

# ENERGY SERVICES AGREEMENT



**Health, Safety  
and Wellbeing  
COP**

# Health, Safety and Wellbeing COP

## Code of Practice

This Code of Practice (CoP) has been developed to support employees, employers, and their clients, with regards to the Health, Safety and Wellbeing of offshore employees based on the UKCS.

Simplification, fairness, and transparency are promoted in the development of this COP. Support will be provided to ensure all stakeholders are familiar with the content, where they can be found and how they work in practice.

Employers are requested to ensure all employees are treated equally and fairly.



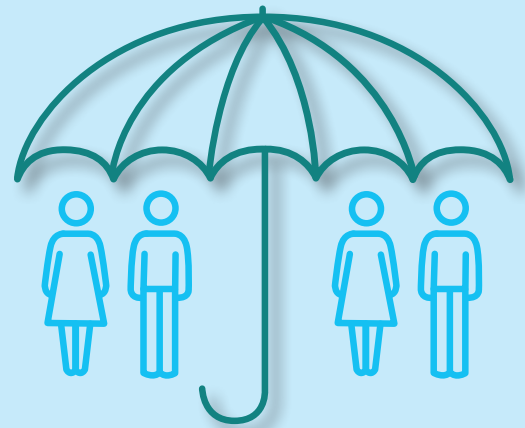
# Health

## Occupational Health

Occupational health is defined as “an area of work in public health to promote and maintain highest degree of physical, mental and social well-being of workers in all occupations” according to the World Health Organisation. Within our industry this covers:

- Ensuring workers are fit and healthy to carry out the job role.
- Assessing any risks to health posed by the job role, the location, or any environmental factors.
- Managing any identified risks effectively.

Occupational health providers, who are either employed directly or through a managed occupational health service, provide assistance, and guidance to Contracting and Operating companies to deliver this service.



The services covered by Occupational Health providers include

- **OGUK Offshore Medical** assessments, which are valid for 2 years, (unless stipulated restrictions apply) and certify individuals are compliant with medical and fitness requirements of their role. The Oil & Gas industry requires all workers to have periodic assessments by an **OGUK approved doctor**, which certifies fitness to travel and work offshore without posing a risk to self or to others due to a medical condition. Additional assessments may be required for additional duties such as emergency response team roles as they may have more stringent medical and fitness requirements.



- **Offshore medics**, who support those on the installation or vessel with any on-site first aid care they may need; provide, on-site treatment of illness including acute medical and surgical conditions requiring immediate skilled treatment; arrange shore-based medical services for further treatment of ill or injured people; have a basic understanding of others and their own role as well as giving some simple advice on healthy living and working.

- **Fitness to return assessment**, which may be completed with Occupational health advisors prior to approval to return to work being granted. A report will be provided to the employer, restricted under medical records confidentiality guidelines, that covers, when a return to work can be expected, any adjustments that need to be made or any restrictions that need to be considered.



Health and safety of all is always of utmost importance, therefore employees should consider any issues that may affect their ability to work safely, including: the consumption of alcohol, taking of illegal drugs or other substances, use of prescription medication, fatigue, illness, dehydration, fasting as well as mental health etc.

Any concerns must be raised with employing company representatives prior to mobilisation or if the condition only develops while offshore then with the medic on board the installation.

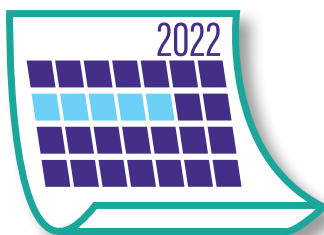
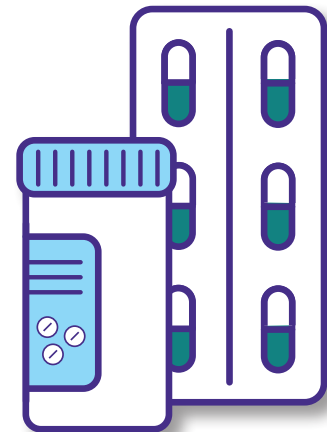
## Medication

Certain prescription and over-the-counter medications may be incompatible with working offshore and require employing company or Operator doctor's prior review and approval.

Any medication prescribed or over the counter, must be declared to employing company at the earliest opportunity. All employees are required to:

- Declare any medication at the OGUK medical assessment.
- Inform employing company occupational health departments, so that medication can be assessed as suitable prior to mobilisation offshore.
- Take adequate supplies; it is recommended that this is enough to cover each day of planned trip plus at least one additional week. The medic offshore will not dispense prescription medication.
- Medications must be clearly labelled and packaged in original packaging or in blister packs when provided by a pharmacist.

GP's or treating specialist cannot provide clearance to take medication offshore. Failure to gain clearance or forgetting adequate supply of medication may result in employee being returned onshore. Concealment or failure to declare medications of concern may result in disciplinary action.



## Absence reporting

Employees should follow employing company's policies and guidelines which may include providing details of absence, expected length of absence and relevant contact details, this will allow employing company time to provide adequate cover or alternative solutions.

Depending on the reason for absence it may be a requirement to attend a return-to-work medical before being declared fit to return to work.

Mental Health and Wellbeing will be covered in the Wellbeing Section.

# Safety

Personal safety is about raising awareness and taking actions to prevent, reduce and or eliminate hazards that could result in injury from slips, trips, falls and manual handling. Training, toolbox talks, stated processes and procedures are all helpful in the prevention of personal safety injuries.



Process safety is a blend of engineering and management skills focused on preventing catastrophic accidents, particularly explosions, fires, and toxic releases, associated with the use of chemicals and petroleum products.

With regards to safety both employers and employees have stated legal responsibilities. Employers are required to provide a safe and healthy working environment and conditions for their workforce and also to expect cooperation and compliance in achieving this. Employees have a responsibility to cooperate with employers in maintaining safe and healthy working conditions.



**Step Change in Safety** provides support and guidance to both employers and employees in the delivery of process and personal safety.

The role **Elected Safety Representatives** play offshore are set out within Step Change in the **ESR Network section of their website**.



## Emergency Response Offshore

Offshore emergency response (ER) encompasses all the arrangements provided to minimise and mitigate risks to the safety of offshore personnel arising from a major accident on an installation. ER arrangements should be designed to reduce those risks to a level that may be considered as low as is reasonably practicable (ALARP).

More information can be found via the HSE, **Offshore Emergency Response Inspection Guide and onboard the installation, via the Station Bill**.

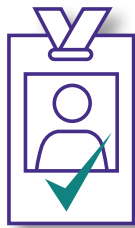


## Control of Work

Many of the work activities undertaken offshore are risk assessed through a permit to work system which is an integral part of the installation's safe system of work.



A permit-to-work system is a formal recorded process used to control work which is identified as potentially hazardous. It is also a means of communication between site/ installation management, plant supervisors, operators, contractors and those who carry out the hazardous work. Essential features of permit-to-work systems are:



- clear identification of who may authorise particular jobs (and any limits to their authority) and who is responsible for specifying the necessary precautions;
- training and instruction in the issue, use and closure of permits;
- monitoring and auditing to ensure that the system works as intended;
- clear identification of the types of work considered hazardous;
- clear and standardised identification of tasks, risk assessments, permitted task duration and supplemental or simultaneous activity and control measures

It is essential that everyone working offshore complies with the requirements of the permit to work process.

The employer, site occupier or installation duty holder (ie the installation owner or operator) has overall responsibility for ensuring proper permit-to-work systems are developed and followed, but everyone who carries out work of any kind on a site or installation – contractors, subcontractors, in fact all workers – has responsibilities and duties under a permit-to-work system. The most relevant in the context of this CoP are:

**Performing Authority** - Acceptor, nominated person, work leader, person in charge of the work

**Permit User/Competent Person** - Person working under the terms of the permit, who confirm they understand the hazards and control measures outlined in the permit and ensure they will be followed at all times and if not, must stop work continuing. Every offshore worker has the authority to 'stop the job' should they deem that safety is being compromised and there is a risk to people, the environment or to the plant.

Another important process to ensure full understanding of the task being performed and the controls required, is covered by the toolbox talk. This is typically led by the Performing Authority, with the participation of all members involved in the task. It is a critical part of the process and everyone in the team should participate in order to ensure that the task can be completed safely.

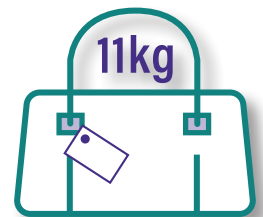
## Mobilising Offshore

Employees are responsible for ensuring that they have the correct, in date certification to travel offshore, including, but not limited to:

<b>BOSIET (Basic Offshore Survival Industry Emergency Training)</b>	<b>OGUK medical</b>
CA-EBS (Compressed Air Emergency Breathing Systems) where not included in BOSIET	MIST (Interactive Minimum Industry Safety Training)

## Baggage

No single bag should weigh more than 24lbs/11kgs. All bags must be clearly marked with name, address, company, and destination. Multiple bags are permitted, but it may be necessary to restrict baggage; therefore, one bag should contain all essential items should any additional bags be unable to travel due to weight restrictions.



## Prohibited items

The following items are prohibited when travelling or when on board any installations.

	- Lighters or matches	- Electronic cigarettes
	- Non prescribed medication	- Illegal drugs
	- Alcohol	- Knives
	- Unsealed food/protein powders	



# CLOTHING POLICY

to be worn under your survival suit - UK waters

## SUMMER

1st June to 30th September > 10°C  
2 layers (inc one long sleeve top)

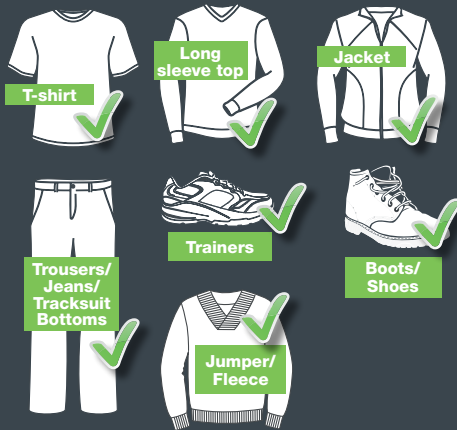
Suggested combination; t-shirt, jumper & trousers

## WINTER

1st October to 31st May < 10°C  
3 layers (inc one long sleeve top)

Suggested combination; long sleeve top, short sleeve top, jumper & trousers

### Do's



### Don'ts



#### Can I wear jeans?

Yes you can wear jeans to travel in.

#### Why is summer in June and not May?

We took the average sea temperatures of the UKCS over a number of years to decide when the water is warmer and when it is colder, therefore requiring more or less layers. We then used this information to decide that Summer is from 1st June – 30th September and Winter is 1st October – 31st May.

#### Why three layers in winter?

Studies have shown that the more layers you have on, the lower your risk of getting hypothermia when exposed to cold water. During winter you must wear 3 layers, one of which must be a long-sleeved top. It is important to protect your core so more layers are required to cover your chest and internal organs.

#### Why no hoodies?

Hoodies, or any item of clothing with a hood, will interfere with the neck seal of the survival suit. It is essential that the seal around your neck and wrists is strong so that in the extremely unlikely event you are in the water there are no weaknesses in the seals to allow water into the suit. Polo-necks and jackets with high collars also pose a risk to the neck seal.



## Clothing - layers

Employees are required to adhere to the below clothing policy.

## Personal protective equipment (PPE)

All employees are responsible for their own PPE, and you may be required to take all PPE home after each trip, depending on your expected employment term. Should an item of your PPE need to be replaced, this must be advised to employing company representatives. To reduce unnecessary wastage of PPE all employees are requested to look after and retain PPE that can safely be reused rather than disposing of it.

# Wellbeing

Wellbeing is defined by the World Health Organisation as: “a **state of complete physical, mental and social wellbeing and not merely the absence of disease or infirmity**”

Wellbeing covers many elements and impacts every individual differently.

## Creating a supportive environment

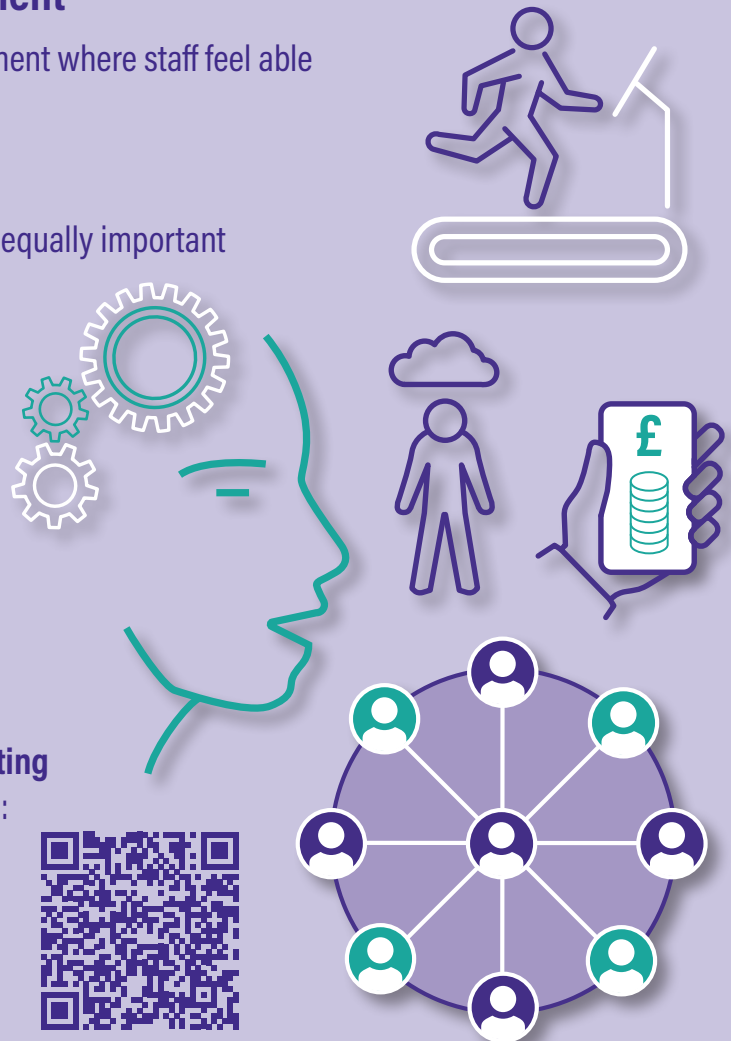
It is helpful if employers create an environment where staff feel able to talk openly about mental health.

*For example:*

- treating mental and physical health as equally important
- making sure employees have regular one-to-ones with their managers, to talk about any problems they're having
- encouraging positive mental health, for example arranging mental health awareness training, workshops or appointing mental health 'champions' who staff can talk to

Employers can find out more about **promoting positive mental health at work**, including:

- understanding mental health
- creating a mental health strategy
- educating the workforce



## Employee Assistance Programme

To help support wellbeing employing companies are encouraged to provide all employees with access to free and confidential employee assistance programmes known as EAP. The EAP typically provide confidential telephone, e-mail and face-to-face counselling, legal and medical advice, as well as an online health gateway to help track individual's fitness and wellbeing. Contact your employing company for more details.



## Workforce Engagement

Quarterly Workforce Engagement sessions are run by the Energy Services Agreement (ESA) Team, providing an opportunity to hear more on what is happening across the ESA journey, sharing updates, asking for feedback and finding out more about what really matters. Recognising the importance of "effective voice" and how this supports employee wellbeing is one of the main drivers for the Workforce Engagement forums.

If you want to get involved speak with your employer, trade union or email the ESA team on [esa@oguk.org.uk](mailto:esa@oguk.org.uk)

## Diversity and Inclusion

OGUK is championing the need for greater diversity and inclusion within the UK oil, gas and energy sector. By connecting people and organisations, we will help businesses to become their own diversity and inclusion champions. With our new **D&I Task Group** we will drive the agenda, catalyse action and share good practice.



# ENERGY SERVICES AGREEMENT

The information contained herein is given for guidance only. These codes of practice are not intended to replace professional advice and are not deemed to be exhaustive or prescriptive in nature. Although the authors have used all reasonable endeavours to ensure the accuracy of these guidelines neither OGUK nor any of its members assume liability for any use made thereof.


In addition, these codes of practice have been prepared on the basis of practice within the UK Continental Shelf and no guarantee is provided that these codes of practice will be applicable for other jurisdictions.

Within these codes of practice, the word 'shall' is only used when the instruction is explicit in legislation or physical laws. Otherwise, the word 'should' indicates the Work Group's understanding of current good practice. "May" is used where there are alternatives available and either, or anyone, of those alternatives is acceptable; in these instances, the employers will have to use its best technical judgement to decide which is preferable in the situation.

While the provision of data and information has been greatly appreciated, where reference is made to a particular organisation for the provision of data or information, this does not constitute an endorsement or recommendation of that organisation.

**OGUK**

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