



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

Volume XIII: Snubbing Crew

What to Bring to Location

- Personal Protective Equipment (PPE) – Flame-retardant clothing (FRCs), hard hats (ANSI Z89-certified), safety glasses (ANSI Z87), earplug, gloves, steel-toed boots (ANSI Z41), Personal Fall Protection
- Wheel chocks (must be used whenever a truck is left unattended with the engine running)
- 1502 No-Go rings and restraints for all temporary pipework, CBI form for pressure testing
- Current NCCCO (or Shell-approved equivalent) certification cards for all crane operators
- Current certification and/or load test documentation for all lifting devices (cranes, slings, etc – certification tags must be clean, legible, and show date of last certification or proof test)
- All tools for use at height must be tethered and listed on DROPS registry.
- 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, spotter required at the back of all trailers while reversing.
- FRCs and all other PPE must be worn on location when performing work.
- Observe Buffer Zone at all times, observe no-go zone around suspended loads and pressurized lines.
- Personal Fall Protection required whenever working at or above six feet with no guardrails or restraints in place.
- Only 1502 hammer unions allowed on location – no 602/1002 connections. All temporary pipework must be marked with last inspection date (annual inspection required). Each piece of temporary piping on location must be checked with No-Go ring by HSSE Tech before installation. CBI pressure testing form and signed 1502/602 acknowledgement form must be turned in to HSSE Tech before high-pressure lines are energized.
- **LOTO**
 - Each employee performing work must have his own set of keyed locks.
 - Employee performing work must LOTO each piece of equipment that could pose a potential hazard if energized during work and 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.