

# Procedure ReWrite

## We Rewrite Your Safety Procedures

### Crane Rigging & Lifting Device Safety



#### Introduction (1.0)

Top Priorities	Your top two priorities when operating a crane or rigging:  1 <sup>st</sup> protect people working in the area  2 <sup>nd</sup> protect the load you are moving	
When you use this procedure?	Use this procedure when you do any work that involves rigging or lifting equipment.	
Other procedures you should look at.	Overhead Crane Operations	<p>Needed for a safe lift:</p> <ul style="list-style-type: none"> <li>• skill</li> <li>• careful thinking</li> <li>• follow procedures</li> </ul>
All below-the-hook lifting devices are covered in this procedure	If you put <i>anything</i> on a crane hook, you need to follow this procedure, for example:	
	sling                  chain                  wire rope                  synthetic rope	

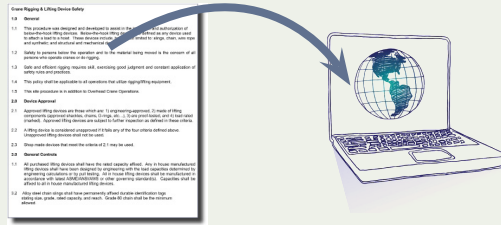
#### Lifting Equipment Must Be Approved (2.0)

Not approved? Don't use it	If the lifting equipment you put on the hook is not approved, DO NOT USE IT.	
"Approved" means four things	<p>If the lifting equipment is missing any one of these four requirements... <b>DO NOT USE IT</b></p>	<p><b>Approval: Four Requirements</b></p> <p><b>#1 Engineering</b> engineering inspected and approved the equipment</p> <p><b>#2 Parts Approved</b> all parts approved (for example: shackles, chains, D-rings)</p> <p><b>#3 Load Rated</b> equipment has label showing maximum weight it can lift</p> <p><b>#4 Proof Tested</b> someone tested that it can lift what the label says it can lift</p> <p>It doesn't matter if you bought this lifting equipment or if you made it in a shop.</p> <p>If you are going to lift with it—the equipment must be approved.</p>
Labelling for alloy steel chain slings	Alloy steel chain slings must have a label that is long lasting and shows four things:	
		<p>Label must show:</p> <ol style="list-style-type: none"> <li>1. size</li> <li>2. grade</li> <li>3. rated capacity</li> <li>4. reach</li> </ol>

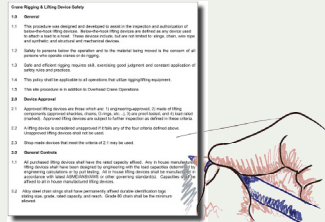
**We Rewrite Your Existing Safety Procedures  
Adding Nothing—Removing Nothing—Just Saying it Better**

# Larkin ReWrite - How It Works

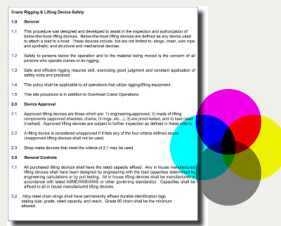
## 1. You Email Your Document (Policy or Procedure)



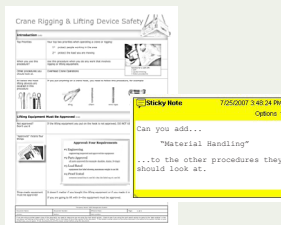
## 2. Larkins ReWrite Your Document



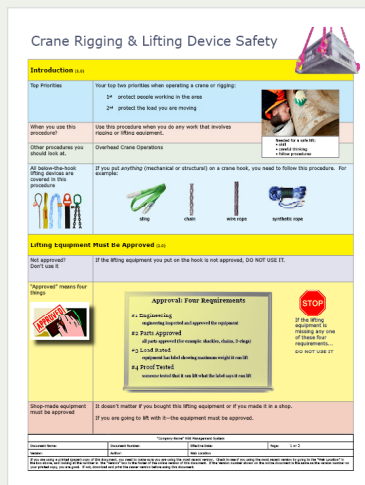
## 3. Larkins Add Communication Best Practice




## 4. Larkins Return the Document to You for any Changes




## 5. Larkins Insert Your Changes and Return the Finished Document

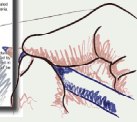
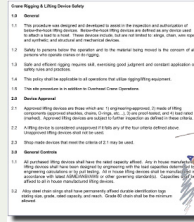


# Larkins ReWrite Your Document

 We Do Not Remove Any Content

 We Do Not Change Any Content


 We Just Say It More Simply



## Original Document

### Contractor Relations

1.2. The Contractor will operate under the Company's SMS (Safety Management System). If the Contractor has its own SMS, at or equal to the standard of the Company's SMS and they wish to work under Contractor's SMS, then the Contractor must provide its SMS to the Company for Company's approval, which the Company may give or withhold at its own discretion.

 Grade level 9  
45% of adults can understand



## Larkin ReWrite

### Contractor Relations


Contractor must have an SMS (Safety Management System).

Contractor can use our SMS.

Contractor can use their own SMS.

If Contractor wants to use their own SMS, they have to show it to us.


We will decide if the contractor's SMS is equal to or better than our SMS.

 Grade level 5  
70% of adults can understand

## Original Document

### 3.0 High-Pressure Testing

3.11 Failure to reach pressure or a loss of pressure will normally show on your gauge and is an indication of a leak in the product or the test equipment. Do not enter the test booth with pressure applied to the product in an attempt to locate the leak. This should be accomplished by viewing the product through the Lexan covered viewing ports. If this proves unsuccessful, reduce the test pressure to zero and examine the product and test equipment for signs of leakage

 Grade level 10  
30% of adults can understand



## Larkin ReWrite

### High Pressure Testing

Your gauge may show a loss of pressure.

Or, maybe you are not reaching the test pressure you wanted.


The product could be leaking, or maybe the test equipment is broken.

You may want to go into the test booth to look...

**DO NOT GO INTO THE TEST BOOTH** if the product is still under pressure—the product could explode.

If you need to look at things in the test booth...

- look at them from behind Lexan-covered windows
- or
- remove the pressure first, and then go into the test booth to look at the product or test equipment

 Grade level 5  
70% of adults can understand

# Larkins Add Communication Best Practice

Writing Complexity  
grade level 8;  
50% of adults can  
read at this level

Lists/Dot Points  
more than twice as  
many people will  
read a paragraph  
if sentences are  
replaced with a list  
or dot points

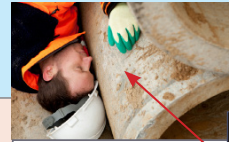
## Crane Rigging & Lifting Device Safety



### Introduction (1.0)

**Top Priorities**  
Your top two priorities when operating a crane or rigging:

- 1<sup>st</sup> protect people working in the area
- 2<sup>nd</sup> protect the load you are moving



Disturbing Photo  
fear-appeal photo  
makes it 50% more  
likely employees will  
follow the policy


- Needed for a safe lift:
- skill
  - careful thinking
  - follow procedures

When you use this procedure? Use this procedure when you do any work that involves rigging or lifting equipment.


Line Length  
3½ inches  
best length for  
accurate reading

Other procedures you should look at. Overhead Crane Operations


All below-the-hook lifting devices are covered in this procedure. If you put *anything* on a crane hook, you need to follow this procedure, for example:




sling



chain



wire rope




synthetic rope

### Lifting Equipment Must Be Approved (2.0)

Not approved? Don't use it. If the lifting equipment you put on the hook is not approved, **DO NOT USE IT.**

Verdana Font  
best font for  
reading online

"Approved" means four things




**Approval: Four Requirements**

#1 Engineering  
engineering inspected and approved the equipment

#2 Parts Approved  
all parts approved (for example: shackles, chains, D-rings)

#3 Load Rated  
equipment has label showing maximum weight it can lift

#4 Proof Tested  
someone tested that it can lift what the label says it can lift



If the lifting equipment is missing any one of these four requirements...  
**DO NOT USE IT**

Color  
increases time  
spent looking at  
the page by 21%

Shop-made equipment must be approved. It doesn't matter if you bought this lifting equipment or if you made it in a shop. If you are going to lift with it—the equipment must be approved.

"Company Name" HSE Management System			
Document Name:	Document Number:	Effective Date:	Page: 4 of
Version:	Author:	Web Location	

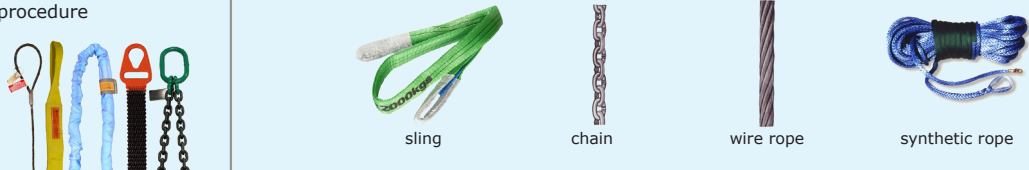
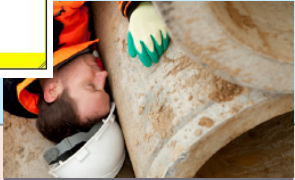
Empty Space  
adding even small amounts  
of empty space around text  
increases comprehension  
by 20%

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Document Control  
conforms to most  
international standards  
(e.g. OHSAS 18001)

# Larkins Return the Document to You for Any Changes

## Crane Rigging & Lifting Device Safety

<b>Introduction (1.0)</b>	
<b>Top Priorities</b>	Your top two priorities when operating... 1 <sup>st</sup> protect people working in the area 2 <sup>nd</sup> protect the load you are moving
<b>When you use this procedure?</b>	Use this procedure when you do any work that involves rigging or lifting equipment.
<b>Other procedures you should look at.</b>	Overhead Crane Operations
All below-the-hook lifting devices are covered in this procedure	If you put <i>anything</i> on a crane hook, you need to follow this procedure, for example:
	 <ul style="list-style-type: none"> <li>• skill</li> <li>• careful thinking</li> <li>• follow procedures</li> </ul>
<b>Lifting Equipment Must Be Approved (2.0)</b>	
Not approved? Don't use it	If the lifting equipment you put on the hook is not approved, DO NOT USE IT.
"Approved" means four things	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;"><b>Approval: Four Requirements</b></p> <p><b>#1 Engineering</b> engineering inspected and approved the equipment</p> <p><b>#2 Parts Approved</b> all parts approved (for example: shackles, chains, D-rings)</p> <p><b>#3 Load Rated</b> equipment has label showing maximum weight it can lift</p> <p><b>#4 Proof Tested</b> someone tested that it can lift what the label says it can lift</p> </div> <p>#5 Color Coded Tags Tags with a particular color showing the date the equipment must be destroyed.</p> <p>...ing it is any one of these four requirements... <b>DO NOT USE IT</b></p>
Shop-made equipment must be approved	It doesn't matter if you bought this lifting equipment or if you made it in a shop. If you are going to lift with it—the equipment must be approved.

**Sticky Note** 7/25/2007 3:48:24 PM  
Options ▾

Can you add...  
"Material Handling"  
...to the other procedures they should look at.

**Sticky Note** 7/25/2007 3:48:24 PM  
Options ▾

Please add to Approval:  
#5 Color Coded Tags  
Tags with a particular color showing the date the equipment must be destroyed.

**Sticky Note** 7/25/2007 3:48:24 PM  
Options ▾

Can you guys add another box to the footer:  
"Scheduled Review Date"

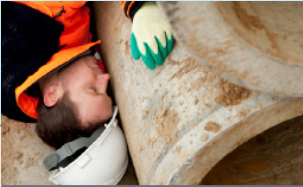




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## Crane Rigging & Lifting Device Safety



### Introduction (1.0)

Top Priorities	Your top two priorities when operating a crane or rigging:  1 <sup>st</sup> protect people working in the area  2 <sup>nd</sup> protect the load you are moving	 <p>Needed for a safe lift:</p> <ul style="list-style-type: none"> <li>• skill</li> <li>• careful thinking</li> <li>• follow procedures</li> </ul>
When you use this procedure?	Use this procedure when you do any work that involves rigging or lifting equipment.  Change inserted here	
Other procedures you should look at.	<i>Overhead Crane Operations and Material Handling</i>	
All below-the-hook lifting devices are covered in this procedure	If you put <i>anything</i> on a crane hook, you need to follow this procedure, for example:  <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  sling                 </div> <div style="text-align: center;">  chain                 </div> <div style="text-align: center;">  wire rope                 </div> <div style="text-align: center;">  synthetic rope                 </div> </div>	

### Lifting Equipment Must Be Approved (2.0)

Not approved? Don't use it	If the lifting equipment you put on the hook is not approved, DO NOT USE IT.
<p>"Approved" means five things</p>  <p>Change inserted here</p>	<div style="border: 2px solid gray; padding: 10px; text-align: center;"> <p><b>Approval: Five Requirements</b></p> <p><b>#1 Engineering</b> engineering inspected and approved the equipment</p> <p><b>#2 Parts Approved</b> all parts approved (for example: shackles, chains, D-rings)</p> <p><b>#3 Load Rated</b> equipment has label showing maximum weight it can lift</p> <p><b>#4 Proof Tested</b> someone tested that it can lift what the label says it can lift</p> <p><b>#5 Color-Coded Tags Attached</b> color of the tag shows when the equipment use has expired and must be destroyed</p> </div> <div style="text-align: right; margin-top: 20px;">  <p>If the lifting equipment is missing any one of these five requirements... <b>DO NOT USE IT</b></p> </div>
Shop-made equipment must be approved	It doesn't matter if you bought this lifting equipment or if you made it in a shop.  If you are going to lift with it—the equipment must be approved.  Change inserted here

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**SAMPLE PAGE**

## Electrical Safety: Safety By Design



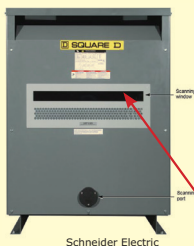
Safety By Design  
Continued...

Your electrical safety program needs to require that "safety" is designed into the equipment:

- during the initial design phase of new projects  $\Rightarrow$  design in safety and
- during upgrades of existing facilities or systems  $\Rightarrow$  design in safety



In every design, electrical risk exposure should be reduced to as low as reasonably practicable.



Schneider Electric



IDEC



Prometheus Fusion Perfection

### Safety-By-Design Requirements

Reducing the need for employees to work on energized equipment.

Reducing the available arc flash incident energy (where it is possible to do so).

Reducing the shock hazards where workers need to work on energized equipment.

Increasing the distance between a worker and a potential arcing fault source.

Installing infrared scanning windows.

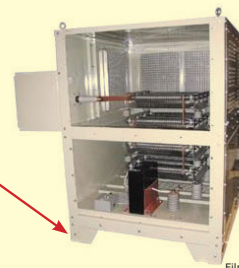
Incorporating finger-safe terminals to reduce the chance of accidental contact with energized circuits.

Installing permanent voltage metres or other permanent voltage indicators as an initial indication of energized circuit parts.

Installing neutral grounding resistors to reduce the chance of a single phase to ground fault escalating to a three-phase fault.

For example:

- separate the different voltage levels so workers who are troubleshooting control voltages are not exposed to higher voltage power circuits
- include finger safe designs
- insulated bus and cable terminations
- guarding



Filnor

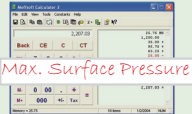


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Document Title: Electrical Safety	Document #: 570768	Function: HS&E	Effective Date: 29 September 2015	Target audience:
Approved by:	Review date:	Owner:	Other relevant documents:	
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Larkin Communication Consulting				

# Surface Snubbing - Wellsite Controls

**SAMPLE PAGE**

## Surface Snubbing Equipment



<p>Snubbing Unit Strength</p>	<p>Your snubbing unit must be strong enough to move the tubulars with the pressures that exist in your well.</p>
<p>Lowering the Surface Pressure</p>	<p>Sometimes the well's surface pressure is higher than the snubbing stack's working pressure.</p> <p>When this happens, you need to reduce the well's surface pressure.</p> <p>Two ways to reduce the well's surface pressure are:</p> <ul style="list-style-type: none"> <li>#1 fill the column with a fluid</li> <li>#2 begin flowing the well</li> </ul>
<p>Stack can Overcome Maximum Lifting Strength</p>	<p>The mechanical equipment in your stack (slips, BOP, rams) must be strong enough to hold the tubular even when the hydraulic jacks are lifting at their maximum force.</p>
<p>Use "Maximum Surface Pressure" for Pressure-Area Calculations</p>	<div style="display: flex; align-items: center;">  <div style="margin-left: 20px;"> <p>When you are doing pressure-area calculations.... ....use maximum surface pressure</p> </div> </div>
<p>Check Pressure Rating for All Parts Used in the Hydraulic System</p>	<p>You must check the pressure rating for all the parts in the snubbing unit's hydraulic system.</p> <p>These parts include:</p> <ul style="list-style-type: none"> <li>• hoses</li> <li>• fittings</li> <li>• directional valves</li> <li>• piping</li> </ul> <p>You are going to compare pressure rating for each part to the working pressure of the hydraulic system.</p> <div style="text-align: center; border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>pressure rating for each part      <b>compare</b>      working pressure of the hydraulic system</p> </div> <p>The parts must have pressure ratings that are greater than (or equal to) the working pressure of the hydraulic system.</p>
<p>Hydraulic Tank Must be Vented</p>	<p>The snubbing unit's hydraulic tank must be vented.</p> <p>You need this venting.</p> <p>If the BOP wellbore seal were to fail, gas may enter the hydraulic tank.</p> <p>The vent will release the gas.</p> 
<p>No Silver Solder Fitting in Accumulator and Jack Circuits</p>	<p>You need to check the accumulator and hydraulic jack circuits to make sure there are no silver solder fittings.</p> <div style="text-align: center;">  <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>No silver solder fittings in: accumulator and jack circuits</p> </div> </div>

Company			
Document Name: Surface Snubbing Equipment	Document Number: Edition #1	Effective Date: June 1, 2014	Date for Review: June 1, 2018
Version: 01	Author:	Web Location	
<p>If you are using a printed (paper) copy of this document, you need to make sure you are using the most recent version. Check to see if you using the most recent version by going to the "Web Location" in the box above, and looking at the number in the "Version" box in the footer of the online version of this document. If the version number shown on the online document is the same as the version number on your printed copy, you are good. If not, download and print the newer version before using this document.</p> <p style="text-align: right; font-size: small;">Larkin Communication Consulting</p>			



# The Larkins

Since 1994, we have been helping large companies communicate safety to employees.



TJ

Ph.D. in Communication  
Michigan State University  
M.A. in Sociology  
University of Oxford



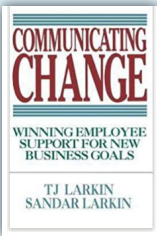
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Sandar

Originally from Burma  
Worked: Long Term  
Credit Bank of Japan  
(Melbourne, Australia)



Our Book:

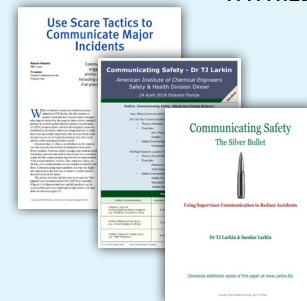
*Communicating Change*  
MCGRAW-HILL



Our paper:

*Reaching and Changing  
Frontline Employees*  
HARVARD BUSINESS REVIEW

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## What We Do



**ReWrite Your  
Communication**



**Implementation**

Come to your company for 2 weeks.  
Join your team.  
Help communicate specific change.



**Presentations  
Keynote Speaker**



**Workshop  
for Your  
Leadership Team**