



# ZERO HARM SAFETY OBSERVATION PROGRAM

Have you observed an unsafe act or condition; someone working in a safe and exemplary manner; or thought of an HSE improvement idea?

Did you turn in a related **ZERO HARM** card this month?

If so, **THANK YOU**, and good luck in the **ZERO HARM** recognition program!

Perhaps you wonder what action occurs to address issues identified on submitted **ZERO HARM** cards?

The following process is administered by the HSE Department: Such an area must:

- HSE personnel regularly collect **ZERO HARM** cards from facility drop boxes.
- Card details are entered into and tracked in a spreadsheet or database.
- A monthly **ZERO HARM** card status report is generated from the spreadsheet or database and reviewed at periodic Safety/Management Meetings.
- Permanent preventive/corrective actions are assessed and assigned to the appropriate area supervisor(s).
- **ZERO HARM** cards shall only be closed out after a Quality/HSE Department representative has verified actions are implemented and effective.
- **ZERO HARM** and associated preventive/corrective actions status reports are considered an HSE Department KPI (Key Performance Indicator) and shall be posted on Company HSE Information boards and eventually on the X-Drill Intranet web site.

Please see the X-DRILL HSE Manual, Section 7.1 – ZERO HARM Observation Program, and local regional plan for full details of the program in your area.

Steve Meheen  
CEO June • 2015

A handwritten signature in blue ink, appearing to read 'Steve Meheen', is placed below the printed name and title.