

Contractor Safety Management for Oil and Gas Drilling and Production Operations

API RECOMMENDED PRACTICE 76
SECOND EDITION, NOVEMBER 2007



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Upstream Segment

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Foreword

This publication is under the jurisdiction of the American Petroleum Institute Upstream Department's Executive Committee on Drilling and Production Operations. It was developed with assistance from API Petroleum Industry Data Exchange (PIDX) Committee, International Association of Drilling Contractors (IADC), the Association of Energy Service Companies (AESC), and with input from the International Association of Oil and Gas Producers (OGP). API expresses its appreciation to these organizations for their contributions to the development of this publication.

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Contractor Safety Management for Oil and Gas Drilling and Production Operations

1 Introduction

1.1 Scope

This publication is intended to assist Operators, Contractors, and Subcontractors (Third Parties) in the implementation of a Contractor safety program and improve the overall safety performance while preserving the independent contractor relationship. It is intended for the Upstream segment of the petroleum industry; however, since the Operator requirements and the contracted work are diverse, this publication may not be applicable to all operations at each company or to all contract work performed in those operations.

Many oil and gas exploration and production companies contract for equipment and personnel services for a wide range of activities, including drilling, production, well servicing, equipment repair, maintenance, and construction. Certain activities of Contractors have the potential to place either Contractor and/or Operator personnel and/or equipment at risk. It is important that operations are carried out in a safe manner.

Operators and Contractors need to provide safe work places and to protect the safety of their workforces and the general public. When they work together to improve safety, both benefit.

1.1.1 Operator and Contractor Commitment to Improved Contractor Safety Performance

Both Operator and Contractor Management commitments are essential in minimizing accidents/incidents and preventing injuries and illnesses. Management commitment begins with the Operator and Contractor providing the resources necessary for implementing and maintaining an effective safety program.

The Operator's and Contractor's commitments and continued support is common to all successful safety programs in order to minimize incidents and prevent injuries and illnesses. Effective safety programs require the Operator and Contractor to:

- focus resources on safety; and
- review how Contractor safety is being addressed.

Operators may encourage Contractor management commitment by sharing information regarding effective safety performance benefits. To emphasize their commitment, many Operators incorporate the need for Contractor safety in senior management policy statements on safety, health and the environment.

1.1.2 Policy Statement

Management commitment may be expressed in a policy that establishes the importance of Operator and Contractor safety. Management's involvement helps ensure the effectiveness of a safety program. An example policy statement is detailed in Annex E.

1.2 Benefits of an Operator and Contractor Safety Program

Operators and Contractors benefit when they work together to enhance the management of related safety programs. These benefits can include:

- safety expectations and capabilities are clearly understood before the work begins;
- improved safety performance;
- better working relationship between Operator and Contractor;
- improved safety training for both Operators and Contractors; and
- improved productivity, reliability and efficiency.

1.3 Third Parties and Subcontractors

Frequently, Third Parties and Subcontractors are utilized to perform specialized portions of work assignments. A Third Party and/or Subcontractor should be subject to applicable elements of the Operator's and/or Contractor's safety program. The Operator and/or Contractor should make provisions for inspection of relevant Third Party/Subcontractor equipment.

2 Industry Standards and Practices

The most recent edition of the following publications are either referenced in this recommended practice or may be of use in the development of an Operator/Contractor Safety Program:

API Bull E1, *Generic Hazardous Chemical Category List and Inventory for the Oil and Gas Exploration and Production Industry*

API RP 2D, *Operation and Maintenance of Offshore Cranes*

API Spec 4F, *Specification for Drilling and Well Servicing Structures*

API RP 4G, *Recommended Practice for Use and Procedures for Inspection, Maintenance, and Repair of Drilling and Well Servicing Structures*

API RP 8B, *Recommended Practice for Procedures for Inspections, Maintenance, Repair, and Remanufacture of Hoisting Equipment*

API Spec 9A, *Specification for Wire Rope*

API RP 9B, *Recommended Practice on Application Care, and Use of Wire Rope for Oil Field Service*

API RP 11ER, *Recommended Practice for Guarding of Pumping Units*

API RP 11G, *Recommended Practice for Installation and Lubrication of Pumping Units*

API RP 14J, *Recommended Practice for Design and Hazards Analysis for Offshore Production Facilities*

API RP 49, *Recommended Practice for Drilling and Well Servicing Operations Involving Hydrogen Sulfide*

API RP 53, *Recommended Practice for Blowout Prevention Equipment Systems for Drilling Operations*

API RP 54, *Recommended Practice for Occupational Safety for Oil and Gas Well Drilling and Servicing Operations*

API RP 67, *Recommended Practice for Oilfield Explosives Safety*

API RP 70, *Security for Offshore Oil and Natural Gas Production Operations*

API RP 74, *Recommended Practice for Occupational Safety for Onshore Oil and Gas Production Operations*

API RP 75, *Recommended Practice for Development of a Safety and Environmental Management Program for Offshore Operations and Facilities*

API Bull 75L, *Guidance Document for the Development of a Safety and Environmental Management System for Onshore Oil and Natural Gas Operation and Associated Activities*

API RP 500, *Recommended Practice for Classification of Locations for Electrical Installations at Petroleum Facilities Classified as Class I, Division 1 and Division 2*

API RP 505, *Recommended Practice for Classification of Locations for Electrical Installations at Petroleum Facilities Classified as Class I, Zone 0, Zone 1, and Zone 2*

API *Introduction to Oil and Gas Production*

AESC¹ *Recommended Safe Procedures and Guidelines for Oil & Gas Well Servicing*

AESC *Hazardous Communication Compliance Guide for the Well Service Industry*

AESC *DOT Drug Testing Compliance Guide*

AESC *Rig Safety Inspection Forms*

AESC *5 Minute on the Job Safety Talks*

AESC *Accident Investigation Kit*

ANSI Z41², *Personal Protection—Protective Footwear*

ANSI Z49.1, *Safety in Welding and Cutting and Allied Processes* (AWS Z49.1)

ANSI Z87.1, *Practice for Occupational and Educational Eye and Face Protection*

ANSI Z88.2, *Respiratory Protection*

ANSI Z89.1, *Requirements for Industrial Head Protection*

ANSI Z359.1, *Safety Requirements for Personal Fall Arrest Systems, Subsystems and Components*

IADC³ *Drilling Manual*

IADC *Drilling Technology for the Man on the Rig*

IADC *Drilling Technology Series*

IADC *Health, Safety and Environment Reference Guide*

IADC *Guía de Referencia Para Prevención de Accidentes*

IADC *Weekly Safety Meeting Report*

IADC *52 Safety Topics*

¹Association of Energy Service Companies, 10200 Richmond Avenue, Houston, Texas 77042, <http://www.aesc.net>

²American National Standards Institute, 25 West 43rd Street, 4th floor, New York, New York 10036, www.ansi.org.

³International Association of Drilling Contractors, 10370 Richmond Ave, Suite 760, Houston, Texas 77042, www.iadc.org.

IADC Five Minute Rig Safety Meeting Topics

IADC Guide to Safe Stairways, Walkways, and Railings

IADC How to Keep Drugs off Your Rig

IADC H₂S Safety Handbook

IADC Planning for Drilling in H₂S Zones

IADC Rotary Rig Safety Inspections Checklist

IADC Rules-of-Thumb for the Man on the Rig

IADC Safety Regulations for the Oil and Gas Industry

IADC The Rotary Rig and its Components Poster

IADC Home Study Courses: Rotary Drilling Series

IADC Rig Pass: Accrediting the Basics

IADC Guide to Blowout Prevention

IADC Introduction to Well Control

IADC Well Control for the Man on the Rig

IADC The Pit Watcher

IADC H₂S Safety in Drilling and Production

IADC Makin' Hole: How Oilwells are Drilled

IADC Roughneck Training

IADC Tripping Practices

IADC Safe Rigging Practices

IADC Basic Rigging Concepts

IADC Drums, Blocks, Sheaves, and Wire Rope Terminations

IADC Rigging Gear and Inspection Criteria

IADC Safe Rigging Practices and Procedures

IADC Putting Slings to Work

IADC WellCAP Accreditation Program

IADC Guidance for Packaging and Transportation of Cargo for U.S. Offshore Operations

IADC Security Principles for U.S. Offshore Operations

3 Definitions

All standard definitions are included in Annex A.

4 Operator-specific Safety Requirements

4.1 Operator Safety Requirements

After determining the type of work to be performed by a Contractor, the Operator should identify the safety requirements and communicate them to the Contractor. These safety requirements may be broad, or general in certain cases, or very specific in others, depending on the work assignment. Certain Contractors (such as those specializing in leak repair or working with radioactive sources) may have more experience and knowledge relevant to the hazards involved and should be consulted in order to establish mutually agreeable and relevant safety procedures.

4.2 Contractor Safety Programs and Procedures

Contractors should consider developing their own safety procedures or programs. In many cases, Contractors and Subcontractors are used because of their expertise, knowledge of anticipated hazards, and special safety requirements associated with the work. In these cases, a determination must be made as to which individual or company will have the primary responsibility for implementing additional safety requirements applicable to their specialty. These must be consistent with operational and regulatory requirements.

On jobs where multiple Contractors or Subcontractors are employed, there needs to be a coordinated effort to ensure a common understanding exists regarding safety procedures.

4.3 Training and Communications

4.3.1 Training Requirements

Contractors have the responsibility to provide appropriate information and training to ensure that their employees have adequate knowledge and skills to perform their jobs safely. The Contractor is generally responsible for providing safety and job-specific training for its employees unless otherwise stated in the contract or other agreement. Upon final review of the scope of work, Operator and Contractor may identify any site or job-specific training that is necessary to perform the work safely and agree on how this will be accomplished. Additionally, other considerations include, but may not be limited to:

- Short Service Employee programs (SSE)—See Annex C
- Sample Training Matrix—See Annex D

4.3.2 Verification of Training

It is important for the Contractor to maintain records of training and make them available to the Operator upon request. The Contractor should consider periodically reviewing training schedules and materials to verify that they are current. The Contractor should maintain training documentation in a manner that is easily retrievable. Additionally, Contractor personnel may need to carry certain training credentials as required by regulation or the Operator.

4.3.3 Communicating Requirements

Operators and Contractors are responsible for communicating the appropriate information regarding workplace hazards and safety requirements to their employees. The communication of this information may include many formats such as an orientation program, job safety analyses (JSAs), safety meetings, pre-job/pre-tour safety meetings, training, Material Safety Data Sheets, safe work permits, signs, posters, procedures, or other written materials.

4.3.4 Emergency Response, Drills/Exercises Requirements

It is generally the Contractor's responsibility to comply with the Operator's emergency response procedures and evacuation plans. Conversely, the Operator must comply with the Contractor's requirements when on the site of a Contractor's Mobile Offshore Drilling Unit (MODU) or other type of drilling or well servicing unit. Certain elements in the Operator's and/or Contractor's evacuation procedures may include designated assembly areas and/or evacuation routes, and the method of accounting for personnel during an incident.

Where applicable, all personnel should receive appropriate orientation and training in emergency procedures and participate in emergency drills and exercises. For emergency evacuations, muster locations should be identified for all personnel who will evacuate. Procedures should be in place to account for personnel, as applicable.

4.3.5 JSAs and Safety Meetings

Operators and Contractors may consider conducting Job Safety Analysis (JSAs), safety observations and regularly scheduled safety meetings to provide on-going training and communication of safety issues. Additionally, a safety awareness program may be beneficial. Subcontractors and other Third Parties should be required to attend all applicable safety meetings.

4.4 Personnel New to the Work Site

All personnel new to the work site should be made aware of the job and specific site safety requirements, including emergency training, as applicable.

5 Contractor Selection Process

5.1 General

A major step in achieving acceptable Contractor safety performance is selecting a qualified and responsible Contractor. Therefore, it is appropriate for Operators to request that Contractors submit specific safety and training information in their contract response proposals. For example, such information might include:

- a) a review of the Contractor's written safety and environmental policies and practices endorsed by the Contractor's top management.
- b) a statement of commitment by the Contractor to comply with all applicable health, safety and environmental regulations and provisions of this publication.
- c) injury and illness experience for the previous three years.
- d) an outline of the Contractor's initial employee safety orientation.
- e) descriptions of the Contractor's various safety programs, including: accident investigation procedures; how safety inspections are performed; safety meetings; substance abuse prevention (testing and/or search) programs.

- f) description of the training that each Contractor employee has received and the Contractor's programs for refresher training.
- g) Description of the Contractor's Short Service Employee (SSE) training program. Operator and Contractor should establish the SSE program as part of the overall contract Health Safety and Environment Management negotiation process.
- h) Completion of the Standardized Safety Questionnaire or a sub-set thereof (see 5.3 and Annex B).

5.2 Bid Package

An Operator should inform a Contractor of its safety expectations by clearly outlining its safety performance requirements in one or more ways. One method, although not universally utilized, is a bid package. Such a bid package may define the safety standards the Contractor is expected to meet. Bid packages may not be practical for certain projects. The Operator may request specific safety information from the Contractor by other means.

5.3 Safety Questionnaire

Operators and Contractors may utilize the Standardized Safety Questionnaire or a sub-set of it to determine whether a Contractor's safety qualifications are adequate for performing the involved scope of work. The primary purpose of a Safety Questionnaire is to obtain and evaluate information about a prospective Contractor. API's recommended Standardized Safety Questionnaire is provided in Annex B. Companies may elect to use a sub-set of this questionnaire, as appropriate for their operations.

The Safety Questionnaire prompts the Contractor to provide the majority of the necessary information for an Operator to complete an initial evaluation of the Contractor's safety performance and ability to comply with safety requirements. Major sections of the Safety Questionnaire and the purpose of each section may include:

- a) *General*: Provides basic information on the Contractor including location and contacts.
- b) *Organization*: Provides basic information such as services provided.
- c) *Safety Performance*: Provides information on the Contractor's safety performance, such as incident statistics.
- d) *Safety Programs and Procedures*: Identifies the Contractor's safety programs and policies and provides information on the Contractor's substance abuse testing program.
- e) *Training*: Identifies the type of training given to Contractor employees and supervisors regarding safety and operational issues, specific to the operations involved.
- f) *Safety Coordination*: Provides information on safety responsibility and support structure, and reporting relationships.

The Safety Questionnaire should be completed by Contractor personnel familiar with safety and training data.

5.4 Operator Review of Contractor Qualifications

The Operator should consider establishing a method of reviewing and determining whether a Contractor can meet the Operator's safety requirements and therefore be considered for work. An example process would be once the Safety Questionnaire has been completed by the Contractor, the Operator would review the document for completeness, and evaluate it against the Operator's requirements. In order to assist the Contractor, Operators would provide relevant feedback to the Contractor on areas that need enhancement or improvement.

6 Work Performance

6.1 Responsibilities

It is important for the Operator and Contractor to understand their individual responsibilities during the planning, performance, and completion stages of work. As part of the process, the Operator may notify the Contractor where safety requirements are not being met, but it is generally the responsibility of the Contractor, not the Operator, to communicate to Contractor employees the steps that should be taken to correct any deficiencies.

6.2 Safety Requirements

Before work is started, the Operator should identify and present to the Contractor relevant safety rules required by the Operator. All or part of this information may be used in the safety orientation and safety meetings by the Operator or the Contractor.

7 Management of Change

7.1 General

Managing change is critical to preventing incidents and controlling loss. The operator and contractor should have a management of change process that establishes procedures to identify and control hazards associated with change (see API RP 74 and API RP 75). The procedures should maintain the accuracy of safety information related to the change. On occasion, temporary repairs, connections, bypasses, or other modifications may be made out of operating necessity. Any of these changes can introduce new hazards or compromise the safeguards built into the original design. Care must be taken to understand the operational, and personnel safety and environmental implications of any changes. Although some changes may be minor with little likelihood of compromising safety or environmental protection, many changes may have the potential for disruption, injury, or business loss.

7.2 Change in Facilities

Change at drilling, well servicing and production sites arise whenever the operations or mechanical design is substantively altered. Change may also occur as a result of changes in produced fluids, well servicing fluids, drilling fluids, by-products or waste products, design inventories, instrumentation and control systems, or materials of construction. In many instances, these changes are deemed minor and do not require specific procedures. Typical instances in which change would likely occur include the following:

- a) construction of new production or process facilities.
- b) new facility projects that involve production or process tie-ins to existing facilities, equipment reconfiguration, or modification of existing facilities/equipment.
- c) modification of existing facilities that result in changes to facility or equipment design, structural support, layout, or configuration.
- d) projects to increase facility throughput or accommodate different produced fluids.
- e) significant changes in operating conditions, including pressures, temperatures, flow rates, or process conditions different from those in the original process or mechanical design.
- f) equipment changes, including the addition of new equipment or modifications of existing equipment. These can include changes in alarms, instrumentation, and control schemes.

g) modifications of the process or equipment that cause changes in the facility's pressure relief requirements. These can include increased process throughput, operation at higher temperatures or pressures, increased size of equipment, or the addition of equipment that might contribute to greater pressure relief requirements.

h) bypass connections around equipment that is normally in service.

i) operations outside the scope of current written operating procedures, including procedures for start-up, normal shutdown, and emergency shutdown.

j) changes made in the mechanical design or in operating procedures that result from the completion of a hazards analysis.

k) introduction of new or different chemicals (e.g. corrosion control agents, anti-foulants, anti-foam agents), drilling muds or workover/completion fluids.

l) change in facilities may include mechanical changes that would not necessarily appear on a instrument diagram, including drilling and construction equipment and temporary connections or replaced components that are "not in kind," such as:

- 1) replacement equipment or machinery that differs in specifications from the original equipment or previously approved modification.
- 2) temporary piping, connections, pipe repairs, or hoses.
- 3) an alternate supply of materials, catalysts, or reactants.
- 4) temporary electrical equipment or utility connections, other than for emergency situations.
- 5) substantial changes to drilling diverter system design.
- 6) substantial changes to blowout preventers (BOPs) configuration.
- 7) substantial changes to top drives or other drilling systems.

7.3 Change in Personnel

Change in personnel, including Contractor personnel, as appropriate, occurs whenever there is a change in the organization or in personnel that operate the facility. Routine personnel vacancies and replacements, rotation, and shift or tour changes are addressed in operating procedures, safe work practices, and training and should not require additional management of change action.

Organization changes, particularly those brought about by the acquisition or sale of a facility, may necessitate a thorough review of the safety and environmental management program. Upon acquisition or transfer of management control, a review should be conducted and acquired assets incorporated into the new organization's safety and environmental management program, as appropriate.

7.4 Change in Regulations or Industry Recommended Practices

Change in regulations or industry recommended practices can occur when legislators, regulators or industry groups create, adopt or modify rules governing activities or operations. Routine review of these laws, rules or practices is warranted and when changes occur, an assessment of the impact and plan for implementation may be necessary.

7.5 Managing the Change

The management program should establish and implement written procedures to manage change in facilities and personnel. These procedures should be flexible enough to accommodate both major and minor changes. Minor changes generally do not require any specific procedures. Written procedures should cover the following:

- a) the operations and mechanical design basis for the proposed change.
- b) an analysis of the safety health, and environmental considerations involved in the proposed change, including, as appropriate, a hazards analysis. The effects of the proposed change on separate but unrelated facilities (i.e. structures/platforms, pipelines, equipment, emergency isolation and control systems and equipment, mitigative systems and equipment, accommodations areas, emergency evacuation and equipment) and on area-wide emergency plans (i.e. evacuation or oil spill) should also be reviewed.
- c) any necessary revisions of the operating procedures, safe work practices, and training program.
- d) communication of the proposed change and the consequences of that change to appropriate personnel.
- e) any necessary revisions of the safety and environmental information.
- f) the duration of the change, if temporary.
- g) required authorizations to effect the change, if applicable.

8 Evaluating Contractor HSE Performance

8.1 General

The Operator and Contractor each have roles in monitoring and evaluating HSE performance.

8.2 Safety Performance Reporting

All occupational injuries, illnesses and property damage incidents associated with the on-site work should be reported to both the Contractor and Operator as soon as possible. Recording should be done in accordance with applicable requirements for occupational injuries and illnesses. The Contractor and Operator should identify the mechanism and persons to forward and receive reports as appropriate. This process should take into consideration efforts to ensure that reporting procedures adhere to relevant privacy requirements.

8.3 Operator Reviews

The Operator should consider periodically reviewing the Contractor's safety programs, policies and procedures, including Standardized Safety Questionnaire information, and request that they be updated when circumstances warrant a revision.

8.4 Contractor Inspections

Contractors should conduct periodic internal reviews, consistent with their procedures. The Operator may also perform an inspection or review of the Contractor's programs to verify compliance with applicable Operator safety requirements.

Annex A

Standard Industry Definitions

| Term | Definition |
|--|--|
| Abrasive Blasting | A process of propelling an abrasive (sand, glass beads, slag) with compressed air, water or other carrier to clean a surface of paint, rust or other materials. |
| Accountability | The ultimate responsibility for an area of authority defined by the individual's Job Description, and will include authority delegated to a subordinate albeit temporary or permanent. |
| Additional Indicator | An indicator of performance that is generally locally defined and relates to local activities, impacts or stakeholder groups, or is generally not relevant to most activities in the oil and gas industry. |
| Aggregation | The process by which data from individual sources and/or operations are combined into a single number for a higher-level entity. |
| Air Emissions | Waste gases, vapors and small particles that are released into the air. |
| Audit | 1. A systematic, independent evaluation to determine whether or not the health, safety and environmental management system and its operation comply with planned arrangements, and whether or not the system is implemented effectively, and is suitable to fulfill the company's health, safety and environmental policy and objectives. 2. The examination of the whole system to assess how it has been used over a period, and to make sure it has operated as intended. |
| Automated External Defibrillator (AED) | A device that automatically analyzes the heart rhythm and, if it detects a problem that may respond to an electrical shock, that permits a shock to be delivered to restore a normal heart rhythm. Abbreviated AED. |
| Average Number of Employees | Average number of employees that worked during a specified period. |
| Barrel of Oil Equivalent (BOE) | For liquids, one BOE equals one barrel of oil or condensate. For gases, one BOE equals approximately 5,800 standard cubic feet (MSCF) of gas. One BOE of gas or liquid equals about 6 million Btu. |
| Behavioral Job Safety Analysis (BJSA) | A documented process in which the workers and possibly their supervisor systematically review the planned work, identify the hazards associated with that work, and implement safeguards defined in observable behavioral terms to eliminate or mitigate those hazards prior to starting the work. |
| Behavior-based Safety | A variety of processes, programs, strategies, and tactics that apply behavioral psychological principles to change specific behaviors and improve the safety of the work environment. |
| BLM | United States Bureau of Land Management |
| Blood Alcohol Concentration (BAC) | The relative proportion of ethyl alcohol within the blood, based upon the number of grams of alcohol per 100 milliliters of blood, and often expressed as a percentage. |
| Bloodborne Pathogens | Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV). |
| B-NICE | The five categories of terrorist incidents: Biological, Nuclear, Incendiary, Chemical and Explosive, as published by FEMA. |
| Calendar Days Away from Work | Number of days after the date of the incident that the employee was unable to work as a result of the injury or illness regardless of whether or not the employee was scheduled on those days. Weekend days, holidays, vacation days, or other days are included in the total number of days recorded. |
| CAPP | Canadian Association of Petroleum Producers |
| Cardiopulmonary Resuscitation (CPR) | A combination of artificial respiration (mouth-to-mouth) and artificial circulation (external cardiac compression) performed to restore heart function. May include use of Artificial External Defibrillators (AED). |
| CERCLA | Comprehensive Environmental Response, Compensation, and Liability Act (U.S. Statute) |
| CFR | <i>Code of Federal Regulations</i> : A collection of the regulations that have been promulgated under United States law, as in DOT, EPA and OSHA regulations. |
| Citation | An official notification from a regulatory agency for a violation or non-compliance that may include a summons to appear (as before a court). |

| Term | Definition |
|--|---|
| Competence | The ability to perform a particular job in compliance with performance standards. |
| Computer Based Training (CBT) | Computer-based training (CBT) is any course of instruction whose primary means of delivery is a computer. A CBT course (sometimes called courseware) may be delivered via a software product installed on a single computer, through a corporate or educational intranet, or over the Internet as Web-based training. CBT can be used to teach almost any conceivable subject. |
| Confined Space | <p>"Confined space" means a space that:</p> <ol style="list-style-type: none"> 1. is large enough and so configured that an employee can bodily enter and perform assigned work; 2. has limited or restricted means for entry or exit (e.g. tanks, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry.); and 3. is not designed for continuous employee occupancy. <p>A confined space may require a permit for entry if it has one or more of the following characteristics:</p> <ol style="list-style-type: none"> 1. contains or has a potential to contain a hazardous atmosphere; 2. contains a material that has the potential for engulfing an entrant; 3. has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or 4. contains any other recognized serious safety or health hazard. |
| Contingency Plan | A pre-established plan to mitigate an unusual situation which has the potential for harm, which incorporates the best use of local as well as remote facilities and resources. |
| Contractor | An individual, partnership, firm, or corporation that is hired to do a specific job or service (such as a Drilling or Well Servicing Contractor) or to provide contract employees personnel to an Operator or Contractor and is also the individual, partnership, firm, or corporation retained by the owner or Operator to perform other work or provide supplies or equipment. |
| COR | Certificate of Recognition (Canada) |
| Craft Skills | Skills that are generally accepted to be associated with a particular skilled craft. The assumed level of expertise may vary with the craft level such as apprentice, journeyman or master. These may also be referred to as "skills of the craft." |
| Crane | A machine for raising and lowering heavy weights, and, while holding them suspended, transporting them through a limited lateral distance. In one form it consists of a projecting arm or jib of timber or iron, a rotating post or base, and the necessary tackle, windlass, etc. |
| Critical Equipment | Equipment and other systems determined to be essential in detecting or preventing the occurrence of or mitigating the consequences of an uncontrolled release. Such equipment may include pressure vessels, machinery, piping, blowout preventers, wellheads and related valving, flares, alarms, interlocks, fire protection equipment and other monitoring, control and response systems. |
| Dangerous Goods | Any substance that, by reason of being explosive, flammable, toxic, corrosive, oxidizing, irritating, or otherwise harmful, has the potential to cause injury, illness, death, property damage and/or harm to the environment. |
| DART Cases | Days Away, Restricted, Transfer Cases |
| DART Incident Frequency | DART cases times 1,000,000 divided by exposure hours. |
| DART Incident Rate | DART cases times 200,000 divided by exposure hours. |
| Days Away from Work Cases | A work-related incident (injury or illness) in which an employee is unable to, or prescribed by a licensed health care provider not to, return to work the next calendar day, whether or not he employee is scheduled to work that day. |
| Days Away from Work Incident Frequency | Number of days away from work cases times 1,000,000 divided by exposure hours. |
| Days Away from Work Incident Rate | Number of days away from work cases times 200,000 divided by exposure hours. |
| Death | Work-related incident where the employee is fatally injured. |
| Defensive Driving Program | Program designed to instruct individuals in the proper methods and rules for driving safely which may involve a combination of classroom, simulator and on the road instruction. |
| Discharges | Releases of products, by-products or waste streams into water or land. |

| Term | Definition |
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| Disciplinary program | Written program that outlines progressive course of action for addressing employees who have committed violations of company policies or work practices. |
| DOL | United States Department of Labor |
| DOT | United States Department of Transportation |
| Downstream | Operations involving the refining, processing, distribution, and marketing of products derived from oil and gas, including service stations. |
| Electrical Classification of Areas | For the purpose of this document, locations are classified according to API RP 500 or API RP 505. |
| Electrical Safety Training—Non-qualified | Training course designed to instruct individuals who are not responsible for electrical work in electrical hazard recognition and safe practices. |
| Electrical Safety Training—Qualified | Training course designed to instruct individuals who are responsible for electrical work in electrical hazard recognition and safe practices such as identifying energized lines, voltage of the lines, minimum approach distances, and PPE for working with electricity. |
| Emergency Locator Transmitter (ELT) | A transmitter of an aircraft or survival craft actuated manually or automatically that is used as an alerting and locating aid for survival purposes. |
| Emergency Response Plan | See <i>Contingency Plan</i> |
| Emissions | The release of gases, vapors, fumes, mist, and particulate matter into the atmosphere. |
| Employee and/or Worker | An individual with an employment relationship to a business. This relationship may be full time or temporary. This also covers individuals whose work is directly supervised by the employer, but whose employment relationship is with another employer and they are a temporary or contract worker. |
| Energy Isolation | See <i>Lock Out/Tag Out</i> |
| Environment | The surroundings and conditions in which a company or individual operates or which it may affect, including living systems (human and other) therein. |
| Environment Management System (EMS) | The company structure, responsibilities, practices, procedures, processes and resources for managing and mitigating environmental risks. |
| Environmental Impact Assessment (EIA) | 1. Part of project management concerned with identifying through a formal written technical evaluation the likely impact (positive and negative) of a proposed development or activity on the natural and man-made environment. A process whereby the assessment is used in reaching a consensus on acceptable levels of change, defining the means by which agreed standards of operation and procedure will be achieved and establishing management procedures to ensure these objectives are achieved and maintained. 2. A formal, written, technical evaluation of potential effects on the environment (atmosphere, water, land, plants and animals) of a particular event or activity. |
| EPA | United States Environmental Protection Agency |
| Ergonomics | The science of studying people at work, and designing tasks, jobs, tools, equipment, facilities, and the work environment, so that people can be safe, healthy, effective, efficient, productive and comfortable. |
| Experience Modifier Rating (EMR) | A calculation of relative ranking based on United States Worker's Compensation benefits paid out by a company (over a rolling three year period) as compared to others in the same industry. |
| Exploration & Production (E&P) | See <i>Upstream</i> |
| Exposure | The measurement of time during which the subject is at risk from a hazard. |
| Exposure Hours | Hours worked by employees based on: actual hours from payroll, shift hours (i.e. 8 or 12 hours), or reasonable estimate for non-time sheet employees. Hours should be tied to occupational exposure from tasks and should not approach or equal 24 hours in one day. |
| Facility | Something created to serve a particular function (e.g. wells, structures, living quarters, drilling and workover packages, process equipment, utilities, pipelines, mobile offshore units, operational bases). |
| Fall Arrest | A personal fall arrest system means a system used to arrest an employee in a fall from a working level. It generally consists of an anchor point, connectors, a body belt or full body harness and may include a lanyard, deceleration device, lifeline, or suitable combinations of these. The entire system must be capable of withstanding the impact forces involved in stopping or arresting the fall. |

| Term | Definition |
|-------------------------------|--|
| Fall Protection | A means to protect a worker from falling from a height. |
| Fall Restraint | System that consists of equipment used to keep an employee from reaching a fall point, such as the edge of a deck, rig floor or edge of an elevated work surface. The most commonly utilized fall restraint system is a standard guard rail. A tie-off system that restrains the employee from falling off an elevated working surface is another type of fall restraint. |
| Fatality | See <i>Death</i> |
| FDA | United States Food and Drug Administration |
| FEMA | United States Federal Emergency Management Agency |
| Fire Fighting—Incipient | Use of portable fire extinguishers to control or extinguish fire at its beginning stage. |
| First Aid Case (FAC) | Case involving first aid treatment of a work related minor injury or illness which can be administered by a first aider, equivalent or self, and does not require but can be administered by a licensed healthcare professional. |
| First Aid Treatment | The skilled application of accepted principles of treatment on the occurrence of an accident or in the case of sudden illness, using facilities and materials available at the time: to sustain life; to prevent deterioration in an existing condition; and, to promote recovery. The most important areas of first aid treatment are: restoration of breathing (resuscitation); control of bleeding; and, prevention of collapse. First aid treatment may include: 1. non-prescription medication at non-prescription strength; 2. tetanus immunization; 3. cleaning, flushing or soaking wound on surface of skin; 4. wound coverings such as gauze; 5. hot or cold therapy; 6. non-rigid support such as bandages; 7. temporary immobilization device for transporting victim; 8. drilling fingernail or toenail to relieve pressure; 9. eye patch; 10. removing foreign body from eye using swab or irrigation; 11. removing foreign bodies from body other than eye using tweezers or other simple means; 12. finger guards; 13. massages (but not physical therapy or chiropractic treatment); 14. drinking fluids for heat stress. |
| Fit for Duty | Individual is mentally and physically capable of performing duties as assigned. |
| Forklift | A forklift, forklift truck, lift truck is a powered industrial truck used to hoist and transport materials by means of steel forks inserted under the load. |
| FRC | Flame Retardant/Resistant Clothing |
| GOM | Gulf of Mexico |
| Ground Fault Protection | The process of protecting against a ground fault, such as the protection of equipment from damaging line-to-ground arcing fault currents. Typically includes a circuit protection device that prevents the flow of electrical current to earth if a short circuit is present. Required when pumping flammable fluids and in wet locations. |
| Grounding Conductor | A conductor used to connect equipment (or the grounded circuit of a wiring system) to a grounding electrode. |
| H ₂ S | Hydrogen Sulfide (H ₂ S) is a colorless gas that smells like rotten eggs (from the sulfur) in low concentrations. Often referred to as "sewer gas," hydrogen sulfide is highly poisonous. Usually, the poisoning caused by hydrogen sulfide is through inhalation and has a toxicity similar to cyanide. It is found in petroleum and natural gas and is sometimes present in ground water. |
| Hand tools | Tools which are portable and are operated whilst being held. |
| Hazard | 1. An object, physical effect or condition with potential to harm people, property or the environment. 2. The potential to cause harm, including ill health or injury, damage to property, plant, products or the environment; production losses or increased liabilities. 3. A source of danger which if not adequately controlled or if suitable precautions are not taken could create an unsafe condition. 4. The potential for adverse consequences to arise from the occurrence of an identified event affecting the safety of people, the environment or economic resources. |
| Hazard Analysis | The application of one or more methodologies that aid in identifying and evaluating hazards. Includes risk assessment, job hazard analysis, and/or Job Safety Analysis. Sources that may be helpful in performing hazards analysis include API RP 14J and API RP 74. |
| Hazard Communication (HAZCOM) | The transmittal of information concerning the hazards of chemicals produced or imported and to which workers may be exposed at the worksite. |
| Hazardous Materials (HM) | See <i>Dangerous Goods</i> |
| Hazardous Substance | See <i>Dangerous Goods</i> |

| Term | Definition |
|-------------------------|---|
| Hazardous Waste | Waste that is regulated as hazardous, toxic, dangerous, listed, priority, special, or some other similar term as defined by an appropriate national, regional, state, provincial or local regulatory agency or authority. |
| HAZWOPER | Hazardous Waste Operations and Emergency Response Standard (U.S. statute, see 29 <i>CFR</i> 1910.1200(a)) |
| Hearing Conservation | A hearing conservation program is where an employer monitors noise exposure levels to accurately identify noise levels above defined threshold levels that could adversely impact employees. The employer then institutes measures to protect employee hearing. |
| Heavy Equipment | Motorized equipment including but not limited to, such machines as excavators, mobile cranes, dozers or graders that are not generally designed to be legally driven on public roadways. |
| Heavy Metals | 1. Heavy metals are chemical elements that have a specific gravity (a measure of density) at least five times that of water. The heavy metals most often implicated in human poisoning are lead, mercury, arsenic, and cadmium. Some heavy metals, such as zinc, copper, chromium, iron, and manganese, are required by the body in small amounts, but these same elements can be toxic in larger quantities. 2. Metallic element with high atomic weight, which may be toxic to plant and animal life depending on their oxidation and chemical state. Such metals may be residual in the environment and exhibit biological accumulation; e.g. arsenic; cadmium; chromium; mercury; lead. |
| Hoist | A hoist is a device used for lifting or lowering a load by means of a drum or barrel around which rope or chain wraps. May be manually operated, or electrically or pneumatically driven and may use chain, or fiber or wire rope as its lifting medium. |
| Hot Work | Activity that involves temperatures that could give rise to risks of fire and ignition of flammable substances and combustible materials, and includes work which involves the use of naked flames or generation of sparks, smoke or fumes. Hot work includes but is not limited to: 1. brazing and soldering; 2. bitumen boilers; 3. electric arc welding; 4. gas welding or cutting; 5. hot air welding; 6. disk cutting in confined spaces and areas where there is a high risk of fire or explosion. |
| Hours Worked | See <i>Exposure Hours</i> |
| Housekeeping | Maintaining the working environment in a tidy manner so that, in particular, access and movement is not hindered. |
| HSE Management System | The company structure, responsibilities, practices, procedures, processes and resources for implementing health, safety and environmental management. |
| HSE Plan | A description of the means of achieving health, safety and environmental objectives in a certain period of time. |
| HSE Policy Statement | Those documents which record the HSE policy of the organization. |
| HSE, HS&E | Health, Safety and Environmental; same as SHE and EH&S |
| HUET | Helicopter Underwater Egress Training |
| IADC | International Association of Drilling Contractors |
| IAEA | International Atomic Energy Agency |
| IFR | Instrument Flight Rules refers to the general weather conditions pilots can expect at the surface and applies to the weather situations at an airport during which a pilot must use instruments to assist take off and landing. IFR conditions for fixed wing aircraft means the minimum cloud ceiling is greater than 500 ft and less than 1,000 ft and/or visibility is greater than one mile and less than three miles. |
| Incident | An incident is an unplanned, undesired event that adversely affects the completion of a task and caused or could have caused injury, illness and/or damage (loss) to assets and/or the environment. |
| Industrial Hygiene (IH) | Industrial hygiene is the anticipation, recognition, evaluation and control of workplace environmental factors that may affect the health, comfort or productivity of the worker. |

| Term | Definition |
|-------------------------------------|---|
| Injury | Physical harm or damage to a person resulting from traumatic contact between the body of the person and an outside agent, or from exposure to environmental factors. |
| IPIECA | International Petroleum Industry Environmental Conservation Association |
| IRF | International Regulators Forum |
| IRP | Industry Recommended Practices (Canadian) |
| ISM | International Safety Management |
| Job Description | A short document which describes an employee's authority and responsibilities on the job, reporting relationships, and duties and qualifications necessary to perform those duties. |
| Job Risk Analysis (JRA) | See <i>Hazard Analysis</i> |
| Job Safety Analysis (JSA) | A documented process in which the workers and possibly their supervisor systematically review the planned work, identify the hazards associated with that work, and implement safeguards to eliminate or mitigate those hazards prior to starting the work. |
| Job Transfer or Restriction Days | Number of calendar days after the date of the injury that the employee was assigned restricted work or was transferred to another job as a result of the injury or illness regardless of whether or not the employee was scheduled on those days. Weekend days, holidays, vacation days, or other days are included in the total number of days recorded. |
| Journey Management | The planned movement of people and equipment from one place to another including the communications, route, scheduled stops, hazard warnings, provisioning, breakdown and other contingency. |
| Key Performance Indicator (KPI) | A specific measure to describe management, operational process, or performance. |
| Light Duty | See <i>Restricted Duty</i> |
| Location | The point at which a well is to be drilled, serviced and/or produced from. Also referred to as a "wellsite." It includes surrounding area used for storage and operation of ancillary equipment such as mud storage, tubing racks, erection of rigging equipment, maintenance areas, etc. |
| Lock Out/Tag Out (LOTO) | A documented system of barriers and notices that prevents the accidental or inadvertent operation of equipment whilst it is being maintained or inspected. Also referred to as Energy Isolation. |
| Lost Time Frequency (LTF) | See <i>Days Away from Work Frequency</i> |
| Lost Time Incident (LTI) | See <i>Days Away from Work Cases</i> |
| Lost Time Incident Frequency (LTIF) | See <i>Days Away from Work Frequency</i> |
| Lost Time Incident Rate (LTIR) | See <i>Days Away from Work Rate</i> |
| Lost Time Injury Frequency | See <i>Days Away from Work Incident Frequency</i> |
| Lost Work Day Case | See <i>Days Away from Work Cases</i> |
| Management | Those aspects of the overall management function (including planning) that develop, implement and maintain the HSE policy. |
| Management of Change (MOC) | The prime objective of Management of Change (MOC) is to prevent accidents or losses through the identification of new HSE hazards or new circumstances that compromise the original safeguards because of changes introduced to equipment, product, standards, scope of work, personnel, etc. |
| Marine Debris | Marine debris is any object or fragment of wood, metal, glass, rubber, plastic, cloth, paper or any other man-made item or material that is lost or discarded in the marine environment. Marine debris may be intentionally dumped, accidentally dropped, or indirectly deposited. Whatever the source, marine debris is a direct result of human activities on land and at sea. Depending upon its composition, marine debris may sink to the seafloor, drift in the water column, or float on the surface of the sea. |
| Material Safety Data Sheet (MSDS) | Documentation issued by a manufacturer of chemical substances that sets out the hazards likely to be encountered by those who come into contact with the substance. Documentation may also identify recommended PPE, spill response and recovery procedures following exposure. |
| Medical Treatment Case (MTC) | A work-related event or exposure that requires treatment (more than First Aid but not including diagnostic procedures) from a licensed healthcare professional. |

| Term | Definition |
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| MMS | United States Minerals Management Service |
| Motor Vehicle Crash (MVC) | <p>Work-related vehicle damage or personal injury due to vehicle-related event or rollover. The following should not be reported as MVC when the vehicle is properly parked: 1. Injuries that occur when entering or exiting the vehicle; 2. Any event involving loading or unloading from the vehicle; 3. Damage to or total loss of a vehicle solely due to environmental conditions or vandalism; 4. Another vehicle crashes into the parked vehicle.</p> <p>In addition the following should not be reported as a motor vehicle crash: 1. Superficial damage, such as a stone/rock chip damaging a windscreen/or paintwork while the vehicle is being driven; 2. Damage related to the theft of the vehicle.</p> <p>For more information, reference: "OGP—Land Transportation safety Recommended Practice 365"</p> |
| NAICS Code | North American Industry Classification System Code: Code used to place companies into classifications. This can be obtained from your worker's compensation carrier (Formerly SIC Code). |
| Near Miss (aka Near Hit or Near Accident) | Any event which had the potential to cause injury and/or damage and/or loss, but which was avoided by circumstances. |
| NORM | Naturally Occurring Radioactive Materials |
| NOTAMS | Notices to Airmen |
| NTSB | United States National Transportation Safety Board |
| Number of Days Away from Work | Number of calendar days after the date of the injury that the employee was unable to work as a result of the injury or illness regardless of whether or not the employee was scheduled on those days. Weekend days, holidays, vacation days, or other days are included in the total number of days recorded. |
| Number of Recordable Cases | Total number of work-related injury and illness (recordable) cases that occurred during a specified period. This includes all medical treatment, restricted duty, job transfer, days away from work cases, and fatalities. |
| Number of Restricted Duty or Job Transfer Cases | Total number of job transfers and restricted cases that occurred during a specified period. A job transfer or restricted case is defined as any recordable case that prevents an employee from doing the routine functions of his or her job as described in their job description or from working a full work day on subsequent day(s) after the day of the incident as recommended by the employer or a licensed healthcare provider. |
| Occupational Health | The study of the work environment as it relates to the health of the worker. |
| Occupational Illness | Any abnormal condition or disorder, other than one resulting from an occupational injury, caused by exposure to substances or environmental factors associated with the workplace. Occupational illnesses generally result from prolonged or repeated exposures, and may be caused by inhalation, absorption, ingestion of, or direct contact with the hazard. Examples include noise-induced hearing loss, respiratory disease such as asbestosis, and skin disease such as contact dermatitis. |
| Occupational Injury | Any work-related injury, such as a cut, fracture, sprain, amputation, etc., that results from a work-related accident or from a single instantaneous exposure in the work environment. Recordable occupational injuries are those that require medical treatment beyond first aid; such occupational injuries may be severe enough to result in work restrictions, days away from work (lost time injuries), or even a fatality. |
| OCS | Outer Continental Shelf |
| Offshore | Refers to operations that take place at sea, including inland seas directly connecting to oceans. Operations in bays, in major inland seas, e.g. the Caspian Sea, or in other inland seas directly connected to oceans are counted as offshore. |
| OGP | International Association of Oil & Gas Producers |
| OH&S | Office of Health & Safety (Canada)—Canadian Centre for Occupational Health and Safety (CCOSH) |
| Onshore | Refers to operations that take place within a landmass, including those swamps, rivers and lakes. In some regulatory regions, activities taking place at sea may be controlled via an onshore permit. |
| OPA 1990 | Oil Pollution Act of 1990 (U.S. statute) |

| Term | Definition |
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| Operator | The individual, partnership, firm, or corporation having control or management of operations on the leased area or a portion thereof. The Operator may be a lessee, designated agent of the lessee(s), or holder of operating rights under an operating agreement. |
| OQ | Operator Qualification—U.S. regulatory term |
| Orientation (New Employee/ Site) | Training intended to integrate a new employee into an organization and assist with safety, retention, motivation, job satisfaction, and quickly enabling an individual to become a contributing member of the work team. The process of introducing an employee (or group of employees) to a new job site and potential hazards present. |
| OSHA | Occupational Safety and Health Administration: U.S. Department of Labor |
| Permit-to-Work (System) | 1. A formal written system used to control certain types of work which are identified as hazardous 2. A means of communication between site/installation management, plant supervisors and operators and those who carry out the work. Essential features of a Permit-to-Work are: clear identification of who may authorize particular jobs (and any limits to their authority) and who is responsible for specifying the necessary precautions; training and instruction in the issue and use of permits; Monitoring and auditing to ensure that the system works as intended. Typical areas involving Permit-to-Work include: hot work, confined space and simultaneous operations. |
| Personal Protective Equipment (PPE) | All equipment and clothing which is intended to be worn or held by a person at work or company site (including visitors, contractors, vendors) and which affords protection against one or more risks to health or safety. This includes clothing designed to protect against adverse weather conditions. |
| Personnel Hoisting | The act of raising or lowering persons from one elevation to another by means of a crane or other mechanical lifting device. |
| Pitot Static System | Pitot static system provides total and static inputs for the pressure sensing instruments and systems which have functions that vary with altitude and airspeed. (Aviation) |
| PITS | Petroleum Industry Training Service (Canada) |
| Policy | 1. The expression of the general intentions, approach and objectives of an organization and the criteria and principles on which actions and responses are based. 2. A public statement of the intentions and principles of action of the company regarding its health, safety and environmental effects, giving rise to its strategic objectives and targets. |
| Pressure Equipment | Equipment including vessels, piping, tubing or other types of reservoirs that is designed to contain and/or transfer gases or other fluids, such as hydraulic oil, above atmospheric conditions. |
| Preventive Maintenance | Maintenance carried out before the unit or system fails to ensure its continued reliability and safe operation. |
| Probable Cause | A reasonable belief, with some degree of certainty, that a person has committed or is linked to an infraction of company policy and/or legal statute. |
| Procedure | 1. A document that describes how an activity is to be performed and by whom. 2. A document that specifies the way to perform an activity. |
| Process | The systems for production, use, storage, handling, treatment, or movement of hydrocarbons, sulfur, or other substances. |
| Process Safety Management (PSM) | A management system for facilities engaged in production, use, storage, handling, treatment, or movement of hydrocarbons, sulfur, or other substances. U.S. OSHA regulation includes provisions aimed at potential hazards in the petrochemical industry (29 <i>CFR</i> 1910.119). |
| Production Safety Systems | Series of devices and associated training designed to prevent or limit release of hydrocarbons into the environment. |
| Public Health | Program for assessing and responding to health factors in the community that may adversely impact the employee population (e.g., communicable disease, etc.). |
| Quality | The totality of features and characteristics of a product or service that bear on its ability to satisfy stated or implied needs. |
| Quality Management | That aspect of the overall management function that determines and implements the quality policy. |
| RCRA | Resource Conservation and Recovery Act (U.S. statute) |

| Term | Definition |
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| Reasonably Achievable/Practicable | A risk reduced to levels such that further risk reduction measures would be so disproportionate to the probability and consequences of occurrence that it would be objectively unreasonable to implement them. |
| Recordable Cases | See <i>Number of Recordable Cases</i> |
| Recordable Incident | A work-related event resulting in an injury or illness that falls in one of the following categories: medical treatment, restricted duty, job transfer, days away from work, or death. |
| Remediation | Environmental clean up and response to a release, such as hydrocarbon or other hazardous material spills. |
| Reportable | Any event that requires official notification to a regulatory agency/organization. |
| Respirator Fit Test | A protocol to qualitatively or quantitatively evaluate the fit of a respirator on an individual. |
| Restricted Duty | Recordable case where the employee is released by a licensed healthcare practitioner with restrictions where they are not capable of fully performing his/her normal duties beyond the date of incident. |
| Restricted Work Day Case | See <i>Restricted Duty</i> |
| Return to Duty | Resumption of normal duties associated with release from a licensed healthcare practitioner providing an injured worker with authorization to return to work. |
| Rigging | 1. Devices such as wire rope, chains or slings used to attach a load to a lifting device such as a crane. 2. The act of attaching slings, wire rope or chains to a load. |
| Risk | The measure of the likelihood of occurrence of an undesirable event and of the potentially adverse consequences which this event may have upon people, the environment or economic resources. |
| Risk Assessment | 1. A careful consideration by competent people of the hazards associated with a task. The potential effect of each hazard, how severe it might be and the likelihood of it occurring, should be considered to determine the effort required to make the work site as safe as reasonably practicable. 2. The whole process of risk analysis and the evaluation of the results of the risk analysis against technological and/or economic, social and political criteria. |
| Risk Management | A management system which eliminates or mitigates the threat from hazards. |
| Root Cause | A root cause is an initiating cause of a causal chain which leads to an outcome or effect of interest. Commonly, root cause is used to describe the depth in the causal chain where an intervention could reasonably be implemented to change performance and prevent an undesirable outcome. |
| Root Cause Analysis | The process by which the true cause of an incident is derived. |
| Safety Shoes | Shoes equipped with hard toe area that comply with ASTM F 2412-05 <i>Test Methods for Foot Protection</i> and ASTM F 2413-05 <i>Performance Requirements for Foot Protection</i> , European standard EN 345 or equivalent. |
| SCBA | Self-Contained Breathing Apparatus: A self-carried respiratory protection device that consists of a supply of respirable air. |
| SEMS | Safety and Environmental Management Systems: A PSM plan for offshore facilities. (U.S. statute). |
| Senior Management | Those managers or directors who have executive authority to determine and enact strategic policies within the organization. |
| Severity Frequency | Total number of days away from work times 1,000,000 divided by employee or exposure hours. |
| Severity Rate | Total number of days away from work times 200,000 divided by employee or exposure hours. |
| Short Service Employee (SSE) | Someone who is new to the company or new to the job they are doing, under a certain seniority and/or exposure to the job being performed. |
| SIC | United States Standard Industrial Classification system—being replaced by the NAICS system. |
| Simultaneous Operations | At least two activities or operations occurring at the same time. |
| SPCC | Spill Prevention Control and Countermeasures (U.S. regulation) |
| Spill | An unplanned or accidental release of petroleum hydrocarbons or other liquids from primary or secondary containment that gets into the environment. |

| Term | Definition |
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| Standard | A document, established by consensus and approved by a recognized body, that provides, for common and repeated use, rules, guidelines or characteristics for activities or their results. |
| Standardized Safety Questionnaire | A standardized document used to measure safety performance of contractors and subcontractors. |
| Storm Water Management | Assessing and controlling impact from naturally occurring precipitation (rain, snow, etc.) and resulting run-off from a worksite. |
| Subcontractor | An individual, partnership, firm, or corporation that is hired by a Contractor. |
| Substance Abuse | Improper use of chemical substances which results in impairment. |
| Supervisor | The person who has been given the control, direction, or supervision of work performed by one or more personnel. |
| Survival Craft | A sturdy buoyant marine vessel, boat, capsule or raft (as carried by a ship, platform or mobile offshore drilling unit) for use in an emergency and especially in saving lives at sea. |
| Third Party | The individual, partnership, firm or corporation retained by the Operator to perform specialized services or to provide specialized equipment; does not include drilling or well servicing contractors. |
| Total Recordable Incident Frequency (TRIF) | Number of recordable cases times 1,000,000 divided by exposure or employee hours. |
| Total Recordable Incident Rate (TRIR) | Number of recordable cases times 200,000 divided by exposure or employee hours. |
| Total Vehicle Crashes | The total number of crashes where the outcome was as follows: <ul style="list-style-type: none"> — any company, contractor, sub-contractor or Third Party fatality associated with a MVC — any rollover — any MVC where a company, contractor or sub-contractor has a Lost Work Day Case associated with the MVC — any MVC when any vehicle is traveling > 20 kph — any MVC where a company, contractor or sub-contractor has a recordable injury (Medical Treatment Case +/-or Restricted Work Day Case) associated with the MVC — any MVC where the vehicle cannot be driven from the scene under its own power in a roadworthy state. |
| Toxic | The characteristic of a substance to produce injury once it reaches a susceptible site in or on the body. The effects may be acute or chronic, local or systemic. |
| Training | The process of imparting specific skills and understanding to undertake defined tasks. |
| Travel Management | See <i>Journey Management</i> |
| TSCA | Toxic Substances Control Act (U.S. statute) |
| UBA | Underwater Breathing Apparatus |
| Uncontrolled Release | An unplanned or accidental release of hydrocarbons, toxic substances, energy, or other materials that is likely to develop quickly, be outside the anticipated range of normal operations, present only limited opportunity for corrective action, require any action to be in the nature of an emergency response, and could result in serious environmental or safety consequences. |
| Unsafe Act | Any act that deviates from a generally recognized safe way or specified method of doing a job and increases the potential for an accident. |
| Upstream | Operations involving the exploration, development, and production of oil and gas. |
| USCG | United States Coast Guard |
| Vehicle Crash Rate | The total number of crashes per 1 million/km driven $(\text{No. of crashes} \times 1 \text{ million}) / \text{actual number of km driven}$ |
| Venting | The controlled release of gases in the atmosphere. The gases might be natural gas or other hydrocarbon vapors, water vapor and other gases, such as carbon dioxide, separated in the processing of oil or natural gas. |
| Waste | Any material (solid, liquid or gas), which is introduced into the work location as a product of the work but which fulfills no further useful purpose. |

| Term | Definition |
|------------------|---|
| Waste Management | A system to achieve reduction, re-use, reclamation, recycling and responsible disposal of materials. |
| Water Survival | Program and practical application of emergency procedures for surviving an unplanned entry into water for personnel who may be required to work or travel on or over water. |
| WCB | Workers Compensation Board (Canada) |
| Well Control | System for maintaining formation pressure in a well such that fluids or gases do not flow uncontrolled to the surface. |
| Well Servicing | Well work involving pulling or running tubulars or sucker rods, to include but not limited to redrilling, completing, recompleting, workover, and abandonment operations. |
| Work-related | An injury or illness is considered to be work-related if an event or exposure in the work environment either caused or contributed to the resulting condition or significantly aggravated a pre-existing injury or illness. |
| YTD | Year to Date—January 1st of the current year to date of reporting |

Annex B

Standardized Safety Questionnaire

I certify that the information provided in this questionnaire is correct and true to my knowledge.

Name: _____ Date: _____

Company Information

To be completed

| | |
|----|--|
| 1 | Date of Last Update by Contractor: |
| 2 | Legal Company Name: |
| 3 | Mailing Address: |
| 4 | Mailing Address 2: |
| 5 | City: |
| 6 | State/Province: |
| 7 | Zip/Postal Code: |
| 8 | Country: |
| 9 | Fax: |
| 10 | Email 1: |
| 11 | Email 2: |
| 12 | Website: |
| 13 | What is your parent company's name? |
| 14 | What is your subsidiary company's name(s)? |

| | |
|----|--|
| 15 | What is your parent company's Federal Tax ID# or equivalent government identifier? |
| 16 | What are your subsidiary companies' Federal Tax ID#'s or equivalent government identifier? |
| 17 | Has your company, or the owners of your company, operated under a different name in the last three years? |
| 18 | If you answered YES to the previous question, what was the name & location of the company? |
| 19 | What is your company's North American Industry Classification (NAICS) or equivalent industrial classification code, if applicable? |
| 20 | What is your additional company NAICS Code or equivalent industrial classification code, if applicable? |
| 21 | Please describe the area or region to which this questionnaire applies (i.e. local division, district, branch): |
| 22 | Name of individual that completed this questionnaire: |
| 23 | Name of individual to contact regarding issues with this questionnaire: |
| 24 | Telephone number of individual to contact regarding issues with this questionnaire: |
| 25 | 24-hour Emergency Phone Number: |
| 26 | What year was your company established? |
| 27 | Do you operate under any other company names? |
| 28 | If you answered YES to the previous question, please list all other names under which your company operates: |
| 29 | Percent minority/female owned: |
| 30 | List types of work within the services you normally provide that you subcontract to others: |
| 31 | Which of the following personnel do you normally employ? Union, Non-union, Contract (e.g. from a service or consulting firm): |
| 32 | If you answered UNION to the previous question, please list trades/locals: |

GENERAL SAFETY INFORMATION

| | |
|----|--|
| 33 | Has your company experienced any fatalities during the last three years? |
| 34 | If your company has experienced fatalities in the last three years, please provide details for each: |
| 35 | Has your company received any inspections from a regulatory agency during the last three years? |
| 36 | Has your company received any citations from a regulatory agency during the last three years? |
| 37 | If you received citations or fines from a regulatory agency during the last three years, please list from which agencies, including governmental agencies: |
| 38 | If you received any citations or fines from a regulatory agency during the last three years, how many citations have been issued? |
| 39 | If citation(s) have been issued, have all issues been resolved with the regulatory agency? |
| 40 | If you answered NO to the previous question, please provide details: |
| 41 | Are employees from parent or subsidiary companies ever utilized? |
| 42 | Are employees from other offices/districts ever utilized? |
| 43 | If an employee from another district is injured, at which office/district is their injury recorded? |
| 44 | Specify the basis for work or employee hours: |
| 45 | Specify the basis for work or employee hours if OTHER: |
| 46 | Are all documents pertaining to this questionnaire available for auditing? |
| 47 | If you answered NO to the previous question, please explain: |
| 48 | Has your company received any local, state, or federal agency citations in the past year? |
| 49 | Has your company received any OH&S stop work orders and/or fines within the last three years? |

| | |
|----|--|
| 50 | If yes, please explain: |
| 51 | Are there any HSE-related judgments, claims or suits pending or outstanding against your company? |
| 52 | Are there any pending or outstanding judgments, claims, or suits against your company that could impact your ability to perform contractual services? |
| 53 | If there are any pending or outstanding judgments, claims, or suits against your company that could impact your ability to perform contractual services, please provide details: |
| 54 | Describe the nature and extent of your company's participating in relevant industry, trade and governmental organizations: |
| 55 | Has the company been recognized on HSE performance by a government agency, a client, trade organization or community in the past three years? |
| 56 | Additional Comments: |

57. Check (✓) all the categories that describe the services your company provides:

| | Onshore | Offshore | | Onshore | Offshore |
|--|---------|----------|-------------------------------------|---------|----------|
| Bit & Tool Sales/Rental/Repair | | | Building/Janitorial Service | | |
| Casing Crew | | | Catering | | |
| Cathodic Protection | | | Cementing | | |
| Coiled Tubing/Snubbing | | | Communications/Scada | | |
| Completion | | | Compression Rental & Maintenance | | |
| Corrosion Control | | | Crane Services | | |
| Directional Drilling/LWD/MWD | | | Diving/ROV | | |
| Transportation-related | | | Drilling Fluids | | |
| Drilling Services | | | Drilling Contractor | | |
| Electrical Contractor | | | Electrical Submersible Pumps | | |
| Electric Supplies | | | Engineering Services | | |
| Environmental Services | | | Fabricator | | |
| Gas Processing Chemicals | | | General Contractor/Construction | | |
| General Oil Field Services | | | Heavy Equipment (Earthmoving), etc. | | |
| Hot Oil Services | | | Instrumentation/Controls | | |
| Laboratory Services/Core Analysis | | | Logistic Services | | |
| Lubricants/Fuel | | | Machine Shop Services | | |
| Mud Logging | | | Non-destructive Testing | | |
| Painting/Blasting/Coating | | | Personnel Services | | |
| Pipeline Construction | | | Production Chemicals | | |
| Production Services | | | Rig Rental Tools/Fishing | | |
| Rod Pumps/Rods | | | Roustabouts/Contract Labor | | |
| Safety, Health & Environmental Consulting & Training | | | Scaffolding | | |
| Security | | | Seismic/Geophysical | | |
| Survey | | | Tank/Vessel Cleaning | | |
| Transportation—Aircraft | | | Transportation—Land | | |
| Transportation—Marine | | | Tubular Inspection & Coatings | | |
| Transportation—Related | | | Waste Disposal | | |
| Valve Reconditioning/Repair | | | Wellheads | | |
| Welding Contractors | | | Well Service Contractor | | |
| Well Logging/Wireline | | | Workover Contractor | | |
| Well Stimulation/Acidizing | | | | | |
| Other Specialties: | | | | | |

58. Do you conduct any of the following specialty tasks while providing your service?

| | Onshore | | Offshore | |
|---|---------|----|----------|----|
| Asbestos Abatement | Yes | No | Yes | No |
| Confined Space | Yes | No | Yes | No |
| Crane Operations | Yes | No | Yes | No |
| Emergency Response | Yes | No | Yes | No |
| Gas Detection Systems/Repair | Yes | No | Yes | No |
| Hot Tapping | Yes | No | Yes | No |
| Hot Work | Yes | No | Yes | No |
| Lead Abatement | Yes | No | Yes | No |
| Naturally Occurring Radioactive Material (NORM) | Yes | No | Yes | No |
| Work in H ₂ S areas | Yes | No | Yes | No |

59. Do you have vessels under U.S. Coast Guard regulations or equivalent?

| | | |
|-----|----|----|
| Yes | No | NA |
|-----|----|----|

If Yes, see: MARINE MODULE

INCIDENT/ILLNESS RECORDATION

60. In the table below, provide the ____ most recent full years of incident information for your company, division or subsidiary. *Offshore data must be included in applicable.*

In addition to completing the tables, submit copies of your company's logs for each of the ____ years listed.

NOTE If EMR does not apply, NUMBER OF EMPLOYEES & EMPLOYEE HOURS STILL NEEDS TO BE COMPLETED.

| Year | Average Number of Employees | Exposure or Employee Hours ^a | Number of Recordable Cases ^b | Days Away from Work, Restricted or Transfer (DART) Cases ^c | Days Away From Work Cases ^d | Number of Days Away from Work ^e | Number of Fatalities ^f | Total Recordable Incidence Rate ^g |
|------|-----------------------------|---|---|---|--|--|-----------------------------------|--|
| 200_ | Q4 ____ | Q4 ____ | Q4 ____ | Q4 ____ | Q4 ____ | Q4 ____ | Q4 ____ | Q4 ____ |
| | Q3 ____ | Q3 ____ | Q3 ____ | Q3 ____ | Q3 ____ | Q3 ____ | Q3 ____ | Q3 ____ |
| | Q2 ____ | Q2 ____ | Q2 ____ | Q2 ____ | Q2 ____ | Q2 ____ | Q2 ____ | Q2 ____ |
| | Q1 ____ | Q1 ____ | Q1 ____ | Q1 ____ | Q1 ____ | Q1 ____ | Q1 ____ | Q1 ____ |
| 200_ | Q4 ____ | Q4 ____ | Q4 ____ | Q4 ____ | Q4 ____ | Q4 ____ | Q4 ____ | Q4 ____ |
| | Q3 ____ | Q3 ____ | Q3 ____ | Q3 ____ | Q3 ____ | Q3 ____ | Q3 ____ | Q3 ____ |
| | Q2 ____ | Q2 ____ | Q2 ____ | Q2 ____ | Q2 ____ | Q2 ____ | Q2 ____ | Q2 ____ |
| | Q1 ____ | Q1 ____ | Q1 ____ | Q1 ____ | Q1 ____ | Q1 ____ | Q1 ____ | Q1 ____ |
| 200_ | Q4 ____ | Q4 ____ | Q4 ____ | Q4 ____ | Q4 ____ | Q4 ____ | Q4 ____ | Q4 ____ |
| | Q3 ____ | Q3 ____ | Q3 ____ | Q3 ____ | Q3 ____ | Q3 ____ | Q3 ____ | Q3 ____ |
| | Q2 ____ | Q2 ____ | Q2 ____ | Q2 ____ | Q2 ____ | Q2 ____ | Q2 ____ | Q2 ____ |
| | Q1 ____ | Q1 ____ | Q1 ____ | Q1 ____ | Q1 ____ | Q1 ____ | Q1 ____ | Q1 ____ |

| Total Recordable Incidence Frequency ^h | DART Cases Incidence Rate ⁱ | DART Cases Frequency ^j | Days Away From Work Incidence Rate ^k | Days Away From Work Incidence Frequency ^l | Severity Rate ^m | Severity Frequency ⁿ | MVC Rate ^o | EMR ^p |
|---|--|-----------------------------------|---|--|----------------------------|---------------------------------|-----------------------|------------------|
| Q4 ____ | Q4 ____ | Q4 ____ | Q4 ____ | Q4 ____ | Q4 ____ | Q4 ____ | | |
| Q3 ____ | Q3 ____ | Q3 ____ | Q3 ____ | Q3 ____ | Q3 ____ | Q3 ____ | | |
| Q2 ____ | Q2 ____ | Q2 ____ | Q2 ____ | Q2 ____ | Q2 ____ | Q2 ____ | | |
| Q1 ____ | Q1 ____ | Q1 ____ | Q1 ____ | Q1 ____ | Q1 ____ | Q1 ____ | | |
| Q4 ____ | Q4 ____ | Q4 ____ | Q4 ____ | Q4 ____ | Q4 ____ | Q4 ____ | | |
| Q3 ____ | Q3 ____ | Q3 ____ | Q3 ____ | Q3 ____ | Q3 ____ | Q3 ____ | | |
| Q2 ____ | Q2 ____ | Q2 ____ | Q2 ____ | Q2 ____ | Q2 ____ | Q2 ____ | | |
| Q1 ____ | Q1 ____ | Q1 ____ | Q1 ____ | Q1 ____ | Q1 ____ | Q1 ____ | | |
| Q4 ____ | Q4 ____ | Q4 ____ | Q4 ____ | Q4 ____ | Q4 ____ | Q4 ____ | | |
| Q3 ____ | Q3 ____ | Q3 ____ | Q3 ____ | Q3 ____ | Q3 ____ | Q3 ____ | | |
| Q2 ____ | Q2 ____ | Q2 ____ | Q2 ____ | Q2 ____ | Q2 ____ | Q2 ____ | | |
| Q1 ____ | Q1 ____ | Q1 ____ | Q1 ____ | Q1 ____ | Q1 ____ | Q1 ____ | | |

Notes:

^a Hours worked by employees based on: actual hours from payroll, shift hours (i.e. 8 or 12 hrs), or reasonable estimate for non-time sheet employees. Hours should be tied to occupational exposure from tasks and should not approach or equal 24 hours in one day.

^b Total number of work-related injury and illness (recordable) cases that occurred during a specified period. This includes all medical treatment, restricted duty, job transfer, days away from work cases, and fatalities.

^c Total number of cases where a work-related incident (injury or illness) to an employee in which a physician or licensed health care professional recommends days away from work due to the incident. PLUS total number of job transfers and restricted cases that occurred during a specified period. A job transfer or restricted case is defined as any recordable case that prevents an employee from doing the routine functions of his or her job as described in their job description or from working a full work day on subsequent day(s) after the day of the incident as recommended by the employer or a licensed healthcare provider.

^d Total number of cases where a work-related incident (injury or illness) to an employee in which a physician or licensed health care professional recommends days away from work due to the incident.

^e Number of calendar days after the date of the injury that the employee was unable to work as a result of the injury or illness regardless of whether or not the employee was scheduled on those days. Weekend days, holidays, vacation days, or other days are included in the total number of days recorded.

^f Total number of work-related incidents where the employee was fatally injured.

^g Number of recordable cases times 200,000 divided by exposure hours.

^h Number of recordable cases times 1,000,000 divided by exposure hours.

ⁱ Number of Days Away from Work and Restricted or Transfer cases times 200,000 divided by exposure hours.

^j Number of Days Away from Work and Restricted or Transfer cases times 1,000,000 divided by exposure hours.

^k Total number of Days away from Work cases times 200,000 divided by exposure or employee hours.

^l Total number of Days Away from Work cases times 1,000,000 divided by exposure or employee hours.

^m Total number of days away from work times 200,000 divided by employee or exposure hours.

ⁿ Total number of days away from work times 1,000,000 divided by employee or exposure hours.

^o Total number of Motor Vehicle Crashes times 1,000,000 divided by kilometers driven.

^p Experience Modifier Rating—U.S.-specific metric (see Definition for more information).

^e Number of lost workday cases divided by the total number of recordable cases.

Comments:

PROGRAMS AND TRAINING

61. Please respond as indicated below. *Do not leave any items unanswered.* (Estimated Percentage of Employees should reflect the percentage of employees who are *required* to have the training—not the percentage of the total number of employees in your organization.)

General

| Program | Documented Program? | Documented Training Program | Training Records Maintained | Training Frequency | Of Those Who Need Training, % Who Have Received It | Training Comprehension Tested | Types of Training Providers | Regulatory/ Best Practices Reference |
|---|---------------------|-----------------------------|-----------------------------|---|--|--|--------------------------------------|--------------------------------------|
| | YES, NO or NA | YES, NO or NA | YES, NO or NA | Weekly, Monthly, Semi-annually, Annually, As Required, Other or N/A | Whole Numbers Only | Written test, oral test, on-the-job, N/A | CBT, In-house, Safety Council, Other | |
| Abrasive & Hydro Blasting | | | | | | | | |
| Air Management and Compliance | | | | | | | | |
| Asbestos Exposure Control | | | | | | | | |
| Automatic External Defibrillators (AED) | | | | | | | | |
| Behavior Based Safety Awareness | | | | | | | | |
| Benzene Awareness Exposure Control | | | | | | | | |
| Bloodborne Pathogens | | | | | | | | |
| Cardio Pulmonary Resuscitation (CPR) | | | | | | | | |
| Craftsmen Skills | | | | | | | | |
| Cranes | | | | | | | | |
| Dangerous Goods Transportation | | | | | | | | |
| Defensive Driving | | | | | | | | |
| Disciplinary | | | | | | | | |
| Diving | | | | | | | | |
| Electrical Safety Awareness | | | | | | | | |
| Emergency Response Plan | | | | | | | | |
| Environmental Program | | | | | | | | |
| Evacuation Plan | | | | | | | | |
| Explosives | | | | | | | | |
| Fall Protection | | | | | | | | |

| | | | | | | | | |
|--|--|--|--|--|--|--|--|--|
| Fatigue Management | | | | | | | | |
| Fire Fighting—Incipient | | | | | | | | |
| Fire Protection | | | | | | | | |
| First Aid | | | | | | | | |
| Forklift | | | | | | | | |
| Ground Fault Protection | | | | | | | | |
| Grounding Conductor | | | | | | | | |
| Harassment & Discrimination Training | | | | | | | | |
| Hazard Communication | | | | | | | | |
| Hazardous Waste Emergency Response Plan | | | | | | | | |
| Hearing Conservation | | | | | | | | |
| Heavy Equipment & Machinery Operation | | | | | | | | |
| Heavy Metals | | | | | | | | |
| Helicopter Underwater Egress Training (HUET) | | | | | | | | |
| Hydrogen Sulfide | | | | | | | | |
| Incident Investigation | | | | | | | | |
| Incident Reporting Awareness | | | | | | | | |
| Job Safety Analysis (JSA) | | | | | | | | |
| Journey/Travel Management | | | | | | | | |
| Lead Exposure Control | | | | | | | | |
| Management of Change | | | | | | | | |
| Manual Lifting Techniques | | | | | | | | |
| Marine Debris | | | | | | | | |
| Naturally Occurring Radioactive Materials (NORM) | | | | | | | | |
| New Employee Orientation | | | | | | | | |
| Noise Control | | | | | | | | |
| Permit-to-Work Process | | | | | | | | |
| Permit-to-Work: Confined Space | | | | | | | | |
| Permit-to-Work: Hot Work | | | | | | | | |
| Permit-to-Work: Lockout/Tagout | | | | | | | | |

| | | | | | | | | |
|--|--|--|--|--|--|--|--|--|
| Personal Protective Equipment | | | | | | | | |
| Personnel Basic Orientation | | | | | | | | |
| Personnel Hoisting | | | | | | | | |
| Personnel PEC or Equivalent Offshore Orientation | | | | | | | | |
| Pressure Operations | | | | | | | | |
| Process Safety Management | | | | | | | | |
| Production Safety Systems/T2 | | | | | | | | |
| Public Health | | | | | | | | |
| Quality Management Systems | | | | | | | | |
| Radiation | | | | | | | | |
| Respiratory Protection | | | | | | | | |
| Rigging/Mechanical Material Handling | | | | | | | | |
| Scaffolding | | | | | | | | |
| Security | | | | | | | | |
| Silica | | | | | | | | |
| Storm Water Management and Compliance | | | | | | | | |
| Substance Abuse Awareness | | | | | | | | |
| Supervisor Training | | | | | | | | |
| Survival Craft | | | | | | | | |
| Trenching & Excavation | | | | | | | | |
| Waste Management | | | | | | | | |
| Water Survival—Classroom | | | | | | | | |
| Water Survival—in Water | | | | | | | | |
| Welding and Burning | | | | | | | | |
| Well Control | | | | | | | | |
| Work/Post Injury Management | | | | | | | | |

United States

Please provide any additional information on other industry-specific programs or training, including written procedures, which your company provides to employees:

| Program | Documented Program? | Documented Training Program | Training Records Maintained | Training Frequency | Of Those Who Need Training, % Who Have Received it | Training Comprehension Tested | Types of Training Providers | Regulatory/ Best Practices Reference |
|--|---------------------|-----------------------------|-----------------------------|---|--|--|--------------------------------------|--------------------------------------|
| | YES, No or NA | YES, NO or NA | YES, NO or NA | Weekly, Monthly, Semi-annually, As Required, Other or N/A | Whole Numbers Only | Written Test, Oral Test, On-the-Job, N/A | CBT, In-house, Safety Council, Other | |
| Access to Medical Records | | | | | | | | |
| CERCLA (Comprehensive Environmental Response Compensation Liability Act) | | | | | | | | |
| Confined Space—Attendant | | | | | | | | |
| Confined Space—Awareness | | | | | | | | |
| Confined Space—Entrant | | | | | | | | |
| Confined Space—Rescuer | | | | | | | | |
| Confined Space-Supervisor | | | | | | | | |
| Electrical Safety—Qualified | | | | | | | | |
| Electrical Safety—Non-qualified | | | | | | | | |
| Hazwoper—First Responder Awareness | | | | | | | | |
| Hazwoper—First Responder Operations /8 Hour | | | | | | | | |
| Hazwoper—First Responder Technician/24 Hour | | | | | | | | |
| Hazwoper—Incident Commander/24 Hour | | | | | | | | |
| Hazwoper—Supervisor/8 Hour | | | | | | | | |
| Hazwoper—Remediation & Cleanup Technician/40 Hour | | | | | | | | |
| HM 126—Awareness | | | | | | | | |
| HM 126—Transportation | | | | | | | | |
| Lockout/Tagout—Affected | | | | | | | | |
| Lockout/Tagout—Authorized | | | | | | | | |

| | | | | | | | | |
|---|--|--|--|--|--|--|--|--|
| Lockout/Tagout— Other | | | | | | | | |
| OPA 1990 (Oil & Pollution Act of 1990) | | | | | | | | |
| Process Safety Management | | | | | | | | |
| Production Safety Systems/T2 | | | | | | | | |
| Resource Conservation and Recovery Act (RCRA) | | | | | | | | |
| Safety Environmental Management Systems Plan (SEMS) | | | | | | | | |
| Spill Prevention Control and Countermeasures (SPCC) | | | | | | | | |
| Superfund Amendment Reauthorization Act (SARA III) | | | | | | | | |
| Toxic Substances Control Act (TSCA) | | | | | | | | |

AVIATION MODULE**Aerial Patrol**

| | | | | |
|----|--|-----|----|----|
| 62 | What regulatory authority does your company follow? | | | |
| 63 | Does your company have a written hiring qualification standard for all pilots? | Yes | No | NA |
| 64 | Are free-lance or casual pilots used? | Yes | No | NA |
| 65 | Do you use a company training program? | Yes | No | NA |
| 66 | Is the training program documented? | Yes | No | NA |
| 67 | Do you have a simulator training program? | Yes | No | NA |
| 68 | If YES, how frequently do your pilots complete the simulator training program? | Yes | No | NA |
| 69 | Do your pilots attend Cockpit Resource Management (CRM)/Aeronautical Decision Making (ADM) training? | Yes | No | NA |
| 70 | If yes, how often? | | | |
| 71 | Do training records maintained record medical renewals? | Yes | No | NA |
| 72 | Does your company have a night and IFR currency program? | Yes | No | NA |
| 73 | If YES, does it include landings at remote airstrips/offshore helidecks? | Yes | No | NA |
| 74 | Does your company perform semi-annual check rides? | Yes | No | NA |
| 75 | Are semi-annual check rides accompanied by written tests? | Yes | No | NA |
| 76 | Do you perform annual line/route checks? | Yes | No | NA |
| 77 | Are aircraft emergency drills conducted? | Yes | No | NA |
| 78 | How often are the aircraft emergency drills conducted? | | | |
| 79 | Weather minimums—Please State | | | |
| 80 | How are flight plans filed and with whom? | | | |
| 81 | Briefly describe your flight following system. | | | |
| 82 | Are navigation charts kept? | Yes | No | NA |
| 83 | Are NOTAMS and certified weather briefings available? | Yes | No | NA |
| 84 | Are passenger manifests prepared for each flight? | Yes | No | NA |
| 85 | Is a weight & Balance calculated for each flight? | Yes | No | NA |
| 86 | Do you have standardized flight procedures (crew coordination, takeoff, enroute, landing, emergency, etc.)? | Yes | No | NA |
| 87 | If yes, are checklists used to support these procedures? | Yes | No | NA |
| 88 | Is a Flight Operations Manual published? | Yes | No | NA |
| 89 | Is it approved by the civil aviation authority? | Yes | No | NA |
| 90 | Are records of flight physicals maintained? | Yes | No | NA |
| 91 | Are minimum equipment lists (MEL) used? | Yes | No | NA |
| 92 | With respect to aircraft performance, does the Operator consider all significant factors including weight, operating procedures, pressure altitude, temperature, wind, runway gradient, and runway contamination (water, slush, etc.)? | Yes | No | NA |
| 93 | Does the Operator ensure that takeoff weight and estimated landing weight will not exceed maximum weights as specified in the flight manual? | Yes | No | NA |
| 94 | Does the operator employ a person or group of persons to ensure that all maintenance, including contract, is carried out in accordance with the maintenance control manual? | Yes | No | NA |
| 95 | Does the maintenance organization employ the necessary personnel to plan, perform, supervise, inspect, and release the work to be performed? | Yes | No | NA |

| | | | | |
|-----|--|-----|----|----|
| 96 | Is there a process in place to evaluate airworthiness information such as service bulletins and to track their scheduled compliance? | Yes | No | NA |
| 97 | Is there a process in place to track non-airworthiness items and schedule their compliance? | Yes | No | NA |
| 98 | Do your company airplanes receive the required inspections to keep them current with the FAA regulations? | Yes | No | NA |
| 99 | If yes, does your company complete the annual, 100 hour, Transponder, PITOT Static System, and ELT required inspections? | Yes | No | NA |
| 100 | Have any of your pilots had any aircraft related accidents? | Yes | No | NA |
| 101 | If YES, what was the root cause of the accident? | Yes | No | NA |
| 102 | Was the accident investigated by the National Transportation Safety Board (in the U.S.) or other governmental aviation authority? | Yes | No | NA |
| 103 | Was the pilot's license revoked or suspended? | Yes | No | NA |
| 104 | If YES, has the pilot's license been reinstated? | Yes | No | NA |

COMMUNICATIONS

Hazard Communication Program

| | | | | |
|-----|--|-----|----|----|
| 105 | Does your company's Hazard Communication (HAZCOM) program require labeling of hazardous chemicals? | Yes | No | NA |
| 106 | Does your company's Hazard Communication (HAZCOM) program identify the communication method to share hazardous chemical information with personnel in the workplace? | Yes | No | NA |

Language

| | | | | |
|-----|---|-----|----|----|
| 107 | Are language barriers addressed in your HSE programs? | Yes | No | NA |
| 108 | If YES, what is the common language? | | | |
| 109 | In what language(s) is/are your HSE policies and procedures written? | | | |
| 110 | Has your company had an incident(s) where a causal factor was a language barrier/issue? | Yes | No | NA |
| 111 | If YES, describe what was done to address this causal factor. | | | |

CRAFT SKILLS

| | | |
|-----|---|--|
| 112 | Master Craftsmen Number: | |
| 113 | Master Craftsmen Percentage of Total Employees: | |
| 114 | Journeyman/Craftsmen Number: | |
| 115 | Journeyman/Craftsmen Percentage of Total Employees: | |
| 116 | Apprentice/Trainees Number: | |
| 117 | Apprentice/Trainees Percentage of Total Employees: | |

DANGEROUS GOODS**Asbestos Exposure Control**

| | | | | |
|-----|--|-----|----|----|
| 118 | Does your company's Asbestos program require monitoring to ensure no employee is exposed to an airborne concentration of asbestos in excess of government-defined or company exposure limits whichever is lower? | Yes | No | NA |
| 119 | Does your company's Asbestos program define when respirators are to be used? | Yes | No | NA |
| 120 | Does your company's Asbestos program define which additional personal protective equipment is to be used and when? | Yes | No | NA |
| 121 | Does your company's Asbestos program prohibit smoking in areas of asbestos exposure? | Yes | No | NA |

Benzene Exposure Control

| | | | | |
|-----|--|-----|----|----|
| 122 | Does your company's Benzene program require monitoring to ensure no employee is exposed to an airborne concentration of Benzene in excess of government-defined or company exposure limits whichever is lower? | Yes | No | NA |
|-----|--|-----|----|----|

Explosives

| | | | | |
|-----|---|-----|----|----|
| 123 | Do your field operation procedures follow API RP67 <i>Recommended Practices for Oilfield Explosives Safety</i> ? | Yes | No | NA |
| 124 | Does your training curriculum for personnel involved with Wireline and Tubing Conveyed Perforating follow API RP 67 <i>Recommended Practices for Oilfield Explosives Safety</i> ? | Yes | No | NA |
| 125 | Are detonators radio-frequency safe/insensitive? | Yes | No | NA |
| 126 | Does your use of electric detonators follow the safety guidelines of IME (Institute of Makers of Explosives) Safety Library Publication (SLP) No. 20 <i>Safety Guide for the Prevention of Radio Frequency Radiation Hazards in the Use of Commercial Electric Detonators</i> ? | Yes | No | NA |
| 127 | Does your storage, transportation and use follow IME (Institute of Makers of Explosives) guidelines Safety Library Publication (SLP) No. 27 <i>Security in the Manufacturing, Transportation, Storage and use of Commercial Explosives</i> ? | Yes | No | NA |
| 128 | Does your company comply with federal, state/provincial and municipal licensing regulations? | Yes | No | NA |

Heavy Metals

| | | | | |
|-----|--|-----|----|----|
| 129 | Does your company's heavy metals program require monitoring to ensure no employee is exposed to concentrations of heavy metals in excess of regulatory limits? | Yes | No | NA |
| 130 | Does your company's heavy metals program identify when respirators are to be used? | Yes | No | NA |
| 131 | Does your company's heavy metals program include housekeeping and hygiene practices to reduce the possibility of lead exposure? | Yes | No | NA |

Hydrogen Sulfide

| | | | | |
|-----|--|-----|----|----|
| 132 | Does your company's Hydrogen Sulfide program require measures to ensure that no employee is exposed to a concentration of hydrogen sulfide in excess of government-defined limits? | Yes | No | NA |
| 133 | Does your company's Hydrogen Sulfide (H ₂ S) program define when respirators are to be used? | Yes | No | NA |

Naturally Occurring Radioactive Materials (NORM)

| | | | | |
|-----|---|-----|----|----|
| 134 | Are your employees in a dosimetry program? | Yes | No | NA |
| 135 | If you answered yes to the above, is the program administered internally or by a Third Party? | Yes | No | NA |

Radiation

| | | | | |
|-----|---|-----|----|----|
| 136 | Does your use of radioactive sources and/or devices follow the operating philosophy for maintaining occupational radiation exposures As Low As Reasonably Achievable (ALARA)? | Yes | No | NA |
| 137 | Does your training curriculum for use of radioactive sources and/or devices follow the minimum the minimum Radiation Safety Requirements for Well Logging stipulated in the regulations and minimum license conditions? | Yes | No | NA |
| 138 | Do you have any radioactive sources that are considered by the IAEA Code of Conduct on the Safety and Security of Radioactive Sources Quantity of Concern? | Yes | No | NA |
| 139 | If YES, Do you have formal procedures in place to address this issue? | Yes | No | NA |
| 140 | Does your company comply with federal, state/provincial and municipal licensing regulations? | Yes | No | NA |
| 141 | Are your employees in a dosimetry program? | Yes | No | NA |
| 142 | If you answered yes to the above, is the program administered internally or by a Third Party? | Yes | No | NA |

Silica

| | | | | |
|-----|--|-----|----|----|
| 143 | Does your company's Silica program require the use of silica monitoring results for choosing engineering controls, administrative controls and/or personal protective equipment? | Yes | No | NA |
| 144 | Does your company's Silica program define when respirators are to be used? | Yes | No | NA |
| 145 | Does your company's Silica program address personal hygiene methods to avoid unnecessary exposure to silica dust? | Yes | No | NA |

DRUGS AND ALCOHOL PROGRAM

| | | | | |
|-----|---|-----|----|----|
| 146 | Does your company have a written policy regarding drug screening or testing of your employees? | Yes | No | NA |
| 147 | Does your drug-testing program conform to local regulatory government requirements? | Yes | No | NA |
| 148 | Cite applicable regulatory agency | | | |
| 149 | Are your company's employees subject to Pre-employment drug screening? | Yes | No | NA |
| 150 | Are your company's employees subject to periodic drug screening? | Yes | No | NA |
| 151 | Are your company's employees subject to Post Accident drug screening? | Yes | No | NA |
| 152 | Are your company's employees subject to Probable Cause drug screening? | Yes | No | NA |
| 153 | Are your company's employees subject to Random drug screening? | Yes | No | NA |
| 154 | Are your company's employees subject to drug screening at Return-to-Duty? | Yes | No | NA |
| 155 | Are your company's employees subject to drug screening for Other reasons? | Yes | No | NA |
| 156 | If subject to drug screening for other reasons, please explain. | Yes | No | NA |
| 157 | What company provides your Drug and Alcohol testing services? | Yes | No | NA |
| 158 | What is the certifying authority of the company that provides your Drug and Alcohol testing services? | Yes | No | NA |
| 159 | Who does your company utilize as a Third Party auditor for Drug & Alcohol Program? | Yes | No | NA |
| 160 | Does your company utilize a Third Party administrator for Drug & Alcohol Program? | Yes | No | NA |
| 161 | If you answered YES to the previous question, what company do you utilize? | Yes | No | NA |
| 162 | Do you maintain records detailing compliance to your drug and alcohol policy? | Yes | No | NA |

References to DOT regulations in the Regional—United States Section**EMERGENCY PREPAREDNESS AND PLANNING****Well Control**

| | | | | |
|-----|--|-----|----|----|
| 163 | Does your company's Well Control and Production Safety Training program require a training plan? | Yes | No | NA |
| 164 | Does your company's Well Control and Production Safety Training program training plan include Procedures for training employees? | Yes | No | NA |
| 165 | Does your company's Well Control and Production Safety Training program training plan include procedures for evaluating subcontractor training programs? | Yes | No | NA |
| 166 | Does your company's Well Control and Production Safety Training program training plan include procedures for verifying assigned duties can be performed by Employees? | Yes | No | NA |
| 167 | Does your company's Well Control and Production Safety Training program training plan include procedures for verifying assigned duties can be performed by Subcontractors? | Yes | No | NA |
| 168 | Does your company's Well Control and Production Safety Training program training plan include procedures for assessing the training needs of your employees on a periodic basis? | Yes | No | NA |

EMERGENCY RESPONSE

Emergency Response Plan

| | | | | |
|-----|--|-----|----|----|
| 169 | Does your company have a written requirement for on-site Emergency Response Plans? | Yes | No | NA |
| 170 | Does your company have a written Emergency Evacuation Plan? | Yes | No | NA |
| 171 | What emergency situations are covered by your company's response plans? | Yes | No | NA |

Emergency Drills

| | | | | |
|-----|--|-----|----|----|
| 172 | Does your company conduct routine emergency drills? | Yes | No | NA |
| 173 | If you answered YES to previous question, what type of drills? | | | |
| 174 | How frequently are drills conducted? | | | |

ENVIRONMENTAL

| | | | | |
|-----|---|-----|----|----|
| 175 | Is your company required to have any Federal, state, or local environmental licenses or permits to perform their service(s) (e.g. NORM, asbestos, DOT, lead, explosives, etc.)? | Yes | No | NA |
| 176 | If YES, list types of environmental licenses/permits and jurisdiction of issue | | | |
| 177 | Does your company allocate time and resources to train all supervisors in environmental and regulatory compliance? | Yes | No | NA |
| 178 | What is the job title of the person who is responsible for this training? | | | |
| 179 | Is this a full time training position? | Yes | No | NA |
| 180 | If NO, list the percentage of time devoted to environmental and regulatory compliance: | | | |
| 181 | Does your company have waste management plans? | Yes | No | NA |
| 182 | Is waste minimization a component of your waste management program? | Yes | No | NA |
| 183 | Does your pre-job planning process include environmental concerns? (Waste, Release, Permit Violation) | Yes | No | NA |
| 184 | Does your company's mission statement include environmental goals? | Yes | No | NA |
| 185 | In conjunction with safety meetings, does your company include environmental topics? | Yes | No | NA |
| 186 | If YES, please provide some examples of environmental topics covered | | | |
| 187 | Has your company reported any spills in the last three years? | Yes | No | NA |
| 188 | If YES, what was the total volume reported for each year? | | | |
| 189 | Does your company perform environmental audits/reviews? | Yes | No | NA |
| 190 | If you answered YES to the previous question, are environmental audits documented? | Yes | No | NA |
| 191 | What is the job title of the person responsible for reviewing the environmental audit/review? | | | |
| 192 | How often are environmental audits/reviews conducted? | | | |

HSE MANAGEMENT

| | | | | |
|-----|---|---------------------------------|----------------------------|----------------------------|
| 193 | Does your company establish annual goals in any of the following? Safety Health Environmental Spill Response Waste Management | Yes Yes Yes Yes Yes | No No No No No | NA NA NA NA NA |
| 194 | If answered YES, describe training and documentation aspects of the program. | | | |
| 195 | Are employees provided with their own copy of the company's HSE handbook? | Yes | No | NA |
| 196 | Does the company have a Safety Committee? | Yes | No | NA |
| 197 | Does your company have a HSE Incentive/Recognition Program? | Yes | No | NA |
| 198 | If answered YES to the previous question, please describe your HSE Incentive/Recognition Program: | | | |
| 199 | Are awards earned based on individual or group performance? | | | |
| 200 | Are awards based on criteria other than injuries and environmental incidents? | Yes | No | NA |
| 201 | Does Management receive pay bonuses for their company's HSE performance? | Yes | No | NA |
| 202 | If answered YES to the previous question, describe the basis for earning an HSE performance bonus? | | | |
| 203 | Describe the programs utilized to monitor and determine the progress of HSE performance in your company (e.g. management meetings, safety committee/team, statistical reports, etc.): | | | |
| 204 | Does the company have a policy manual with a clearly written HSE policy endorsed by upper management? | Yes | No | NA |
| 205 | Does your company involve employees at all levels in HSE awareness programs? | Yes | No | NA |
| 206 | If answered YES to the previous question, describe how employees are involved in HSE awareness programs: | | | |
| 207 | What is the job title of the person in your company who is responsible for coordinating your HSE program? | | | |
| 208 | Is HSE a full time responsibility for this person? | Yes | No | NA |
| 209 | If answered NO, list the percentage of time devoted to HSE: | | | |
| 210 | Does your company perform self-inspections/audits of its HSE programs? | Yes | No | NA |
| 211 | If answered YES to the previous question, are they documented? | Yes | No | NA |
| 212 | What is the job title of the person who reviews the HSE audits/inspections? | | | |
| 213 | Do you have or provide a full time HSE Director? | Yes | No | NA |
| 214 | Do you have or provide a full time HSE Supervisor? | Yes | No | NA |
| 215 | Do you have or provide a full time HSE Coordinator? | Yes | No | NA |
| 216 | How many dedicated HSE personnel are in your company? | | | |
| 217 | Is there an overall structure for producing, updating and disseminating standards? | Yes | No | NA |
| 218 | How often is HSE performance reviewed? | | | |
| 219 | What is the job title of the person responsible for reviewing HSE performance? | | | |
| 220 | Do you have a written policy on HSE auditing? | Yes | No | NA |
| 221 | Does your company have a Health, Safety and Environment Management System? | Yes | No | NA |
| 222 | If certified, to what standard(s)? | | | |
| 223 | Which parts of operations are certified? | | | |
| 224 | Do your workers have access to the OH&S Acts, Regulations and Codes? | Yes | No | NA |
| 225 | Do you have a system for establishing applicable health, safety, and environmental specifications for acquisition of material and equipment? | Yes | No | NA |
| 226 | Please provide any additional information on other industry-specific programs or training, including written procedures, which your company provides to employees. | | | |

Behavior-based Safety

| | | | | |
|-----|--|-----|----|----|
| 227 | Does your company have a behavior-based safety program in place? | Yes | No | NA |
| 228 | What is the name of your program? | | | |
| 229 | Does your company have a documented inventory of critical safe behaviors associated with your work activities? | Yes | No | NA |
| 230 | Do all employees participate in documented behavior observations? | Yes | No | NA |
| 231 | Does your company perform formal, documented trend analysis of behavior observations? | Yes | No | NA |

Disciplinary Program

| | | | | |
|-----|--|-----|----|----|
| 232 | Does your company's Disciplinary program identify which positions are responsible for program enforcement? | Yes | No | NA |
| 233 | Does your company's Disciplinary program distinguish what constitutes a HSE violation? | Yes | No | NA |
| 234 | Does your company's Disciplinary program specify procedures for addressing a HSE violation? | Yes | No | NA |

Incident Management and Investigation Procedures

| | | | | |
|-----|---|-----|----|----|
| 235 | Does your company have a written policy and program that describes roles and responsibilities that will be initiated in the event of an incident? | Yes | No | NA |
| 236 | Is this program communicated so all employees understand your company's position? | Yes | No | NA |
| 237 | Does your company have a policy requiring written incident reports (spills, injuries, property damage, near misses, fires, explosions, etc.)? | Yes | No | NA |
| 238 | Does your company conduct incident investigations? | Yes | No | NA |
| 239 | Do personnel who perform incident investigations receive formal investigative training? | Yes | No | NA |
| 240 | Are root cause investigation techniques/protocols used? | Yes | No | NA |
| 241 | Are incident reports reviewed by managers/supervisors? | Yes | No | NA |
| 242 | Does the company document, investigate and discuss near miss accidents? | Yes | No | NA |
| 243 | Is documentation available and accessible? | Yes | No | NA |
| 244 | Does your company have a system in place to track incident investigation corrective action findings to closure? | Yes | No | NA |
| 245 | Does your company have a written process in place to share the lessons learned from incidents with the entire workforce? | Yes | No | NA |
| 246 | On large projects do you employ a paramedic, nurse or physician with "occupational medicine" experience at the worksite? | Yes | No | NA |

Safety Meetings

| | | | | |
|-----|---|-----|----|----|
| 247 | Does your company have scheduled documented employee safety meetings? | Yes | No | NA |
| 248 | If you answered YES to the previous question, how often do you hold safety meetings? | | | |
| 249 | What is the job title of the person who conducts the safety meetings? | | | |
| 250 | What is the job title of managers/supervisors participate in the safety meetings? | | | |
| 251 | Are meetings reviewed and critiqued by managers/supervisors? | Yes | No | NA |
| 252 | Does your company hold onsite (tailgate/toolbox/pretour) safety meetings? | Yes | No | NA |
| 253 | If you answered YES to the previous question, how often do you hold onsite safety meetings? | | | |
| 254 | What is the job title of the person who conducts onsite (tailgate/toolbox/pretour) safety meetings? | | | |
| 255 | Is documentation from these onsite (tailgate/toolbox/pretour) safety meetings available? | Yes | No | NA |

Work/Post Injury Management

| | | | | |
|-----|--|-----|----|----|
| 256 | Does your company require an authorized individual to accompany injured employees to the medical provider for initial treatment? | Yes | No | NA |
| 257 | Does your company have a written restricted duty/light duty program? | Yes | No | NA |
| 258 | Does your company utilize a specific medical provider that understands your company's restricted duty/light duty program? | Yes | No | NA |
| 259 | Comments for the previous question, if any: | | | |
| 260 | Does your company's Injury Management program include a plan to reduce manual lifting? | Yes | No | NA |
| 261 | Does your company's Injury Management program include post injury management? | Yes | No | NA |
| 262 | Does your company have a Return-to-Work program? | Yes | No | NA |

LIFTING

Cranes

| | | | | |
|-----|--|-----|----|----|
| 263 | Does your company have crane operators? | Yes | No | NA |
| 264 | Are crane operator physicals in compliance with local or industry regulations? | Yes | No | NA |
| 265 | Are crane operators certified per local requirements, if applicable? | Yes | No | NA |
| 266 | Does your company's Crane program require daily inspection? | Yes | No | NA |
| 267 | Does your company's Crane program require periodic inspection of operating mechanisms (e.g. annual crane inspections) by a Third Party inspection service? | Yes | No | NA |
| 268 | Does your company's Crane program require daily inspection of hooks? | Yes | No | NA |
| 269 | Does your company's Crane program require daily inspection of chain hoists? | Yes | No | NA |
| 270 | Does your company's Crane program require guards for exposed moving parts? | Yes | No | NA |

Forklifts

| | | | | |
|-----|---|-----|----|----|
| 271 | Does your company's Forklift program require forklift inspection prior to use? | Yes | No | NA |
| 272 | Does your company's Forklift program require only qualified persons to operate forklifts? | Yes | No | NA |

MARINE MODULE

Diving

| | | | | |
|-----|--|-----|----|----|
| 273 | Does your company's Diving program address training and qualification of dive team members? | Yes | No | NA |
| 274 | Does your company's Diving program specify what safety practices shall be included for each diving mode? | Yes | No | NA |
| 275 | Is a Safety Practices Manual readily available to dive team members at each dive site? | Yes | No | NA |

Marine Vessels

| | | | | |
|-----|--|-----|----|----|
| 276 | Does your company operate vessels of 500 gross tons or greater? | Yes | No | NA |
| 277 | Are these vessels ISM Code (International Management Code for the Safe Operation of Ships and for Pollution Prevention) certified? | Yes | No | NA |
| 278 | Does your company have written health, safety and environmental (HSE) policies and procedures for marine vessels? | Yes | No | NA |
| 279 | Are these procedures located both at your shoreside headquarters and aboard each vessel? | Yes | No | NA |
| 280 | Does your HSE program include written procedures for the safe operation of vessels? | Yes | No | NA |
| 281 | Does your HSE program include written procedures for pollution prevention? | Yes | No | NA |
| 282 | Does your HSE program include written procedures for reporting shipboard incidents and non-conformances to shoreside management? | Yes | No | NA |
| 283 | Do you ensure that vessel personnel are medically fit for their work activities? | Yes | No | NA |
| 284 | Do you ensure that vessel personnel are properly trained and licensed for their work activities? | Yes | No | NA |
| 285 | Do you ensure that new personnel or personnel receiving new vessel assignments are given proper familiarization with the vessel and their shipboard duties? | Yes | No | NA |
| 286 | Is this familiarization process documented? | Yes | No | NA |
| 287 | Do all vessels have detailed written procedures that address safety and environmental-protection for key shipboard operations? | Yes | No | NA |
| 288 | If you answered yes to the previous question, do these procedures clearly identify and assign the personnel who are qualified to perform specific functions? | Yes | No | NA |
| 289 | Are procedures in place for identifying and responding to shipboard emergencies (i.e. fire, man overboard, abandon ship)? | Yes | No | NA |
| 290 | How often do your vessels conduct fire drills? | | | |
| 291 | How often do your vessels conduct man overboard drills? | | | |
| 292 | How often do your vessels conduct abandon ship drills? | | | |
| 293 | Are these drills documented? | Yes | No | NA |
| 294 | Do you have provisions in place to ensure that your company's shoreside headquarters can respond to a vessel emergency at any time? | Yes | No | NA |
| 295 | Do you ensure that all vessels maintain the necessary documentation onboard? | Yes | No | NA |
| 296 | Do you conduct internal audits onboard vessels and at shoreside headquarters? | Yes | No | NA |
| 297 | Have you had a shoreside ISM Code compliance audit performed? | Yes | No | NA |
| 298 | If you answered yes to the previous question, when was your last shoreside ISM Code compliance audit? | | | |
| 299 | Were any non-conformances identified? | Yes | No | NA |
| 300 | If you answered yes to the previous question, have they been resolved? | Yes | No | NA |
| 301 | If you answered no to the previous question, what is your target date for having them resolved? | | | |
| 302 | Have you had a vessel ISM Code compliance audit performed? | Yes | No | NA |
| 303 | If you answered yes to the previous question, when was your last ISM Code Compliance audit? | | | |
| 304 | Were any non-conformances identified? | Yes | No | NA |
| 305 | If you answered yes to the previous question, have they been resolved? | Yes | No | NA |
| 306 | If you answered no to the previous question, what is your target date for having them resolved? | | | |

OCCUPATIONAL HEALTH/INDUSTRIAL HYGIENE (IH)

| | | | | |
|-----|---|-----|----|----|
| 307 | Do you perform IH monitoring on your employees? | Yes | No | NA |
| 308 | If yes, please indicate for which substances: | | | |
| | — Asbestos | Yes | No | NA |
| | — Benzene | Yes | No | NA |
| | — Lead | Yes | No | NA |
| | — Radiation | Yes | No | NA |
| | — Silica | Yes | No | NA |
| | — Total Hydrocarbons | Yes | No | NA |
| | — Welding Fumes | Yes | No | NA |
| | — Other (Please list) | Yes | No | NA |
| 309 | Are IH records accessible and available? | Yes | No | NA |
| 310 | Do you have a hearing conservation program? | Yes | No | NA |
| 311 | Does your company have offshore crane operators? | Yes | No | NA |
| | — If yes, do your offshore crane operators have API RP 2D physicals? | Yes | No | NA |
| 312 | Do you have employees who wear respirators? (Canister or SCBA) | Yes | No | NA |
| | — Are they medically cleared? | Yes | No | NA |
| | — Are they annually fit tested? | Yes | No | NA |
| | — Does your company training program include training on the specific make and model of respirator(s) for which the employees have been fit tested? | Yes | No | NA |
| 313 | Do you medically screen individuals returning to work? | Yes | No | NA |
| 314 | Do you have a restricted duty program? | Yes | No | NA |
| 315 | Does your company conduct Pre-employment fitness for work exams? | Yes | No | NA |
| 316 | Does your company conduct Re-employment fitness for work exams? | Yes | No | NA |
| 317 | Does your company conduct Respiratory fitness for work exams? | Yes | No | NA |
| 318 | Does your company conduct Visual fitness for work exams? | Yes | No | NA |
| 319 | Does your company conduct other types of fitness for work exams? | Yes | No | NA |
| | — If yes to "other," please list | Yes | No | NA |

CPR

| | | | | |
|-----|--|-----|----|----|
| 320 | Does your company's CPR program require at least one person trained in CPR to be at each job site? | Yes | No | NA |
|-----|--|-----|----|----|

First Aid

| | | | | |
|-----|--|-----|----|----|
| 321 | Does your company's First Aid program require at least one person trained in first aid to be at each job site? | Yes | No | NA |
| 322 | Does your company's First Aid program require a first aid kit to be within easy access at each job site? | Yes | No | NA |

Public Health

| | | | | |
|-----|---|-----|----|----|
| 323 | Is health screening included in your Public Health program? | Yes | No | NA |
| 324 | List the illnesses covered in your health screening program | | | |
| 325 | Are physical examination and immunizations provided? | Yes | No | NA |
| 326 | Does your program identify health conditions in affected areas? | Yes | No | NA |

PERSONAL PROTECTIVE EQUIPMENT (PPE)

| | | | | |
|-----|---|-----|----|----|
| 327 | Does your company perform PPE hazard assessments to identify workplace hazards? | Yes | No | NA |
| 328 | If your company does perform PPE hazard assessments to identify workplace hazards, are they documented? | Yes | No | NA |
| 329 | Does your company's PPE program require PPE to be maintained? | Yes | No | NA |
| 330 | Does your company's PPE program define the type of PPE to be used for specific procedures? | Yes | No | NA |
| 331 | Does your company perform equipment checks on PPE prior to use? | Yes | No | NA |
| 332 | If you answered YES to the above question, are equipment check records accessible and available? | Yes | No | NA |

333. Indicate the personal protective equipment your company requires/provides:

| PPE | Company Required | | | Company Provided | | |
|--|-------------------------|----|-----|-------------------------|----|-----|
| Chemical Protective Equipment | Yes | No | N/A | Yes | No | N/A |
| Eye Protection | Yes | No | N/A | Yes | No | N/A |
| Face Protection | Yes | No | N/A | Yes | No | N/A |
| Fall Protection | Yes | No | N/A | Yes | No | N/A |
| Fire Retardant Clothing (FRC) | Yes | No | N/A | Yes | No | N/A |
| H ₂ S Personal Alarm Monitors | Yes | No | N/A | Yes | No | N/A |
| Hand Protection | Yes | No | N/A | Yes | No | N/A |
| Hard Hats | Yes | No | N/A | Yes | No | N/A |
| Hearing Protection | Yes | No | N/A | Yes | No | N/A |
| Personal Flotation Devices | Yes | No | N/A | Yes | No | N/A |
| Respiratory Protection | Yes | No | N/A | Yes | No | N/A |
| Safety Shoes | Yes | No | N/A | Yes | No | N/A |
| Welding Garments | Yes | No | N/A | Yes | No | N/A |
| Other | Yes | No | N/A | Yes | No | N/A |

If "Other," please list or describe:

QUALITY ASSURANCE/QUALITY CONTROL

| | | | | |
|-----|---|-----|----|----|
| 334 | Does your company have a Quality Assurance/Quality Control Department? | Yes | No | NA |
| 335 | Does your company have a Quality Assurance/Quality Control manual? | Yes | No | NA |
| 336 | If YES, is it available for review? | Yes | No | NA |
| 337 | Does your company have a change management process/program? | Yes | No | NA |
| 338 | Does your company have a document control policy? | Yes | No | NA |
| 339 | Does your company have a preventative maintenance program for company owned equipment? | Yes | No | NA |
| 340 | If YES, which equipment is covered? | Yes | No | NA |
| 341 | Do you ensure that plant and equipment used within your premises, on-site, or at other locations by your employees are correctly registered, controlled and maintained in a safe working condition? | Yes | No | NA |
| 342 | Does your preventative maintenance program identify and give special consideration to certain critical equipment to avoid hazardous situations if it should fail? | Yes | No | NA |

Inspections

| | | | | |
|-----|---|-----|----|----|
| 343 | Does your company keep preventative maintenance and equipment inspection records on file? | Yes | No | NA |
| 344 | Do you conduct inspections on operating equipment (i.e. cranes, forklifts, extensible or articulated boom platforms, etc.)? | Yes | No | NA |
| 345 | Do you maintain the applicable inspection and maintenance certification records for operating equipment? | Yes | No | NA |
| 346 | Are inspection and maintenance records available and accessible? | Yes | No | NA |

REGIONAL REGULATIONS

This section contains country-specific questions related to various HSE areas not covered elsewhere in this standard.

Canada

| | | | | |
|-----|---|-----|----|----|
| 347 | Does your company have a Workers Compensation Board (WCB) account in good standing for all jurisdictions in which your company performs work? | Yes | No | NA |
| 348 | If YES, please indicate the Province/Territory in which your company has a WCB account in good standing: | | | |
| 349 | What is your company WCB account number in Alberta? | | | |
| 350 | Does your company have an Alberta Human Resources and Employment Certificate of Recognition (COR) or Industry COR? | | | |
| 351 | If not, do you have an equivalent COR from British Columbia or other provinces? | | | |

United States**Government Contracts**

| | | |
|-----|--|--|
| 352 | What percentage of your services is performed for the U.S. Government? | |
|-----|--|--|

DOI Minerals Management Service (MMS) Subpart "O"

| | | | | |
|-----|---|-----|----|----|
| 353 | Does your company perform work under U.S. Minerals Management Service (MMS) Subpart "O" jurisdiction? | Yes | No | NA |
| 354 | Does your company perform work offshore or in inland waters (under MMS jurisdiction) providing well control or production safety services? | Yes | No | NA |
| 355 | Has your company established and implemented a well control and production safety training program? | Yes | No | NA |
| 356 | Can your company's overall well control and production safety training program be explained and evidence produced to support the explanation during a training system audit conducted by the Operator, the MMS or their authorized representatives? | Yes | No | NA |
| 357 | Can your company provide a copy of well control and production safety training program when requested by the Operator or the MMS Regional or District Supervisor? | Yes | No | NA |
| 358 | Does your company's well control and production safety training program include procedures for training employees in well control or production safety practices? | Yes | No | NA |
| 359 | Does your company's well control and production safety training program specify the type, method(s), length, frequency and content of the training for employees? | Yes | No | NA |
| 360 | Does your company's well control and production safety training program include procedures for assessing the well control and production safety training needs of employees on a periodic basis? | Yes | No | NA |
| 361 | Does your company's well control and production safety training program include procedures for evaluating the well control and production safety training programs of subcontractors? | Yes | No | NA |
| 362 | Do subcontractors' training programs provide for periodic training and verification of well control or production safety knowledge and skills? | Yes | No | NA |
| 363 | Does your company's well control and production safety training program include procedures for verifying that all employees and subcontractor personnel engaged in well control and production safety operations can perform their assigned duties? | Yes | No | NA |
| 364 | Does your company's well control and production safety training program include procedures for internal audits? | Yes | No | NA |
| 365 | Does your company's well control and production safety training program specify the method(s) of verifying employees' understanding and performance? | Yes | No | NA |
| 366 | Does your company have procedures established to verify adequate retention of the knowledge and skills that employees need to perform their assigned well control and production safety duties? | Yes | No | NA |
| 367 | Are alternative well control and production safety training methods conducted in accordance with, and meet, the objectives of the training program? | Yes | No | NA |

| | | | | |
|-----|--|-----|----|----|
| 368 | Is well control and production safety training for employees provided from sources previously accredited by the MMS or that otherwise meet the requirements of their training program? | Yes | No | NA |
| 369 | Is periodic training provided to ensure that employees maintain understanding of, and competency in, well control or production safety practices? | Yes | No | NA |
| 370 | Has your company verified that each employee understands and performs the assigned well control or production safety duties? | Yes | No | NA |
| 371 | Will your company allow the Operator, the MMS or their authorized representatives to administer written or oral well control or production safety tests at the work site or onshore location? | Yes | No | NA |
| 372 | Will your company allow the Operator, the MMS or their authorized representatives to administer or witness hands-on, simulator or other types of well control and production safety training? | Yes | No | NA |
| 373 | Does your company's well control and production safety training program include procedures for record keeping and documentation of well control and production safety training? | Yes | No | NA |
| 374 | Are your company's employee training records available and accessible or do the contractor's employees carry their training records with them at all times? | Yes | No | NA |
| 375 | If not, please explain how your company will provide the Operator access to its employees' training records for verification prior to performing work for the Operator, (e.g. training records accompanying employees at all times, phone number for 24-hour verification, etc.) | | | |
| 376 | Does your company identify personnel by current position, years of experience in present position, years of total oil field experience and employer name at the work site or onshore location? | Yes | No | NA |
| 377 | Can your company provide copies of training documentation for personnel involved in well control or production safety operations for the past five years when requested by the Operator or MMS Regional or District Supervisor? | Yes | No | NA |

DOT Pipeline Operator Qualification

| | | | | |
|-----|---|-----|----|----|
| 378 | Does your company perform covered tasks as defined by the U.S. Department of Transportation regulations? | Yes | No | NA |
| 379 | Do you have employees who perform covered tasks as defined under 49 <i>CFR</i> Part 192 Subpart N-GAS? | Yes | No | NA |
| 380 | Do you have employees who perform covered tasks as defined under 49 <i>CFR</i> Part 195 Subpart G-LIQUID? | Yes | No | NA |
| 381 | Are your employee Operator Qualification (OQ) records kept within an industry recognized database? | Yes | No | NA |
| 382 | Does your company participate in an employee qualification database? | Yes | No | NA |
| 383 | What training providers do you use? | | | |

Drugs and Alcohol

| | | | | |
|-----|--|-----|----|----|
| 384 | Does your drug-testing program satisfy DOT regulation: Federal Aviation Administration 14 <i>CFR</i> , Part 91.17 | Yes | No | NA |
| 385 | Does your drug-testing program satisfy DOT regulation: Federal Motor Carrier Safety Administration 49 <i>CFR</i> , Part 382 | Yes | No | NA |
| 386 | Does your drug-testing program satisfy DOT regulation: Federal Railroad Administration 49 <i>CFR</i> , Part 219 | Yes | No | NA |
| 387 | Does your drug-testing program satisfy DOT regulation: Pipeline and Hazardous Materials Safety Administration (PHMSA) 49 <i>CFR</i> , Part 199 | Yes | No | NA |
| 388 | Does your drug-testing program satisfy DOT regulation: United States Coast Guard 33 <i>CFR</i> , Part 95 | Yes | No | NA |

Process Safety Management (PSM)

| | | | | |
|-----|---|-----|----|----|
| 389 | Does your PSM program cover all 14 elements of process safety management? | Yes | No | NA |
|-----|---|-----|----|----|

RISK MANAGEMENT**Job Safety Analysis (JSA)**

| | | | | |
|-----|---|-----|----|----|
| 390 | Does your company have a written program requiring your employees to have a Job Safety Analysis (JSA) /Job Risk Analysis (JRA) before every task? | Yes | No | NA |
|-----|---|-----|----|----|

Short Service Employee (SSE) Safety

| | | | | |
|-----|---|-----|----|----|
| 391 | Do you have a documented SSE Safety program? | Yes | No | NA |
| 392 | Does your company have a Short Service Employee (SSE) policy that identifies new employees or experienced employees new to your company or new in their position? | Yes | No | NA |
| 393 | If YES, does your SSE policy include a means to visually distinguish a SSE? | Yes | No | NA |
| 394 | Does your SSE policy include a mentor being assigned to the SSE? | Yes | No | NA |
| 395 | If YES, does it define the roles and responsibilities of the SSE mentor? | Yes | No | NA |
| 396 | Does your company have quantifiable training requirements (job specific) for new employees or experienced employees new to their position? | Yes | No | NA |
| 397 | Do you verify and document completion and comprehension of the training? | Yes | No | NA |

SECURITY

| | | | | |
|-----|--|-----|----|----|
| 398 | Does your company have an employee identification system that includes a picture ID (i.e. badge, card)? | Yes | No | NA |
| 399 | Does your company have a policy stating that no weapons or firearms of any type are allowed on the worksite? | Yes | No | NA |

Background Checks

| | | | | |
|-----|---|-----|----|----|
| 400 | Does your company have a policy pertaining to criminal background checks on employees? | Yes | No | NA |
| 401 | Does your company perform background checks on potential employees? | Yes | No | NA |
| 402 | Does each background check include drivers license checks for drivers who operate company vehicles? | Yes | No | NA |
| 403 | Does each background check include all jurisdictions in which the worker resided or worked? | Yes | No | NA |
| 404 | If YES, for how many years? | | | |
| 405 | Does each background check include verifications of employment history? | Yes | No | NA |
| 406 | If YES, for how many years? | | | |

SUBCONTRACTORS

| | | | | |
|-----|---|-----|----|----|
| 407 | Does your company use subcontractors? | Yes | No | NA |
| 408 | If yes, for which service categories? (See Service Categories in the General Safety Information section) | | | |
| 409 | Does your company review the health, safety, and environmental (HSE) systems of subcontractors? | Yes | No | NA |
| 410 | Do you use Health, Safety, Security, and Environmental (HSSE) performance criteria in selection of subcontractors? | Yes | No | NA |
| 411 | Does your company verify that subcontractors meet or exceed your safety and training requirements? | Yes | No | NA |
| 412 | Does your company use a temporary labor/leasing agency? | Yes | No | NA |
| 413 | Are directly supervised subcontractor exposure (work) hours and incidents reflected in your company statistics? | Yes | No | NA |
| 414 | Are non-directly supervised subcontractor exposure (work) hours and incidents reflected in your company statistics? | Yes | No | NA |
| 415 | Do you include your subcontractors in Health, Safety, Security, and Environmental Orientations? | Yes | No | NA |
| 416 | Do you include subcontractors in HSSE training programs? | Yes | No | NA |
| 417 | Do you include your subcontractors in Health, Safety, Security, and Environmental Meetings? | Yes | No | NA |
| 418 | Do you include your subcontractors in Inspections? | Yes | No | NA |
| 419 | Do you include your subcontractors in Audits? | Yes | No | NA |

TRANSPORTATION

| | | | | |
|-----|--|-----|----|----|
| 420 | Do you have company vehicles used routinely for delivery of goods and services? | Yes | No | NA |
| 421 | Has your company completed an industry-recognized driving safety/land transportation self-assessment? | Yes | No | NA |
| 422 | Does your company require the use of seatbelts in all seating positions at all times a vehicle is in motion? | Yes | No | NA |
| 423 | Are all company vehicles fitted with an In-Vehicle Monitoring System (IVMS) or Vehicle Data Recorder (VDR)? | Yes | No | NA |
| 424 | Does your company have an active journey management program in place that addresses the hazards of the local operating environment? | Yes | No | NA |
| 425 | Does your company have a policy banning use of cellular phones and other electronic devices while driving? | Yes | No | NA |
| 426 | Does your company have a policy/best practices on cell phone usage while operating a motor vehicle? | Yes | No | NA |
| 427 | Does your company have controls in place to ensure a driver's fitness for duty and alertness? | Yes | No | NA |
| 428 | Does your company have a procurement policy establishing fit-for-purpose standards for vehicle purchases? | Yes | No | NA |
| 429 | Where systems are not in place or are not applied to all vehicles, is the decision to not implement a system documented and supported by a risk-based methodology? | Yes | No | NA |
| 430 | Comments | | | |

Annex C

Sample Short Service Employee Program Development Guideline

This guideline provides examples of elements to consider when preparing, revising or reviewing an onshore or offshore (as applicable) Short Service Employee (SSE) program.

A Short Service Employee program may apply to either a company's own employees or to contract employees utilized by the company.

Scope

- The scope of this example document applies to oil and gas well drilling, servicing and producing operations. Due to the many diverse characteristics of these operations, special modification may be necessary that differ substantially from this example program.

Purpose

Identify who the program applies to: contract personnel, subcontractor personnel and company personnel.

Provide the objective of the program which is typically to ensure that Short Service Employees are identified, appropriately supervised, trained and managed in order to prevent injury to themselves or others, property damage or environmental harm.

Short Service Employee Designation

- less than six months continuous employment with present employer;
- new job responsibilities;
- operator-specific exceptions;
- release from SSE Status;
- completed all required training, and
- mentor, direct supervisor and Operator representative recommendation for release.

Identification

- standard color hard hat used only by SSE (preferred), or
- identifiable sticker on hard hat,
- when the personnel are no longer SSEs, SSE identification should be removed/replaced.

Orientations

- Company (Operator/Contractor) using contract personnel:
 - ensure that the job site information applicable to the Contractor's employees is communicated to the Contractor. This should address site or location-specific HSE policies and restrictions.
 - once the Contractor is chosen, ensure that the initial orientation is given to current and new employees.
- Employers:
 - provide an initial HSE orientation program appropriate to the job description.
 - HSE orientation may be an accredited program such as IADC's "Rig Pass," or API's Training Provider Certification Program (TPCP).
- Notification of Operator prior to the arrival of any SSEs assigned to the site.

SSE Mentoring Program

- A mentoring program is a component of the SSE program.
- Purpose of the mentoring program is to provide for guidance and development of the SSE by a peer and provide for the transferring of skills and knowledge from one person to another in a work environment.
- Each SSE should be assigned to a mentor, which may be the SSE's supervisor or other person that has experience and job specific knowledge adequate to instruct and mentor the new employee.
- SSE responsibilities should be clearly outlined such as the following:
 - see assistance and guidance from his mentor when uncertain about any part of his job or for a task he/she has never done before.
 - open to feedback from the mentor.
 - adhere to all policies and procedures taught or shown to him/her.
 - work in a safe and environmentally sound manner.
- Mentor's responsibilities should be clearly outlined and include the following:
 - lead by example and refrain from taking short cuts and doing anything hazardous to health and safety or that could cause environmental harm.
 - ensure the SSE understands the scope of work being performed that day.
 - review with the SSE the known hazards of the work being performed and advise on safe work practices to be followed.
 - show the SSE how to prepare and follow a JSA.
 - be available for and encourage questions.
 - observe SSE while performing duties.

- provide close supervision.
- Mentor should have the following qualifications and characteristics:
 - experienced employee with requisite skills and knowledge.
 - provide a positive safety attitude, avoid criticism and strive to build up confidence and self-esteem in the SSE.

Annex D

Sample Training Matrix

This guideline provides examples of elements to consider when preparing, revising or reviewing a training program for employees entering the oil and gas upstream work environment and is designed to work in tandem with a company's Short Service Employee program. The training may apply to either a company's own employees or to contract employees utilized by the company.

Purpose of the Program

- Identify whom the training matrix applies to such as contract personnel, subcontractor personnel and company personnel.
- Provide the objective of the Initial Training Program, which is to provide minimum standards in HSE training for all employees with the goal of an incident-free workplace.

Covered Employees

This program may apply to all employees assigned work in the oil and gas exploration, production and support services industry.

Orientation Awareness Training

Orientation is site-specific information about policy, protocol and work environment that is presented upon arrival at the work facility, at a training center, if applicable, or at the company's office.

Awareness training is defined as the ability to recognize hazards and appropriate actions for a particular task or condition in the workplace.

Employees should receive awareness level training in all the recommended subject topics. It is further recommended that training in these topics be completed within the Short Service Employee (SSE) period as the minimum training requirement for transition out of the SSE classification.

Sample Training Matrix

The training matrix provides examples of subject matter that may be covered in the training program. The course duration is dictated by the amount of time necessary to deliver awareness and is left to the discretion of the company.

Orientation

Company provides or requires Contractor to provide a location specific HSE orientation focused on company and Contractor's HSE policies applicable to the location and work assignment.

If company or Contractor is expecting an employee or specialist who does not normally work in the upstream environment (e.g. company executive, politician, equipment engineer from factory in consultant role) then the company or Contractor may vary from any of these requirements, as applicable, provided the company makes arrangements for alternatives.

| Training Course Title | Sub-categories |
|--|--|
| BASIC AWARENESS | |
| Access to Medical Records | |
| Bloodborne Pathogens | |
| Confined Space Awareness | |
| Drug & Alcohol Awareness | |
| Electrical Safety Non-electrical Workers | |
| Emergency Action Plan | Chain of Command Facility Evacuation Man Overboard (Offshore only) Fire/Explosion Spill/Release |
| Environmental Awareness | Waste Management Spill or Release Prevention/Reporting |
| Ergonomics or Equivalent | |
| Excavation Safety (if applicable) | |
| Fall Protection | Arrest Systems Restraint Systems Ladders/Stairs Scaffolding Walking/Working Surfaces Slips/Trips/Falls Open Hole Barricades Rescue Personnel Hoisting |
| Fire Prevention/Fighting Awareness | Portable/Fixed Fire Extinguishers |
| First Aid and CPR | |
| Hand Tools (Portable/Power) | Service Lines |
| Hazard Communication (HAZCOM) | |
| HAZWOPER (Awareness Level) | |
| Hearing Conservation | |
| Housekeeping | |
| Incident Prevention | Signs & Tags |
| Incident Reporting | |
| JSA Training | |
| Lockout/Tagout | |
| Material Handling | Crane Safety Rigger Safety Forklift Safety Manual Lifting Hoisting Pressurized Cylinders/Loading Racks |
| New Employee Orientation (Co. Specific) | |

| Training Course Title | Sub-categories |
|---|--|
| Offshore Personnel Transport/Transfer (Offshore Only) | Swing Ropes (Offshore only) Personnel Baskets (Offshore only) Helicopter (Offshore only) Vessels (Offshore only) Water Survival (Offshore only, if required) |
| Personal Protective Equipment (PPE) | |
| Respiratory Protection | |
| Safe Work Authorization | Safe Work Permits (Confined Space, Hot Work, etc.) |
| Simultaneous Operations (if applicable) | |
| SSE/Mentoring Program, as applicable | |
| Site Safety and Health | Environmental Exposure Dangers of Pressure |

Annex E

Sample Policy Statement

MANAGEMENT COMMITMENT AND INVOLVEMENT POLICY STATEMENT

Safety, Health and Environmental responsibility are of paramount importance to the Company. The Company will endeavor to conduct its business in such a way as to provide for the safety and health of its employees, Contractors, and all other persons who may be affected by its operations. The Company will further endeavor to conduct all of its operations in an environmentally responsible manner.

Objectives

- To set and maintain high standards of safety, health and environmental responsibility by adhering to established oilfield practices that provide for safe and environmentally responsible workplaces and operations.
- To maintain these standards by adhering to the relevant legal requirements.
- To provide opportunities for all employees to discuss matters of safety, health and the environment and to provide them with effective communication and training.
- To monitor and respond to customer, Third Party and public concerns about our operations.
- To plan and conduct our operations while giving priority to safety, health and environmental considerations.
- To support research on the safety, health and environmental effects of our operations.
- To promptly advise the appropriate governmental officials, employees, customers and the public of significant industry-related safety, health and environmental hazards and to recommend appropriate protective measures.
- To provide at all times a safe and environmentally responsible workplace for all persons who may be affected by work operations.
- To conduct our operations safely, efficiently and economically while conserving resources by using energy efficiently and to commit ourselves to reducing overall emissions and waste generation.
- To counsel our customers, transporters and others in the safe use, transportation and disposal of our waste materials and to resolve problems created by handling and disposal of hazardous substances from our operations.
- To participate with government and others in the legislative and regulatory process to safeguard the workplace and the environment.
- To promote these principals by sharing experiences and offering assistance to others involved in oil and gas drilling operations, onshore and offshore.
- To ensure that all employees understand their responsibilities and attend to them with reasonable care.
- To review and revise objectives as appropriate.

Signed and dated by the President or CEO.

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