



Shepherd Offshore Services Limited

Part of the Shepherd Offshore Group ●●● Local industry in partnership with local government

Newcastle Offshore Supply Base

Code Of Practice
For Clients, Visitors, Contractors
and Sub-contractors

Revision No.004

www.shepherdoffshore.com

01.

PREFACE

It is the policy of Shepherd Offshore Services Ltd (here after referred to as “The Company”) to eliminate all work related accidents and constantly achieve the highest levels of operational safety performance. To this end, we expect our contractors to apply the same high standards when conducting their work operations on our premises.

The Company will issue copies of this booklet to all their contractors, sub-contractors, clients and visitors when accepting tenders and the guidance in this booklet should be read in conjunction with the terms and conditions of the contract.

Contractors, sub-contractors or clients or their senior representatives are required to sign the acknowledgement slip at the rear of this booklet and return it to The Company BEFORE commencing any works on site.

This booklet has been produced to help contractors, sub contractors, clients or visitors to work safely on site and to comply with the various statutory standards. However, it must not be assumed that the contents of this booklet embrace every contingency or hazard, and observance of the rules does not relieve contractors of their legal obligations or any obligations under the contract.

Contractors, sub contractors, clients or visitors must ensure that these rules are made known to and understood by their Employees engaged on site.

All contractors must carry out their work in accordance with the Health and Safety at Work etc Act 1974. Regulations made under this Act and any other Acts and Regulations, which may apply. A list of statutes particularly governing your work is given on page 3.

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04.

HEALTH, SAFETY AND ENVIRONMENTAL POLICY STATEMENT

Shepherd Offshore Services Limited believes that Safety and Environmental issues are an important condition for successful business. Another such condition is the competence and commitment of the personnel, our most valuable asset. We also believe that health, safety and environmental protection are of the same importance as quality. It is thus our policy, in giving the highest priority to health, safety and environmental issues to:

- As a minimum, we shall comply with statutory health, safety and environmental requirements. It is our belief that if these requirements are followed, it will help us to prevent Injury and ill health to all persons involved in work activities on the companies behalf, this includes company personnel and sub contractors alike.
- Conduct our operations and provide products and services which cause no harmful effects to:
 - People - Third Party -Material Assets - The Environment
- Continuously develop and manage an organisation that is health, safety and environmentally conscious.
- Promote continuous improvement through monitoring of our HSE performance.
- Acknowledge that, whilst safety is a line responsibility, each individual is accountable for his/her own health, safety and environmental performance.

Shepherd Offshore Services Limited has a place in a Health, Safety and Environmental (HSE) Management System to ensure the policy is implemented and complied with.

Our Safety Management System and Emergency Procedure have been developed to satisfy the requirements of HS-(G) 065 Successful Health and Safety Management and OHSAS 18001 2007 Occupational Health and Safety Management Systems.

This policy will be made available to all employees and also displayed on the company premises; any interested party who may have the need to view it or require a copy can contact the HSE Manager. The policy will be reviewed annually and amended if found to no longer reflect our core business principles.

Commitment

To fulfil the policy Shepherd Offshore Services Limited is committed to the following in its operations:

- To provide and promote a safe and healthy working environment to all personnel working in Shepherd Offshore Services Limited facilities, promoting zero lost hours.
- To operate and maintain systems and procedures that ensure property, facilities and equipment are used and maintained to good standards.
- To observe all rules and regulations pertaining to HSE, and pay due attention to applicable codes and standards.
- To develop and maintain systems in order to ensure a smooth and efficient interface with Clients and Sub-contractors HSE Management Systems.

The commitment to, the acknowledgement of and the cooperation in enforcing this policy is appreciated.

B.S. Shepherd, Managing Director, Shepherd Offshore Services Ltd 08/01/10



05.

STATUTORY OBLIGATIONS

All contractors and clients are required to carry out their work operations strictly in accordance with the Health and Safety at work etc Act 1974. Regulations made under the Acts and regulations which may apply. A list of statutes particularly governing your work is given on page 4.

1. The Health and Safety at Work etc Act 1974

This Act is the most important of health and safety legislation and contractors have specific responsibilities under the following sections:

- Section 2-Duties to employees
- Section 3-Duties to others

2. Contractors and Clients Duties to Employees

Most Contractors will be seen as employers in their own right and their general duties under Section 2 of the Act will include the duty of every of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of their employees.

3. Contractors and Clients Duties to other Persons

As employers, contractors and clients have a duty under section 3 of the Act to carry out their work in such a way that persons not in their employment who may be affected by their operations, are not exposed to any risk to their health and safety. This will include employees of other contractors and clients, who are also on the site, all visitors to the site and people passing the site.

4. Employees Responsibilities

Contractors and Clients must make their employees aware that they too have duties under Sections 7 and 8 of the Act, to take responsible care of their own health and safety of others who may be affected by their acts or omissions. Employees also have a duty to co-operate with the employer and the others to enable them to comply with their health and safety duties under the Act.

5. Safety Policy Document

Where applicable (over 5 employees), a copy of the contractor's safety policy document must be provided to The Company

6. Reporting of Accidents, Diseases and Dangerous Occurrences

- a. Contractors and clients must report all reportable accidents, diseases and dangerous occurrences immediately to the Management of The Company. A decision will be made at this stage as to who will be responsible for completing Form 2508 and informing the Enforcing Authorities.
- b. All accidents and incidents (including near misses) must be recorded in the accident book. All details must be included to enable a proper investigation to be undertaken where applicable.

7. Self-Employed Persons

Case law in the UK has established that self-employed persons may be seen as employees of a contractor during work activity. Contractors and Clients are reminded that it is their responsibility to ensure that self-employed and labour only subcontractors are treated as employees as far as health and safety matters are concerned.

8. Young Persons

- a. A young person is any individual who is between 16 and 18 years of age. Young persons are not permitted to commence work on The Company sites without the express permission of the Management. Young persons are restricted with regards to the work that they are permitted to undertake, they may not operate dangerous machinery or drive plant or mechanical vehicles unless they are undergoing training and are being adequately supervised at all times.
- b. It is the policy of The Company that specific risk assessments be completed for young persons prior to them commencing work.

9. Insurance Provisions

- a. Contractors and clients must ensure that they have made suitable provisions for insurance including Employer's Liability and Public Liability. The minimum acceptable limit for Employer and Public Liability Insurance for work undertaken for The Company or on The Company's site shall be £5,000,000 'for any one event'.
- b. A copy of the insurance certificates must be provided to The Company prior to the commencement of any works.

10. Breaches of Rule or Regulations

Contractors and Clients must acknowledge that any breach of this code of practice, or any relevant statutory provision by their employees or their sub-contractors and their employees shall be deemed as a fundamental breach of contract. Which entitles The Company, at its election, to terminate the contract without prejudice to any right of The Company to claim damages in respect of the breach.

07.

GENERAL

All contractors, Client and their Sub-contractors must comply strictly with such Acts, Regulations, Codes of Practice and British Standards that apply to their work operations and general activities. In all situations where the Contractors and Clients work operations and activities bound or overlap areas used by others, such as The Company staff, other contractors or clients or members of the public, great care must be taken to safeguard the health and safety of those other parties.

(1) Before Work Commences

The Client or Contractor shall ensure that the following provisions are adhered to prior to the commencement of any work on The Company sites:

- Permission and all necessary permits to work must be obtained from The Company, including a Company induction.
- Proof of insurances must be submitted.
- All necessary safety policy and method statement documents must be submitted as requested.
- The Company must be informed of all planned deliveries to enable suitable storage areas to be identified and secured.
- You must be prepared to make your employees available to attend health and safety training as may be required and determined by The Company.
- You must advise your staff that they may be liable to be searched as they leave The Company sites.

(2) Entry onto the Quay

- a. At all times the only access and egress point to the quayside shall be the Main Security Gate at Nelson Road which is manned at all times.
 - All vehicles and persons are required to stop at the barrier and report to the Main Gatehouse, where you must receive permission from management to enter the facility
 - Once permission has been received you will be required to sign in and out at all times. The security guard will advise personnel of any specific safety instructions to be adhered to according to the activities being undertaken on the quay at that time.
 - The client, contractor and employees must adhere to all instructions given to you or your staff by the security guard. All operational areas must be avoided and the necessary safety equipment must be worn.
- b. The secondary entrance point is not to be used by contractors unless with prior permission.

(3) Fire Procedures

- a. All Clients or Contractors must appoint a Fire Warden from amongst their employees. The Fire Warden shall:
 - Ensure that all personnel under their control are aware of the muster points..
 - Maintain a current list of all personnel under their control.
 - Nominate a deputy and inform the responsible person where and when his services required.
 - On hearing the evacuation siren proceed to their muster point and check that all personnel under their control are present or accounted for.
 - Once a list is finalised ensure that it is passed to security at the relevant gatehouse.
- b. All Clients or Contractors must familiarise themselves and their employees with the site fire procedures on first visiting the site. The location and types of fire extinguishers, the emergency alarm and the evacuation actions to be taken must be explained to all staff. All parties and their employees must be fully conversant with this document. (see SP/07 Emergency Response Procedure).
- c. No hot work e.g. welding or burning etc may be undertaken on The Company sites without the completion of a written permit to work. This will be completed by a member of The Company Management and must be adhered to at all times.
- d. All Clients or Contractors must ensure that all combustible materials and wastes are correctly stored at all times to reduce the possibility of a fire starting.
- e. All Clients or Contractors and their employees may only smoke in the areas designated by The Company upon commencement of the work. No smoking signs in other areas must be strictly adhered to.
- f. All Clients or Contractors shall remain responsible for the safe storage, handling and use of compressed gas cylinders and flammable liquids used by them or their employees.
- g. Low flash point liquids (i.e. below 32 degrees Celsius) shall only be bought onto site with the prior permission of the Management of The Company.
- h. Highly flammable liquids shall not be stored or decanted within buildings. During decanting procedures, suitable anti-static discharge provisions must be made to prevent explosions and fires.

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- i. No work shall be undertaken which blocks (permanently or temporarily) any fire escape or escape route. Where temporary alternative routes have been established they shall be adequately signed and lit at all times.
 - j. At the completion of all works a senior representative of the contractor shall undertake a routine fire inspection of the work area to ensure that no fire or hazardous conditions exist.
 - k. Hot work must not be undertaken within one hour of the end of a working shift. A formal inspection of the work area shall be undertaken to check for fires or smouldering articles thirty minutes following hot work.

(4) First Aid

- a. All Contractors or Clients are responsible for ensuring that they appoint a qualified first aider when working on The Company sites. The name of the first aider must be made known to all necessary personnel and the Management of The Company.
- b. In addition to the above, contractors and clients are required to familiarise themselves with the names of The Company appointed first aiders, these can be found on the notice board in the main office. In addition to the stated personnel all site specific security guards are also trained in first aid.
- c. All Contractors and Clients are required to familiarise themselves and their employees of the location of the first aid and emergency response equipment on the quayside.
- d. Following the administration of first aid, a member of the Management of The Company must be informed in accordance with the accident reporting procedures.

(5) Hazardous Materials and Substances

- a. Contractors and Clients must comply fully with the requirements of the Control of Substances Hazardous to Health Regulations.
- b. Prior to commencing work with any toxic or hazardous substance for the first time a member of The Company Management must be informed.
- c. The Contractor or Client shall remain responsible at all times for ensuring that hazardous materials and substances are correctly stored, used and disposed of and that any required safety precautions are strictly adhered to.
- d. COSHH assessments must be undertaken for all hazardous materials and substances to be used on site. Sufficient staff training must be provided.

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- e. Accidental spillage or releases of hazardous materials or chemicals must be reported to a member of the Management of The Company immediately. (see Pollution & Spillage Response page 24).
- f. All tankers entering the facility who wish to deliver diesel or remove waste oil must have appropriate spillage kits and equipment available.

6. Plant and Equipment

- a. The hire of forklifts, mobile crane and material handling equipment must be requisitioned through the Management of The Company at all times.
- b. No equipment may be brought onto the quay and operated without express permission of The Company's Management.
- c. Clients or Sub-contractors operating any equipment on the quay must ensure that the equipment is in good mechanical construction, properly maintained and all statutory testing requirements (where applicable) must be up to date.
- d. All third party contractors supplying plant and equipment to The Company must ensure that the plant or equipment is in good mechanical construction, properly maintained and all statutory testing requirements (where applicable) must be up to date.
- e. The third party contractor shall remain responsible for ensuring that any operatives supplies are fully qualified and competent. The operatives are only allowed to operate the plant under the guidance of The Company's personnel.
- f. The Client or Sub-contractor shall remain responsible for ensuring that their employees do not operate equipment for which they are not suitably trained and experienced if The Company Management has granted permission.
- g. Contractors, Clients or Sub-contractors may only use equipment belonging to The Company with the express permission of member of the Management.

7. Safety Signs, Signals and Markings

- a. Contractors or Clients and their employees must obey all safety signs and safety markings that have been provided by The Company.
- b. All safety signs and markings must remain in position. Permission must be sought from a member of the Management of The Company prior to moving or altering any safety signs or markings.
- c. Where Contractors or Clients are required to erect safety signs or markings they must conform to the Safety Signs Regulations.

(8) Site Tidiness

- a. All Contractors or Clients are required to carry out their work in a clean and orderly manner, so far as is practicable. Every effort must be made to prevent the accumulation of rubbish and waste materials.
- b. Returnable empty drums, cases etc must be safely stacked away from the work area until disposed of. Loose pieces of timber, used welding rods etc must never be left lying about. All nails should be hammered into the wood. On no account should any materials be stacked or stored where they may become a fire risk or a safety hazard.

(9) Sub-Contracting

- a. No part of the Contractor's or Client's work may be Subcontracted unless with the express permission of the Management of The Company.
- b. Where permission has been granted to sub-contract the Contractor or Client shall remain responsible for ensuring that the Sub-contractor conforms to the requirements of this safety guide and all relevant statutory provisions.

(10) Use of the Company Equipment and Services

- a. Contractors or Clients are not permitted to make use of any articles, substances or work equipment belonging to The Company without the permission of a member of the Management.
- b. Under no circumstances may a connection be made to any service e.g. gas, water, electricity etc without a permit to work having been completed by a member of the Management of The Company.
- c. All work involving electrical installations, tools or equipment must be strictly carried out in accordance with the IEE Wiring Regulations.
- d. All water supplies can be sourced by contacting security at the Main Gatehouse at Nelson Road.

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(11) Workplace Inspections

- a. Contractors or Clients must ensure that regular inspections of their work areas and operations are undertaken to ensure compliance with the relevant statutory provisions and this guide.
- b. Action must be taken immediately to correct any unsafe acts or conditions that may be identified during the inspection.
- c. In addition to the Contractor's or Client's inspections, a member of the Management of The Company may undertake unannounced inspections of the work areas to ensure that safe conditions are maintained.

13.

SYSTEMS OF WORK

1. Abrasive Wheels and Discs

- a. Contractors or Clients must ensure that all powered abrasive tools and equipment are suitable for the intended work and are adequately maintained.
- b. The correct disc or wheel must be supplied and correctly fitted with guards or backing plates, in accordance with the Provision and Use of Work Equipment Regulations.
- c. Grinding wheels or abrasive discs shall only be fitted or changed by a competent person who has a certificate of training and competence.
- d. Contractor's or Client's employees must be provided with, and use, approved eye protection and hearing defence in accordance with the Personnel Protective Equipment Regulations.
- e. Where required suitable respiratory protection must be provided and worn.

2. Asbestos

- a. Prior to commencing any work, which involves the destruction or part destruction of building materials that may contain Asbestos, the Contractor or Client must request permission from a member of the Management of The Company. Prior to any work involving Asbestos, The Company Safety Advisor shall be informed.
- b. Where any work involves the handling of Asbestos the requirements of the Control of Asbestos at Work Regulations 2002 and the relevant Code of Practice shall be adhered to. Asbestos removal will only be undertaken by licensed contractors in accordance with the Asbestos (Licensing) Regulations 1983 (As amended 1998)

3. Cartridge Tools

- a. Contractors or Clients must obtain permission from the Management of The Company before bringing cartridge tools onto site.
- b. The use of cartridge tools must be strictly controlled and only undertaken by trained and competent employees. All nonessential personnel shall be removed from the area.
- c. Contractors and Clients will remain responsible for the safe storage and safe keeping of cartridge tools and cartridges. A means of safe distribution and return of cartridges shall be established.
- d. The appropriate eye and hearing protection must be provided and used when operating cartridge tools.
- e. Cartridge tools may be operated from safe and sturdy platforms.

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4. Children on Site

- a. Under no circumstances are contractors allowed to bring children onto the site.

5. Compressed Gas Cylinders

- a. Contractors and Clients must fully comply with the Pressure System Safety Regulations.
- b. All gas cylinders not in use should be stored in a properly constructed compound and oxygen cylinders must be stored separately from all flammable gases. Contractors and Clients are reminded that it is extremely dangerous to allow grease, oil and lubricants to come into contact with Oxygen cylinders; care must be taken to ensure that this does not occur. Be aware of oils etc dripping down from overhead cranes and work platforms.
- c. The storage compound for flammable gas cylinders must be clearly marked with the appropriate safety signs. Flammable gas cylinders of any kind must never be stored inside buildings or offices.
- d. All gas cylinders must be regularly inspected to ensure their integrity and safety and should be stored in an upright position with suitable means to stop them falling over.
- e. Where a fire involving cylinders cannot be immediately contained the area must be evacuated and the emergency services called.

6. Confined Spaces

- a. Contractors and Clients are not allowed to enter any confined space, such as vessels, tanks, pits etc without the permission of The Company Management. A permit to work will be issued and must be adhered to.
- b. Prior to access into any confined space a suitable test shall be made to establish that there is a sufficient quantity of oxygen and an absence of toxic or flammable gases.
- c. No person shall enter a confined space unless it is absolutely necessary and the required work cannot be undertaken without access into the space.
- d. At all times there shall be a suitable means of emergency recovery. Lone working in confined spaces is strictly forbidden. Where welding or cutting operations have to be undertaken inside a confined space, further safety measures may be required such as venting. Where required advice should be sought from the Safety Advisor.

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7. Cranes, Plant, Hoists and Lifting Tackle

- a. No cranes including operatives are allowed to operate on the quay without prior arrangement with the quay managers.
- b. All mobile cranes, forklifts, access platforms for use on the quay must be hired and operated by The Company personnel. If a third party crane hire is used the crane hire company operative is only allowed to operate the crane under the guidance of The Company personnel.
- c. Any plant used on the quay of The Company premises must be in possession of valid certification. Any operative must be fully competent and trained in the plant or equipment he or she is operating.
- d. Any plant used on the quay or The Company premises must be third party insurance cover to the limit referred to in Clause 2(9).
- e. The Contractor or Client must ensure that the requirements of the Lifting Operations and Lifting Operations Equipment Regulations are fully complied with. Where the Contractor or Client provides his own equipment (whether owned or hired) the relevant inspection and test certificate must be available on site at all times.
- f. The management of The Company reserve the right to inspect the relevant documentation before allowing individuals to work on/with cranes or with lifting equipment.
- g. Any vessels wishing to berth at the quay (Offshore Technology Park Walker) and wanting to use the vessels crane cannot do so without the permission of the quay managers. No vessels crane can lift any cargo from ship to quay to quay to ship without the permission of the quay managers. Under no circumstances will the ships crane be able to operate if the quayside Hammer Head Crane is in use for operations either on the quay or quay to ship or vice versa.
- h. The Company personnel must be in attendance on the quay to supervise/handle any cargo on the ships hook intending to load / unload onto quay.
- i. No other Contractors, Sub-contractors or Clients personnel may be involved in any lifting operations on the quay.
- j. The Company is not liable for any losses incurred due to bad weather.

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(8) Berthing and Letting Go of Vessels

- a. Representatives of vessels wishing to berth at the Offshore Technology Park must notify The Company 48 hours, 12 hours and 4 hours in advance of vessels arrival.
- b. The Client or Representative of the Client must confirm the draft, length and gangway requirement of the vessel before arrival. The Client or Representative of the Client must confirm any special fendering requirements of the vessel before arrival.
- c. The usage of Company manpower for tying up and letting go vessels is compulsory.
- d. The owner/customer must fully insure the vessel at all times and indemnify The Company in respect of any claim or liability in relation to the vessel including pollution.

(9) Demolition Work

- a. No demolition work may be undertaken until a permit to work has been issued by the Management of the Company.
- b. Prior to commencing demolition work a suitable method statement, which includes suitable provisions for safety, must be submitted and approved.

(10) Drains and Sewers

- a. The Contractor or Client shall remain responsible for establishing the location of all underground drains and sewers and must take suitable precautions to prevent damage to the same due to excessive weight of plant or equipment.
- b. Contractors or Clients must not allow waste materials to enter drains, sewers or sensitive areas under any circumstances Where accidental releases of waste materials occur, the Contractor must inform the Management of The Company immediately.
- c. Any vehicle entering the site may do so entirely at the Sub-Contractors risk and The Company cannot be held liable for any damage sustained to any vehicle.

(11) Electrical Equipment

- a. All electrical apparatus must comply with the requirements of the Electricity at Work Regulations, HSE Guidance Notes and the relevant British Standards.
- b. All portable electrical equipment shall be suitably protected by an RCD, which conforms to the IEE Wiring Regulations.

- c. All electrical equipment to be used outdoors should be 110v supply where possible. Suitable transformers should be used to achieve this purpose.
- d. The Contractor or Clients shall remain responsible for ensuring that all electrical tools and equipment are suitable for the task and are regularly inspected and tested in accordance with the Electricity at Work Regulations.

(12) Emergency Actions

- a. Contractors or Clients are required to familiarise themselves and their employees with the quayside emergency problems upon commencement of work.
- b. Contractors and Clients are required to report to THE MAIN GATE SECURITY POST in the event of an emergency or upon hearing the alarm siren. The alarm siren will be recognised by one long blast from the Main Gatehouse on Nelson Road.
- c. All Contractors and Clients will receive Emergency Response Procedures SP/07. Contractors and Clients must ensure that they familiarise themselves and their staff with the contents of the document and the actions to be taken in the event of an emergency.

(13) Explosives

Contractors and Clients are not permitted to use explosives under any circumstances without the express written permission of the Management of The Company. A permit to work will be issued as required.

(14) Flammable Liquids

- a. Contractors and Clients shall advise the Management of The Company if they intend to bring flammable liquids onto the site.
- b. No more than 50 litres may be stored near the work area at any time.
- c. Suitable storage facilities must be provided for the safe storage of flammable liquids, which shall include suitable fire precaution measures and safety signage.
- d. Highly flammable liquids shall not be stored or decanted within buildings. During decanting procedures suitable anti-static discharge provisions must be made to prevent explosions and fires.
- e. Contractors or Clients and their employees are not permitted to smoke in the vicinity of flammable liquids.

(15) Ladders and Stepladders

- a. Contractors and Clients must ensure that all ladders and stepladders used by them or their employees are suitable for the intended task.
- b. Ladders and steps shall be checked daily to ensure their serviceability.
- c. Wooden ladders or steps will be used for electrical work.
- d. Tools that require two hands for normal operation may not be used from ladders.
- e. Ladders and steps may only be used on flat and sturdy surfaces The resting of ladders and steps on bricks and pallets to gain height is strictly forbidden.

(16) Liquefied Petroleum Gases (LPG)

- a. Contractors or Clients must ensure that all LPG cylinders are stored and used in accordance with the Highly Flammable Liquids and Liquefied Petroleum Gas Regulations.
- b. Such containers must be stored in a suitable area away from all sources of sparks and ignition. Waste materials and packaging may not be stored in the vicinity of LPG containers.
- c. Suitable warning signs should be erected where LPG is stored and used.

(17) Manual Handling

- a. Due to the nature of our work, contractors or clients should take great care when handling and moving articles and objects using bodily force (manual handling).
- b. Never attempt to lift a load that is too heavy for you. Always seek assistance as required. Where possible loads should be moved using mechanical means such as the fork lift trucks.
- c. Prior to lifting, assess the load to ascertain its weight and stability. Take great care when moving containers of liquids, as they are prone to move suddenly and make it awkward to hold the load safely.
- d. Be careful of sharp edges on metal loads. Where necessary wear protective gloves. Always ensure that you are wearing protective footwear.
- e. Ensure that the path to where you will take the load is clear and free from trip hazards.
 - If mechanical means cannot be used assess the load and get assistance as my be required.

19.

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- Get a good grip on the load. Check that the route is clear.
 - Bend the knees and keep the back straight.
 - Lift using the thigh muscles and get the load as close as possible to the body.
 - Move the load to the set down point and do the above in reverse, keeping the back straight.
 - Never walk backwards with a load.

(18) Machine Guarding

- a. Contractors or Clients must ensure that any machinery or plant brought onto site complies with the Provision and use of Work Equipment Regulations in respect of guarding and the prevention of access to dangerous parts.
- b. All guards must be in position as required and should be inspected daily by a competent person to ensure their suitability.
- c. when a guard has been removed for repair or maintenance suitable measures must be taken by the Contractor to ensure that the unguarded equipment is not used inadvertently.

(19) Method Statements

When requested by The Company, the Contractor must provide a written method statement for the work to be completed. The method statement will outline exactly how the work is to be completed and the necessary safety precautions that are to be adopted and maintained.

(20) Movement of Reels or Product Coming Over The Quay

- a. All reels or products wishing to come onto, off or across the quay must receive a work permit for each relevant shift, from the Management of the Quay.
- b. Only authorised movements of reels or products may be brought onto or across the quayside.
- c. Company supervision must be present before any load out across the quay begins or any movement of reels.
- d. The removal of fencing or opening of gates or erection barriers will only be permitted by Company supervision.
- e. All reels must be guided by Company personnel including entering or exiting the quay.

- f. The Contractor or Client shall remain responsible for ensuring that all loads to be carried on vehicles are fully secured as required.
- g. All product movements or loan outs across the quay must have Company personnel present twenty four hours a day providing supervision during the operation.

(21) Noise

- a. Contractors or Clients must endeavour to keep noise levels to the absolute minimum at all times.
- b. Where it is likely that noise levels will exceed 85 dB (A) all contractors and their employees shall ensure that suitable hearing protection is worn.

(22) Overhead Work

- a. No work at height is allowed unless suitable precautions have been taken to protect the health and safety of people below or people who may pass by.
- b. Measures shall be taken to prevent the falling of persons and objects .
- c. Where necessary suitable fall arrest systems will be employed to protect persons working at height. Only trained and competent personnel may fit and use such restraint systems.
- d. A suitable warning sign shall be conspicuously posted warning “Men Working Above” to alert others to the dangers.
- e. A permit to work must be obtained for all work at height

(23) Overhead Electrical Conductors

Contractors or Clients are not permitted to undertake any work in the vicinity of overhead electrical conductors unless a permit to work has been issued by the Management of The Company.

(24) Permits to Work

- a. All Contractors and Clients must obtain a permit to work before their operations commence on-site.
- b. A permit to work can only be gained from the quayside management.
- c. Where the nature of the work for which a permit has been issued changes, the contractor or client must obtain a further permit from the Management.
- d. A permit to work is only valid for the duration of the shift in question and must be signed off at the end of each shift.

(25) Personal Protective Equipment (PPE)

- a. The Contractor or Client is responsible for undertaking an assessment of PPE requirements prior to work commencing.
- b. Where required, suitable PPE must be provided by the Contractor or Client for his employees. The PPE must be suitable for the intended task and maintained correctly.
- c. Where there is a foreseeable risk of injury, PPE must be worn. Contractors or Clients shall remain responsible for ensuring that their staff use the PPE provided in the manner required.
- d. Contractors or Clients shall ensure that their employees have received suitable training and instruction to enable them to use the PPE correctly.
- e. Whilst on site Contractors and Clients and their employees must wear as a minimum:
 - High visibility jacket, vest or overalls.
 - Protective footwear.
 - Hard hat.
 - Safety Glasses.

(26) Risk Assessments

- a. Contractors and Clients are required to adhere to stated control measures of the risk assessments that have been completed by The Company, where applicable.
- b. Contractors and Clients shall remain responsible for completing risk assessments for the activities that they will undertake on site. All employees must receive suitable training and information regarding the risk assessments completed and the necessary control measures to be implemented.
- c. The Company may request written risk assessments from Contractors and Clients at any time.

(27) Roof Work

- a. A permit to work must be obtained before commencing roof work.
- b. Contractors and Clients must make suitable provisions to prevent persons or objects and equipment from falling during roof work.
- c. Where necessary crawling boards or other suitable means shall be employed whilst working on fragile roofs.

22.

- d. Suitable access shall be provided for all roof work. For longer duration work a scaffold must be provided.
- e. Contractors or Clients and their staff are not permitted to throw objects and waste products from roofs. Suitable chute collection devices shall be utilised.
- f. Valleys, gutters and down pipes must be kept free from obstruction and wastes at all times. Suitable warning notices shall be posted to warn that there are men working overhead.

(28) Scaffolding

- a. Scaffolding shall be used where access at height is required for long durations.
- b. Scaffolds may only be erected by fully trained and certificated personnel.
- c. The contractor or client remains responsible for ensuring that all scaffolds are subject to the required statutory inspections and a record maintained.
- d. Incomplete scaffolds must be adequately signed to warn of the danger. Scaffolds shall be secured at the end of each day to prevent unauthorised access. Ladders shall be removed.

(29) Security

- a. Contractors or Clients shall remain responsible at all times for the security of their work area and of all plant and equipment.
- b. Contractors or Clients are not permitted to access any area other than that designated on their permit to work.
- c. Contractors or Clients and their employees may be subjected to “stop and search” to protect the assets of the Company.

(30) Services Below Ground

- a. Contractors or Clients remain responsible for locating all underground services prior to the commencement of any excavation work.
- b. Suitable means shall be taken by the contractor to prevent damage or disruption to underground services.

(31) Trespassers

To remove possible dangers to trespassers (including children) contractors or clients are required to ensure that all work equipment and plant etc is secured at the end of each day. In particular, no hazardous tools, chemicals or articles may be left unsecured that could prove an attraction to trespassers.

(32) Use of Facilities

Any plant, equipment, portacabins and offices of The Company are strictly "Out of Bounds" to all contractors and their employees unless they have received permission by a member of the Management.

(33) Vehicle Movements

- a. Only authorised vehicles may be brought onto the quayside.
- b. Contractors or Clients must obey the site speed limit, which is 5 MPH and display hazard warning lights when driving on site.
- c. The Contractor or Client shall remain responsible for ensuring that all loads to be carried on vehicles are fully secured as required.
- d. Contractors or Clients are not allowed to refuel vehicles on the quayside under any circumstances.
- e. Vehicles must not be left unattended or parked on the quayside.
- f. Drivers may only reverse vehicles when a third party is acting as a guide. The guide is required to stand to the front or side of the vehicle and must never position himself at the rear of the vehicle.
- g. The Contractor or Client must ensure that all employees who are required to drive are in possession of a current and valid driving licence for the class of vehicle to be driven.

(34) Waste Materials

- a. The Contractor or Client shall remain responsible for the disposal of all waste materials produced during his work in accordance with the Environmental Protection Act and any other relevant statutory provisions.
- b. All hazardous wastes must be removed by licensed contractors where required and may only be disposed to sites that are licensed to accept such wastes. Fly tipping is not permitted under any circumstances.

(35) Welding and Flame Cutting Operations

- a. Prior to commencing any welding or flame cutting work the contractor must obtain a permit to work from the Management of The Company.
- b. The immediate area in which the operation is to take place must be segregated as far as possible using proprietary weld screens.
- c. All combustible materials must be removed from the area.
- d. Suitable fire extinguishers shall be readily available at all times.

- e. Welding and flame cutting may not be commenced within one hour of the end of a shift. A formal inspection of the work area must be undertaken thirty minutes following the work to ensure that there are no fires or smouldering articles.
- f. The contractor or client must ensure that all welding and cutting equipment is free from defect and safe to use. Flashback arrestors must be fitted as required and only fully trained and competent staff may use the equipment.

(36) Work Over Water

- a. Contractors or Clients are reminded of the extreme risks associated with working near to the waters edge and the need to take extra care at all times.
- b. Where work over water is necessary a risk assessment will be completed by the Management, which will outline the necessary control measures to reduce the chances of an accident occurring. You must comply with the risk assessment safety controls at all times including the use of safety harness and fall arrest systems as may be considered necessary
- c. Contractors or Clients and their employees should be aware of the following hazards:
 - Falls from heights.
 - Trips, slips and falls from low level.
 - Being knocked by moving objects such as slung loads or vehicles.
 - High winds.
 - Failure or absence of barriers.
 - Failure of ropes or lines

You should make yourself familiar with the action to be taken when a man accidentally enters the water. This is summarised as follows :

- Do not become a casualty yourself. Do not attempt a one man rescue.
- Raise the alarm and keep sight of the casualty.
- Throw the casualty a buoyancy aid.

The following rescue techniques should be used where possible :

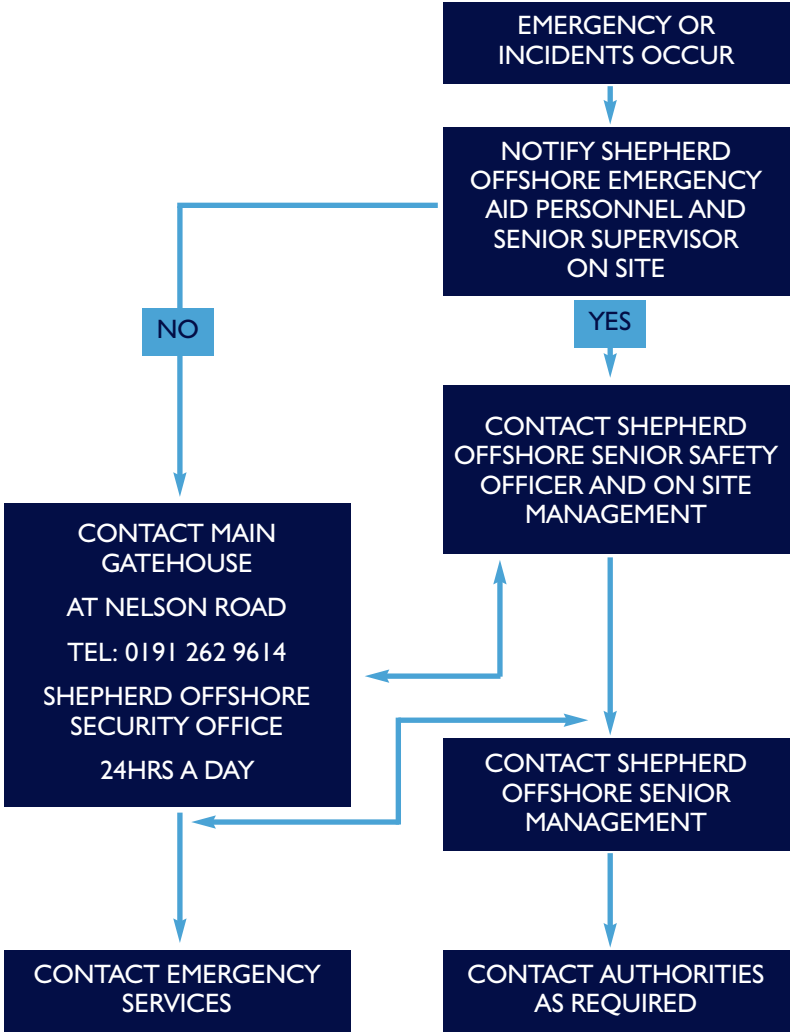
- Reach out - Take great care not to be pulled into the water - you must first securely fasten yourself to a fixed object.
- Throw out - Throw a buoyancy aid and lifeline to the casualty.

25.

-
- Wade out - Take great care to avoid underwater obstacles and strong currents you must wear a life jacket and be attached to a lifeline which is secured at the waters edge. You may only attempt this if you are with another person. Never enter the water without the necessary safety equipment under any circumstances.
 - Go out - With the permission of the Foreman, Rigger a mobile crane and a man-basket may be used to attempt a rescue. Great care must be taken when connecting the basket to the lifting equipment. Do not enter the basket until you are satisfied that you are entirely safe.
 - d. Once the casualty is returned to safety the nominated first aiders or the emergency services will take control of the situation.

26.

(37) Emergency Flow Chart - Quay Facility



(38) Pollution & Spillage Response

1. Stop the source of the spill of pollution and raise the alarm to alert people working in the vicinity of any potential dangers.
2. If the spill has entered the river or came from a vessel inform the vessel immediately to raise the alarm so they may provide the correct equipment in containing the pollution.
3. Section off the contaminated area if possible and inform The Company Main Security Gatehouse, so that any potential flow of traffic can be managed safely.
4. Inform The Company Supervision and Safety Department of the spill or pollution. The Company will inform any clients or agents of vessel if necessary.
5. If safe, contain the spill using the absorbent materials provided so that no chemical enters the river and drains. Do not spread or flush away spill.
6. Cover any vulnerable drains. Clean up as much as possible using the absorbent sheeting or granules.
7. The Safety Officers shall determine if further persons must be contacted such as the Fire Brigade, Port of Tyne Authority and Environmental Agency.
8. Contain the used materials so that further contamination is limited. Contact Site Manager or Safety Department so that used absorbent material can be disposed of using a specialist contractor.
9. Company Management will enter into an investigation internally and externally.

(39) Indemnity

- a. The Contractors and Clients shall at all times comply with the Code of Practice contained herein.
- b. The Contractors and Clients shall indemnify The Company against:-
 1. Any loss or damage to The Company's premises/site and property (including the property of third parties situated at the Company's premises or site) insofar as any such loss or damage is caused or contributed to by a breach of any part of this Code of Practice and/or by the negligence of the Contractors or Clients.
 2. Any liability for death or personal injury caused, resulting or contributed to by a breach of any part of this Code of Practice and/or by the negligence of the Contractors or Clients.

28.

Statement of Agreement by Employees or Relevant Third Parties

I/We have read the Shepherd Offshore Services Ltd “Code of Practice for Clients, Visitors, Contractors and Sub Contractors” and agree to observe the safety procedures and rules contained within it. I will do all in my power to preserve the safety of myself and the employees of Shepherd Offshore Services Ltd. other contractors and any other persons who may be adversely affected by my acts or omissions.

I am signing on behalf of myself and my employer and agree to circulate this information to all relevant personnel prior to entering Shepherd Offshore Services Ltd site. Please note your company personnel should not come on site if the individuals have not reviewed the Shepherd Offshore Services Ltd Current Code of Practice. Extra copies can be sourced from Security at the Main Gatehouse at the Offshore Technology Park Nelson Road.

Print Name

Signed

Position

Company/Name of Contractor

Date

Please fill in the details required, sign and date in the spaces provided.

**Shepherd Offshore Services Ltd
Offshore Technology Park
Nelson Road
Walker
Newcastle upon Tyne
NE6 3NL**

Tel: 0191 262 9614

Fax: 0191 263 9872

E-mail: headoffice@shepherdoffshore.com





Shepherd Offshore Services Limited

Part of the Shepherd Offshore Group ●●●● Local industry in partnership with local government

Location: Newcastle Offshore Supply Base
Offshore Technology Park, Nelson Road, Walker
Newcastle Upon Tyne NE6 3NL United Kingdom

Telephone: +44 (0)191 262 9614

Facsimile: +44 (0)191 263 9872

Email: headoffice@shepherdoffshore.com

Web: www.shepherdoffshore.com