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Approver: Joe Berry

**Berry Bros. General Contractors, Inc.  
Corporate Policy Procedure**

**(HSE) Health, Safety & Environmental  
Policies and Procedures Manual**

Section # 80

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**SIMULTANEOUS OPERATIONS (SIMOPS)**

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**SUBPART A – PURPOSE / SCOPE**

1. BBGCI will try to mitigate the need for any Simultaneous Operations, but in the event that SIMOPS is deemed necessary this procedure outlines the processes and general plans for conducting simultaneous operations (SIMOPS) so as to provide for the safety of personnel and protection of the environment and equipment.
2. SIMOPS shall be coordinated through joint planning efforts by the separate operations, such as development, construction, and operations managers/supervisors/engineers who plan and direct activities.
3. This procedure applies to all BBGCI work sites.

**SUBPART B – ACRONYMS / DEFINITIONS**

Acronym	Term
MOC	Management of Change
PTW	Permit to Work
SIMOPS	Simultaneous Operations
SOP	Standard Operating Procedure
JSEA	Job Safety Environmental Analysis
CoW	Control of Work



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<b>Term</b>	<b>Definition</b>
Competent Person	An individual that has demonstrated that they have the knowledge, training, and experience required to perform the defined role to the standard required. A competent person is capable of identifying existing and predictable hazards, soil conditions, working conditions, hazardous or risks to personnel and has the authority to take prompt measures to eliminate them.
Construction Operations	Equipment installation, removal or modification, repairs to processing systems, piping, and all lifting activities.
Control of Work	A formal approach to manage work risk with a procedural form of control. CoW uses processes and systems to regulate work activities (i.e., the power of direct).
Document Control System	The receiving and managing of original document copies , assigning control numbers, updating and maintaining master lists, making notification or required reviews, and removing obsolete documents from and posting new and or updated documents.
Job Safety Environmental Analysis (JSEA)	A systematic look at a task to be performed; breaking it down to individual task steps, identifying potential hazards and methods to control those hazards / risks. A job related safety and environmental analysis is intended to identify hazards/risks and provide actions to mitigate/eliminate/minimize all know hazards/risk with a particular task.
Management of Change (MOC)	An established means of managing and controlling physical, chemical, organizational processes, or administrative changes.
Permit to Work (PTW)	Management system used to understand, approve, and process work activities in a safe manner.
Simultaneous Operations (SIMOPS)	Simultaneous Operations (SIMOPS) are multiple independent operations that occur on a location at the same time, that could interfere with one another or cause some type of work issues. Events of any one operation may impact the safety or personnel or equipment of another operation (i.e., construction, welding, working at heights, oil and gas production, etc.)
Muster Station	An area designated onsite as a safe area where in the event of an emergency, personnel can evacuate to and be safe (Muster Point / Station).

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## **SUBPART C – RISKS**

1. Important surface SIMOPS risks for consideration include but is not limited to:
  - A. Hot work
  - B. Gas releases
  - C. Lease traffic
  - D. Movement of Equipment
  - E. System Testing
  - F. Live well head
  - G. Surface equipment
  - H. Surface lines
  - I. Crane operations
  - J. Confined Space
  
2. Important downhole SIMOPS risks for consideration include but not limited to:
  - A. Wellbore collision
  - B. Wellbore communication between completions
  
3. The JSEA shall reflect SIMOPS hazards, controls and barriers when applicable.

## **SUBPART D – PROCEDURE**

1. General Requirements
  - A. SIMOPS activities are conducted based on Permit to Work Conditions. If these conditions are not able to be met, options include the temporary cancelation of the activity, different timeframes, or specific site controls must be applied.
  - B. Prior to commencing SIMOPS, there will be a survey completed by a designated competent person (i.e HSE, Superintendent, Supervisor) of the existing site or facility. Revisions or modifications may be recommended. Requirements for shutting down work in affected areas will be reviewed. These activities should involve each respective on site department (construction, operations, and all contractors or sub-contractors onsite.)
  - C. All Risks, requirements, revisions or modifications must be set prior to work commencing, as well as communicated with everyone involved in the SIMOPS operations.



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- D. Applicable Incident Management coordination will be planned and reviewed prior to commencing SIMOPS operations and with all personnel onsite. This would include muster stations for any potential incident causing an evacuation of site.
- E. An additional SIMOPS meeting between the different work crews shall occur if the original scope of work changes.
- F. All personnel shall understand the site Incident Management System and responsibilities.
- G. All identified roles shall have defined accountabilities.
- H. Designated Competent personnel will be on duty and in attendance during SIMOPS.
- I. All SIMOPS Operations must be made visible by all affected parties by use of barricades, permit boards or proper signage.

2. Key Responsibilities

- A. Proper coordination and control is critical to the safe conduct of SIMOPS. **The Job Site PIC will have complete authority to determine which operation or phase of work has precedence at any given time.**
- B. The Site/Facility Manager will be the PIC.
  - a. The PIC will be responsible for confirming that all aspects of the SIMOPS plan are fully implemented, and must be specified on the corresponding Work Permit.
  - b. The PIC will work with the other project and site representatives (contractors and sub-contractors) to understand each job scope prior to commencing SIMOPS. In the event of an emergency, the Site Safety Coordinator will have the support of the PIC to control any issue that may arise. If there is difficulty in maintaining control of work, joint communications shall occur with all parties to determine if operations should be shut down.
  - c. The PIC shall communicate with all responsible personnel from the various project and site representatives (contractors and sub-contractors) to discuss the expected activities at the commencement of work at the beginning of each shift if applicable and at other times during the operations as conditions require and to resolve any conflicts due to SIMOPS.



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- d. The PIC must inform all involved parties any special problems that might be encountered and appropriate actions to take if such problems should occur.
  - e. The PIC must verify that all necessary permits, approvals, and prescribed precautions are in place prior to the commencement of work.
  - f. Site access control to a SIMOPS site must be controlled to ensure that the PIC knows who and how many people are onsite in the event of an emergency.
- C. Proper communication must be established among all personnel involved in SIMOPS. A communications system, such as intercom, or radios shall be set up to help facilitate communications. A personnel manifest or roster shall be compiled and maintained by the PIC and distributed to other project and site representatives.

**SUBPART E - TRAINING**

An awareness level training covering this procedure will be administered to employees that may be affected by this policy on as needed basis.

**SUBPART F – AUDITING**

This policy will be reviewed at least every 4 years. Routine field audits of policy implementation will be conducted by field safety personnel. The review of task level JSEA's by field safety personnel will be the primary artifact used to determine the recognition and control of SIMOPS hazards. The results will be documented in the JSEA and inspection tool of Safework Suite HSE software.

Revision Date: \_\_\_\_\_  
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Approved By: Safety Committee  
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