

Facility specific HSE manual for

# HAMMERFEST LNG

Appendix to the GL1122 personal HSE manual



Statoil



# Purpose

To ensure a common understanding of HSE requirements and guidelines when working at the facilities.

## Target group

All persons with access to Statoil's onshore facilities.

# HAMMERFEST LNG

## NOTIFICATION DURING EMERGENCY SITUATIONS

contact the area operator/  
central control room by radio on  
Channel 1 Zone 1

### EMERGENCY NUMBERS

Call internal number #100

or

regular telephone number **03131**

# Welcome

Welcome to Statoil and Hammerfest LNG. Hammerfest LNG is located on Melkøya island in Finnmark County. Hammerfest LNG is a compact installation. The facility has been constructed on Melkøya island, which is connected to land through an underwater tunnel. This is Europe's first export facility for cooled, liquid natural gas, (LNG).

In Statoil we take responsibility for our own health, safety and security as well as that of others. All accidents can be prevented.

This book is a contribution to avoiding undesirable incidents and ensuring a safe workplace. The book outlines the most important HSE provisions, and points to where you can find more detailed information.

Everyone who enters the facility area are obliged to be acquainted, and comply, with these provisions, which have been prepared based on regulatory requirements, risk assessments and experience. The provisions are necessary barriers against undesirable incidents.

## **Remember that:**

- You are responsible for your own safety and that of others
- You work safely, or not at all.
- You are the final and most important barrier against undesirable incidents
- Pointing out nonconformities in a colleague or others

is showing concern, ensuring you can all go home uninjured

- You know the job - Statoil knows the facility; together we ensure that safety is ensured and undesirable incidents avoided

**Stop** and **think** before you act! **ASK** if you are not one hundred per cent certain.



**Have this book available at all times and use it actively!**




Hammerfest LNG

Director of Production

# Mustering-specific conditions

Alarm signals, warning lights and mustering point

## Alarms and actions:

Alarm signal
<p>LOCAL ALARM:</p>  <ul style="list-style-type: none"><li>- High frequency sound locally in a limited area</li><li>- Red light at entry point to area</li></ul>
<p>FIRE / GAS ALARM</p>  <ul style="list-style-type: none"><li>- Pulsating siren with one-second intervals</li><li>- Yellow flashing lights</li></ul>
<p>EVACUATION ALARM</p>  <ul style="list-style-type: none"><li>- Continuous siren</li><li>- Yellow flashing lights</li></ul>
<p>Mustering point at:</p> <p><b>Local alarm:</b> Outside local area or as indicated on the PA/radio</p> <p><b>Fire/gas alarm</b> Outer ring road or as indicated on the PA/radio.</p>

## Action

- Shut down/secure work site /activity
- Leave area
- Listen to PA/radio notification and follow instructions

- Shut down/secure work site /activity
- Go towards the ring road
- Listen to PA/radio notification and follow instructions

- Shut down/secure work site /activity
- Follow escape routes to mustering point
- Listen to PA/radio notification and follow instructions
- Register your card in the card scanner at mustering point

### **Evacuation alarm:**

Designated mustering point at the Administration building and Camp/Rorhuset or as indicated on the PA/radio.

If **YOU** discover/is witness to a fire/incipient fire, explosion, major gas leakage or personal injury, you must:

## Notify

**Ring** Internal telephone number **100** or regular telephone number **03131** or contact the area operator/  
Central Control Room on radio Channel Zone 1

**State your name**

**What** has happened

**Where** it has happened

## Securing

Secure the accident site, if this can be done without exposing you to unnecessary danger.

## Save

Give what help you can, to any injured persons.

## Combat

If it can be done safely; attempt to combat the emergency/limit the extent of the damage.

## Wait

If it can be done safely; wait for the facility's industrial safety organisation personnel and provide assistance if needed.

All further notification is handled  
by the emergency preparedness organisation

## In the event of minor personal injuries:

(something in the eye, minor cuts and similar) you must:

- contact the Occupational Health Services and inform the immediate supervisor. In the event of minor personal injuries outside the Occupational Health Services' office hours, contact the shift manager/ on-duty first aid provider

**Are** you uncertain whether notification already has been made? It is better to notify once too many than once too few!



## Mustering points during evacuation alarm (Also see area map at the end of the book)

Go to the nearest mustering point based on the situation, for registration and information about how you should act.



## Mustering point during fire alarm in buildings

(Also see area map at the end of the book)

If fire alarm is activated, all personnel must leave the building and go to the following mustering points:

Building	Mustering point
Administration building	Mustering point outside the administration building
Portacabins at the administration building	Mustering point outside the administration building
Camp	Mustering point in Camp/Rorhuset
Nybyen	Mustering point in Camp/Rorhuset

# Important telephone numbers

Emergency numbers **100** from land lines  
(24 hours)

**03131** (reception Meland)  
from all telephones  
(24 hours)

Reception

Hammerfest LNG      78 40 41 00 (0700 - 1700)

Main reception  
at Mæland      90 63 80 87 (0800 - 1600)

Main Safety Delegate      78 40 44 21 (Hele døgnet)

# Radio channel overview

During normal operation the following radio channels will be available:

X	A	B	C	
	Zone 1	Zone 2	Zone 3	Zone 4
Chan nel	Operation	V&M	Disp.	Disp.
1	DRIFT	Aibel Elektro	Disp.	Disp.
2	Gate/Fire/ Emergency	Aibel Instrument	Disp.	Disp.
3	Storage & Loading	Aibel Mekanisk	Disp.	Disp.
4	Process 1	Disp.	Disp.	Disp.
5	Process 2	Disp.	Disp.	Disp.
6	Process 3	Lastebil / Truck	Disp.	Disp.
7	Maintenance 1 EL	BIS Stillas	Disp.	Disp.
8	Maintenance 2 MEK	BIS Isolasjon	Disp.	Disp.
9	Maintenance 3 AUT	NCC	Disp.	Disp.
10	Crane 1	NCC	Disp.	Disp.
11	Crane 2	ABB	Disp.	Disp.
12	Måling / Analyse	Maintenance Valves	Disp.	Disp.
13	Vakt/Sikring	HMS	Disp.	Disp.
14	Aibel Elektro- vakt	SAR	Disp.	Disp.
15	Sikringsvakt	Bussring	Disp.	Disp.
16	ALL in Zone 1 (A)	ALL in Zone 2 (B)	ALL in Zone 3 (C)	ALL in Zone 4

x Zone selector on radios without keypad

Updated **overview is available at Hammerfest LNG's Team**

**Sites:** Hammerfest LNG, Plant Operation. Issued by Johnny Olsen (johols@Statoil.com), 86 system resp. Engineer

# Local HSE provisions for Hammerfest LNG:

## **Ignition keys in vehicles**

Keys must always remain in parked vehicles, with the exception of designated parking spaces for private cars outside the administration building and in the Camp area.

## **Guidelines for use of mobile phones**

It is strictly prohibited to use communications equipment such as mobile phones, pagers and radios, which are not EX-approved inside the plant area.

During an evacuation alarm, everyone must go to Camp.

During fire/gas alarm, all vehicles must be stopped, engines shut down and left with the keys in the ignition.

Personnel who have been inside the facility and not signed out, must register in the evacuation scanner at Camp as soon as possible and within 20 minutes.

## **Special conditions for (Nybyen)**

Nybyen is in a safe area for work. Due to public perception of risk and proximity to the facility, Nybyen is manually or automatically disconnected during gas and evacuation alarms.

The use of ignition sources should be avoided in Nybyen during fire/gas and evacuation alarms.

## **Photography(APOS OMM05.01.01no)**

Photography/filming with equipment (non-ex) with battery/flash is classified as "Class B ignition source ". The use of flash could also activate flame detectors.

Photography/filming requires WP with the exception of:

- Area technician in own area as part of the job
- The audit department as part of the job of the if the department is part of the organisation on the facility
- Safety supervisor/HSE Coordinator

When photographing/filming without WP, this must always be authorised by area technician, and applicable safety requirements must be complied with. In practice, this means that:

- Use of flash requires verbal consent of the Area technician
- Area technician / CCR must be involved for any activation/deactivation of flame detectors
- Continuous gas metering must be performed during photography/filming in classified area when non-ex approved equipment is used

Normally, there are no restrictions on the use of film and photo equipment in living quarters and administration building

## **ISPS**

The quays at Hammerfest LNG are subject to the international port regulations (ISPS rules) to prevent ships from being exposed to safety-related incidents.

### **Generally regarding ignition sources:**

- Portable electric equipment and temporary portable electric equipment must be labelled and approved in accordance with APOS COMM05.12.03. Inspections and approval is carried out by Elektrokontroll (Electrical Control, trans. note).
- Extension cords must have a minimum 2.5 mm<sup>2</sup> cross section and not exceed 25 metres in length.
- A visual inspection must be carried out before portable electrical equipment may be used
- It must be confirmed that:
  - the equipment/tool is complete, that safety features are in place, all screws are in place and that covers and casings are in place
  - Extension cords are undamaged and without cuts
  - Sockets are complete
  - Any equipment that is damaged or faulty is repaired or scrapped

Remember to follow APOS work processes

### **Elektrokontroll:**

- Elektrokontroll is located in Hall 10 in Nybyen
- Elektrokontroll can be contacted by mobile:  
+47 977 14929

# Traffic and barriers at the plant

## General

- The Road Traffic Act applies inside the plant area. An entry permit is also required for all motorised vehicles/machinery on roads in classified areas, or behind signs marked "No entry".
- All traffic restrictions (signs, cordons and similar) must be used in an appropriate manner to ensure safety, and must be respected by everyone.

## Special conditions for vehicles and mobile equipment with combustion engines

Vehicles are an ignition source, so keep in mind that:

- Vehicles also include portable equipment w/ combustion engines, such as asphalt cutters, diesel-fuelled generators, chainsaws, plate compactors, etc.
- Vehicles must be approved and labelled with the year's colour by Elektrokontroll
- Vehicles must have a valid permit/car pass, and this allows travel only on limited parts of the road network at the facility
- All vehicular traffic in other areas of the facility requires special permits, which are granted by the responsible unit
- The engine must be shut down when you leave the vehicle
- Idling is not permitted
- The keys must be left in the ignition
- Park at least ten metres away from fire hydrants and other fire-fighting/protection equipment

**Remember to wear your seat belt!**

The following is carried out at cordons/ markings:

Be the owner of a cordon

- Cordon off only the area necessary
- Determine the need for cordons over and under the cordon site
- Signpost alternative escape route
- Place visible signage at all cordons, with the exception of radiography
- Cordon off radiography with cordon tape and black radiation sign on yellow background
- The sign must be A4-sized, and indicate hazards, access, owner and contact information
- Owner must ensure that the cordons are intact at all times
- Remove cordons following completion of the task
- **Open cable ditches must, in addition, be marked with " Cordon lines w/ round warning signs"**

Approved cordon material is:

- Chains
- Reel bands
- Swing gates
- Scaffolding material
- Jersey blocks\*
- Plastic cones\*
- Construction fences\*

**Cordon lines w/ round warning signs\***

\*Only applies to onshore facilities

# Markings

Use yellow/black as marking code in area where caution must be taken. When using signage, markings and signs must have the same colour



## Cordon codes:

- Red means "No access" and must be used where no persons should be inside the cordons



- Red/white means restricted access, and must be used where people can be inside the cordons if authorised



# Transport and lifting operations

NORSOK R-005N - Safe use of lifting and transport equipment at onshore petroleum facilities, see APOS OMM10.02no. - Materials handling onshore

**Issue:** You are to carry out a transport or a lifting operation inside the plant area. **What must you know/do?**

**Requirements you will need to meet:**

- be authorised according to the Norwegian Labour Inspection Authority's regulations and Statoil's internal requirements, before you can get the permit to operate cranes, trucks and lifts. Lifts constitute a separate discipline.

**Requirements related to equipment you bring with you:**

- Only certified equipment in good working order may be used

**If you going to use/rig a lifting appliance, you must keep in mind:**

- that the person responsible for the operation must be clarified beforehand
- that the necessary cordoning of areas must cover at least the crane's lifting zone and must be carried out before the lifting operation is started
- personnel must never walk/stay underneath the suspended load
- all personnel who are involved in the lifting operation,

must ensure that they always have free escape routes

- the operator of the lifting appliance must only adhere to signals from the designated signaller, but must adhere to emergency stop signal at all times regardless of who gives the signal
- the operator of the lifting appliance must not leave operator cabin or position with freely suspended load on the hook
- lift (personal lifts) must not be used at wind speed in excess of 10 metres/sec, use of crane outdoors must not be carried out at wind speeds in excess of 15 metres/sec
- All of Statoil's lifting equipment is approved annually and is labelled with the year's colour code

**If you participate in, or is responsible for, a transportation, keep in mind:**

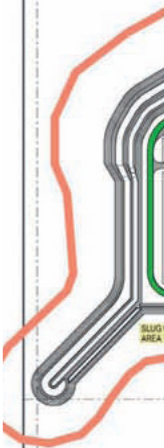
- that the largest axle load, specified for each facility, must be complied with
- special permit for moving heavy equipment is required
- all vehicles must be maintained, in proper working order, and free of errors
- for transport of loose materials, a load carrier designed to prevent material from falling down during transport, loading or offloading operations, must be used
- liquid products must be transported in closed load carriers



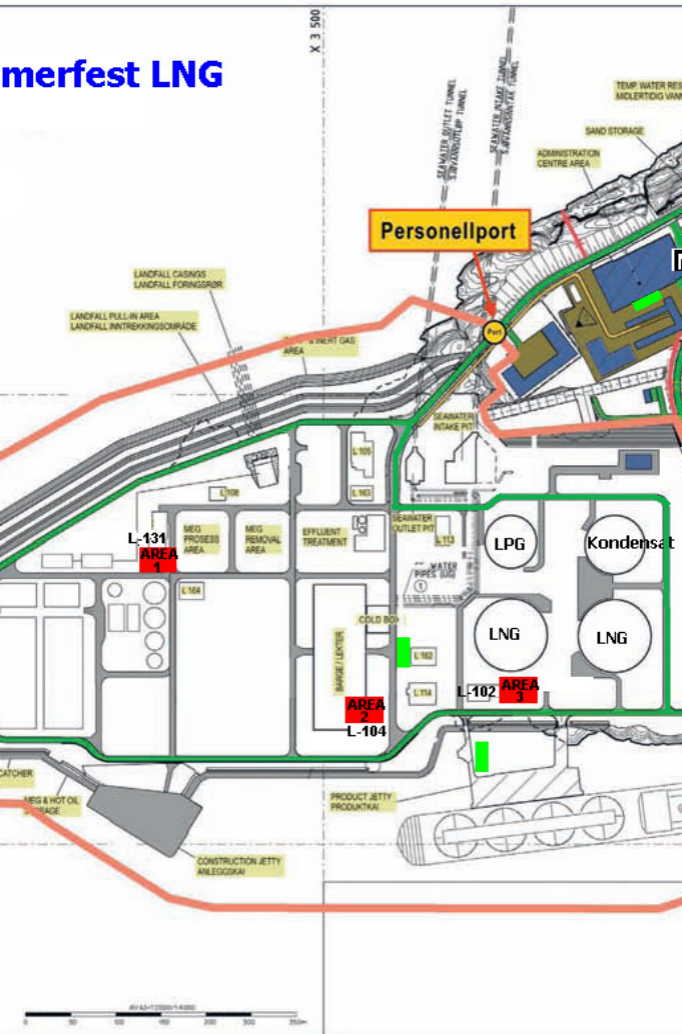


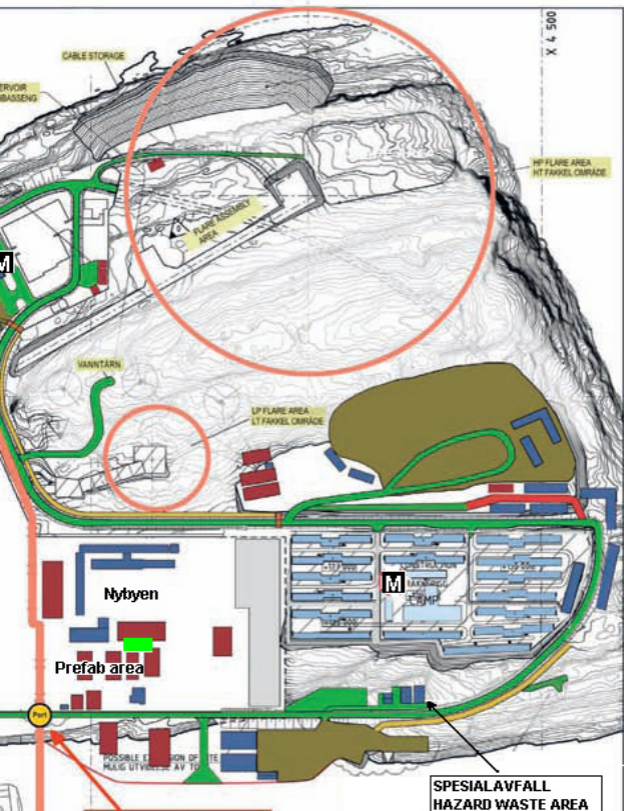
# Ham

Y 2 000



# merfest LNG





**Personellport**  
Port for kjøretøy

**SPESIALAVFALL**  
HAZARD WASTE AREA

- Ringvei/Ring road
- Miljøstasjon/Waste disposal area
- WORK PERMIT OFFICE  
ARBEIDTILLATELSESKONTOR
- M** Mønstringsplass/Muster point

Rev. Date: 06.02.2007

