



Shell North Louisiana Wells Worksite Instruction Manual (WWIMs) for Contractors

Volume III: Pit and Tank Cleaners

What to Bring to Location

- Personal Protective Equipment (PPE) – Flame-retardant clothing (FRCs), hard hats (ANSI Z89-certified), safety glasses (ANSI Z87), face shields, earplugs, gloves, steel-toed boots (ANSI Z41), Personal Fall Protection if working at height
- Wheel chocks (must be used whenever a truck is left unattended with the engine running)
- Rigid barricades for all open holes
- Lock Out Tag Out (LOTO) – each employee must have his own set of keyed locks
- Job Safety Analyses (JSAs) for all jobs (to be reviewed, modified as needed, and signed by all personnel involved in job while on location, and turned in to HSSE Tech)
- Short Service Employee (SSE) paperwork if applicable (see “General Requirements...” below)

Requirements for your Job

- Speed limit of 5 mph on location.
- FRCs and all other PPE must be worn on location when performing work.
- Face shields must be worn during all pressure-washing operations.
- Personal Fall Protection required whenever working at or above six feet with no guardrails or restraints in place.
- Do not enter pits, tanks, or any other confined space until HSSE Tech has conducted gas tests and deemed the area a Non-Permit-Required Confined Space.
- All open holes (e.g. pits access hatches) must be barricaded for as long as they remain open. If no rigid barricade is available, chains and stanchions may be used so long as they are set up at least five feet from open hole.
- **LOTO**
 - Each employee performing work must have his own set of keyed locks.
 - Employee performing work must LOTO each piece of equipment (e.g. pit agitator motors, etc) that could pose a potential hazard if energized during work.
 - Employee performing work must keep the key to each of his locks with him at all times.

General Requirements for Work on Shell Locations

- Upon arriving, sign in with HSSE Tech to receive site-specific safety orientation.
- **Observe the 12 Life-Saving Rules at all times.**
- Short Service Employee (SSE) Policy
 - SSE = employee with less than six months of experience in current position with current employer
 - SSE must be accompanied by mentor at all times while doing work and must display distinctive visual identification (e.g. green hard hat).
 - SSE should retain Attachment I (to be filled out at first Shell location visit), mentor should retain Attachment J (bring both forms to all Shell locations).
 - One-person crew cannot be an SSE, 2-4 person crews may have a maximum of one SSE, crews with 5+ members must have ≤ 20% of crew as SSEs, or 20–30% of crew with Shell Superintendent concurrence, or ≥ 30% of crew with written variance approval by Shell Wells Delivery Manager
- Fitness to Work Policy
 - No more than 14 hours of work per day, including driving hours, or 17 hours for a maximum of two consecutive days at Shell OSR’s discretion
 - No more than 28 consecutive days of work
- Incident Reporting – Report **ALL** incidents to Shell OSR and HSSE Tech **IMMEDIATELY.**
- Stop the Job – **EVERYONE** on location has the authority and duty to stop the job if unsafe conditions exist or if one doesn’t fully understand the task at hand.