

HALLIBURTON

HALLIBURTON HOUSE • HOWE MOSS CRESCENT • DYCE • ABERDEEN AB21 0GN

PHONE + 44 1224 777000 • FAX + 44 1224 776743

5 September 2014

INSERT: DOWSE HAULAGE LIMITED

Address: 8A, Pegasus Road, Elsham World Industrial Estate, DN20 0SQ, NR BRIGG

For the attention of the Operations Manager

Dear Marc

MANAGEMENT OF LIFTING OPERATIONS AT HALLIBURTON UK FACILITIES

Following an extensive review period into our onshore management of lifting activities, we are writing to inform you of requirements that have been brought into force at all Halliburton UK facilities.

The management of Third Party drivers at our sites is essential to ensure incident free operations. As such, during forklift activities on Halliburton premises the following controls have been implemented and must be adhered to:

- During all vehicle loading and unloading activities, Third Party drivers will be requested to stay within the assigned Safe Haven (or designated safe area). Third Party drivers must remain within this area and refrain from entering the hazardous area around any lifting operation taking place. Any Third Party driver who refuses to remain within the designated Safe Haven during loading / unloading of their vehicle will be asked to leave the site.
- Larger vehicles (i.e. articulated trucks, cranes, delivery vehicles, refuse trucks, road tankers, etc.) should only be reversed with the aid of a Spotter. Visiting drivers must request the assistance of a Spotter to guide all large vehicles when reversing. Halliburton yard and workshop personnel have been trained on how to perform the role of Spotter. No Spotter, no reversing.
- With regards to **Halliburton Gt Yarmouth operations**, it is not possible to safely handle more than two large vehicles in the Yard or bulk Plant area at any one time. Deliveries are to be scheduled accordingly and your drivers are to be instructed to check prior to entering the area. Do not proceed until there is only one other vehicle in the area.

I have enclosed a copy of the Halliburton Work Method (Control of Third Party Vehicle Drivers at Halliburton Facilities) which details a comprehensive list of conditions which must be adhered to. This Work Method will be made available to all Third Party drivers arriving at Halliburton facilities and will be accompanied by a copy of the site layout. Please ensure that your drivers read, understand and comply with the conditions set forth within the Work Method.

All Halliburton personnel have been instructed to stop the job and if necessary request any Third Party driver who refuses to adhere to site requirements to leave the premises immediately. If this action is forced to be taken we shall contact the employing company of the driver to inform them of the breach of site safety rules.

Halliburton initiated the Journey to ZERO in 2011. ZERO means zero safety incidents, zero environmental incidents, zero non-productive time. The name "ZERO" expresses our priorities – to acknowledge the journey, accept the challenge and make no compromises in execution.

HALLIBURTON MANUFACTURING & SERVICES LIMITED

REGISTERED IN ENGLAND: REGISTERED NO. 611451. REGISTERED OFFICE: HILL PARK SOUTH, SPRINGFIELD DRIVE, LEATHERHEAD, SURREY KT22 7NL

HALLIBURTON

HALLIBURTON HOUSE • HOWE MOSS CRESCENT • DYCE • ABERDEEN AB21 0GN

PHONE + 44 1224 777000 • FAX + 44 1224 776743

These measures have been taken to ensure the safety of your employees whilst at Halliburton facilities and we appreciate and expect full cooperation and support.

I am happy to meet with you should you wish to discuss any of the information contained within this letter or the accompanying Work Method. My responsibility is to ensure that all personnel who step foot on Halliburton premises come to no harm and I have made it my personal commitment to ensure that we take any steps necessary to enable incident free operations.

Yours faithfully

For and on behalf of **Halliburton Manufacturing and Services Limited**



Matt Betts
UK Vice President

WORK METHOD					
Title: Control of 3 rd Party Vehicle Drivers on Halliburton Facilities			Halliburton Management System Document Number: WM-UK-HAL-HSE-014-1		
Region: UK	Function/PSL: HSE / Supply Chain				
Owner: UK HSE	Approved By: Scott Mitchell	Produced By: Brian Inglis	Rev Date: 01 Sep 2014	Rev No: 01	Page: 1

Purpose:

The purpose of this Guideline is to formally stipulate the basic safety rules that all 3rd party vehicle drivers, (and their associated passengers) must adhere to while at Halliburton Facilities.

Scope:

This Guideline is applicable to all Halliburton UK Facilities.

Definitions:

3rd Party Driver: means a person employed by an external company who is required to visit Halliburton premises for the purpose of collecting or delivering goods and/or equipment. Drivers are likely to be operating an articulated truck or light goods vehicle.

Driver Safe Haven: means an area specifically marked and designated for drivers to wait within during the loading/unloading of their vehicle.

Spotter: means someone who looks on behalf of a vehicle driver or operator (trucks, forklift trucks, construction vehicles, passenger vehicles, etc.). A spotter communicates information to the driver and other people

Procedure:

Whilst onsite, all 3rd party vehicle drivers, (and their associated passengers) must adhere to the following conditions:

1. On arrival make contact with the relevant Halliburton personnel, sign in to the Facility, then read and acknowledge the information contained within this document.
2. Adhere to Halliburton Facility maximum speed limit of 10mph and wear a seatbelt whilst driving.
3. Refrain from using a mobile phone whilst driving or whilst in the yard, workshops, warehouse or stores areas.
4. Wear correct PPE whilst outside the vehicle cab. Minimum PPE requirements are: Hard Hat, Safety Glasses, High-Vis Clothing and Safety Footwear.
5. Stay within the designated Safe Haven whilst vehicle is being loaded or unloaded. Refrain from entering the Red Zone (i.e. hazardous area) around any lifting operation taking place. Liaise with the relevant Halliburton focal point as necessary. Any 3rd party driver who refuses to remain within the designated Safe Haven during loading / unloading of their vehicle will be asked to leave the site.
6. Larger vehicles (i.e. articulated trucks, cranes, delivery vehicles, refuse trucks, road tankers, etc) should only be reversed with the aid of a Spotter. Visiting drivers must request the assistance of a Spotter to guide all large vehicles when reversing. No Spotter, no reversing.
7. Stay clear of other vehicles and use the designated walkways whilst outside the goods vehicle.

WORK METHOD					
Title: Control of 3 rd Party Vehicle Drivers on Halliburton Facilities			Halliburton Management System Document Number: WM-UK-HAL-HSE-014-1		
Region: UK	Function/PSL: HSE / Supply Chain				
Owner: UK HSE	Approved By: Scott Mitchell	Produced By: Brian Inglis	Rev Date: 01 Sep 2014	Rev No: 01	Page: 1

8. Only smoke at the designated Smoking Shelter.
9. Stay safety focused, vigilant to change and implement Stop Work Authority where unacceptable HS&E risk is observed or identified.
10. Contact the Halliburton focal point, relevant Area Supervisor, or HSE Advisor if there are any queries regarding Halliburton rules, requirements or if there is an HS&E concern.

Date Issued	Rev No	Summary of Key Revisions
01.SEPT.2014	01	Original Release
To obtain a copy of a previous version of this document, please contact <i>UK HSE Dept</i>		