the procedures such as the safe operating procedures.
- Classify the electrical work level e.g. HV, LV.
- Consider the required PPE needed, such as Arc-Flash PPE for Live Electrical Equipment.
- Consider all required CPEs (Collective Protection Equipments) and proper tools needed, such as insulated mats, voltage detectors, etc.
- Provide up-to-date electrical drawings e.g. wiring diagrams, logic diagrams, single line diagrams.
- If there is a switching operation, the switching program must be approved by senior authorized electrical personnel.
- Assign only authorized persons for electrical work isolation.
- Check whether the competency and training certificate of technician is valid, and whether they fit with the electrical work level.
- If you're in doubt, seek advice from a subject matter expert for a safer operation.



- Conduct a toolbox talk or pre-job safety meeting with all involved parties.
- Remind and encourage the team to perform a “STOP WORK AUTHORITY” whenever required.
- Communicate the required work instructions which are specific to each day-to-day activity.
- Ask an authorized electrical person to confirm the safety of the isolation method as per complementary permit.
- Ask a technician to confirm the accuracy of the working location (feeder no., circuit no., compartment no., etc.).
- Inform all concerned personnel (or make a public announcement) before HV testing, electrical primary injection or electrical de-isolation.



- Confirm that the requirements for the work permit have been fulfilled.
- Enforce BBS observation and highlight safe behaviors.
- Avoid Local Switching - switching operations shall be performed in the ECS (Electrical Control System).
- Inspect for the readiness and condition of all electrical devices.
- Identify and Install a boundary barricade to protect against any shocks and arc flashes.
- Follow Lock out/Tag out (LOTO) and electrical safe work procedure*.
- Ensure that everyone is wearing all the required PPEs.
- Confirm the readiness of CPEs as per work planning.
- Check to ensure that safety status of earthing, bonding, voltage absent verification prior to beginning tasks/ operations.

*Relevant document of each asset

- ✓ Ask all involved personnel about their previous experiences with the SWA.
- ✓ If they've used the SWA, ask them to describe what happened in their situation.
- ✓ If there's any room for improvement, request feedback from the listeners.
- ✓ Recognize and Praise the workers who have good SSHE performance.
- ✓ Address any lessons learned or any changes in documentation.
- ✓ Inform responsible parties about the job completion, house keeping and worksite handover.

“If you want to be a leader,
you must have ideas.
If not, you’re simply a follower.”

-Tun Dr.Mahathir bin Mohamad

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