



APPROVED
General Director

_____ N. N. Gorban
« ____ » _____ 2019

Procedure
for monitoring working conditions and
safe performance of work
STP CPC 41.06.2019

Revision No. 1

Put into effect by Resolution # Put-B-CPC-0046-2019 of 24.06.2019
Effective date September 01 '2019
Put-B-CPC-0030-2019

CPC	Procedure for Monitoring Working Conditions and Safe Performance of Work	STP CPC 41.06.2019 Revision 1
-----	--	----------------------------------

TABLE OF CONTENTS

1	PURPOSE	3
2	SCOPE OF APPLICATION	3
3	REGULATORY REFERENCES	3
4	TERMS, DEFINITIONS AND ABBREVIATIONS	3
5	ORGANIZING THE IMPLEMENTATION, PROGRAM INFORMATION	5
6	PROCESS DESCRIPTION	5
6.1	OBSERVATION & INTERVENTION	6
6.2	REPORTING AND RECORDING	6
6.3	DATA ANALYSIS AND ACTION IMPLEMENTATION	6
6.4	FEEDBACK. MOTIVATION. LESSONS LEARNED	7
7	LIST OF EXHIBITS	8
	EXHIBIT 1 OBSERVATION CARD	9
	EXHIBIT 2 – OBSERVATION CARD LOGBOOK	10
	REVISION LOG	41

CPC	Procedure for Monitoring Working Conditions and Safe Performance of Work	STP CPC 41.06.2019 Revision 1
-----	--	----------------------------------

1 PURPOSE

1.1 This Procedure is aimed at creating a tool that allows employees of CPC and contractors to observe and report on potential or perceived hazardous factors, unsafe conditions/ actions/ behavior and/or dangerous cases at facilities, as well as to make proposals for improving working conditions, condition of equipment, buildings, structures, applied mechanisms, and tools in the course of work, which is a fundamental element of preventive measures for risk management in the field of HSE.

1.2 This Procedure defines the general process of collecting information and taking measures to eliminate unsafe behavior and working conditions, identify potentially dangerous situations, as well as to define the roles and responsibilities of the participants involved. This Procedure describes the structure and organization necessary to support an effective system of reporting on observations at CPC facilities.

1.3 This Procedure is intended to facilitate participation of all CPC employees, contractors, as well as visitors to the facilities in improving the occupational health and safety culture in CPC.

1.4 This Procedure defines the process for conducting trend analysis, sharing lessons learned across all CPC sites.

2 SCOPE OF APPLICATION

2.1 This Procedure shall apply to all CPC facilities and shall be applied by all employees of CPC, contractors at the Consortium facilities and visitors regardless of their forms of incorporation and ownership.

3 REGULATORY REFERENCES

3.1 This document includes references to the following regulatory documents:

Table 1 List of Regulatory Documents

#	Regulatory Documents
1	Internal
1	“Incident Investigation Standard” A02-OD-HSE-028
2	“The CPC-R and CPC-K Operations Risks Management Procedure” A04-OD-Maint-052.
3	“Regulation on Arrangement and Performance of Process Control over Compliance with Industrial Safety Requirements at CPC-R Hazardous Industrial Facilities” R02-OD-HSE-038
4	A02-OD-HSE-055 Procedure of Life Saving Rules Implementation at CPC Facilities

4 TERMS, DEFINITIONS AND ABBREVIATIONS

4.1 Terms and abbreviations used in this document are given in Table Table 2.

Table 2 Terms and Abbreviations

#	Term/ abbreviation	Term Definition / Abbreviation Meaning
1	Terms	
1.1	Contractor	An organization that has executed an agreement with CPC in the established procedure for providing Services in maintenance, repair,

CPC	Procedure for Monitoring Working Conditions and Safe Performance of Work	STP CPC 41.06.2019 Revision 1
-----	--	----------------------------------

#	Term/ abbreviation	Term Definition / Abbreviation Meaning
		and other types of work at CPC facilities, regardless of their forms of incorporation and forms of ownership.
1.2	Hazardous factor	Potential source of damage that could result in injury, environmental impact or property damage.
1.3	Unsafe condition	Any condition that could lead to a potentially dangerous situation, incident or accident.
1.4	Unsafe action	Any action that deviates from generally accepted practice or an established method / method of conducting work, and which may cause injury, damage to the environment or property.
1.5	Near Miss	Any unplanned event, action or condition which, under other circumstances, could lead to injury, accident, damage to property, environment and/or reputation of the Company.
1.6	Observer	CPC employee, contractor or site visitor
1.7	Site Supervisor	PS Manager; TF/MT Manager; Lead Engineer, Pipeline Maintenance; or their substitutes
1.8	Working conditions	A set of working environment factors that affect the functional state of workers bodies, their health and performance in the process of executing work.
2	Abbreviations	
2.1	OS	Occupational Safety
2.2	HSE	Health, Safety, and Environment
2.3	NMS	Near Miss Situation
2.4	CPC	Caspian Pipeline Consortium

CPC	Procedure for Monitoring Working Conditions and Safe Performance of Work	STP CPC 41.06.2019 Revision 1
-----	--	----------------------------------

5 ORGANIZING THE IMPLEMENTATION, PROGRAM INFORMATION

5.1 Information about the Observation Card Program is to be communicated to CPC employees and contractors when conducting internal training, induction training and on-the-job briefings.

5.2 Visitors to the facilities shall be familiarized with the Program during introductory briefings to be conducted prior to admission to a CPC facility.

5.3 Information about the possibility of using observation cards by CPC employees, contractors, and visitors when identifying unfavorable working conditions, unsafe behavior, in the course of work performance, can be entered during execution of work permits by a facility manager in the section “Activities to Ensure Safety during Work Performance”.

5.4 Observation card templates (Exhibit 1) in two languages are located at the PS checkpoint, in the office corridors, and in the immediate vicinity of the boxes for collecting filled cards. The responsible for providing the above locations with boxes, templates, as well as for daily collection of filled in observation cards at CPC facilities shall be managers of the facilities and, in the offices, HSE Group staff.

5.5 All employees of CPC, contractors, as well as visitors to the facilities (hereinafter referred to as the “observers”) have the right to intervene and report via the observation card if they notice any unsafe conditions, actions and/or events.

6 PROCESS DESCRIPTION

The “Observation Card Program” includes the following main stages (Process Diagram, Figure 1):

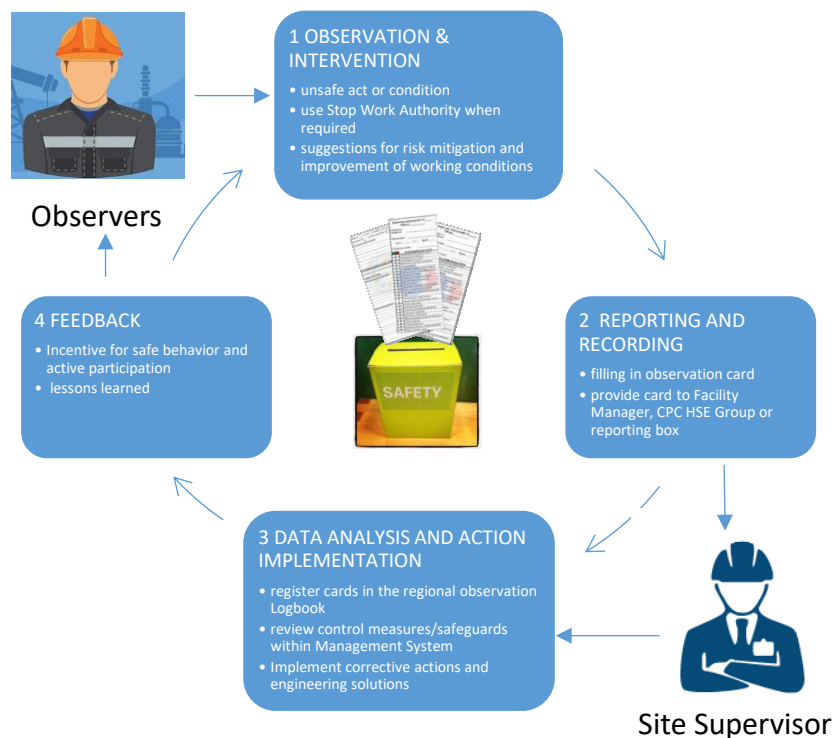


Figure 1 Process Diagram

CPC	Procedure for Monitoring Working Conditions and Safe Performance of Work	STP CPC 41.06.2019 Revision 1
-----	--	----------------------------------

6.1 OBSERVATION & INTERVENTION

6.1.1 In case where a potentially dangerous behavior connected with violation of Life Saving Rules by CPC employees, contractors or visitors, or potentially hazardous working conditions is observed Stop Work Authority should be enforced, if appropriate. Then observer should inform the Facility Manager or, in an office, HSE Group staff member of the non-compliance by filling in and handing over the observation card in person to take immediate measures to eliminate the violations.

6.1.2 When applying Stop Work Authority, the observer in a polite and well-intentioned manner should address the employees performing work at the facility/ in the office, briefly introduce themselves and begin a conversation with the words: "I am exercising my right to suspend the work because..." The parties should discuss the problem in connection with which the work has been suspended, and find a solution to how the work can be continued in an acceptable way. Upon reaching a decision on safe conduct of the work, the work shall be resumed, and the observer shall fill in the observation card indicating in the column "Measures taken" information about the work suspension and resumption and hand it over to the Facility Manager or, in an office, CPC HSE Group staff member. If making a decision on the safe conduct of work, it is necessary to attract the attention of a CPC employee, the observation card indicating information on the need to suspend the work in the column "Measures taken" should be handed over to the Facility Manager or, in an office, to the CPC HSE Group staff member. A tripartite decision shall be made on the necessary conditions for the work resumption.

6.1.3 If any inconsistencies related to working conditions and/or safety measures, which in the short term do not pose an emergency or dangerous situation, the observer should fill in the observation card template and drop it in a special box for further consideration.

6.1.4 If an employee of CPC, contractor, visitor to a facility/office wants to share his/her experiences or to make helpful suggestions for creating safe working conditions, he/she should fill in an observation card and direct it for consideration, dropping it into a special box.

6.2 REPORTING AND RECORDING

6.2.1 Observation cards could be anonymous to promote a more open line of communication and built trust with the personnel. No names should be specified and there should be no search for responsible persons – the observation data should not be used for blaming/ attaching liability to an employee or a working group. Confrontations shall be avoided.

6.2.2 For statistics, the card should indicate only the name of the organization whose employees were monitored.

6.2.3 However, if a potentially dangerous situation is confirmed (potentially dangerous behavior, potentially dangerous working conditions), the observer may be asked to provide more detailed information for further investigation.

6.2.4 The program does not provide for establishing targets for a number of observations for a CPC or Contractor employee as their importance is in quality, not in quantity.

6.2.5 Training materials with detailed instruction for completing the Observation Card is provided in Exhibit 3 hereto.

6.3 DATA ANALYSIS AND ACTION IMPLEMENTATION

6.3.1 Facility Managers are responsible for implementation of the program at CPC facilities and shall review completed observation cards and check correspondence and sufficiency of immediate action taken. If necessary, they shall assign additional corrective actions and responsible staff members. Upon

CPC	Procedure for Monitoring Working Conditions and Safe Performance of Work	STP CPC 41.06.2019 Revision 1
-----	--	----------------------------------

receipt of an observation card, they provide registration of their data in electronic form of the shared Region's Observation Card Logbook (O:\General\Карточки наблюдения_Observation Card) and track fulfillment of actions until they are fully completed and, if necessary, maintain feedback with the observer.

6.3.2 In offices, the functions specified in clause 7.1 are performed by specialists of the CPC HSE Group.

6.3.3 Each observation should be checked by specialists of the CPC HSE Group in the Region, by monitoring the maintenance of the Observation Card Logbook to determine whether it relates to a potentially dangerous situation or not.

6.3.4 If the observation is a potentially dangerous situation, specialists of the CPC HSE Group shall change the category of this card to the category of “potentially dangerous situation”, notify the Manager of the Facility where the fact was revealed and initiate an investigation of the NMS in accordance with the requirements of “Incident Investigation Standard” A02-OD-HSE-028.

6.3.5 If the observation is not a potentially dangerous situation, the specialists of the CPC HSE Group shall change its status and direct a reasoned message about the decision made to the person responsible for maintaining the Logbook of the facility where the observation was drawn up.

6.3.6 All submitted proposals drawn up in the observation cards shall be registered in the Region's Observation Card Logbook.

6.3.7 Proposals shall be reviewed at the level of Facility Managers and specialists of the Region and can be submitted for consideration by the Risk Management Working Group to make decisions for their implementation, in accordance with “The CPC-R and CPC-K Operations Risks Management Procedure” A04-OD-Maint-052.

6.3.8 All observations issued at sites are reviewed in monthly site meetings held on the basis of article 11.1, R02-OD-HSE-038“Regulation on Arrangement and Performance of Process Control over Compliance with Industrial Safety Requirements at CPC-R Hazardous Industrial Facilities”, and also quarterly at a Regional Level.

6.3.9 Analysis of data obtained under Observation Card Program allows to identify critical unsafe actions and factors, general trends and key causes, identify focus areas that require comprehensive actions, and also check the closure status of approved corrective actions.

6.4 FEEDBACK. MOTIVATION. LESSONS LEARNED

6.4.1 One of the effective methods for CPC Leadership to demonstrate their commitment to occupational safety and improvement of the work safety culture is by visiting sites, conducting observations, participating in the Observation Card Program, recognizing and encouraging safe work and providing resources to correct any identified non-compliances.

6.4.2 Individuals appointed to be responsible for implementation of the Observation Card Program at sites should provide feedback on issues raised by initiators filling observation cards. They should inform site personnel about program performance, meeting outcomes, resolutions made, as well as corrective actions completed or planned to be completed, if necessary, initiate topics of monthly bulletin issues containing the above-listed topics.

6.4.3 Furthermore, for additional personnel motivation, recognitions are issued to employees who have been most pro-actively involved in the observation card program by:

- an electronic letter of appreciation from the management
- raising an appraisal score for the previous year;

CPC	Procedure for Monitoring Working Conditions and Safe Performance of Work	STP CPC 41.06.2019 Revision 1
-----	--	----------------------------------

- “CPC-K Regulation on Employees Service Awards” K01-GB-HR-015, “CPC-R Regulation on Employees Service Awards” R01-GB-HR.

7 LIST OF EXHIBITS






































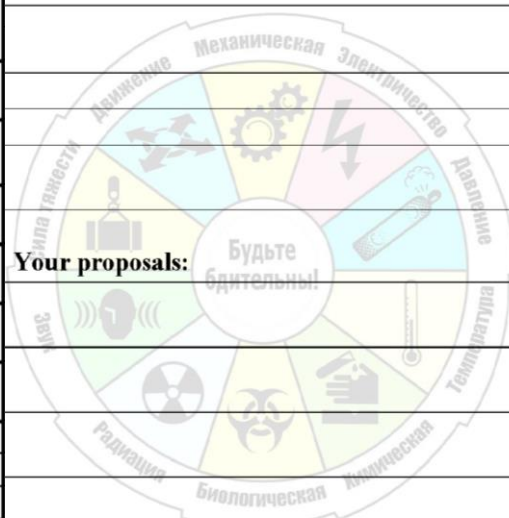
List of exhibits hereto is set out in Table 1.

Table 1 List of Exhibits

Exhibit	Description
1	Observation Card Template
2	Observation Card Logbook Template
3	Training materials with detailed instruction for completing the Observation Card

CPC	Procedure for Monitoring Working Conditions and Safe Performance of Work	STP CPC 41.06.2019 Revision 1
-----	--	----------------------------------

EXHIBIT 1 OBESREvation CARD

Observation Card No. _____ Facility _____ Name _____ Position, profession _____ Organization _____ Date « ____ » ____ 20__ г. Time ____ - ____ Location of revealing _____		Action <input type="checkbox"/> Condition <input type="checkbox"/> Proposal <input type="checkbox"/> Description of observation: 																																																																																	
<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> <input checked="" type="checkbox"/> <input type="checkbox"/> </div> OBSERVATION CONCERNS: </div> <table border="1" style="width: 100%;"> <tr><td><input type="checkbox"/></td><td>PPE</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Electronic device</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Smoke</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Alcohol/Drugs</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Permit-to-work</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Risk assessment</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Lock out/Tag out</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Transport safety</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Protection of pedestrians</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Work at Heights</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Gas hazardous works</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Work in a confined space</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Hot works</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Electricity-generating equipment</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Electric tool</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Earth works</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Lifting operations</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Process equipment, building, structure</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Marine operations</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Impact on the environment</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Fire Safety</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Use of chemically hazardous substances</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Storage of materials, equipment</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Working conditions</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Health Safety</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Code of Conduct violation</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Other (describe)</td><td></td></tr> </table>		<input type="checkbox"/>	PPE		<input type="checkbox"/>	Electronic device		<input type="checkbox"/>	Smoke		<input type="checkbox"/>	Alcohol/Drugs		<input type="checkbox"/>	Permit-to-work		<input type="checkbox"/>	Risk assessment		<input type="checkbox"/>	Lock out/Tag out		<input type="checkbox"/>	Transport safety		<input type="checkbox"/>	Protection of pedestrians		<input type="checkbox"/>	Work at Heights		<input type="checkbox"/>	Gas hazardous works		<input type="checkbox"/>	Work in a confined space		<input type="checkbox"/>	Hot works		<input type="checkbox"/>	Electricity-generating equipment		<input type="checkbox"/>	Electric tool		<input type="checkbox"/>	Earth works		<input type="checkbox"/>	Lifting operations		<input type="checkbox"/>	Process equipment, building, structure		<input type="checkbox"/>	Marine operations		<input type="checkbox"/>	Impact on the environment		<input type="checkbox"/>	Fire Safety		<input type="checkbox"/>	Use of chemically hazardous substances		<input type="checkbox"/>	Storage of materials, equipment		<input type="checkbox"/>	Working conditions		<input type="checkbox"/>	Health Safety		<input type="checkbox"/>	Code of Conduct violation		<input type="checkbox"/>	Other (describe)		Immediate actions taken::  Stop Work applied <input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/>	PPE																																																																																		
<input type="checkbox"/>	Electronic device																																																																																		
<input type="checkbox"/>	Smoke																																																																																		
<input type="checkbox"/>	Alcohol/Drugs																																																																																		
<input type="checkbox"/>	Permit-to-work																																																																																		
<input type="checkbox"/>	Risk assessment																																																																																		
<input type="checkbox"/>	Lock out/Tag out																																																																																		
<input type="checkbox"/>	Transport safety																																																																																		
<input type="checkbox"/>	Protection of pedestrians																																																																																		
<input type="checkbox"/>	Work at Heights																																																																																		
<input type="checkbox"/>	Gas hazardous works																																																																																		
<input type="checkbox"/>	Work in a confined space																																																																																		
<input type="checkbox"/>	Hot works																																																																																		
<input type="checkbox"/>	Electricity-generating equipment																																																																																		
<input type="checkbox"/>	Electric tool																																																																																		
<input type="checkbox"/>	Earth works																																																																																		
<input type="checkbox"/>	Lifting operations																																																																																		
<input type="checkbox"/>	Process equipment, building, structure																																																																																		
<input type="checkbox"/>	Marine operations																																																																																		
<input type="checkbox"/>	Impact on the environment																																																																																		
<input type="checkbox"/>	Fire Safety																																																																																		
<input type="checkbox"/>	Use of chemically hazardous substances																																																																																		
<input type="checkbox"/>	Storage of materials, equipment																																																																																		
<input type="checkbox"/>	Working conditions																																																																																		
<input type="checkbox"/>	Health Safety																																																																																		
<input type="checkbox"/>	Code of Conduct violation																																																																																		
<input type="checkbox"/>	Other (describe)																																																																																		
Your proposals:		 																																																																																	

CPC	Procedure for Monitoring Working Conditions and Safe Performance of Work	STP CPC 41.06.2019 Revision 1
-----	--	----------------------------------

EXHIBIT 2 – OBSERVATION CARD LOGBOOK

OBSERVATION REPORTED/НАБЛЮДЕНИЕ											
Site SOB Reg/No Номер карты на объекте	Date Дата	Reported By Фамилия, инициалы заполнившего карту	Company Организация	Office/ Work Site Объект	Work Site/ Plant Specific Место выполнения работы	Observation Recorded /Вид наблюдения					Description/ Nature of Observation Описание наблюдения
						Near Miss Stop Work / Потенциально- опасная ситуация Приостановка работ	Near Miss / Потенциально- опасная ситуация	Unsafe Act/ Небезопасные действия	Unsafe Site/ Equipment Небезопасные условия труда	Initiative Предложение	
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.












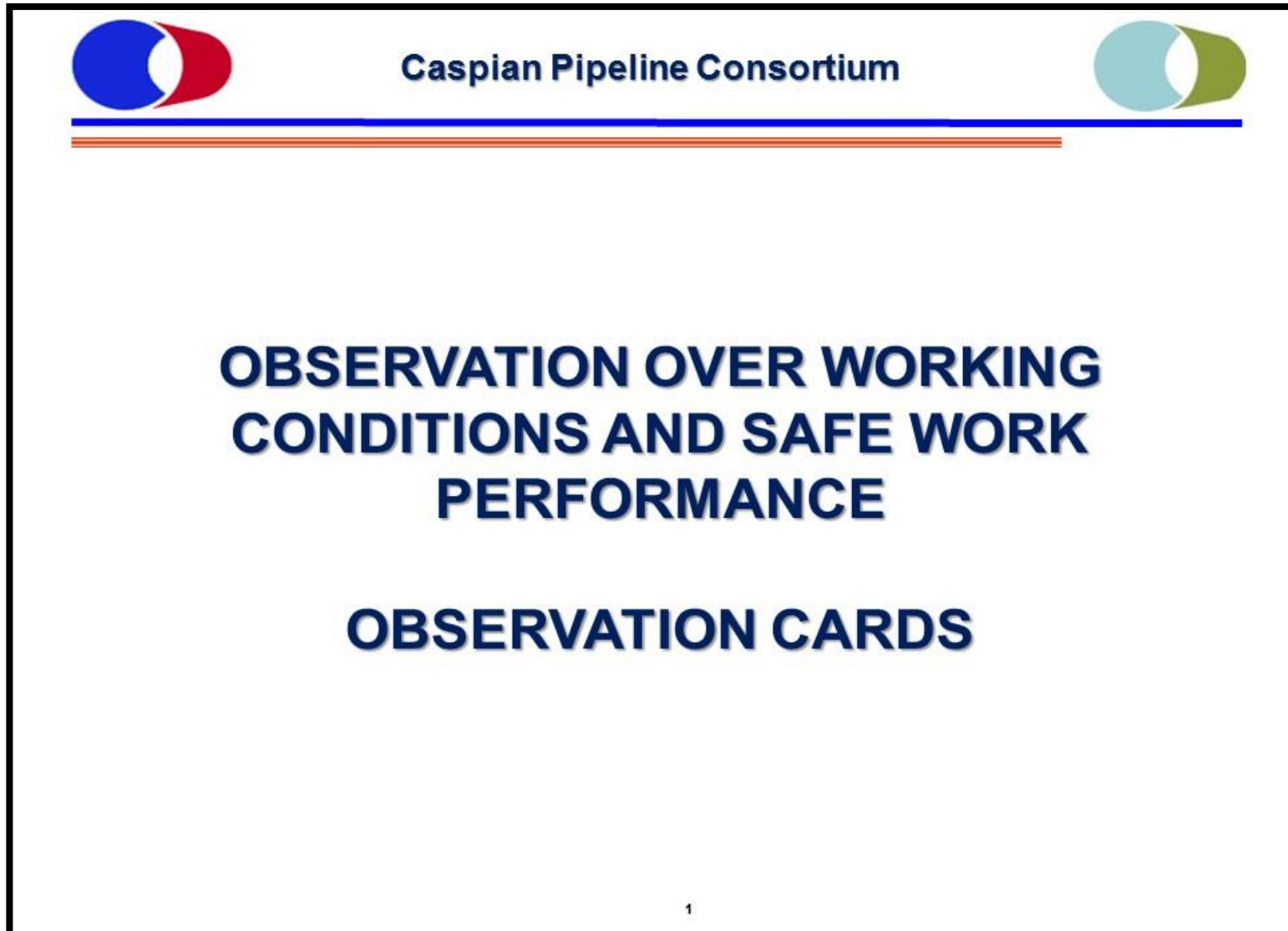
CLOSE OUT/ИНФОРМАЦИЯ О ЗАКРЫТИИ				CAUSE ANALYSIS REVIEW/АНАЛИЗ ПРИЧИН																																	
Follow Up & Corrective Actions Принятые меры	Supervisor/ Manager Name ФИО начальника НПС	STATUS (Opened /Closed) Статус наблюдения (открыто/ закрыто)	Date Close Дата Закрытия																																		
				Курение Smoking	Электронные устройства Electronic devices	СИЗ PPE	Алкоголь/наркотики Alcohol/Drugs	Наряд-допуск/разрешение Permit-to-Work/Permit	Оценка рисков/ Risk Assessment	Изоляция источников энергии/ Energy Source Isolation	Транспортная безопасность/ Transport Safety	Пешеходное передвижение/ Pedestrian Traffic	Работы на высоте/ Work at Height	Газоопасные работы/ Gas Hazard Work	Работы в замкнутом пространстве/ Confined Space Work	Огневые работы/ Hot Works	Электроустановки/ Electric Installations	Электронструмент/ Electric Tools	Земляные работы/ Earthwork	Грузоподъемные работы/ Lifting Operations	Технологическое оборудование, / Technology Equipment	Морские операции/ Marine Operations	Воздействие на окружающую среду/ Environmental Impact	Противопожарная безопасность/ Fire Safety	Применение химических опасных веществ/ Use of Hazardous Chemicals	Складирование материалов/ Material Storage	Состояние условий труда/ Working Conditions Status	Охрана здоровья/ Occupational Health	Реагирование в случае ЧС/ Emergency Response	Сосуды работающие под давлением/ Pressure Vessels	Эргономика/перемещение груза/ Ergonomics/Cargo Movement	Кодекса делового поведения/ Code of Business Conduct	Другие/Other				
13.	14.	15.	16.	17.	18.	19.	20.	21.	22.	23.	24.	25.	26.	27.	28.	29.	30.	31.	32.	33.	34.	35.	36.	37.	38.	39.	40.	41.			42.	43.					

EXHIBIT 3 TRAINING MATERIALS WITH DETAILED INSTRUCTION FOR COMPLETING THE OBSERVATION CARD



Caspian Pipeline Consortium



ЛИДЕРСТВО В ОБЛАСТИ ОТ, ПБ И ООС

Каждый руководитель признает свою лидирующую роль путем непосредственного участия в процессах планирования, организации и контроля безопасного выполнения работ и личным примером демонстрирует приверженность и ответственное отношение к вопросам охраны труда, промышленной и пожарной безопасности, охраны окружающей среды для формирования устойчивой культуры безопасности труда.

Все работники КТК и персонал подрядчиков (субподрядчиков) несут ответственность за свою собственную безопасность и безопасность окружающих их людей.

«Ответственное отношение к вопросам охраны труда должно не просто приоритетной задачей, а рассматриваться как своего рода ценность, неизменно формирующая процедуру принятия решений на каждом уровне»

“A priority to Safety should not be a priority, but a value that shapes decision-making all the time, at every level.”

HSE LEADERSHIP

All Managers/Supervisors acknowledge their leading role in ensuring HSE compliance by active participating in work planning, preparation and monitoring and shall demonstrate personal leadership and visible involvement in promoting a consistent and compliant health, safety and environment culture.

All CPC and contractor/subcontractor employees are obliged both to themselves and those around them to ensure that safe practices are adhered to at all times.



Caspian Pipeline Consortium



Мои личные обязательства в сфере безопасности:

Я всегда буду **определять опасные факторы и оценивать возможные риски** до начала проведения любой работы.

Я всегда буду **следовать инструкциям и применять безопасные методы труда**.

Я всегда буду проходить **необходимое обучение и поддерживать уровень квалификации**, чтобы выполнять свои обязанности безопасно.

Я всегда буду **обращаться за помощью** к своему руководителю и квалифицированным специалистам, если у меня возникнут вопросы по безопасному проведению работ.

Я всегда буду **сообщать о ВСЕХ происшествиях и потенциально-опасных ситуациях**.

Я буду выполнять работы повышенной опасности в соответствии с действующим нарядом-допуском и требованиями безопасности.

Я всегда буду **использовать все СИЗ** в соответствии с требованиями знаков безопасности объекта и условий выполняемой работы.

Я всегда буду **оценивать риски** в случае любого изменения условий труда, процессов, требований и состава рабочей бригады.

Я всегда буду **помогать** работникам КТК и подрядных организаций в целях обеспечения безопасного выполнения работ.

Я всегда буду **применять Право на Приостановку Работ** в случае выявления небезопасного проведения работ для предотвращения возможных происшествий.

Personal Commitment to Safety:

I will always identify **hazards and assess risks** prior to the start of each activity.

I will always follow **safe work practices and procedures**.

I will complete all required **training and maintain qualifications** to ensure I can carry out my duties safely.

I will seek **assistance from my manager and qualified experts** if I have any questions about doing a task safely.

I will always **report ALL incidents and near misses**.

I will always perform high hazardous activities in accordance with appropriate **Permit to Work**.

I will always **wear all PPE** as required for the site and conditions.

I will **reassess the hazards and risks** with every change of process, procedure, people or natural circumstance.

I will always **watch out for and assist** my coworkers (company and contract) to ensure work is performed in a safe manner.

I will **exercise my Stop Work Authority** when I believe conditions to be unsafe in order to prevent an incident from happening.





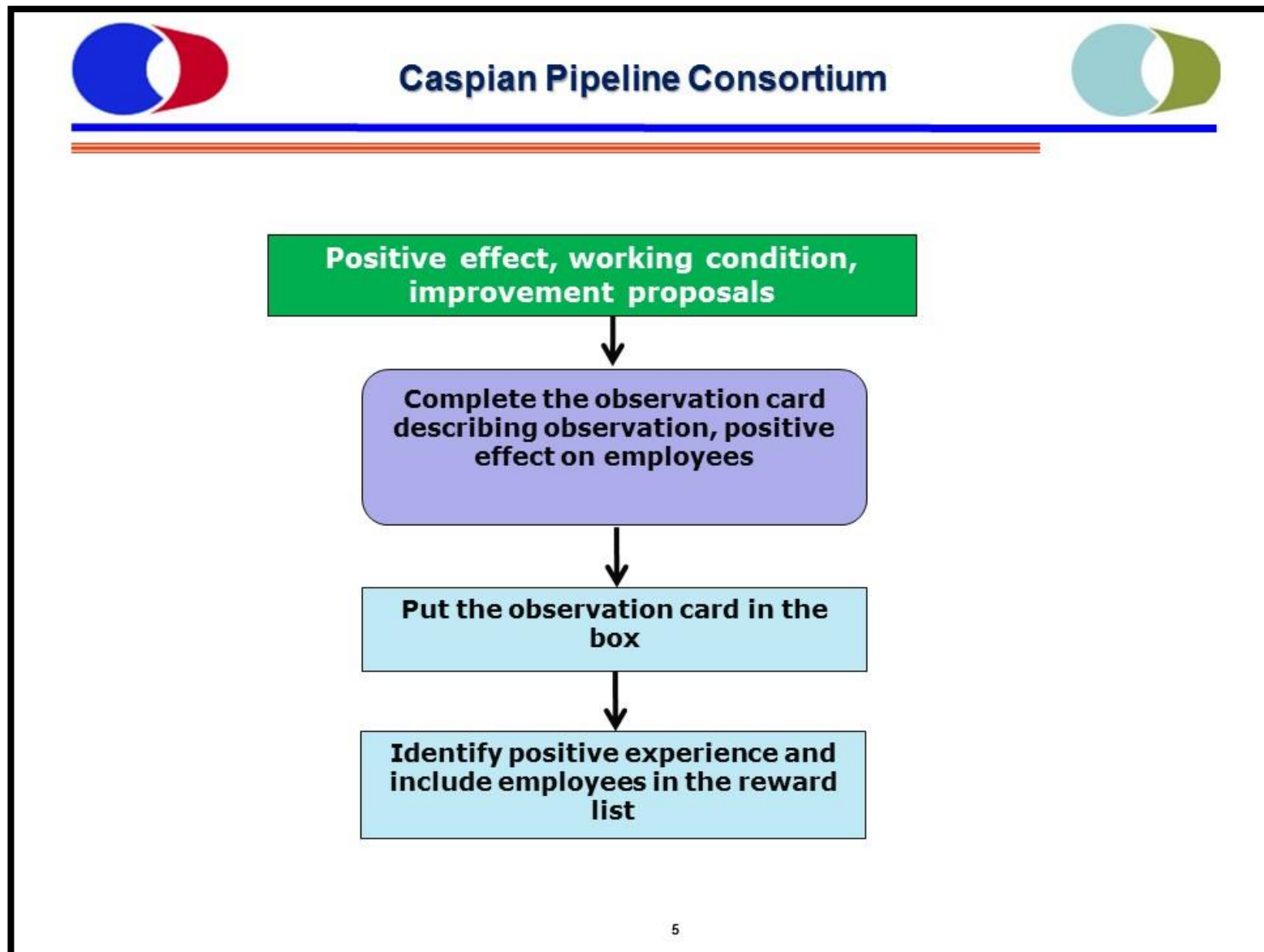
Caspian Pipeline Consortium

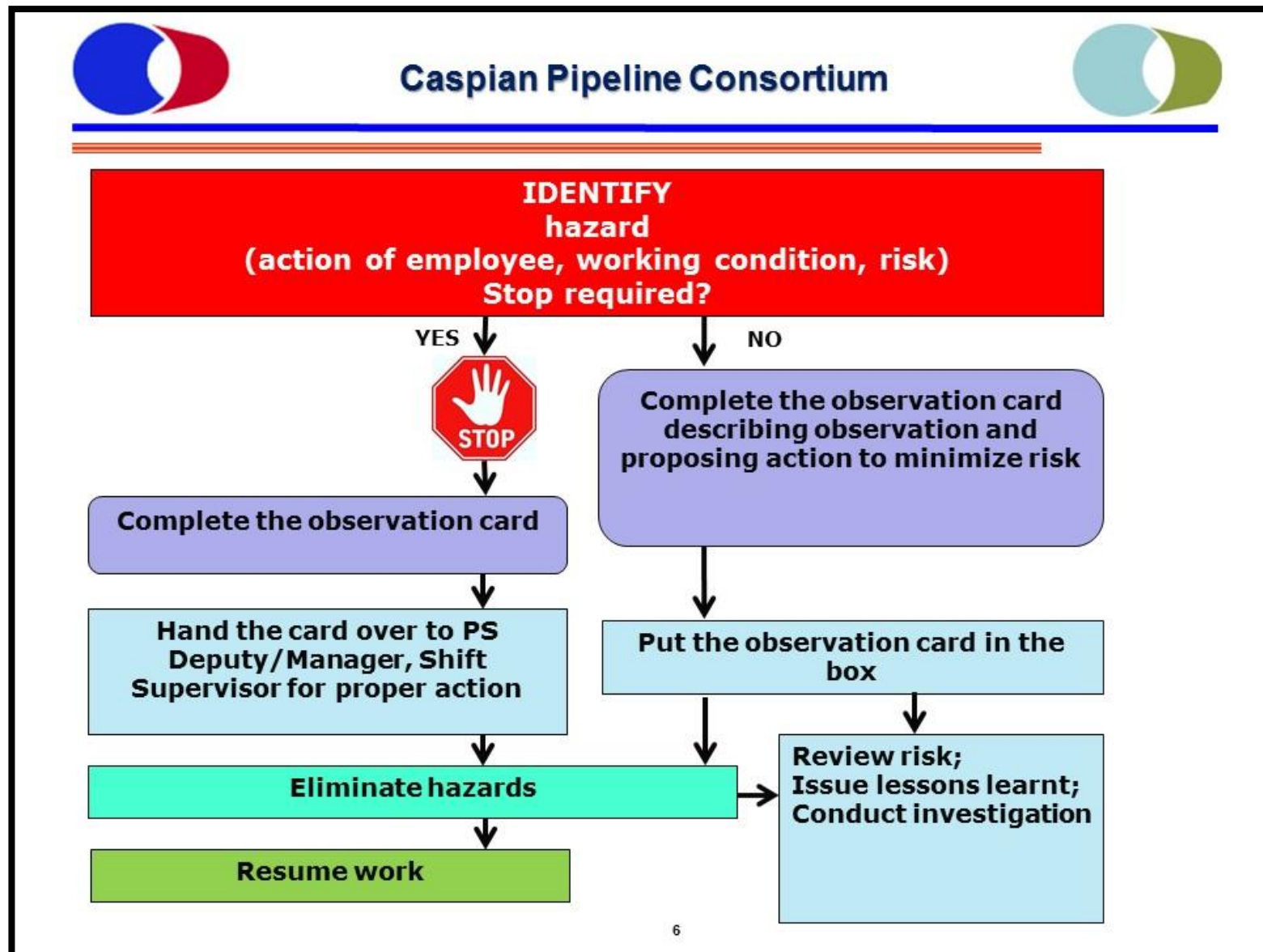


Observation Card No. Facility _____		Action <input type="checkbox"/> Condition <input type="checkbox"/> Disposal <input type="checkbox"/>
Name _____ Position, profession _____ Organization _____		Description of observation:
Date ____/____/20____ Time ____		
Location of revealing _____		
OBSERVATION CONCERNS:		
<input type="checkbox"/>	Smoke	
<input type="checkbox"/>	Electronic device	
<input type="checkbox"/>	PPE	
<input type="checkbox"/>	Alcohol/Drugs	
<input type="checkbox"/>	Permit-to-work	
<input type="checkbox"/>	Risk assessment	
<input type="checkbox"/>	Lock out/Tag out	
<input type="checkbox"/>	Transport safety	
<input type="checkbox"/>	Protection of pedestrians	
<input type="checkbox"/>	Work at Heights	
<input type="checkbox"/>	Gas hazardous works	
<input type="checkbox"/>	Work in a confined space	
<input type="checkbox"/>	Hot works	
<input type="checkbox"/>	Electricity-generating equipment	
<input type="checkbox"/>	Electric tool	
<input type="checkbox"/>	Earth works	
<input type="checkbox"/>	Lifting operations	
<input type="checkbox"/>	Process equipment, building, structure	
<input type="checkbox"/>	Marine operations	
<input type="checkbox"/>	Impact on the environment	
<input type="checkbox"/>	Fire Safety	
<input type="checkbox"/>	Use of chemically hazardous substances	
<input type="checkbox"/>	Storage of materials, equipment	
<input type="checkbox"/>	Working conditions	
<input type="checkbox"/>	Health Safety	
<input type="checkbox"/>	Pressure vessels	
<input type="checkbox"/>	Emergency Response	
<input type="checkbox"/>	Ergonomics/ Manual Handling	
<input type="checkbox"/>	Code of Conduct violation	
<input type="checkbox"/>	Other (describe)	

Bilingual blank observation cards are available:

- at PS checkpoint,
- in office corridor, close to the boxes for completed cards.









Caspian Pipeline Consortium



If someone tells you to **stop work**, you need to stop the job
immediately

Remember, your coworkers are trying to **help keep you safe**, not
punish you



Если кто либо просит Вас **ОСТАНОВИТЬ РАБОТУ**, Вы
должны остановиться **НЕЗАМЕДЛИТЕЛЬНО**

Помните, Ваши коллеги **ЗАБОТЯТСЯ О ВАШЕЙ
БЕЗОПАСНОСТИ**



Caspian Pipeline Consortium



Terms and definitions from the CPC Incident Investigation and Reporting Guideline:

No consequences -
no injuries

- **Unsafe conditions** – hazardous conditions which may cause incident.
- **Unsafe acts** – action or omission creating hazardous situation or conditions which may cause incident.
- **Near miss** – any unscheduled event, action or condition which in other circumstances could have caused injury, damage to property, environment, Company reputation.
- **Incident** – any unscheduled event, action or condition or sequence of events, actions or conditions which have caused or could have caused occupational injury, disease, damage to property, environment or Company reputation, including accidental loss.

Consequences:
injury or damage

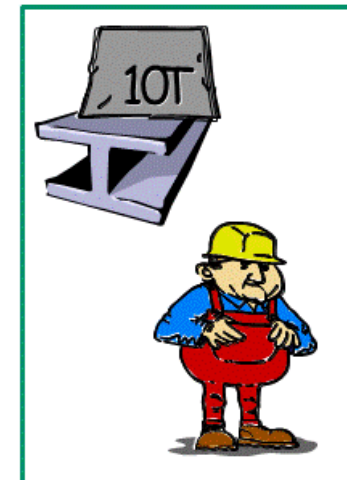


What are unsafe conditions?



Examples:

Unfenced sites and pits, hazardous storage of materials, naked wires, residue of combustible materials etc. – all that can be on construction sites and cause incidents, therefore our common task is to **identify timely unsafe conditions** and take action for their earliest elimination.



In many cases unsafe conditions are a result of somebody's **unsafe acts**!



Do not just go past!



11





What are unsafe acts?



DANGEROUS ACTIONS

actions (or inaction) that may lead to an accident



Examples:

Work in hazardous position, without safety accessories or fastenings, work with faulty tools, no use of overalls, PPE and other safety equipment, placement of tools and materials in places where they can pose threat to others...

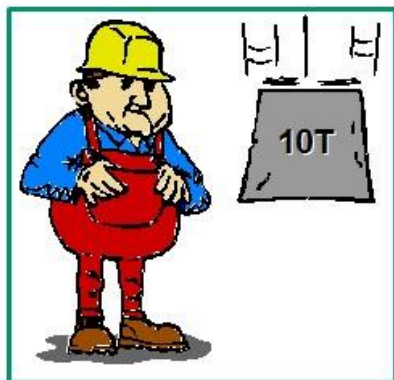


Do not just go past!





What is a near miss?



NEAR MISS

Any unplanned event, action or condition which, under other circumstances, could lead to injury, accident, damage to property, environment and/or reputation of the Company.

Near Miss is an incident without consequences classified by potential risk level.

High-risk near miss – recordable and investigatable in CPC system.

Medium/Low-risk near miss – reviewed and recorded by site supervisors.



What is a near miss?

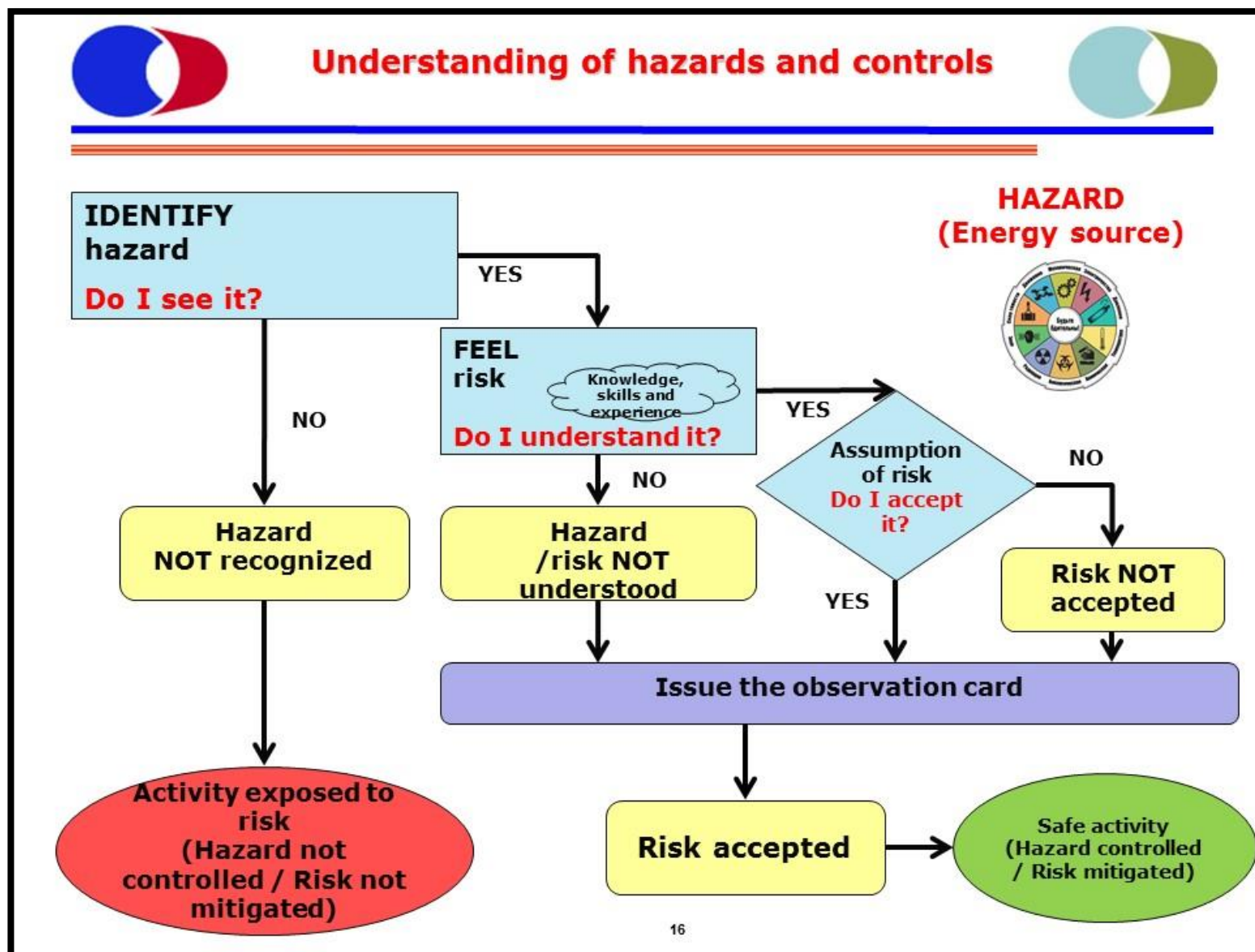


Examples of near misses:

1. Worker tripped over a cable laid across the passage and fell near reinforcement bars sticking out of the ground. Worker sustained no injuries.
2. Materials stacked on the second tier of the building fell down to the first tier. There were no people at the place of fall, no one was injured.
3. Motor vehicle on a parking brake rolled down the slope and stopped against the nearest obstacle. No one was injured, there was no material damage.



Only by sheer luck no one was injured in the above situations, meaning that they are, essentially, also incidents to be taken seriously: identify causes and take action to avoid such situations in the future.

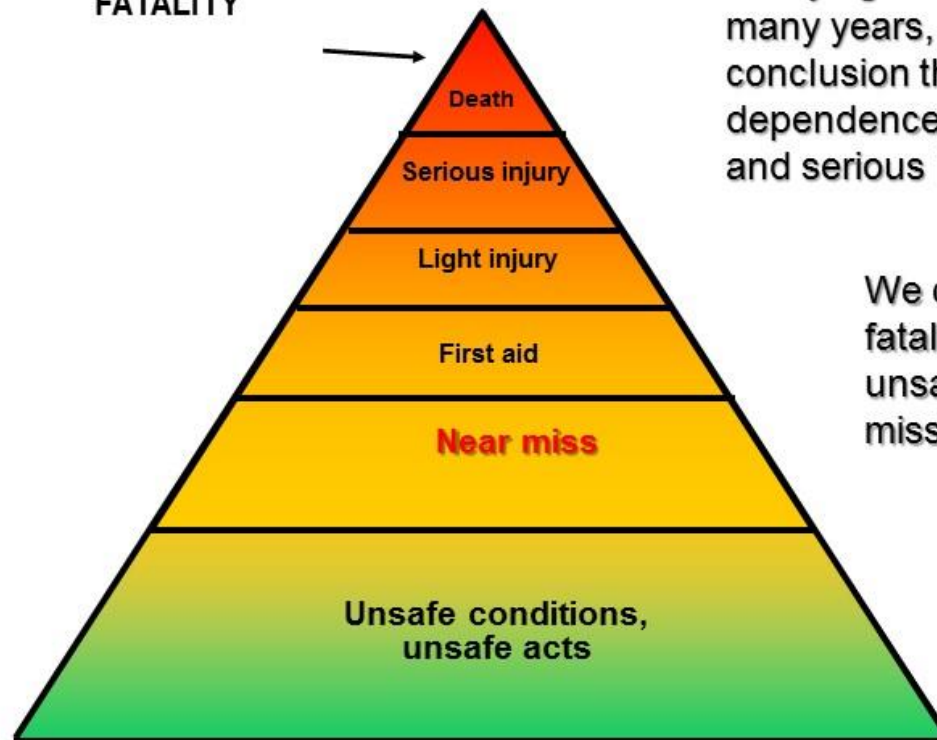




Why it is important to identify and eliminate unsafe acts and conditions?

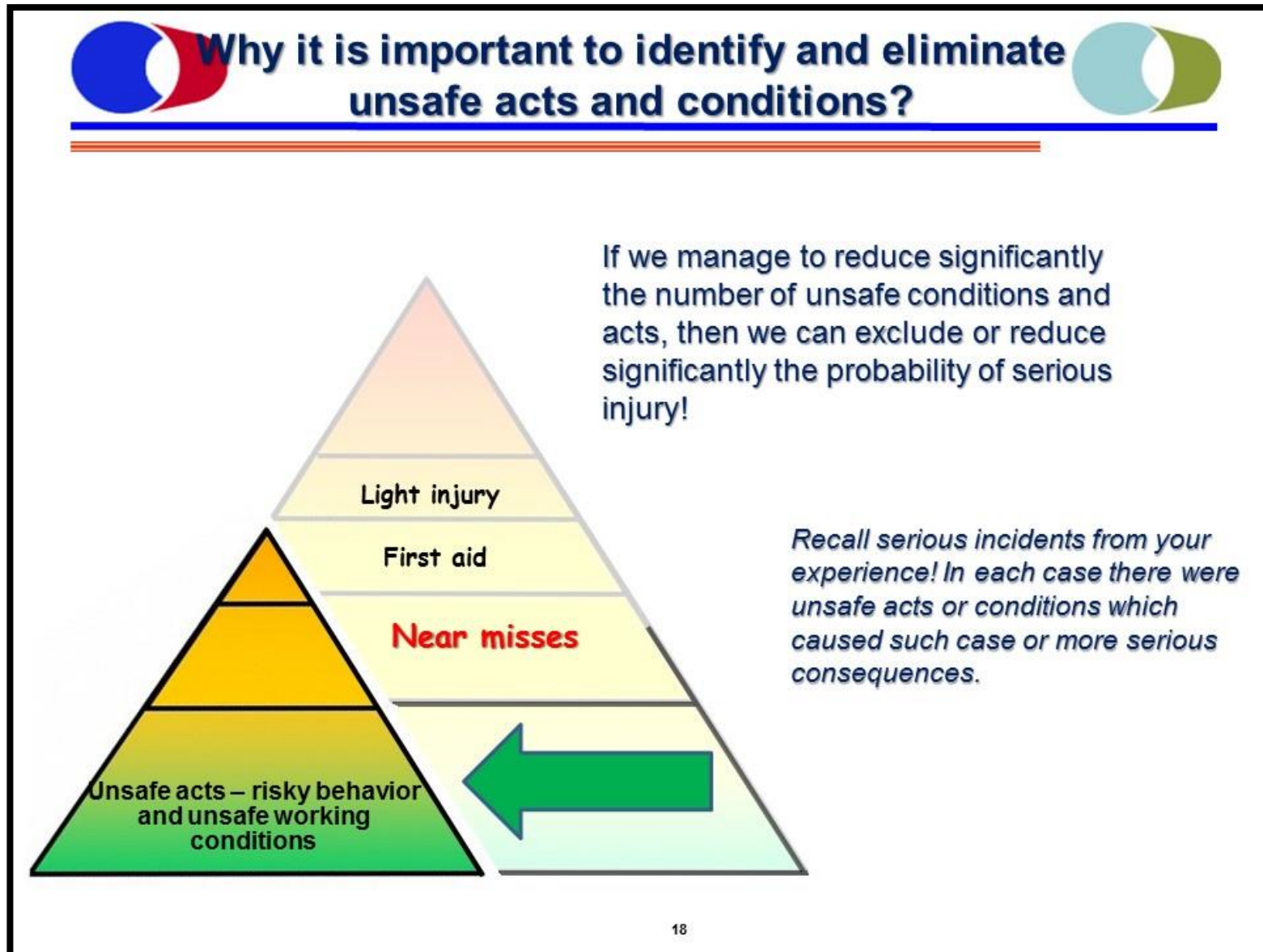



FATALITY




Studying the industrial incident statistics for many years, scientists came to the conclusion that there was statistical dependence between the number of light and serious incidents.


We can build a pyramid with 1 fatality at the top and hundreds of unsafe acts, conditions and near misses in its base.






CPC Life Saving Rules



















Каспийский Трубопроводный Консорциум
Caspian Pipeline Consortium
Каспий Құбыр Консорциумы



CPC Life Saving Rules



<p>GENERAL SITE REQUIREMENTS</p> <p> Follow site access requirements: alcohol free and no smoking policy, restriction of electronic devices use and application of minimum PPE set.</p>	<p>HOT WORKS</p> <p> Obtain permit-to-work before starting hot work and have firefighting equipment available.</p>
<p>PERMIT TO WORK</p> <p> Work with a valid permit to work when required.</p>	<p>ELECTRICAL SAFETY</p> <p> Follow electrical safety rules.</p>
<p>ENERGY ISOLATION</p> <p> Verify isolations and locks before work begins.</p>	<p>EXCAVATION</p> <p> Obtain permit-to-work before starting excavation and identify underground utilities.</p>
<p>DRIVING SAFETY</p> <p> Follow road safety requirements.</p>	<p>LIFTING & RIGGING</p> <p> Follow prescribed work execution plan, permit to work, technological chart during lifting operations.</p>
<p>WORKING AT HEIGHT</p> <p> Protect yourself against a fall when working at height.</p>	<p>PROCESS SAFETY</p> <p> Follow process safety requirements.</p>
<p>CONFINED SPACE & GAS HAZARDOUS WORKS</p> <p> Obtain permit-to-work before entering a confined space or executing gas hazardous works and conduct gas test.</p>	<p>MARINE OPERATIONS & WORKS NEAR WATER</p> <p> Wear a personal flotation when required.</p>
 SAFE WORK ACKNOWLEDGEMENT!	

19



CPC Life Saving Rules



Жизненно Важные Правила КТК основываются на системном подходе к процессу выявления, оценки и контроля рисков. Данные правила **не являются** исчерпывающими и **должны использоваться в совокупности с соответствующими требованиями законодательства РФ и РК, правилами и инструкциями КТК, с учетом применения безопасных методов выполнения всех видов работ.**

ЗНАЙТЕ и СОБЛЮДАЙТЕ жизненно важные правила – из этих правил не должно быть **ИСКЛЮЧЕНИЙ!**

СОВЕРШЕНСТВУЙТЕ свои знания в области обеспечения безопасности труда!

НЕМЕДЛЕННО РЕАГИРУЙТЕ на любое нарушение требований безопасности и условий труда!

ПРИОСТАНАВИТЕ РАБОТУ, в случае выявления потенциально опасной ситуации либо ненадлежащего уровня контроля риска. У каждого есть **ПРАВО НА ПРИОСТАНОВКУ РАБОТ!**

"...Любой работник независимо от должности, уровня или служебного положения, имеет полномочие и обязательство применять свое **ПРАВО НА ПРИОСТАНОВКУ РАБОТ**, если по его/ее мнению такие работы выполняются в небезопасных условиях..."

«ДЕЛАЙТЕ РАБОТУ БЕЗОПАСНО ИЛИ НЕ ДЕЛАЙТЕ ВООООЩЕ».

Н.Н. Горбань
Генеральный директор КТК



"...Any person regardless of position, level or rank has the right and the responsibility to use **STOP WORKING AUTHORITY** when any unsafe or risky condition is deemed to be present..."

"DO THE WORK SAFELY OR DON'T DO IT AT ALL."

N. Gorban
CPC General Director


CPC Life Saving Rules are based on a systematic approach to hazard identification and risk mitigation measures. These Rules **are not all inclusive and should be applied together with relevant RF and RoK legislation requirements, CPC rules and regulations** as well as safe practices applicable to a particular type of work.

KNOW and COMPLY with Life Saving Rules. **NO EXCEPTION!**


Gain knowledge and **DEVELOP YOUR SAFETY EXPERTISE!**

SPEAK UP, INTERVENE when you notice unsafe behavior or condition!

SUSPEND THE WORK if you perceive incident is likely or mitigation measures are insufficient. **EVERYONE HAS STOP WORK AUTHORITY!**



Completion of observation card



Indicate facility where observation is made: PS, MLBV site, KP etc.

Indicate full name, position, occupation of observer

Indicate date and time of observation

Observation Card No. _____

Facility _____

Name _____

Position, profession _____

Organization _____

Date « ____ » ____ 20 ____ **Time** ____ - ____

Location of revealing _____

Assigned by facility manager as: **serial No./facility**


Indicate organization which observer represents

☒


☐



Indicate site, building, structure – place of observation

Here, mark **positive** observation or **negative** one requiring corrective action



Completion of observation card



<input type="checkbox"/>	<input type="checkbox"/>	PPE	
<input type="checkbox"/>	<input type="checkbox"/>	Electronic device	
<input type="checkbox"/>	<input type="checkbox"/>	Smoke	
<input type="checkbox"/>	<input type="checkbox"/>	Alcohol/Drugs	
<input type="checkbox"/>	<input type="checkbox"/>	Permit-to-work	
<input type="checkbox"/>	<input type="checkbox"/>	Risk assessment	

Work Permit, permit
Hazard – performance of work without safety measures taken.
Condition: no Work Permit, permit at work site etc.
Act: no signatures in Work Permit, permit, no measures taken to prepare for hazardous work performance etc.

PPE
Hazard – hazard identified upon PPE non-compliance, non-application.
Condition: PPE unfit for operation, violation of PPE storage conditions etc.
Act: use of unfit, non-compliant with this type of work PPE etc.

Risk assessment
Hazard – impact of uncontrolled risks upon work site.
Condition: no risk management measures taken etc.
Act: no risk assessment measures taken, wrongly assessed risks etc.

Electronic devices
Hazard – non-explosion-proof electronic devices (no permit for agreed measures).
Condition: non-explosion-proof electronic devices at process facilities.
Act: use of non-explosion-proof electronic devices at process facilities.

Smoking
Hazard – open flame at explosion/fire-hazardous facility.
Condition: traces of smoking at the facility.
Act: smoking, use of open flame outside assigned smoking place.

Alcohol/drugs
Hazard – hazard related to violation of the CPC Alcohol/Drugs Policy.
Condition: alcohol/drugs-containing substances, liquids etc. in territory, at workstation.
Act: use of alcohol, drugs etc.



Completion of observation card



	Lock out/Tag out	
	Transport safety	
	Protection of pedestrians	
	Work at Heights	
	Gas hazardous works	
	Work in a confined space	

Work at height

Hazard – hazard identified during work at height.

Condition: substandard condition of scaffold; no place to fasten safety harness; no tag on ladder; hard access etc.

Act: non-use of safety harness; work with electric tools from ladder; violation of occupational health requirements when working at height.

Gas-hazardous work Confined space work

Hazard – hazard identified during gas-hazardous, confined space work.

Condition: poor lighting, ventilation; slippery surfaces; sharp objects, combination with hot work etc.

Act: no watchman; no air monitoring; non-use of PPE, no Work Permit, permit etc.

Shutdown/lockout/tagout

Hazard – hazard identified during organization and performance of work with isolation of mechanical process equipment.

Condition: installation of non-compliant plugs, no entry in the log regarding installed plug etc.

Act: work on equipment without lockout, performance of work not indicated in Work Permit etc.

Transport safety

Hazard – unsatisfactory condition of motor or special vehicle, unsafe acts of driver, operator.

Condition: unsatisfactory condition of motor vehicle; wrong securing of cargo etc.


Act: non-compliance with traffic rules; wrong parking; driver using telephone while driving; overspeeding etc.

Pedestrian traffic


Hazard – impact of motor vehicles or their structural elements upon employees moving on site.





Condition: no road signs at heavy traffic spots etc.

Act: movement in territory outside assigned pedestrian zones etc.



Completion of observation card




		Hot works		Hot work Hazard – risk factors which can affect hot work, operation of explosion/fire-hazardous facility. Condition: <i>combustible and inflammable materials in work zone, combustible gas bottles at unsafe distance from work zone, no primary fire-fighting means etc.</i> Act: <i>performance of hot work without Work Permit, non-use of fire-resistant overalls and compulsory PPE, non-compliance with the requirements regarding gas/air medium parameter measurement and frequency of monitoring etc.</i>
		Electricity-generating equipment		
		Electric tool		
		Earth works		
		Lifting operations		

Earthwork
Hazard – risk factors which can affect earthwork.
Condition: *excavated soil located near slope; hard access to / exit from trench; improper slopes / formwork etc.*
Act: *descent to trench not using access facilities, movement near slope, being near operating earthmoving machines (les than 5 m), working in a pit, trench without slopes, supports, access facilities, Work Permit etc.*


Electric installations
Hazard – hazard identified in the process of operation and performance of work in electric installation.
Condition: *free access to electric installation, violation of insulation integrity, grounding conductor etc.*
Act: *person being in electric installation and not having proper permit group, as well as not admitted as per the Rules, no safety precautions taken, no lockout/tagout etc.*



Hoisting operations
Hazard – performance of hoisting operations.
Condition: *no documents confirming fitness for operation of hoisting equipment; fault in hoisting mechanisms etc.*
Act: *use of improper mechanisms/ equipment; non-compliance with requirements when performing hoisting operations.*

Portable electric tools
Hazard – used to determine technical condition and for operation of electric tools/equipment.
Condition: *damage to cord, body; no tag etc.*
Act: *use of faulty portable equipment; use of portable equipment without tag etc.*



Completion of observation card



	Process equipment, building, structure	
	Marine operations	
	Impact on the environment	
	Fire Safety	
	Use of chemically hazardous substances	
	Storage of materials, equipment	


Use of chemically hazardous substances
Hazard – hazard with impact upon storage and use of chemically hazardous substances.
Condition: wrong storage of hazardous substances; no marking; faulty ventilation system; damaged vessels etc.
Act: use of improper vessels; non-compliance with safety regulations when relocating hazardous substances, non-use of PPE etc.

Process / auxiliary equipment
Hazard – hazard identified during operation of process and auxiliary equipment, as well as during maintenance.
Condition: no tag Nos., controls rotation signs, burrs on casing, lamination of insulation coating, violation of integrity of grounding conductor etc.
Act: no Work Permit, untimely air monitoring, work without pressure reduction, without evacuation of working fluid etc.


Stacking of materials, equipment
Hazard – hazard identified upon stacking.
Condition: violation of stacking requirements (distance between stacks, absence of limit stops etc.), no tag on racks etc.
Act: lifting of cargo onto rack from ladder, non-use of PPE etc.

Marine operations
Hazard – performance of work near water facilities.
Condition: no enclosures, safety facilities, rescue facilities etc.
Act: non-use of rescue facilities, safety facilities etc.

Fire safety
Hazard – conditions and acts which can cause ignition/fire.
Condition: storage of inflammable materials, liquids in unauthorized places; blocking of evacuation routes; faulty electric instruments etc.
Act: smoking in unauthorized places; performance of hot work without Work Permit; non-fulfillment of safety measures when performing hazardous work etc.



Completion of observation card



		Working conditions	<p>Status of working conditions Hazard – hazard related to working conditions non-compliant with standard requirements. Condition: <i>level of illumination, noise, vibration non-compliant with standard requirements etc.</i> Act: <i>performance of work contributing to excess levels of noise, vibration at adjacent workstations, use of non-certified equipment and mechanisms etc.</i></p>
		Health Safety	
		Pressure vessels	
		Emergency Response	
		Ergonomics/ Manual Handling	
		Code of Conduct violation	
		Other (describe)	


Pressure vessels
Hazard – hazard of excess pressure in equipment.
Condition: *non-compliance with requirements when operating pressure gauges (no, expired verification stamp, violation of integrity of glass etc.), tag painted over etc.*
Act: *performance of work under excess pressure etc.*

Occupational health
Hazard – hazard related to availability of pre-doctor aid and ability of personnel to act in accidents.
Condition: *no first aid kit at workstation or its incompleteness etc.*
Act: *misuse of first aid kit etc.*


Others
If observation can not be referenced to the above classification, indicate your version.

Emergency response
Hazard – hazard related to emergency response.
Condition: *expired fire extinguisher or its absence; no evacuation signed; faulty fire extinguishing system; no or improper warning systems; obstructed access roads / passages / evacuation routes etc.*
Act: *not responding to alarm signal; blocking of emergency exits, misuse of primary fire-fighting means etc.*

Violation of the Code of Business Conduct
Hazard – hazard related to the risk of conflict situations caused by violation of the Company Code of Business Conduct.
Condition/Act: *conflict of interest, negative business relations, harassment etc.*



Completion of observation card



Indicate by sign √ to what category you refer your observation as per the above material

Action ☐ Condition ☐ Proposal ☐

Description of observation:

Describe observation

Indicate organization which owns observed facility, vehicle, equipment, employee

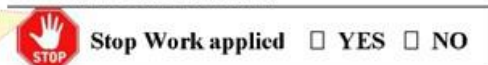
27




Indicate by sign \checkmark whether you exercised the Stop Work authority

If you have proposals for improvement of working conditions, performance of mitigation measures or elimination of identified risks, describe them

Immediate actions taken::



 **Stop Work applied** ☐ YES ☐ NO

Your proposals:



If you or workers took action to eliminate non-compliances, describe them.
If not, this column is to be completed by the person in charge (PS Deputy/Manager, Shift Supervisor in their absence)

Thank you! Hand over the completed card to the PS Manager or put it in the card box



Unsafe acts and conditions identification system



CPC has introduced the systems for identification and correction of unsafe acts and conditions. Special cards are an important element of such systems.

These are pocket-size cards, which are both, a memo (how to identify hazard) and a form to record observation results.

Each facility has the system for collection and analysis of observation cards. Purpose of analysis is to identify most frequent hazards and to follow up hazard correction.

Right and obligation of each employee, regardless of position and company, is to use the cards for identification and correction of unsafe acts and conditions!



**Make your contribution!
You may save somebody's life!**



Do not be indifferent, learn more about the system in effect at your facility and exercise your right to identify and to eliminate hazards, as well as to stop work!

CPC will arrange competitions for the best cards and most active program participants.

Authors of the best observation cards will be rewarded upon results of facilities reports!



REVISION LOG

REVISION LOG							
Rev. #	Revision Description	Effective Date	Page Numbers			Total Pages	Reviser's Full Name
			Rev.	New	Cancel led		