

Rig 101 Drops Programme – Responsibilities

The following is a list of responsibilities associated with the Drops Programme including the use and care of the Drops Tool Box. Those who are assigned the “Responsible Person” are to ensure they fully understand what they are responsible for.

Heights works mentioned below is considered none routine work and **DOES NOT** include the Derrickman working under normal conditions at the Monkey Board. Rig Services and Drops Object Inspections at height are **NOT** considered normal.

A copy of this is to remain in the Drops Folder and the tool box itself at all times.

Responsible for	On Tour Responsible Person
Ensuring Drops Tool Box is locked at all times when not in use.	Safety Officer
Holding the key to the Drops Tool Box.	Safety Officer
Ensuring all tools missing from the Drops Tool Box is reported.	Safety Officer / all personnel
Ensuring a Permit to Work is written for all non routine height work.	Safety Officer
Being on the Rig Floor observing all height work	Safety Officer and Driller
Supervising all work at heights	Driller
Ensuring “Tool at Heights Register” is completed for tools taken up and tools returned	Safety Officer
Ensuring Pre Hoist Checklist is completed (man riding only)	Safety Officer
Ensuring Man riding Procedure is read and understood by all before the person is hoisted. <i>Available in English and Pigeon.</i>	Safety Officer
Pre Job Meeting is held with those involved in the task	Driller
Pre Job Meeting is recorded	Safety Officer
Checking the at heights safety equipment and attached tools of the person going aloft is fit for work prior to the person climbing or being hoisted	Safety Officer
Ensuring tools returned to the Drops Tool Box on completion of the job are still serviceable and ready for use next time	Safety Officer
Ensuring all incidents are reported	All personnel
Ensuring inspections are carried out as per the inspection criteria and schedule.	Tool Pusher



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