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Safety at Work

Rules for  
Staying Alive

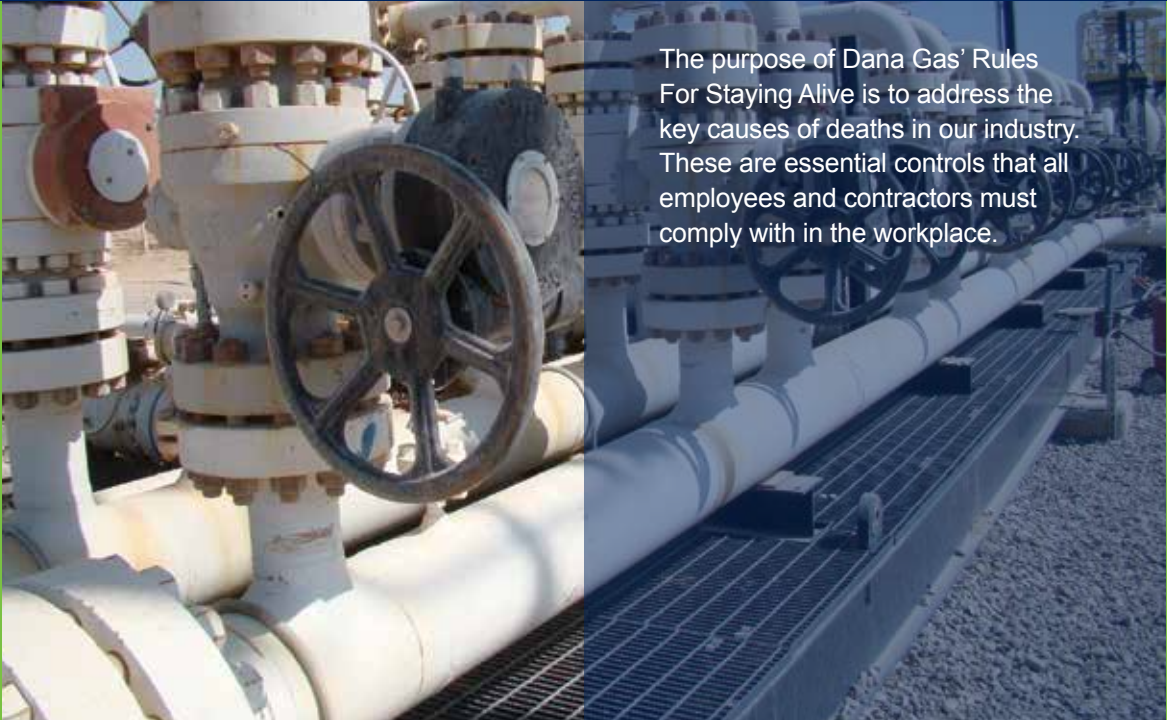




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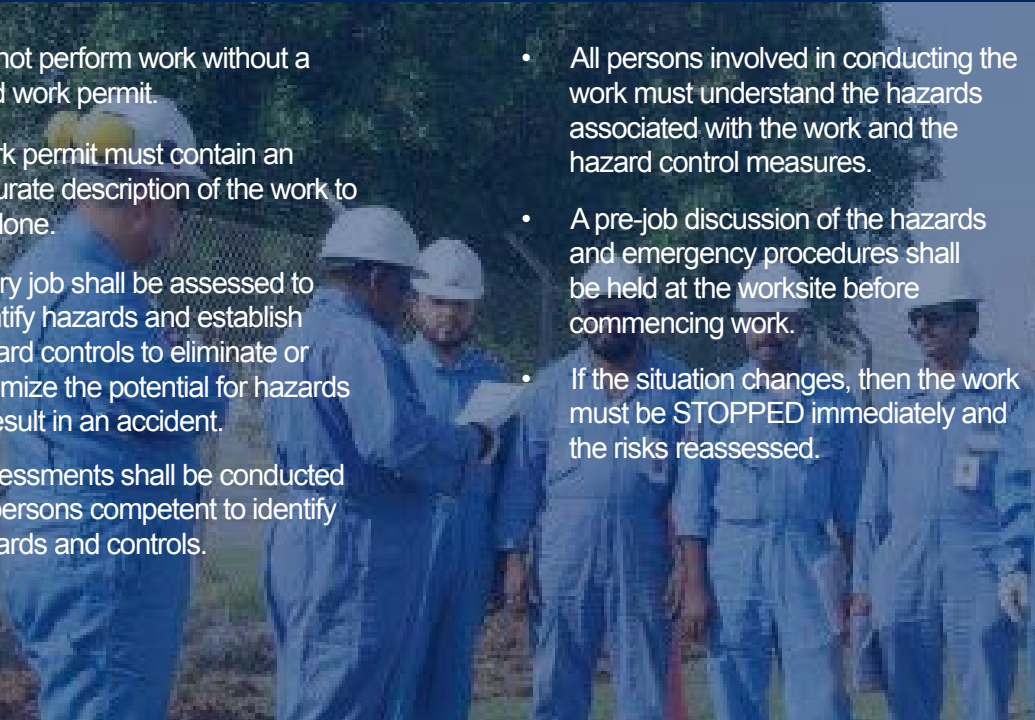
## Introduction



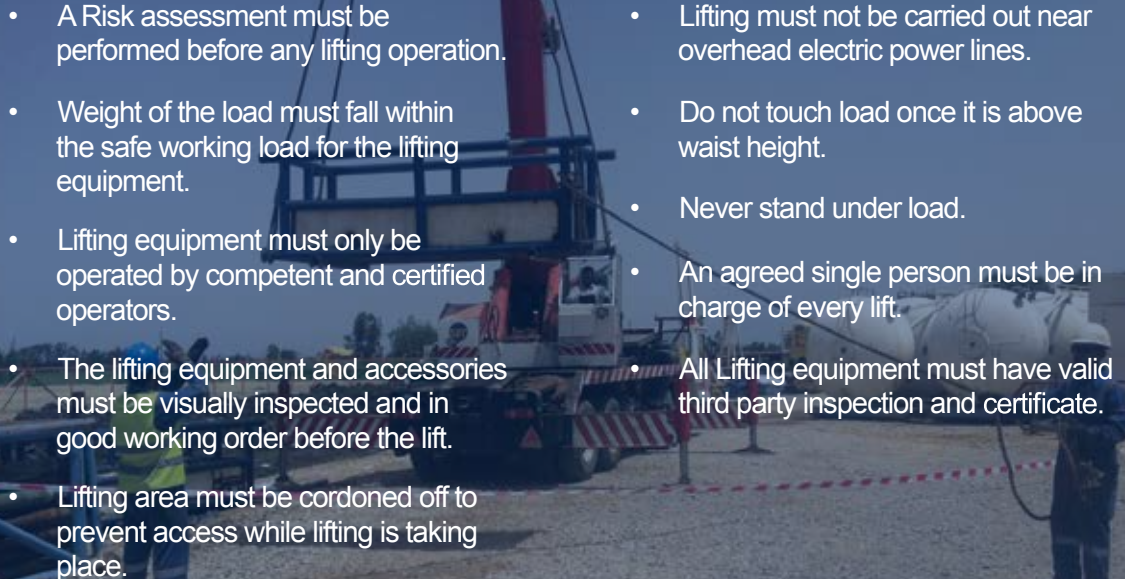
The purpose of Dana Gas' Rules For Staying Alive is to address the key causes of deaths in our industry. These are essential controls that all employees and contractors must comply with in the workplace.

Permit to Work:  
For all work under permit system.

- Do not perform work without a valid work permit.
- Work permit must contain an accurate description of the work to be done.
- Every job shall be assessed to identify hazards and establish hazard controls to eliminate or minimize the potential for hazards to result in an accident.
- Assessments shall be conducted by persons competent to identify hazards and controls.
- All persons involved in conducting the work must understand the hazards associated with the work and the hazard control measures.
- A pre-job discussion of the hazards and emergency procedures shall be held at the worksite before commencing work.
- If the situation changes, then the work must be STOPPED immediately and the risks reassessed.

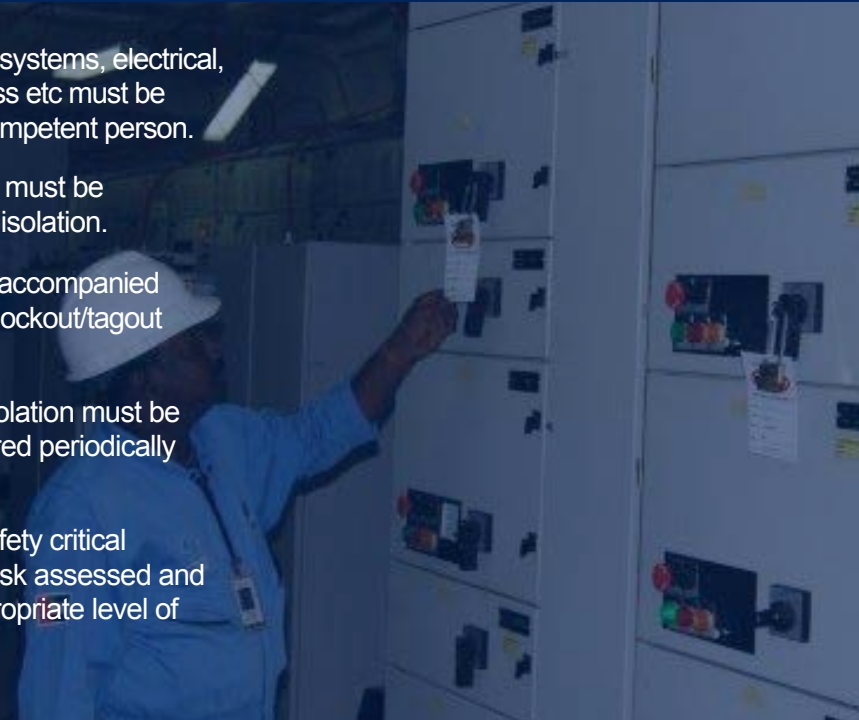


## Lifting Operations

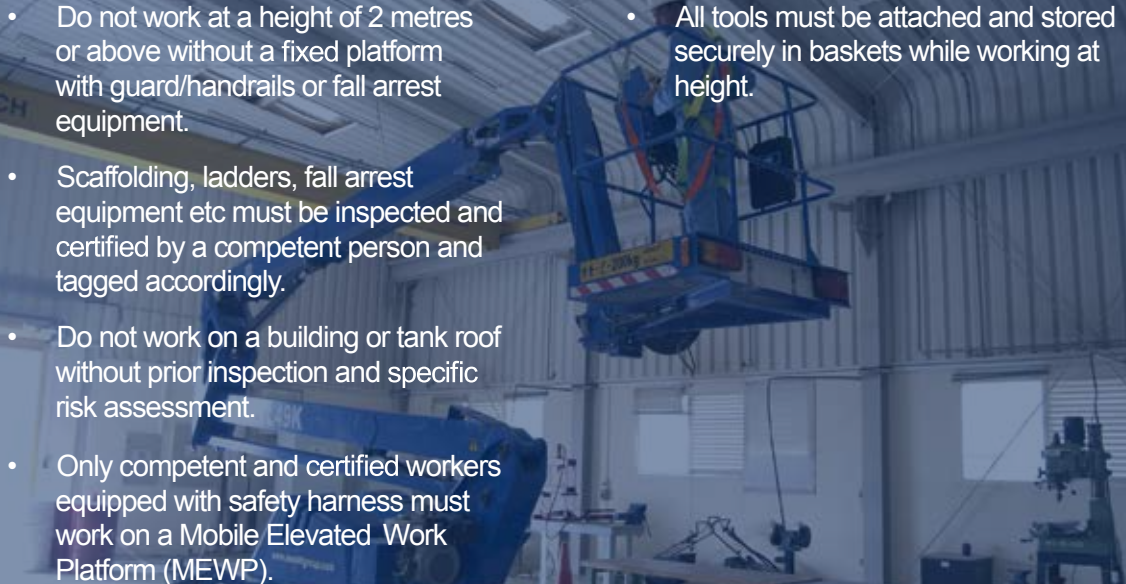
- A Risk assessment must be performed before any lifting operation.
  - Weight of the load must fall within the safe working load for the lifting equipment.
  - Lifting equipment must only be operated by competent and certified operators.
  - The lifting equipment and accessories must be visually inspected and in good working order before the lift.
  - Lifting area must be cordoned off to prevent access while lifting is taking place.
  - Lifting must not be carried out near overhead electric power lines.
  - Do not touch load once it is above waist height.
  - Never stand under load.
  - An agreed single person must be in charge of every lift.
  - All Lifting equipment must have valid third party inspection and certificate.
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## Energy Isolations:

- Isolation of energy systems, electrical, mechanical, process etc must be carried out by a Competent person.
- Any stored energy must be discharged before isolation.
- Isolations must be accompanied by application of a lockout/tagout system.
- Effectiveness of isolation must be tested and monitored periodically during isolation.
- Override of any safety critical element must be risk assessed and authorised by appropriate level of management.



## Working At Height:

- Do not work at a height of 2 metres or above without a fixed platform with guard/handrails or fall arrest equipment.
  - Scaffolding, ladders, fall arrest equipment etc must be inspected and certified by a competent person and tagged accordingly.
  - Do not work on a building or tank roof without prior inspection and specific risk assessment.
  - Only competent and certified workers equipped with safety harness must work on a Mobile Elevated Work Platform (MEWP).
  - All tools must be attached and stored securely in baskets while working at height.
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## Driving:

- Do not operate any vehicle which is not inspected or not in safe working order.
  - All drivers must be trained, certified and medically fit to operate the class of vehicle and in the road conditions that they are expected to drive.
  - Do not exceed the speed limit.
  - Seat belt must be worn by all occupants.
  - Do not use mobile phones or radios while driving.
  - Do not drive under the influence of alcohol or drugs.
  - All drivers must have a valid driving license.
  - Vehicles should carry emergency equipment and provisions per the journey management plan.
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- A photograph of a man in a grey suit and white shirt driving a car. He is looking forward, and his hands are on the steering wheel. The car's interior, including the dashboard and steering wheel, is visible. In the background, another person is partially visible, and the car appears to be in a parking lot or a similar outdoor setting. The image is overlaid with a semi-transparent blue filter.

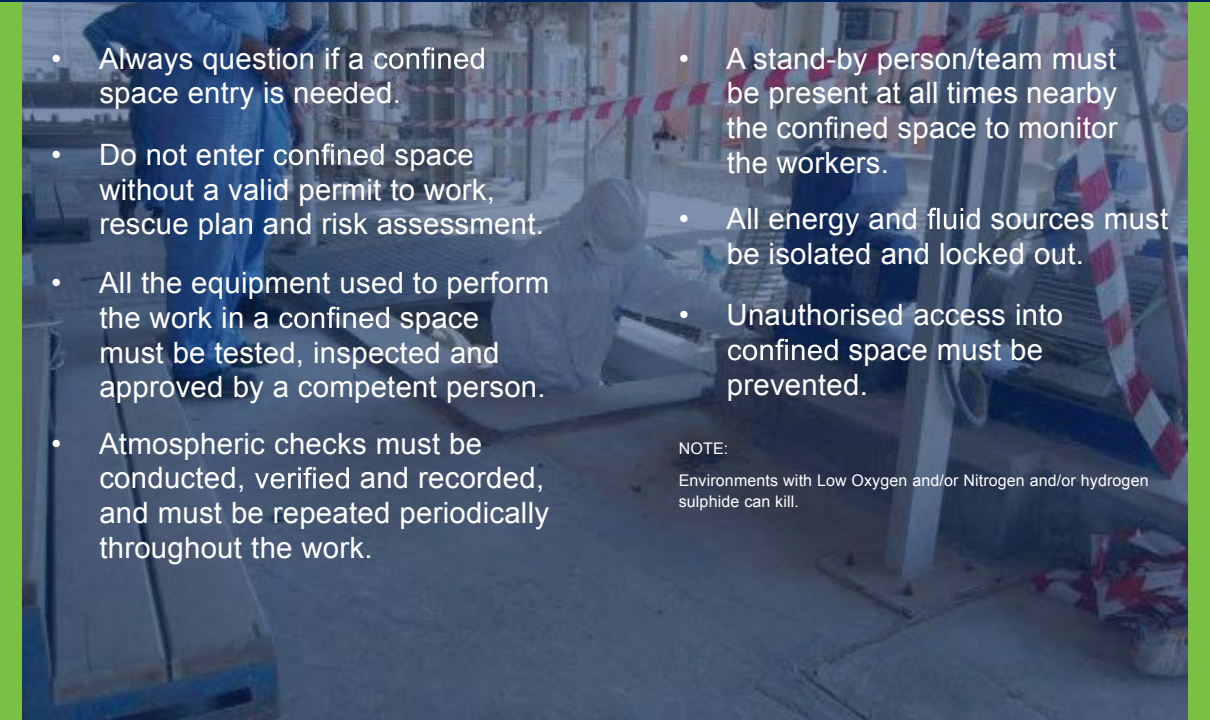


## Confined Space:

- Always question if a confined space entry is needed.
- Do not enter confined space without a valid permit to work, rescue plan and risk assessment.
- All the equipment used to perform the work in a confined space must be tested, inspected and approved by a competent person.
- Atmospheric checks must be conducted, verified and recorded, and must be repeated periodically throughout the work.
- A stand-by person/team must be present at all times nearby the confined space to monitor the workers.
- All energy and fluid sources must be isolated and locked out.
- Unauthorised access into confined space must be prevented.

### NOTE:

Environments with Low Oxygen and/or Nitrogen and/or hydrogen sulphide can kill.

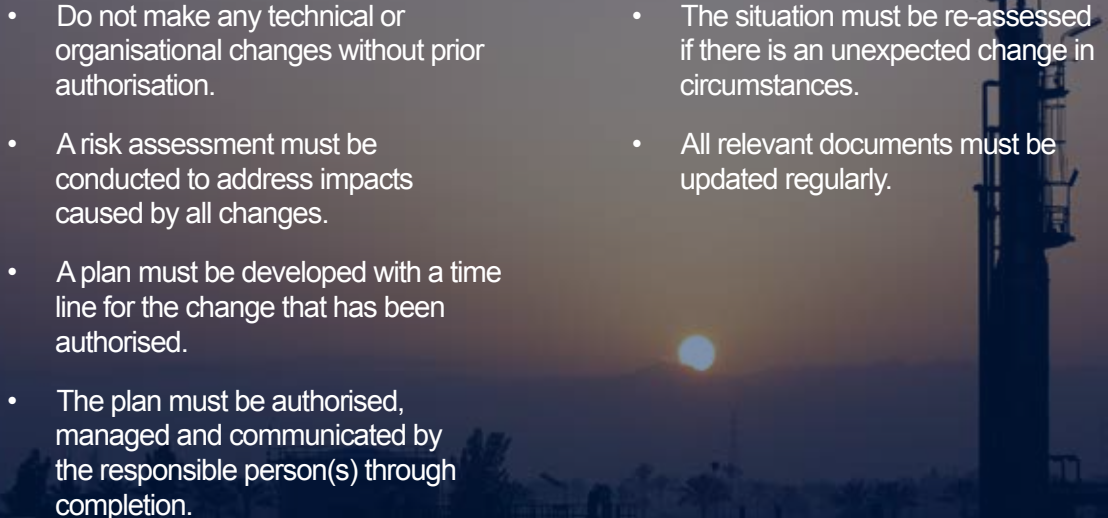


## Excavation:

- Do not perform excavation work without a valid work permit and certificate.
- All underground hazards, such as pipes and cables, must be identified, located, marked on site and, where necessary, must be isolated.
- Ground movement hazard must be controlled and potential collapses must be prevented by shoring, sloping, benching etc.
- Ground and environmental conditions must be continuously monitored for change.
- A confined space entry must be issued if the entry meets the confined space definition.
- Machinery must be positioned at least one meter away from the excavation.

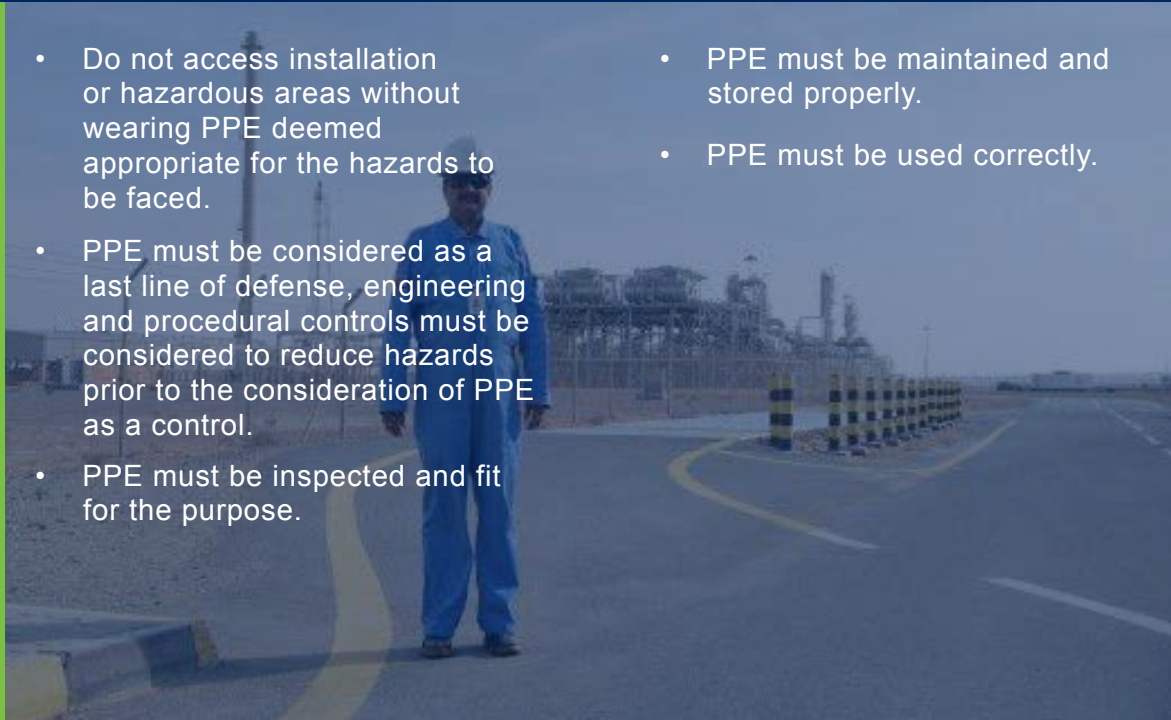


## Management of Change:

- Do not make any technical or organisational changes without prior authorisation.
  - A risk assessment must be conducted to address impacts caused by all changes.
  - A plan must be developed with a time line for the change that has been authorised.
  - The plan must be authorised, managed and communicated by the responsible person(s) through completion.
  - The situation must be re-assessed if there is an unexpected change in circumstances.
  - All relevant documents must be updated regularly.
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- The background of the slide features a dark, atmospheric photograph of an industrial facility, possibly a refinery or chemical plant, during sunset. A tall, dark distillation column stands prominently on the right side. The sun is a bright, glowing orb in the center of the horizon, casting a soft light across the scene. The sky is a deep blue, and the foreground shows silhouettes of palm trees and other industrial structures. The overall mood is professional and technical.

## Protective Equipment:

- Do not access installation or hazardous areas without wearing PPE deemed appropriate for the hazards to be faced.
- PPE must be considered as a last line of defense, engineering and procedural controls must be considered to reduce hazards prior to the consideration of PPE as a control.
- PPE must be inspected and fit for the purpose.
- PPE must be maintained and stored properly.
- PPE must be used correctly.



## Simultaneous Operations:

- Do not perform any simultaneous operations without a clear understanding of the risks, which shall be arrived at through input from competent persons.
  - Everyone involved in the operations must understand the roles and responsibilities assigned to each other.
  - For all SIMOPS, a risk assessment must be performed and all resultant recommendations must be implemented.
  - Specific coordination meetings must be held regularly.
  - All persons involved in SIMOPS must clearly understand the hazards and the hazard control measures.
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