

PETROLEUM CSG

HSE MANAGEMENT SYSTEM GUIDELINES

WORK SITE JEWELRY POLICY

Petroleum HSEC Guideline No: PR03.05	
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1.0 PURPOSE

This document describes the work site jewelry policy for BHP Billiton Petroleum.

To ensure that all employees, contractors and visitors are protected from injuries which may arise from wearing jewelry at the work site.

2.0 SCOPE

This policy applies to BHP Billiton Petroleum employees, contractors and visitors involved in all BHP Billiton Petroleum Operations.

The restrictions on wearing of jewelry mandated by this policy apply any time personnel are required to wear any form of PPE.

This policy does not apply to sites at which activities are entirely office-based and PPE is not required to be worn.

3.0 REFERENCES

- Site based Personal Protective Equipment procedures
- BHP Billiton HSEC Management Standards
- Petroleum Hand Injury Awareness Training Module
- Applicable laws, regulations and standards

4.0 DEFINITIONS

Contractor – a person employed either directly or indirectly by a company contracted to BHP Billiton Petroleum to provide equipment and/or services to a BHP Billiton Petroleum operation.

FPe – First Priority Enterprise

PPE – personal protective equipment

“Shall” or “must” means a mandatory requirement.

“Should” means a guideline which is strongly recommended.

Visitor – a person visiting a BHP Billiton Petroleum controlled site who is authorized to do so by the senior-most BHP Billiton Petroleum Site representative

5.0 PROCEDURE(S)

5.1 Acceptable Jewelry

The following jewelry is permitted to be worn at BHP Billiton Petroleum operations:

- Small ear studs
- Wrist watches with breakable bands, when covered by PPE
- Medic-Alert necklaces that do not fall over the chin when bending
- Medic-Alert wrist bracelets (must be taped or removed if working with machinery)

5.2 Not Acceptable Jewelry

The following jewelry is not permitted to be worn at BHP Billiton Petroleum operations:

- All open earrings including ornamental earrings
- Metal band watches
- Any body-piercing jewelry that is exposed and not protected by clothing
- Bracelets
- Rings
- Long chains and necklaces
- Medic-Alert necklaces that fall over the chin when bending
- Any, all other jewelry that could become entangled in machinery, catch on moving objects or sharp protrusions or come in contact with electrical circuits

5.3 Jewelry that Cannot be Removed

Where ring(s) cannot physically be removed, individuals shall tape the ring(s) for the duration of their time on site.

5.4 Offshore Survival Suits and Jewelry

Wrist watches shall be removed before donning offshore survival suits and embarking offshore by helicopter so that the watch does not interfere with the efficiency of the rubber cuffs and allow potential water ingress.

6.0 RESPONSIBILITIES

The responsibility for ensuring compliance with their policy rests with the Senior BHP Billiton Petroleum representative on site.

7.0 RECORDS

The following records are maintained to show objective evidence of compliance with this policy:

- The Work Site Jewelry Policy shall be posted at the site and reviewed in all work site inductions
- Instances of non-compliance with the policy shall be recorded on a “hazard” report and entered into FPe.

8.0 UPDATES TO THIS DOCUMENT

This is a Petroleum HSE Controlled Document. Requests for updates to Petroleum HSE Controlled Documents shall be documented on the Petroleum HSE Document – Update Request Form and sent to the **Petroleum HSE Systems Support** email in the GAL.

9.0 ATTACHMENTS

Poster – Work Site Jewelry Policy

WORK SITE JEWELRY POLICY

PETROLEUM



UNACCEPTABLE JEWELRY

- rings
- bracelets
- metal band watches
- long chains and necklaces
- all open earrings including ornamental earrings
- Medic-Alert necklaces that fall over the chin when bending
- any body piercing jewelry that is exposed and not protected by clothing

Where ring(s) cannot physically be removed, individuals shall tape the ring(s) for the duration of their time on site.

EXCEPTIONS

- small ear studs
- wrist watches with breakable bands, when covered by PPE
- Medic-Alert necklaces that do not fall over the chin when bending
- Medic-Alert wrist bracelets (must be taped or removed if working with machinery)

When these items are worn they must be covered with PPE. These items must be removed when working with moving machinery.

This policy covers BHP Billiton Petroleum employees, visitors, and contractors.

