



QLD Natural Gas E&P Industry Safety Leaders Group Working Group – Rig Site Safety Charter

SLG Champions

Ian Davies – Chief Executive Officer, Senex
Paul McDougall - Australian Onshore Manager, Schlumberger

Secretariat

Coordinator, Queensland Natural Gas E&P Industry Safety Forum

Under the direction of the Queensland Natural Gas E&P Industry Safety Leaders Group (SLG), the Rig Site Safety has been identified as a key theme of the Queensland Natural Gas E&P Industry Strategic Safety Plan.

The Rig Site Safety Working Group has been established by the SLG to help finalise the Queensland Natural Gas E&P Industry Strategic Safety Plan, and then develop common solutions to deliver against their assigned theme of the Plan.

Members

Members of the Working Group are either subject matter experts or user representatives, from both Operating Companies and Contract Partner Companies (refer to Appendix 1).

Terms of Reference

1. OBJECTIVES AND SCOPE

- 1.1 The overarching primary objective of the Rig Site Safety Working Group is to assist the Industry Safety Forum (ISF) improve safety performance in the Queensland Natural Gas E&P industry sector, in the area of Rig Site Safety.

The key objectives of the working group are:

- Develop the key Tools and Competencies to deliver improved rig site safety in a rapidly expanding CSG drilling industry.
- Provide an open forum with structured methods of sharing learnings and developing common outputs for implementation across the industry.

Principles:

- a) Safety provides a common advantage, and all participants will adopt a cooperative approach to sharing of safety management practices.

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- b) The safety performance of the industry will be made stronger by a collaborative approach amongst the Working Group participants, the Operating Companies and Contract Partner community represented by the Working Group.

1.2 The Working Group has a specific focus on the Queensland Natural Gas E&P Industry.

2. MEMBERSHIP AND GOVERNANCE

- 2.1 A minimum of 1 Champion for each Working Group is drawn from the SLG members.
- 2.2 Champions ensure that their Working Group develops clear and agreed work plans with goals, actions, responsibilities and milestones for review and formal approval by the SLG, and steer implementation of the approved work
- 2.3 Membership of the Working Group is open to all Operating Companies and Contract Partner Companies who participate in the Queensland Natural Gas E&P Industry Safety Forum. Engagement of other stakeholders will be considered in due course.
- 2.4 The Working Group has no decision making authority. It shall prepare recommendations for the SLG.
- 2.5 Members of the Group must have authority to make decisions on behalf of the organisations that they represent.
- 2.6 The Working Group will be led by a Chairperson appointed by the Group.
- 2.7 The nominal term of office for Working Group members is 1 year. Working Group membership will be reviewed annually.
- 2.8 Invited members commit to attending scheduled meetings, and if required may attend by videoconference or by telephone. Members may not send delegates to scheduled meetings.

Any member of the Group who fails to attend 3 consecutive meetings or less than 50% of meetings within a 12 month period will have their position on the Group reviewed by the Group Champion(s) and may result in the member's removal from the Group.

- 2.9 The Working Group may hold valid deliberations and make recommendations to the SLG only if a quorum is met, with at least half of the representatives from the Operating Companies and at least half of the representatives from Contract Partner Companies present.
- 2.10 Recommendations of the Working Group will generally be by consensus and, where required, by a simple majority of members present.
- 2.11 Members are responsible for meeting their own costs for attending and participating in meetings and forums.

3. MEETING MANAGEMENT AND REPORTING

- 3.1 The Working Group meets monthly. Notification of meeting dates for the calendar year will be set at the start of that year.
- 3.2 The agenda and any pre-reading will be circulated 1 week before the meeting. Minutes of each meeting will be circulated 1 week after the meeting.
- 3.3 The Working Group's effectiveness and terms of reference are reviewed annually by the SLG against the agreed industry strategic safety plan, including a review of membership.

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4 KEY AREAS OF COLLABORATION AND IMPROVEMENT OPPORTUNITIES

- Sharing safety performance analysis and developing improvement initiatives as a result;
- Identify common Competencies and Responsibilities of key rig site personnel;
- Ensure the use of fit for purpose audit and assessment processes for the changing risk profile of drill rig design and operations;
- Review the CSG company safety plans for drilling activities for common expectations.

5 DELIVERABLES

5.1 The Working Group is tasked with producing the following deliverables:

01	The Queensland Natural Gas E&P Industry Strategic Safety Plan for the Working Group's assigned strategic theme	Industry Safety Forum in Dec
02	Working Group annual work plan and budget	Annual, Q4
03	Working Group progress reports against work plans	Monthly
04	Implementation of the Working Group annual work plan	Industry Safety Forums

5.2 The Working Group Strategic Safety Plan will continue to focus on key risk areas subject to review as considered:

- DROPs – improved implementation and ownership;
- Low Severity Incidents (e.g. hand and finger safety)
- Leadership and Positive Safety Culture (e.g. observations; "Stop the Job", measures that matter)

Specific measures of success for the Working Group will be developed by the Group and defined in the Queensland Natural Gas E&P Industry Strategic Safety Plan.

These terms of reference were adopted by the members present at the Rig Site Safety meeting held on 10 March 2017.

Signed: SLG Co-Champion

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