



Life Saving Rules





Life Saving Rules

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SEC Life Saving Rules



SEC Life Saving Rules provide practical support in the application of SEC's Safety System Requirements. They are aimed at field personnel – employees, contractors, and visitors working at SEC-operated sites who carry out, or are responsible for, ten activities with particular potential to cause serious incidents, especially fatalities.

The Life Saving Rules handbook is for use at the worksite to remind everyone of key SEC requirements intended to keep people safe at our sites. They must be followed and can help field personnel to:



Perform better risk assessments.



Confirm barriers and controls are in place before work starts.



Facilitate safety inspections and leadership worksite visits.

SEC Life Saving Rules

For all 10 Life Saving Rule activities, remember.....

- 01 All of us who work for, or on behalf of, SEC are responsible for our own safety and the safety of those around us.
- 02 Do not conduct work without a pre-job risk assessment and a safety discussion appropriate for the level of risk.
- 03 Only undertake work for which you are trained, competent, medically fit, and sufficiently rested and alert.
- 04 Use engineering controls, work practices, and personal protective equipment as per the risk assessment and site requirements.
- 05 Check that there is a contingency response plan before starting work.
- 06 Promptly report safety incidents, including near misses to the appropriate SEC contact.
- 07 If there is a change to planned work, stop the work until the change is resolved through a management of change process and approved by the relevant authority.
- 08 Every member of the workforce has the obligation and authority to stop unsafe work.

Rule 1

Energy Isolation: verify isolation and ensure zero energy before work begins

Any isolation of energy systems, mechanical, electrical, hydraulic, and/or others, must ensure that:

1. There is an approved method to:
 - isolate equipment
 - discharge stored energy (e.g., earthing, de-pressurising)
 - reinstate equipment
2. Isolation points are locked and tagged.
3. A test is conducted before any related work begins to confirm the isolation is effective.
4. There is a process to communicate the status of isolations between and among:
 - shifts
 - different workgroups
5. The isolation is periodically monitored for effectiveness.
6. The isolation of local switches and any other feeds is effective.



Examples of energy isolation violations:

1. Energy sources are not identified on the work permit and/or risk assessment.
2. Hazardous energy is not turned off, locked, and tagged.
3. Life-protecting equipment indicated on the work permit, risk assessment, and/or work procedures is not worn.
4. Someone else's lock is removed without authorisation.
5. Testing for residual or stored energy is not conducted as per the work permit, risk assessment, and/or work procedures.
6. Piping is opened without verifying the line is depressurised.
7. Gas detection alarms are ignored.
8. Electrical testing is not conducted to verify the circuit is no longer live.
9. Electrical switching program not followed.

Rule 2

Permit to Work: work with a valid permit when required

Before conducting work that involves confined space entry, work on energy systems, ground disturbance, hot work, working at height, and/or other potentially hazardous tasks, a permit must be obtained that:

1. Defines the scope of the work, its location, and when the permit expires.
2. Identifies the hazards and risks associated with the work.
3. Establishes control measures to eliminate or reduce the risk.
4. Identifies energy sources that need to be isolated.
5. Requires that isolations are not removed before all related permits have been signed off as complete.
6. Links the work to other associated work permits or simultaneous operations (SIMOPS).
7. Only authorises work that is defined in the task description.
8. Describes adequate controls for the return to normal operations.
9. Communicates the above information to all involved in the work.
10. Is issued following a pre-job worksite inspection to confirm the required control measures are in place, that site conditions have not changed, and any new potential hazards have been risk assessed and managed.
11. Is authorised, monitored, and re-validated by a responsible person(s).



Examples of work permit violations:

1. Work is started without confirming whether a work permit is required.
2. Simultaneous operations (SIMOPS) are not addressed in the work permit resulting in an incident.
3. Work is conducted outside of the scope of the work permit.
4. Hazard controls identified in the work permit are not implemented.
5. A significant change occurs and is identified, but it is not brought to the Supervisor's and/or permit issuer's attention.
6. Incorrectly completing the requirements of the permit to work form.

Rule 3

Personal Protective Equipment: use the proper personal protective equipment for the task

PPE is your last line of defence.

The purpose of PPE is to minimise injuries to workers You shall:

1. Always wear the required PPE as defined in safe work practices, procedures, JSA / HIRA, MSDS documentation, and all site regulations.
2. Inspect PPE equipment before using it; do not use PPE that is unable to perform the function for which it is designed.
3. A worker must use and wear properly the appropriate PPE in accordance with the training and instruction received, inspect the PPE equipment before using it, and not use PPE that is unable to perform the function for which it is designed.



If you are the Supervisor or Person in Charge of the work you shall:

1. Ensure workers are trained in the use and care of PPE.
2. Confirm workers and contractors are wearing the required PPE for the task they are completing.
3. Provide all workers with the minimum PPE for the following:
 - Safety Helmet
 - Safety Boots
 - Cat I, II, or IV Protective Clothing
 - Safety glasses

Rule 4

Working at Height: protect yourself against fall when working at height

Working at heights of 1.8 metres (6 feet) or higher above the ground without a fixed platform that has guard rails or handrails must not proceed unless:

1. A properly anchored fall arrest system is used.
2. The fall arrest system ensures 100% tie-off is achieved at all times.
3. A plan is in place for the timely rescue of personnel performing work at height while using fall arrest equipment.
4. Fall arrest equipment is inspected prior to each use.
5. The risk of dropped objects on personnel and equipment below has been assessed and plans to manage the risks established.
6. Double lanyards are in use when ascending or descending transmission towers.



Examples of working at height violations:

1. A fall protection plan is not present.
2. Fall protection equipment is used by someone who has not been deemed competent in fall protection.
3. Fall protection equipment is not inspected prior to use or the equipment is used when deficiencies are identified.
4. Equipment is used as a tie off that is not an approved anchor point.
5. Fall protection is not used when working at height outside a protected area.
6. Fall protection is used that does not offer sufficient clearance if an arrested fall occurs.
7. Fall protection is used but no rescue plan is in place.
8. Hand tools and materials are not secured while working above an area where workers may be present.
9. Use of a single lanyard while climbing up or down a transmission tower.

Rule 5

Bypassing Safety Control: obtain authorization before overriding or disabling safety controls

Obtain authorisation before overriding or disabling safety controls

1. Ensure safety controls are known before starting an activity.
2. Ensure safety critical procedures are followed.
3. Ensure the required training and knowledge to safely perform work is applied
4. Do not cross physical barriers or exclusion zones.
5. Stop work and notify your Supervisor if a procedural deviation is required.
6. Review authorisation from your Supervisor or the Person in Charge if required to override or disable a safety critical control.
7. Know your role and responsibilities in relation to the bypassing Safety controls requirements.
8. Notify your Supervisor immediately if you are unsure about how to comply with this role in your work environment.
9. Ensure all interlocks of electrical system remain in place.



Examples of bypassing safety control violations:

1. Safety critical procedures are not followed.
2. Intentionally exceeding safe operating design limits for process equipment.
3. A safety critical process alarm (pressure, temperature, level) is defeated or ignored.
4. An ESD is bypassed without authorisation.
5. Someone else's lock is removed without authorisation.
6. Gas or fire detection systems are bypassed without authorisation.
7. Gas detection is not worn or is not turned on as per the work permit, risk assessment, and/or work procedures.
8. A gas detection alarm is ignored.
9. Tampering of in-vehicle monitoring systems.
10. A barrier or exclusion zone is ignored.

Rule 6

Hot Work: control flammables and ignition sources

Hot work must not proceed unless:

1. All potential flammable and combustible materials have been isolated, removed, and/or protected from the sources of ignition.
2. An authorised person tests the atmosphere prior to the start of the work and during work as often as the permit requires.
3. Levels of oxygen and flammable substances are kept within acceptable ranges or additional barriers applied.
4. Contingency response plans are in place as appropriate given the job's risk assessment and any appropriate site requirements.
5. All testing devices used for atmospheric testing are calibrated.



Examples of hot work violations:

1. Welding sparks are not being controlled.
2. Flammable materials located below a pipe being cut with a torch are not removed or isolated.
3. Welding is conducted with no hot work permit being issued.
4. Surface and trapped vapours have not been flushed or purged.
5. Combustible gas testing is not conducted prior to and during hot work activities.
6. Smoking outside of designated areas.

Rule 7

Confined Space Entry: obtain authorization before entering a confined space

Entry in any confined space must not proceed unless:

1. There are no practicable alternatives to entry.
2. All sources of energy affecting the space are isolated.
3. The confined space atmosphere is tested, verified safe for occupancy, and repeated as often as defined by the permit.
4. The hazard, risks, and controls in the confined space entry permit are communicated to all affected personnel.
5. A stand-by-person is stationed at the entry point and maintains communication with entrants during the entire time any occupant is inside the confined space.
6. A plan for timely rescue of occupant workers is in place.
7. A confined space entry permit is issued.
8. Unauthorised entry is prohibited.
9. As a minimum PPE requirement, safety helmets, safety glasses, safety boots, protective gloves, and coveralls must be worn with additional PPE requirements subject to the task undertaken.
10. A confined space entry log is completed by the stand-by-person of the activity.
11. An assessment of the access in and out of a confined space has taken place with all measures put in place.



Examples of confined space entry violations:

1. The Supervisor does not confirm energy sources are isolated prior to entry by a worker.
2. Testing and monitoring of the atmosphere is not conducted or confirmed prior to entry as per the work permit, risk assessment, and/or work procedure.
3. Breathing apparatus is not inspected prior to donning.
4. A confined space is entered without wearing the required breathing apparatus.
5. A confined space is entered without first obtaining authorisation from the stand-by-person.
6. A confined space is entered when no stand-by-person is present.
7. A rescue plan is not in place.

Rule 8

Position Yourself Away from Hazards

Types of positioning yourself in hazardous zones incidents

Struck-by incidents occur when an individual is hit by a moving object. This includes:

- Being struck by a moving object. **Example:** an employee is hit by a forklift
- Being struck by flying debris. **Example:** debris generated by grinding or pressure washing becoming airborne and being flung toward another employee
- Being struck by a dropped object. **Example:** dropping a tool from a platform while conducting maintenance

Caught-In / Between Incidents occur when someone becomes caught or stuck between multiple objects or moving parts of one object. This includes:

- Being pinned between a moving object and a fixed object. **Example:** employee pinned between a forklift and a wall or barrier
- Being caught in a rotating part. **Example:** employee getting caught in a flywheel or sprocket and pulled into the machine / moving part
- Being caught between containers. **Example:** a hand pinched between two drums in a chemical store



Examples of positioning yourself in hazardous zones violations:

1. Line of fire hazards are not assessed and mitigated as part of the work permit, risk assessment, and/or work procedures.
2. Barriers and exclusion zones are ignored.
3. Remedial action to prevent line of fire hazards are ignored.
4. Hand tools and other equipment are not secured to prevent dropped objects.
5. Pedestrian walkways are ignored, and roads and areas where vehicles are operating are entered.
6. Machine safeguards are removed, with potential exposing to moving and rotating parts.

Rule 9

Lifting operations: plan lifting operations and control the area

Lifts utilising cranes, hoists, and/or other mechanical lifting devices must not proceed unless:

1. A certified rigger has completed an assessment of the lift, and determined the appropriate lift method and equipment.
2. Anyone involved in a lifting operation, including for rigging, is competent for the specific job and/or equipment on which they are working.
3. Lifting devices and equipment have been certified for use to local legal or regulatory requirements.
4. The load is less than the dynamic and/or static capacities of the lifting equipment.
5. All safety devices installed on lifting equipment are operational.
6. All lifting devices and equipment have been visually examined before each lift by the operator and rigger.
7. Clear lines of communication during a lift have been established.
8. An exclusion zone has been established to limit access to all workers except essential personnel.
9. External conditions which could affect the lift are monitored (e.g., ground conditions, wind, etc.).
10. The lift plan for all critical and heavy lifts is prepared and approved by a certified rigger.
11. All critical and heavy lifts have a valid permit to work completed, approved and communicated to all persons involved in the lift.



Examples of safe mechanical lifting violations:

1. The lift operator is not competent to conduct the lift, but does so anyway.
2. The lift operator is not fit for duty, but conducts the lift anyway.
3. A lift is conducted without a lift plan when required.
4. The lift equipment and load are not inspected prior to the lift.
5. The lift is conducted with equipment that does not have the proper certifications.
6. A lift is conducted beyond its working load limits.
7. A safe distance is not maintained from overhead power lines.
8. The load is positioned using worker's hands instead of tag lines, putting the workers under the suspended load.
9. Barriers and exclusion zones at the lifting site are not established.
10. Outriggers are not fully extended.

Rule 10

Driving Vehicles and Heavy Equipment: follow safe driving rules

All categories of vehicles, including self-propelled mobile plant, must not be operated unless:

1. Vehicle is equipped with the required safety features and is maintained in safe working order.
2. Number of passengers does not exceed manufacturer's specification and legal limits for the vehicle.
3. Loads are secure and do not exceed manufacturer specifications and legal limits for the vehicle.

Drivers must not operate the vehicle unless:

1. They and all occupants wear seat belts whenever the vehicle is moving.
2. They have a valid driving license for the class of vehicle being operated, have been appropriately trained and assessed, and are medically fit to operate the vehicle.
3. They are rested and alert and do not operate any vehicle when fatigued.
4. They are not under the influence of alcohol or drugs, or their fitness to drive is impaired by medication or other substance.
5. They do not use a mobile phone or other two-way communication device while operating the vehicle.



Examples of driving violations:

1. A seat belt is not worn by the driver or a passenger while the vehicle is in motion.
2. The vehicle is traveling over the speed limit.
3. The driver uses an unauthorised electronic device while the vehicle is in motion.
4. The cab of a vehicle contains equipment or materials that are not secured.
5. The passengers in the vehicle are distracting the driver.
6. The pre-trip inspection identifies an unacceptable vehicle condition, but the trip is conducted anyway.
7. The driver has exceeded the allowable hours of service.
8. Conditions change during the journey when an extreme weather event moves in and the driver does not stop and reassess the journey.



Reporting of Life Saving Rule Violation



Saudi Electric Company have deemed these 10 Life Saving Rules as core rules that if followed will help save lives –

1. Whilst the majority of employees and our contractors WILL follow these Life Saving Rules, there are those that may consider violating these rules, to possibly save time, and to cut corners to complete the task quickly.
2. If anyone is found to be violating any of the Life Saving Rules, they will be reported to management and an investigation shall take place to determine the root causes of the violation and what future actions are required to prevent a recurrence.
3. If an SEC employee or contractor committing the violation is found to be negligent, then disciplinary actions will be taken against the violator ranging from warning notices to termination according to Company HR Rules (safety is a condition of employment at SEC), including contractors.
4. Using the Life Saving Rule Violation Form to report all violations will allow for HSE and management to determine if an inherent problem exists in the implementation and compliance to the Life Saving Rules.

LIFE SAVING RULE VIOLATION FORM	
Location Details	
Date of violation:	Time of violation:
Region:	Business Line:
Specific Location:	
Personnel Information	
☐ SEC Employee	☐ Contracted Employee
☐ Visitor	
Name of person committing the violation:	
ID No. of person committing the violation:	
Designated position of person:	
Name of contracting company (if applicable):	
Life Saving Rule Violation Information and Actions	
Select Life Saving Rule violation:	
Describe the violation:	
Immediate actions taken:	
Reporting Information	
Violation reported to:	
Position:	
Violation reported by (initiator):	
Date:	
Signature:	
Initiator Managers Name:	
Date:	
Signature:	

Important Numbers:

To report accidents, call
112 from inside the company
0112024112 from outside the company

To report abuses and violations, call the hotline
number **77600** from inside the company
0118077600 from outside the company