



## **SECTION 1**

## **CHAPTER 2**

# **SAFE CONDUCT IN THE WORKPLACE**

**Purpose** This chapter describes the policies for safe conduct in the workplace.

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**Scope** These regulations apply to all Company employees.

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### **In this chapter**

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### ***SMOKING***

**Purpose** This document describes the policy on smoking:

- on Company property
  - at customer locations
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**Maintaining a smoke-free workplace**

Smoking is only permitted in areas:

- outside of shops and offices
- away from doorways; and
- designated by signage

**When No-Smoking signs are posted, smoking is prohibited.**

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**Smoking at customer locations**

Unless posted signs designate a smoking area, smoking is not permitted:

- on production locations
  - in plants
  - on drilling on workover rigs
  - near tank batteries
  - in other customer facilities
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## Horseplay

**Purpose** This document describes the policy on horseplay.

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**Policy** Horseplay, such as wrestling, practical jokes, hazing, etc., is prohibited while in course and scope and may result in disciplinary action up to and including termination.

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## Housekeeping

**Purpose** This document describes the policy on housekeeping.

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**Policy** Maintain work areas in a neat and orderly manner.

Clean up trash and all spills as soon as possible.

Keep the following areas clean and orderly at all times:

- stairs
  - emergency exits
  - walkways
  - vehicles and equipment
  - facilities
  - offices
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## Pinch Points

### Purpose

This document:

- defines pinch points
- describes hazards pinch points pose
- describes ways to avoid injury

### Defining pinch points

A pinch point is a confined area where any part of the body may be:

- mashed
- squeezed
- twisted
- severed

Many injuries result from body parts being caught in these equipment areas.

### Avoiding pinch points

This table outlines steps to take when performing common activities.

IF you are...	THEN...
raising <b>OR</b> lowering loads by hand,	<ol style="list-style-type: none"> <li>1. Check your surroundings before you begin.</li> <li>2. Use the proper number of people.</li> <li>3. Follow proper lifting procedures.</li> </ol>
carrying items in closed quarters,	avoid all pinch zones
raising or lowering equipment,	avoid all pinch zones
connecting or disconnecting:	follow proper procedures noted in



<ul style="list-style-type: none"><li>• wire rope cables</li><li>• lines</li><li>• slings</li><li>• shackles</li><li>• rigging material,</li></ul>	<p><i>“Working with Rigging Materials”</i> of this manual</p>
<p>using the rig hoisting system,</p>	<p>avoid all moving parts of equipment</p>

**Avoiding pinch points when using equipment**

Avoid pinch points when using the following equipment:

- lifting equipment
  - rotary rig hoisting system and elevators
  - pulleys, lines, and cables
  - slings
  - tongs
- hardware
  - valves
  - handles
  - drums
  - slips
- entryway equipment
  - doors
  - hinges, locks, and hatches
  - covers and lids
- miscellaneous equipment
  - gears and belts
  - chains and chain drives
  - cathead
  - wire rope
  - tools
  - power
  - hand
  - machine



- motor-driven equipment
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