

**From:**  
**Sent:** 14 August 2013 08:48  
**To:**  
**Cc:**  
**Subject:** Rathlin Energy - West Newton 1 - HSE Inspection

Further to your inspection of the West Newton 1 well operation on Tuesday 6<sup>th</sup> August 2013, please find attached a copy of the West Newton 1 Site Safety Document and Safety Briefing for visitors and delivery drivers when they arrive on site, copies of which I showed you at the site.

We have followed through with KCA Deutag regarding the Critical Equipment Register. This was something that was discussed during the pre-hire audit, with a review of their systems being carried out by Moorhouse's rig engineer in Germany. Whilst we have been provided with KCA Deutag's procedure on Critical Equipment and the rig's critical spares list (see attached). I am still discussing with the rig manager to obtain a copy of the T61 critical equipment register. it is better we sit together and I explain which list I require. I am scheduled to do this this afternoon when we have our weekly safety and operational meeting, which he flies over to attend.

As per suggestion, we have implemented a signing off process for DSV instructions. A copy is attached, although my intention to role out a Rathlin Form, which then forms part of the Rathlin SMS for future operations. That way, regardless of which company man it is or from which organisation, they use the Rathlin format (see attached).

With regard to the lifting operation using lifting caps and a shackle through one of the eyelets, KCA Deutag continue to proclaim that this is an approved procedure. Nevertheless, we have advised KCA Deutag that continued use of this equipment, with side loading, is not correct and we have mobilised correct equipment, which is fit for purpose. I am reviewing this operation with the KCA Deutag Rig Manager this afternoon.

Site photographs to follow.

Many thanks and regards,  
For Rathlin Energy (UK) Limited

HSE & Planning Manager

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**West Newton 1  
Drilling Operations**

**Site  
Safety Information**

Please note- Smoking is not permitted  
on site.

**Please keep this document with you.**

**Name:** .....

*By signing the induction register I acknowledge that I have read this leaflet and agree to abide by its terms and conditions.*

**Company:** .....

**Date:** .....

***"A joint and continuous effort by management, employees and contractors will ensure a safe, healthy and clean work environment."***

This leaflet details essential information to ensure your safety, health and welfare whilst on site.

Please make known, to a member of Rathlin Energy, Moorhouse Drilling & Completions or PSSL staff, any special needs to enable adequate arrangements to be made prior to your arrival.

**Rathlin Energy (UK) Limited.**

**1. Arrival at West Newton.**

Visitors are to be escorted at all times and will require a simple induction covering alarms and muster drill. Drivers may be given a short induction using this card by Security. Any person working on site will need a more detailed induction *before commencing work.*

Crew or service personnel should report to the Drilling Supervisor for further Induction, then to the Toolpusher for rig orientation after signing in.

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Rathlin Energy operates a site speed limit of 5 mph.

On the road from New Elerby a 25mph limit applies.

**2. General Safety Requirements.**

Visitors must be escorted at all times while on site and must wear a safety helmet and safety glasses (available from Security) with stout footwear if they are to leave the visitors area marked by barriers to the right (east) of the site lease.

Contractors and Rathlin employees must wear standard PPE (safety helmet, safety glasses, coveralls, safety boots or shoes and appropriate gloves) when they go on site (on the rig side of the barrier around the domestic area). During rig up/down reflective clothing is required.

The area outside the barrier (i.e. the cabins and 'domestic area') is a PPE free area.

Due to the windy/dusty conditions, personnel are advised to wear eye protection at all times whilst on site.

**3. Permit to Work.**

Work on site may require a Permit to Work. The Drilling Supervisor or Toolpusher will specify the need if this is the case. It is therefore important to see them before starting work. IF IN DOUBT -ASK!

**4. Prohibited Items.**

Cameras and Mobiles must be left with the Security Guard or in a locker. If photos have been permitted by Rathlin a permit will be needed. Photography is forbidden inside the hazardous area zones.

Other prohibited items include; matches, lighters, electronic equipment, external steel toe-caps and aerosols. If you wish to take an item on site and don't know if it is dangerous to do so - ASK! *You may be working in an explosive atmosphere.*

**5. Fire / Emergency Evacuation.**

To ensure all personnel are in a state of emergency readiness, please note the following actions.

**IF YOU DISCOVER FIRE:**

- ❖ Immediately WARN others around you and operate the nearest air horn (or shout "Fire, Fire, Fire" to alert those nearby).
- ❖ Report to the Muster Point for roll call using an UPWIND route. Windsocks are placed at points around the site where they can be seen. Muster points are shown on the escape plans and reproduced below.

**IF YOU HEAR THE FIRE ALARM (continuous blast i.e. 15 seconds on rig horn or air horn):**

- ❖ Shutdown safely if practicable. Those with well control duties will perform them before mustering.
- ❖ Report to the Muster Point for roll call using an UPWIND route. Windsocks are placed at points around the site where they can be seen. Muster points are shown on the escape plans and reproduced below.
- ❖ Do not stop to collect personal belongings.
- ❖ Do not return to the work area until the site has been declared safe by the Drilling Supervisor.



## **6. Hydrogen Sulphide (H<sub>2</sub>S)**

Gas in certain hole sections is expected to be sour. That means it contains hydrogen sulphide (H<sub>2</sub>S).

Crew will receive training on use of the BA escape and rescue sets.

Personal alarms will trigger if H<sub>2</sub>S is detected at a level where its effects are tolerable to the human body and visitors and crew will quickly muster. Trained people will then take over to deal with the situation and visitors will be moved away from any potential harm.

Always use an UPWIND route to get to the muster point.

## **7. First Aid.**

First Aid is available on site by contacting the Toolpusher or Drilling Supervisor. Alternatively go to security who will find a first aider for you.

## **8. Accidents and Incidents.**

ALL accidents and incidents (near misses) MUST be reported promptly to the Drilling Supervisor, Toolpusher or HSE Adviser. We want to ensure we react quickly and safely then find out what went wrong so we can learn from any mistakes.

If you see anything that you think might be unsafe then use the SET card given to you as part of your induction and report it to us.

## **9. Your Health.**

Rathlin Energy operates a strict:

## **NO SMOKING POLICY.**

You may only smoke outside the main gate. Smoking is NOT permitted in any other area on site, or in vehicles.

Do not use any chemicals unless the safety precautions needed to protect your health have been explained to you – ask your supervisor!

If you feel unwell while on site, please inform your escort or supervisor.

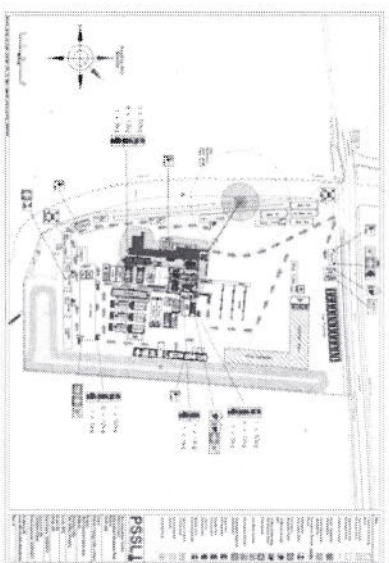
## **10. Drugs and Alcohol.**

You may NOT consume or work under the influence of alcohol or "recreational" drugs while on site. If you are taking prescription drugs which may affect performance, please tell your supervisor

You may be asked to provide a urine sample for testing if your behaviour gives reasonable cause to suggest that you have misused drugs or alcohol.

Your acceptance of the policy is a condition of your presence on site.

## **11. Site Layout.**



*Move as far upwind as needed to be safe.*

## **12. Equipment.**

Any equipment you bring onto site must be fit for purpose and comply with relevant regulations.

## **13. Waste Disposal.**

Prior to disposing of any wastes (including water) on site, please check with your supervisor or the HSE Adviser to ensure that the waste is disposed of appropriately.

Waste is segregated into general waste, cement and stone and oily waste skips.

## **14. Water**

Drinking water is available from the water coolers. Other taps on site are not for drinking.

## **15. Further Information For Visitors.**

Please contact any member of Rathlin Energy or site staff should you require further assistance during your visit.

## **16. Vehicle Trailer Access**

Site policy is that no one is to climb on to vehicles when loading or unloading. If this is required appropriate safety advice must be sought from site HSE Advisor.

## **GOLDEN RULES**

1. IF YOU HEAR A CONTINUOUS HORN – MAKE SAFE AND MUSTER!
2. DO NOT FIGHT FIRE IF THERE IS RISK TO YOURSELF.
3. IF YOU SPILL OIL OR CHEMICALS: CONTAIN THE SPILL, LOCATE THE LEAK, STOP THE LEAK AND CLEAN UP, DISPOSING OF WASTE PROPERLY.
4. ONLY USE LIFTING TACKLE THAT IS IN THE REGISTER AND UNDAMAGED.
5. WEAR AND STORE PPE CORRECTLY, ASK FOR TRAINING IF NECESSARY.
6. REPORT HAZARDS OR "WELL DONES" ON SET CARDS.
7. ENSURE ALL DAILY CHECKS FOR EQUIPMENT YOU USE ARE DONE.
8. BE TOLERANT AND POLITE TO THE PUBLIC – WE ARE VISITORS HERE.
9. IF IN DOUBT... ASK.

**Thank You.**

**Rathlin  
Energy**