THE BOS HSE MANAGEMENT SYSTEM

Brad Whitaker, MSPH, CSP
BOS Solutions HSE Director
The BOS HSE Management System (MS) is systematic process that defines the way we manage all our Health Safety and Environmental needs at BOS.

Everything HSE related fits within this BOS HSE MS. It gives us structure with existing programs by putting them into a single common system. It gives us a standard package for bids and customer inquiries. And it provides harmonization within BOS and the work we provide and the HSE we deliver in the oil and gas industry.

The following slides will define each of the BOS HSE MS elements and their sub elements. I encourage all employees to become familiar with the MS and to adopt it as the way you manage HSE for you and your location. You will see many updates and changes in the way we deliver HSE throughout BOS and the BOS HSE MS will indeed be the basis for making HSE the way BOS does business.

I look forward to your continued commitment and leadership to HSE at BOS.

Best,

Brad Whitaker
BOS Solutions HSE Director
1. Commitment and Leadership

- Defines our commitment at BOS to HSE at both a company level and a personal level. We take HSE into account in all aspects and levels of our business. Our ultimate goal is to keep our employees safe from injury/illness, to eliminate environmental loss and to provide the highest quality service and product to our clients. We believe HSE is the key to our business success.

- Line management provides strong, visible commitment, leadership and personal involvement in HSE.

- Line management provides resources to reach HSE objectives.

- All personnel shall be held accountable for their actions.

Sub-Elements

1.1 Commitment Leadership
1.2 Accountability
1.3 Mentoring and Coaching (SSE Program)
2. Policies, Objectives

- Senior management sets the strategic plan, HSE policies, and objectives that are communicated throughout the organization. This provides the HSE direction of the company.

Sub-Elements

2.1 HSE Policies
2.2 HSE Objectives
3. Organization and Resources

- This defines our structure and role and responsibilities and the resources needed to achieve our HSE objectives. This includes our company HSE training plan and HSE information dissemination

Sub-Elements

3.1 Organizational Structure (who does what)
3.2 Organizational Responsibilities (who is responsible for what)
3.3 Training and Competence (how do we do it)
3.4 Information Management (how do we learn)
4. Standards, Procedures and Plans

- This element defines the company HSE standards or rules that give the detail of the how we achieve the HSE Policies and objectives, what training is needed, what our risks are, the expected standard procedures

Sub-Elements

4.1 HSE Standards (gives BOS expectations/requirements for HSE risks)
4.2 Standard Operating Procedures (How we perform our main tasks)
4.3 Site specific HSE plans (How we implement at location Field, Shop, Office)
4.4 Document Control (who owns, maintains stewardship of all documents)
5. Risk Management

- How we proactively manage risk in our workplace. Defines severity, likelihood, risk and how we address those through risk management process and manage change in the workplace to prevent loss from occurring.

Sub-Elements

5.1 Risk registry (what we are exposed to and controls to protect employees)
5.2 Risk matrix (how we define risk and loss)
5.3 Risk Assessment, PTW, MOC
   (how we manage High/Permitted risk/work and change)
6. Business Processes

- Defines the critical processes to achieve our business needs. Includes finance, purchasing, asset equipment design and maintenance

**Sub-Elements**

6.1 Procurement, Supplier Management
6.2 Contractor and Client Management
6.3 Asset, Equipment Integrity & Reliability (predictive and preventative maintenance, inspection replacement process)
6.4 Business Continuity (what to do if interruption of business)
7. Performance Monitoring

- How we are doing on achieving our objectives and reporting events and investigating them to prevent reoccurrence in the future

Sub-Elements

7.1 HSE Event Reporting and Investigations
7.2 Proactive HSE Reporting (Near Hit, Hazard, and Observational reporting)
7.3 HSE Regulatory Compliance (meeting country regulation requirements)
7.4 Performance Review (How we are doing at meeting our HSE objectives)
8. Audits, Reviews, Continuous Improvement

- Checking ourselves against our company HSE standards and performing management system reviews with senior management in the effort to continuously improve our HSE performance and finding opportunities for improvement

Sub-Elements

8.1 Audits, Assessment (checks on what we are suppose to do)
8.2 Management System Reviews (Executive Management check on MS)
8.3 Corrective and Preventive Action Items
Eliminate the Risk
Administrative Controls
Basic HSE Controls
• Engineering and design
• Regulatory compliance
• Injury/Loss Reporting
• Basic HSE training
• Investigations
• Inspections/Maintenance
• Signage
• PPE

Advanced HSE Controls
• HSE Management System
• Pre-Job Risk Assessments (JRA’s)
• Proactive reporting (haz ID and near hit)
• Competence (advanced training)
• Risk Management (risk acceptance)
• HSE Objectives and Results Monitoring
• Company risk profile and management
• Auditing plan

Proactive HSE
HSE Culture
• Shared purpose and belief
• HSE Company Core Value
• Visible leadership
• Human Factors
• Behaviour Based Safety
• “Stop the Job”
• Intervening
• Accountability

Generative HSE

Likelihood - Probability -

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Performance Monitoring

Policies, Objectives

Standards, Procedures, Plans

RBK Management

Business Processes

Organization, Resources

Key HSE Leading Indicators

1. Heavy equipment compliance audits (100% by Q1)
2. Third Partyasset in Powered Equipment (99% by Q1)
3. NO DRIVER violation (98%)
4. Training in Safe Working Practices (98%)
5. Commentary Drives (98%)

Audits, Review, Continuous Improvement

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