



BOURBON aims to become the preferred supplier in the off shore marine industry. To support our aim, BOURBON is committed to deliver and maintain Operational Excellence.

With a continuous and strong focus on Risk and Safety Management, BOURBON is introducing a set of rules that consolidate our existing safety standards and are dedicated to preventing harm to people: **the 12 Life Saving Rules**.

Safety in BOURBON is a core value. The Life Saving Rules enhance personal awareness of the risks with highest potential severity to our seafarers and all people involved in our operations. **Each Life Saving Rule has objectives:**

- **Develop personal safety awareness;**
- **Prevent unsafe acts or situations;**
- **Comply with rules and procedures.**

BOURBON's Life Saving Rules support customer equivalents. Together we can work to achieve zero fatalities or high impact incidents.



- # 1. Pre-Task Planning
- # 2. Stop Work Authority
- # 3. Use of Tools
- # 4. Personal Protective Equipment
- # 5. Manual Handling / Ergonomics
- # 6. Clear Deck
- # 7. Alcohol & Drugs
- # 8. Confined Space
- # 9. Isolation
- # 10. Working at Height / Dropped Objects
- # 11. Management of change
- # 12. Report ALL Incidents



The posters which support the deployment of the Life Saving Rules.



- DO**
- ✓ Control hazards through task focused risk assessment.
 - ✓ Be involved in task planning and voice any safety concerns.
 - ✓ Assess any new risks if conditions change or the task procedures are modified.

- DON'T**
- ✗ Start a task without prior risk assessment and authorization.
 - ✗ Underestimate the potential risk in any task.
 - ✗ Hesitate to ask questions if you are not sure about any stage of task safety planning.



- DO**
- ✓ **STOP WORK** for any unsafe act or condition.
 - ✓ Raise questions when you feel unsure.
 - ✓ Share your point of view with your co-workers. Support and encourage **STOP WORK** culture with your co-workers.

- DON'T**
- ✗ Hesitate to call a **STOP WORK** for any unsafe act of condition.
 - ✗ Continue a task if you're unsure about an uncontrolled risk.
 - ✗ Permit your co-workers to continue tasks when an unsafe act or condition is present.



- DO**
- ✓ Adapt your body mechanics to the tool rating and avoid excessive repetitive motions.
 - ✓ Use tools to the manufacturer's specifications and ensure they have no defects.
 - ✓ Wear the correct PPE for the use of the tool.

- DON'T**
- ✗ Carry out any work if you do not have the right tools for the task.
 - ✗ Use a defective tool, or one in poor condition.
 - ✗ Ignore the operating procedure for tools and never exceed the design limits of tools.



- DO**
- ✓ Use the appropriate PPE for the task.
 - ✓ Wear a personal flotation device whenever required.
 - ✓ Check the condition of PPE and report any damage. Remove damaged PPE from use.

- DON'T**
- ✗ Neglect wearing PPE for a job lasting 'a few minutes.
 - ✗ Perform work without wearing general or task-specific PPE.
 - ✗ Mistreat or misuse PPE.



- DO**
- ✓ Minimize manual handling whenever possible.
 - ✓ Ask for help when needed, and use mechanical means when appropriate.
 - ✓ Check manual loads for sharp edges or other hazards; and keep your back straight and bend your legs when lifting and setting down loads.

- DON'T**
- ✗ Manually handle when the task can be conducted another way.
 - ✗ Forget about pinch-points and other hazards to hands and feet.
 - ✗ Use your back instead of your legs when lifting loads and don't twist or stretch your back when carrying loads.



- DO**
- ✓ Keep clear of all suspended loads.
 - ✓ Remain within designated areas until suspended loads are safe to approach.
 - ✓ Ensure loads are securely slung and do check them for dropped object hazards.

- DON'T**
- ✗ Approach or walk under any suspended load.
 - ✗ Attempt to walk between a suspended load and a fixed object.
 - ✗ Start a task until communication is clearly established.



- DO**
- ✓ Maintain a zero approach to alcohol or drug use in the workplace or whenever likely to affect the safety of people.
 - ✓ Represent yourself, your family and your Company with respectful and honorable behaviour.
 - ✓ Do report to your supervisor anyone you know has or suspect have recently consumed alcohol or drugs.

- DON'T**
- ✗ Permit anyone to work if you know or suspect they have recently consumed alcohol or drugs.
 - ✗ Don't drive or operate any machinery under the influence of alcohol or drugs.
 - ✗ Forget that side effects from prescribed drugs may increase the risk of accidents.



- DO**
- ✓ Confirm risk control measures are communicated and understood.
 - ✓ Ensure all people involved understand the permit to work conditions.
 - ✓ Verify and maintain controls and isolations.

- DON'T**
- ✗ Enter any confined space until the atmosphere has been checked and verified safe.
 - ✗ Enter any confined space until isolation and other controls have been verified safe.
 - ✗ Neglect emergency rescue training and preparation.



- DO**
- ✓ Confirm risk control measures are communicated and understood.
 - ✓ Ensure all people involved understand the permit to work and isolation/de-isolation plan conditions.
 - ✓ Verify and maintain controls on isolations/de-isolations.

- DON'T**
- ✗ Start a task without prior risk assessment and authorization.
 - ✗ Underestimate the potential risk in any task.
 - ✗ Hesitate to ask questions if you are not sure about any stage of task safety planning.



- DO**
- ✓ Ensure all people involved understand the permit to work conditions.
 - ✓ Ensure that working at height risk control measures are communicated and understood.
 - ✓ Verify and maintain controls.

- DON'T**
- ✗ Work at height if there is a safer alternative
 - ✗ Work at height until a permit to work is issued and risk control measures are communicated and understood.
 - ✗ Neglect emergency rescue training and preparation.



- DO**
- ✓ Ensure the need for change is justified and authorized.
 - ✓ Confirm change risk control measures are communicated and implemented.
 - ✓ Provide appropriate training for those responsible for making and implementing changes.

- DON'T**
- ✗ Make any operational, technical or organizational change without appropriate authorization.
 - ✗ Neglect to update plans and procedures accordingly.
 - ✗ Forget to re-assess risk mitigation if there are unexpected changes in the situation.



- DO**
- ✓ Remember that reporting certain incidents is a legal requirement.
 - ✓ Investigate incidents properly so that causes are identified and control measures put in place to prevent recurrence.
 - ✓ Do follow up and ensure control measures are effectively implemented.

- DON'T**
- ✗ Forget that you must report all incidents in a timely and factual manner.
 - ✗ Fail to ensure control measures are effectively communicated and implemented.
 - ✗ Hesitate to report any concerns or suggest any improvement to continue enhancing safe operations.