

HSE GLOSSARY: THE LANGUAGE OF HSE AT H&P



FREQUENTLY USED TERMS

HSE – Health, Safety & Environment

Actively C.A.R.E. – Actively Control and Remove Exposures; at H&P, safety is... Controlling And Removing Exposure for self and others

LifeBelts – H&P's Rules to Live by that highlight actions that individuals must take to protect themselves and others from serious injury or fatality

SIF – Serious Injury or Fatality; a life-threatening, life-altering, or fatal injury

- **Life-Threatening** – work-related injury or illness that required immediate life-preserving rescue action, and if not applied immediately would likely have resulted in the death of that person
- **Life-Altering** – work-related injury or illness that resulted in a permanent and significant loss of a major body part or organ function that permanently changes or disables that person's normal life activity
- **Fatal** – work-related injury or illness resulting in death

Incident – an unplanned and undesired event or chain of events that has, or could have, resulted in injury or illness or damage to assets, the environment or company reputation

SIF Incidents – Collectively SIF Actual, SIF Potential, and SIF Mitigated

SIF Actual – an incident in which there was an actual life-altering, life-threatening, or fatal injury

SIF Potential – an incident with the potential for a life-altering, life-threatening or fatal injury; incidents

SIF Mitigated – An incident in which the potential was there for a life-altering, life-threatening or fatal injury but the potential was mitigated due to an intended barrier or control being in place

SIF Exposure – SIF Actual + SIF Potential + SIF Mitigated = SIF Exposure; incidents per 200,000 hours worked

CAR and CAR/AR – a method of feedback comprised of the following parts

- **CAR:** Success Feedback
 - Context / Action / Result
 - Transition to broader discussion
 - Follow-Up
- **CAR/AR:** Guidance Feedback
 - Context / Action / Result
 - Open ended question
 - Alternative Action
 - Open ended question
 - Alternative Result
 - Transition to broader discussion
 - Follow-Up

COACH – Care, Observe, Approach, Converse, Help; a proactive people-based approach to control and remove exposures

Compass Cards – a pre-job planning discussion guide in a portable, easily accessible format; helps to facilitate a JSA or conduct a hazard analysis on a new job that may not have a JSA; please note that the Compass Card does not replace the JSA

Hierarchy of Controls – a system used in industry to minimize or eliminate exposure to hazards. The hazard controls in the hierarchy are, in order of decreasing effectiveness:

- a. Elimination
- b. Substitution
- c. Engineering Controls
- d. Administrative Controls
- e. Personal Protective Equipment

JSA – Job Safety Analysis; helps identify the safe job steps, associated hazards for each step, and safe work practices to eliminate or control exposure to each hazard

PJP – Pre-Job Planning; the process of defining the work and methods for identifying hazards and their controls, JSA, scheduling, specific task assignment and pre-job briefing

Near Miss – incidents that under slightly different circumstances could have caused illness, injury or damage to assets, the environment or company reputation, but did not; all near misses shall be treated as incidents and shall be investigated and reported according to their potential severity

Rig-Based Investigation – investigation strategy for incidents not requiring a Taproot®

Root Cause Analysis – a process or procedure that helps guide people to discover and understand the initiating causes of a problem, with the goal of determining missing or inadequately applied controls and/or knowledge that will prevent recurrence

SIF-Critical – a task with identified potential to cause a serious injury or fatality

SIF Decision Tree – a tool used to determine if an incident had SIF potential

SIF Exposure Alert – a brief summary of the incident provided to rigs in order to raise awareness around SIF exposures. Can be used at any point during the investigation process.

SIF Rate – the number of SIF events per 200,000 manhours worked; This calculation can be used for all 3 different SIF categories, SIF -Actual, SIF -Potential, and SIF- Mitigated

SLT – Safety Leadership Team; members from multiple departments and all business units that monitor data, along with employee feedback to refine strategy and objectives related to safety

Taproot® – a systematic process and training for determining the root causes of accidents

TRIR – Total (OSHA) Recordable Injury Rate



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