

Live Site Works

Many people talk about designing out the risk. This is easy when you have a blank sheet of paper, however we do not live in Disney Land. In the real world we often find ourselves dealing with other people's problems and this is very much the case when working on live sites.

We have tried to help you manage these risks with a few pointers below.



If we don't manage the risk, the potential is huge!

Simple steps to follow when carrying out live site works:

- 1 Park – In a safe designated area either on or off site.
- 2 PPE – Minimum PPE to be worn as soon as you exit your vehicle.
- 3 WCF – Work Clearance Form to be completed with the site representative.
- 4 Traffic management – Look at the task in hand with the site representative and decide on the best way to manage traffic. Site closure may well be the only viable option, this is to be agreed with your COTEBA Project Manager.
- 5 Barriers – Decide on the barriers to be used. The van should always be considered as a primary barrier giving you safer access to tool and equipment without having to walk across the forecourt.
- 6 JHA – Your Job Hazard Analysis is to be written considering the specific risks to you, Shell staff, other contractors and the public. All operatives are to be given a briefing prior to start on the WCF and JHA and sign an acknowledgement form once understood.
- 7 STOP – If you are unsure or if anything changes from the planned JHA, then consult your supervisor.
- 8 Emergency – Do you know what to do in the event of an emergency? Who will do what? This must be clear and all made aware of the emergency action plan.

Please read the HSSE Alert (Forecourts – Take Care) below to give you an idea as to how this risk can be so real.

Forecourts – TAKE CARE

November 2009 a member of the site team was struck by a reversing vehicle when helping a member of public.

WHAT HAPPENED ?

- The site was a live site (Trading) at pay at pump only.
- The site works did not involve any forecourt activities.
- The IP (Injured Party) was called over by a member of public as they required assistance with the pay at pump facility.
- When returning to his work area (Within closed shop) he walked behind a closed sided van parked at a pump.
- The van driver then decided to reverse back to the pump behind him.
- In doing so he struck the IP resulting in significant injuries (Dislocated and multiple fractured ankle).

This IP was wearing full PPE at the time (Hard hat, Viz Vest and protective footwear)

The reason for this alert is to raise the awareness of the risks when working or moving across live site forecourts.



Things to Consider:

- PPE is a last resort for any circumstance but **MUST** be worn if required.
- Has the risk been assessed for live forecourt activities?
- Have you seen the appropriate JHA for your assigned works?
- What are the Hazards?
- What are the Controls?
- Have you left your mobile phone in the site office or your vehicle?
- **No phones on forecourts** – These are a considerable distraction.
- Be aware of your surroundings – The risk of being struck is always there even if your just walking across the site i.e. the incident described above.