

## SAFETY – SAFETY DEPARTMENT ON-CALL

### -24 Hour Procedure-

#### Scope

This procedure outlines the Control Room's responsibility with any calls with safety related concerns and the action expected of the Controller.

#### Purpose

The Control Room assists the EOG Safety Department with transferring safety related calls to the appropriate party during normal working hours and afterhours.

#### Identification

N/A

#### Process

Call out actions differ during normal working hours and afterhours.

#### Advisory

It is important to follow the steps laid out below in the 'Action' section. If discrepancies or changes in process are identified, contact the Control Room Foreman to discuss an update to the procedure.

#### Action

1. The Controller will receive a call in relation to any safety concerns.
2. The Controller will collect available information to assist in making sure the call is properly transferred to the correct On-Call Safety Representative;
  - i. Department to which the concern exist
3. Controller will search the [Safety Department On-Call](#) sheet to determine the proper recipient of the safety related concern.

**NOTE: Safety Department On-Call will be updated by the Controllers as they are received.**

4. Controller will then transfer the call as stated in the [Safety Department On-Call](#).
5. Document the incident on the Controller Shift Change briefing.



**Standard Operating Procedure**

**SOP-700 – Safety – Safety Department On-Call**

**References**

Safety Department On-Call

Drilling			Materials
Drilling Construction	Drilling Fluids	Rigs	
Location Construction	(drilling mud)	NORAM	Jal Warehouse
Road Construction		NABORS	Monahans Warehouse
		H&P	Apollo Yard

Completions				M&A
Frac	Wireline	Coiled Tubing	Well Control	
Halliburton 1	Halliburton WL	STEP		Automation- Facilities
Halliburton 2	Halliburton WL	STEP		Automation- Water/SWD
BJ2	Reach Wireline #2	Xstreme 119		Automation- Special Projects
BJ3	Mallard #1			Electricians- Facilities
FTSI 1	Integrity #2			Electricians- Power lines
EVOLUTION	Mallard #2			Oil Measurement
				TX - Gas Measurement
				NM - Gas Measurement
				Field Communications

Production	Facility Construction & Pipeline	
	Facilities	Pipelines
Texas Production Areas	TX - Facilities- Brad Reed	TX/NM - Pipeline- Parker Stovall
New Mexico Production Areas	TX - Facilities- Mark King	
Compressor Stations/LGL- Herman Garza	NM - Facilities- Brandon Wilson	
Water Reuse Pits		
Water Transfer Pits		
Water Construction		
Workover Rigs (Pulling Units)		
P&A Rigs		

**Definitions**

M&A- Measurement and Automation

F&P- Facilities and Pipeline

	<b>Standard Operating Procedure</b>
	<b>SOP-700 – Safety – Safety Department On-Call</b>

### Revision Log – SOP-302

Revision	Date	Description of Change	Change/Approved by
1	8/30/2019	Created	Brandon Rogers

### Training Log – SOP-302

Revision	Training Date	Method of Training	Issued By
1	8/30/2019	Shift Change/Email	Brandon Rogers

SOPs must be revised or reviewed at least once each calendar year, not to exceed 15 months.

### Review Log – SOP-302

Reviewed By	Date
Brandon Rogers/Ashley Mayfield	8/30/2019