



Information material  
**WORKPLACE**



# HSEQ

Health, Safety, Environment & Quality

## WORKPLACE



### Work safely or do not work at all

Work may only be started after Noordgastransport has granted permission. Read your work permit carefully and check that the risk-control measures described in it are indeed in place. Then take the risk-control measures required for the job you are going to undertake.

**STAY ALERT ON THE JOB.  
IF IN DOUBT: ASK. DO NOT  
START THE JOB OR, IF YOU  
HAVE ALREADY STARTED, STOP!**

*Since the first successful well on the Dutch continental shelf in 1970, Noordgastransport B.V. has grown into one of the largest transporters of natural gas extracted offshore. The company has ample expertise and experience and is continuously working towards the development of new techniques and improved methods. In doing so, safety always takes priority. Noordgastransport, therefore, wants all its employees, contractors and suppliers to pay the utmost attention to what we mean with 'putting safety first' and expects them to make a conscious contribution toward it.*



## WORKPLACE



### Know your workplace

#### *7 POINTS OF ATTENTION*

Before you enter the workplace ask yourself the following questions:

1. Who is in charge at the location?
2. What is the status of the location?
3. What are the hazards at your workplace?
4. Do you have the proper PPE for this job?
5. Do you have the right tools for this job?
6. When are you dealing with an unsafe situation and what do you do in such a case?
7. What do you do in case of an emergency?

#### *1. WHO IS IN CHARGE AT THE LOCATION?*

The operator is in charge at the location.

He provides information on:

- the way the work is organized;
- the rules that apply at the location.

#### *2. WHAT IS THE STATUS OF THE LOCATION?*

You can only start your work after the operator has given permission to do so. Sometimes the location must first be secured.

Convince yourself that:

- the part on which you will be working has been secured;
- the installation has been depressurised;
- there is no product left in the installation.

If in doubt, ask the operator!!

## WORKPLACE



### 3. WHAT ARE THE HAZARDS AT YOUR WORKPLACE?

Ask the operator:

- Operational: high pressure, natural-gas condensate, NORM (LSA), working at height, working in an enclosed area, etc.
- Circumstances: e.g. wind, rain, slipperiness.
- People: who is doing what in your immediate vicinity? In other words; do you influence someone else with your work or is your work being influenced by someone else? This is taken into account when the work permit is issued.

### 4. DO YOU HAVE THE PROPER PPE FOR THIS JOB?

- Minimum: fire-retardant/antistatic clothing, hardhat, safety glasses, safety boots.
- Additional: depends on the work to be carried out (see work permit).

### 5. DO YOU HAVE THE RIGHT TOOLS FOR THIS JOB?

- Are the tools in good condition?
- If applicable: do the tools comply with the certification requirements?

## WORKPLACE

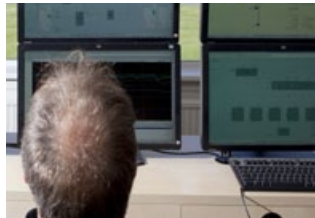
### 6. WHEN ARE YOU DEALING WITH AN UNSAFE SITUATION AND WHAT DO YOU DO IN SUCH A CASE?

When you notice something that 'does not feel right' the situation might be unsafe.

- In such a case it is your RIGHT and your DUTY to act and stop the work or have it stopped.
- Immediately report each unsafe situation to the operator in the control room.

### 7. WHAT DO YOU DO IN CASE OF AN EMERGENCY?

- Know and recognize the alarm signals.
- Stop all work; leave the workplace behind in a safe condition.
- Know where you are and where you have to go to.
- follow the directions of the BHV (Company Emergency Response Team).



## What do you need to know and where can you find it?

### HSEQ POLICY

What: The HSEQ policy describes how work at Noordgastransport is carried out with respect for each other's safety, health, well-being and the environment.

Where: On the intranet.

### HSEQ INFORMATION

What: Information on safety, health, well-being and the environment.

Where: Various locations.

Questions? Additional information? You can always ask the person in charge.



Noordgastransport BV  
Einsteinlaan 10  
P.O Box 474  
2700 AL Zoetermeer  
The Netherlands  
Tel. + 31 (0)79 - 368 68 68  
Fax + 31 (0)79 - 368 68 60

Noordgastransport BV  
Middenweg 2  
9981 VG Uithuizen  
The Netherlands  
Tel. + 31 (0)595 - 44 70 00  
Fax + 31 (0)595 - 43 31 53