

Rig Pass HSE Orientation

Course Outline

Prerequisites: This course shall have no formal pre-requisite.

Course Length: 8 hours - Course length shall vary depending on the number of delegates. Total course time includes breaks.

Class Size: The maximum number of delegates that may be trained and tested per instructor shall be thirty-five (35) in the classroom session.

Course Objective

- Delegates will gain an awareness of the hazards encountered when working on oil & gas installations and the systems in place to control and mitigate those hazards.
- Identify main hazards, their risk, control, and consequences.
- Potential environmental impact of oil & gas operations.
- Identify key safety regulations and explain the concept of these regulations.
- Principles of managing safety on oil & gas installations.
- Alcohol and substance abuse policy.
- PPE requirements on oil & gas installations.
- Procedures for reporting incidents, accidents and near misses.

Course Design

- Power Point© / Lecture / Audio Video / Visual Aids

Successful Course Completion

- Requires a minimum score of 80% or better.
- Delegates will have no more than sixty (60) minutes to complete the exam.
- Grades shall be calculated by dividing the number of questions answered correctly by the total number of exam questions.

Course Content Summary

- Classroom
- IADC RigPass Orientation

Breaks: 10 minutes (approximately every hour)

Lunch: 1 hour

Course Outline

Section I - Safety & Environmental Management System (SEMS II)

- What is SEMS?
- Regulatory Agencies

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- **SEMS Compliance**
 - Who is affected by SEMS?
 - Who is responsible for SEMS?
 - How are workers affected?
 - SEMS II Regulations
 - Management of Change (MOC)
 - Operating/Safe Work Practices
 - Training Requirements
 - Quality Assurance
 - Pre-Startup Review
 - Emergency Response
 - Incident Investigation
 - Audits/Recordkeeping

Section II – Safety Principles

- **Access to Medical Records**
 - Definitions
 - General Requirements
 - Employee Rights
- **Behavior Based Safety**
 - General Safety
 - Human Behavior
 - What is Behavior Based Safety?
 - Why Behavior Based Safety?
 - The Behavior Based process
 - Critical Behaviors and Barriers to Safety
 - At Risk Behaviors
 - Effects of Workplace Injuries
- **Drug & Alcohol Safety**
 - General Policies
 - Drug & Alcohol Testing
 - Pre-employment
 - Post-Accident
 - Random
 - Reasonable Cause
 - Other (Pre-access)
 - Supervisor Responsibility
 - Types of Drugs
 - Prescription/non-prescription drugs
 - Search & Seizures
- **Personal Conduct**
 - Discuss general good conduct
- **Workplace Violence**
 - What is workplace violence?
 - Industry Statistics

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- Preventing workplace violence
- Common forms of workplace violence
- Reporting workplace violence
- Prohibited workplace items
- Stop Work Authority
 - Intervention Examples
 - Things to consider when using Intervention
 - Employee Responsibility
- Job Safety Analysis (JSA/JHA)
 - What is a JSA?
 - Benefits of a JSA
 - Writing a JSA
 - Identifying Job Steps
 - Identifying Potential Hazards
 - Identifying Solutions to Eliminate Hazards
 - Pre-Written JSA's
- Housekeeping
 - Preventions
 - Employee Responsibilities
- Walking and Working Surfaces
 - Overview/Statistics
 - Floor Hole
 - Floor Opening
 - Stairway Floor Opening
 - Fixed Industrial Stairs
 - Ladder-way Floor Opening
 - Wall Opening
 - Open-Sided Floors and Platforms
 - Standard Guardrail System
 - Scaffolding
 - Scaffolding Safety
 - Portable Ladders
 - Portable Ladder Angle
 - Fixed Ladders
 - General Ladder Safety
- Incident Reporting and Investigation
 - What is an incident?
 - Causes of Incidents
 - Incident Reporting
 - Incident Investigation

Section III – Rig & Platform Environment

- Arrival Procedures
 - General Requirements
 - Safety Orientation

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- Station Bill
- Emergency Response
 - Types of alarms/sounds
 - Your actions and emergency exit requirements
- Other Warning Systems
 - Standard Sign Colors
 - Standard Symbols
 - Safety Labels
 - HAZCOM Labels
 - HMIS Labels
 - Visual Awareness
 - Barriers, orange cones, caution tape, etc...
- Living and Working
 - General Information
 - Simultaneous Operations

Section IV – Worksite Safety

- General Worksite Requirements
 - Site-specific orientations
 - Pre-job meetings
 - Differences between operator and contractor
- Define general worksite hazards
- Site Risk Assessment
 - Common hazards
 - Other types of hazards
 - Examples of chemical exposure hazards
- Working at Heights
 - Employee Responsibilities
 - Secondary Retention
 - Administrative Controls
 - Engineering Controls
- Confined Space
 - What is a confined space?
 - Atmospheric Hazards
 - Physical Hazards
- Hazardous Energy
 - Potential vs. Kinetic Energy
 - Lockout/Tagout
 - General Safety
 - Energy Control Plan
 - Energy Control Program
 - Lock Out/Tag Out Requirements
- Work Permits
 - Permit Requirements
 - Permit Information

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- Types of Permits
 - Confined Space
 - Hot Work
 - Other (critical lifts, working at heights, etc.)
- Employee Responsibilities
- Hand Safety
 - Reasons for Hand Injures
 - Hand Hazards
 - Knife Injury Prevention
 - Alternative Cutting Devices
- Tool Safety
 - Power Tool Safety
 - General Tool Safety
- Material Handling
 - General Safety
 - Rigging Gear Requirements/Inspection
 - Housekeeping/storage
 - Communications
- Manual Material Handling
 - Common Back Injuries
 - Lifting Techniques – Leverage Zones
 - Green Zone
 - Yellow Zone
 - Red Zone
 - Have a Plan
 - Body Lifting Mechanics
 - Lifting a Load
 - Carrying a Load
 - Lowering a Load
 - Pushing vs. Pulling
 - Standing/Walking
 - Sitting/Working
 - Driving
 - Sleeping
 - Sources of Back Pain
 - Reporting Back Pain
- Globally Harmonized System (GHS)
 - HAZCOM Standard Requirements
 - Employee Right to Know
 - What is GHS?
 - Benefits of GHS
 - What should be harmonized?
 - Physical Hazards
 - Health Hazards
 - Impact of OSHA Requirements

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- Hazard Communication Standard
- Labels
- Safety Data Sheets
- Sections (16) of Safety Data Sheets
- HAZCOM Standard Requirements
 - Employer/Employee Responsibilities
 - HAZCOM Program
- HAZCOM Labeling Systems
- Transport of Hazardous Materials
 - Steps to ensure compliance
 - Shipping Paper Retention
 - Emergency Response Information
 - Placarding Requirements
- Hazardous Material Release
 - HAZWOPER Response
 - Incident Reporting
 - Training Requirements
- Hazardous Atmospheres
 - Lead
 - Hydrogen Sulfide (H₂S)
 - Carbon Dioxide
 - NORM
 - Nitrogen
 - Crystalline Silica
 - Diesel Mist
 - Employee Roles & Responsibilities

Section V - Personal Protection & Health

- Personal Protective Equipment
 - PPE Requirements
 - Hazard Assessments
 - Employer/Employee Responsibilities
 - Head Protection
 - Eye and Face Protection
 - Hearing Conservation
 - Different Types
 - Regulatory Requirements
 - Control Measures
 - Engineering Controls
 - Administrative Controls
 - Types of Hearing Loss
 - Audiometric Testing
 - Noise Reduction Rating (NRR)
 - Foot Protection
 - Hand Protection

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- Respiratory Protection
- Fall Protection
- Protective Clothing
- First Aid
 - Emergency Response Procedures
 - First Aid Equipment
- Bloodborne Pathogens
 - General Information
 - Exposure Entry Points of Body
 - Recognize Potential Exposures
 - General Safe Work Practices
 - Personal Protective Equipment (PPE)/Decontamination
 - Exposure Incident Response
 - Biohazard signs and labels
- Severe Weather
 - General Information
 - Types of adverse weather conditions
 - General adverse weather safety
- Health & Wildlife
 - Awareness of wildlife encounters on the job site

Section VI – Environmental Protection & Fire Safety

- Environmental Protection
 - About Environmental Protection/Awareness
 - Waste Minimization/Pollution Prevention
 - Waste Reduction Planning
 - Waste Safety
 - HAZWOPER Response
 - Spill/Release Response
 - Containment
 - Chemical Handling
- Fire Safety
 - General Prevention
 - Chemical Storage
 - Common Fuels
 - Fire Tetrahedron
 - 5 Classes of Fire
 - Types of Extinguishers
 - Fire Extinguisher Inspection
 - Emergency Response Plan
 - Evacuation
 - Employee Responsibilities

Section VII – Offshore Operations

- Transportation

Rig Pass HSE Orientation

Course Outline

- Arriving at Shore Base
- MARSEC
- Helicopter Transportation
 - General Safety
 - Boarding
- Boat Transportation
 - General Safety/Station Bill
 - Personnel Transfer
 - Swing Rope
 - Personnel Basket
- Arrival at Worksite
 - Orientation/Station Bill
 - Emergency Action Plan
- Personal Floatation Devices (PFD's)
 - Type I PFD
 - Type V PFD
 - Aviation PFD
 - Type IV PFD
 - Life Floats
- Survival Crafts
 - Different Types/Uses
 - Survival Equipment
- Marine/Aviation Life Rafts
 - Operation/Boarding
 - Survival Equipment
- Search and Rescue (SAR)
- Security Awareness
- Marine Debris

Section VIII – Onshore Operations

- Land Transportation
 - Safe Vehicle Travel Best Practices
 - Driving Conditions
 - Maintenance
 - Prohibited Actions
 - Arrival Procedures
- Excavation & Trenching
 - General Safety
 - Competent Person
 - Safe Work Practices
 - Access & Egress
 - General Hazards
 - Methods of Protection
 - Protection Systems
 - Sloping



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- Shoring
 - Shielding
- PPE
- Pits and Ponds
 - About Pits and Ponds
 - Working safely around Pits and Ponds

Training Center Provided Material

- Course Materials

Delegate Requirements

- None

Reference Material / Documents

BSSE 30 CFR 250.109 – 250.113	OSHA 29 CFR 1910.151
BSSE 30 CFR 250.490	OSHA 29 CFR 1910.157
DOT 49 CFR 171-179	OSHA 29 CFR 1910.242
Environmental Protection Agency (EPA)	OSHA 29 CFR 1910.333
National Fire Protection Association Codes and Standards	OSHA 29 CFR 1910.1001
Offshore Operators Committee	OSHA 29 CFR 1910.1020
OSHA 29 CFR 1904.35	OSHA 29 CFR 1910.1030
OSHA 29 CFR 1910.22	OSHA 29 CFR 1910.1060
OSHA 29 CFR 1910.95	OSHA 29 CFR 1910.1200
OSHA 29 CFR 1910.101	OSHA 29 CFR 1910 Subpart E
OSHA 29 CFR 1910.120	OSHA 29 CFR 1910 Subpart Z
OSHA 29 CFR 1910.132-133	OSHA 29 CFR 1926.50
OSHA 29 CFR 1910.134	OSHA 29 CFR 1926.101
OSHA 29 CFR 1910.138	OSHA 29 CFR 1926.150
OSHA 29 CFR 1910.145	OSHA 29 CFR 1926.200
OSHA 29 CFR 1910.146	OSHA 29 CFR 1926.500-503
OSHA 29 CFR 1910.150	OSHA 29 CFR 1926.1101
	OSHA 29 CFR 1926.1200