

IADC HSE RIGPASS ORIENTATION COURSE

Course Duration	Location	Course Delivery
5 Days	Nigeria	Class Room

Course Overview

The key objective of Rig Pass is to provide new employees with a basic orientation of rig operations and safe work practices. Ideally, this should occur before the employee begins work at the rig. The ultimate goal of this program is to improve the safety performance of the Contractors and the Exploration and Production Operators and to assist both in satisfying federal, state and industry regulations and recommended practices.

RIG PASS® has developed a standard core curriculum that is world-class. The curriculum was established by the drilling industry's leading professionals and prepares employees for almost any operating environment, at almost any site, onshore or offshore.

To successfully complete the orientation, the employee should be required to demonstrate basic knowledge of the following, by successfully completing a relevant examination, or other written certification of training

Upon completion Candidates will learn

1. Overview of government agencies and regulations applicable to the work site.
2. General safety policies applicable to the work site.
3. Incident and environmental protection reporting procedures.
4. Contractor/operator working relationship.
5. The employee's responsibilities.

Curriculum Outline

A. Principles

1. Employee safe work practices are a condition of employment
2. Workplace injuries are preventable
3. Lead through example
4. Safety is important both on and off the job
5. Each individual's safety performance has a direct bearing on his/her employer's ability to work in the industry
6. Workplace injuries are costly
7. Benefits of safe behavior/Attitude is contagious

B. Alcohol and Drug Policies

1. Government Regulations/Company Requirements
2. Defined/where posted
 - a. Contractor
 - b. Exploration and Production Operator (if different)
3. Supervisor responsibilities, training, reasonable suspicion
4. Employee awareness: Effects and Consequences
5. Searches and seizures
6. Testing
7. Reporting of prescription medications
8. Prohibit drug paraphernalia

C. Firearms and Weapons and Other Prohibited Items

1. Firearms, ammunition, clubs, illegal drugs, alcohol, lighters/matches, explosives
2. Stolen items, contraband, cell phones

D. Personal Conduct

1. No horseplay or practical jokes
2. Observe smoking restrictions
3. Practice respect for co-workers
 - a. No ethnic, racial, religious or sexual harassment or jokes
 - b. No profanity
 - c. No excessive noise
 - d. Proper dress on and off duty
 - e. Attend to personal hygiene
4. Workplace violence
 - a. Recognition of
 - b. Responsibility to Report

5. Items that may be prohibited (stolen items, contraband, cell phones, highly caffeinated energy drinks)

E. General Worksite Safety

1. Worksite Hazards – Types
 - a. Electric (shock)
 - b. Mechanical (caught between/struck by)
 - c. Gravity (dropped objects)
2. Behavior-based safety
 - a. Overview
 - b. Roles and responsibilities
3. Intervention/stop work
 - a. Management support of intervention
 - b. Employee authority and responsibilities
 - c. Examples of intervention
4. Job Safety Analysis/Job Hazard Analysis (JSA/JHA)
 - a. Roles and responsibilities of hazard identification
 - b. JSA Elements (job steps, hazard identification, mitigation)
5. Pre-job planning meeting
6. Site and unit specific orientation
7. Simultaneous operations/communications
8. Signs and tags
9. When operator and contractor rules differ

F. Manual Hand Tool and Power Hand Tool Safety

1. Inspect before use, including electrical cords, GFCI or welding leads
2. Take unfit tools out of service
3. Use appropriate tools for the task (Do not alter tool or use cheater bar, pipe or other unapproved device to increase torque of a tool)
4. Alternative cutting tools (pocket knife, machete, bush knife, hatchet)
5. Proper use of hand and power tools.

G. Housekeeping

1. Importance
2. Proper housekeeping practices
 - a. Proper storage
 - b. Walkways and aisles
 - c. Spills and trip hazards
 - d. On the job
 - e. Signs, cones, banners and barricades

H. Walking/Working Surfaces

1. Overview
2. Guarding floor and wall openings and holes
3. Scaffolding/Ladders
4. Stairways/Handrails

I. Reporting and Investigating Incidents

1. Causes of incidents
2. General procedures
 - a. When and how to report an incident
 - b. Bodily injury and first aid
 - c. Property damage
 - d. Vehicle accidents
 - e. Near miss event
 - f. Uncontrolled and/or unauthorized release to the environment
 - g. Potential hazardous conditions
3. Purpose of incident investigation
4. Employee responsibility in incident investigation

J. Land Transportation (As Applicable)

1. Overview/Statistics
 - a. Valid driving licenses, certifications, endorsements
 - b. Journey management (trip planning)
 - c. Load securement, offloading
2. Vehicle condition/Inspection
3. Driving practices
 - a. Motor vehicle laws
 - b. Defensive driving
 - c. Vehicle safety restraints (seat belts, airbags)
 - d. Road hazards/adverse weather – (road conditions – wildlife)
 - e. Parking (back in, location hazards)
 - f. No cell phone use while driving/Driving distractions
 - g. Driving under the influence
 - h. Fatigue

II. Personal Protective Equipment (PPE)

A. PPE Overview

1. Eliminate, control, protect

B. Determining What PPE Is Needed

1. Employee orientation
2. Job planning orientation
3. Site specific orientation

4. Operator's and contractor's safety policies
5. Personal preferences
6. Elimination of uncertainties - asking co-workers or supervisors

C. Head Protection

1. Types
2. Inspection
3. Care and use

D. Face and Eye Protection

1. Types
 - a. Protection
 - b. Limitations
 - c. Use in combination
1. Inspection
2. Care and use

E. Hearing Protection

1. Types
 - a. Protection
 - b. Limitations
 - c. Use in combination
2. Inspection
3. Care and use

F. Foot Protection

1. Types
2. Inspection
3. Care and use

G. Hand Protection

1. Causes of hand injury
2. Hand Protection PP
 - a. Types
 - b. Inspection
 - c. Care and use

H. Respiratory Protection

1. Medical questionnaire/test
2. Fit testing
3. Types of respirators
4. Types of canisters
5. Inspections
6. Care and use

I. Fall Protection

1. Types

2. Inspection
3. Care and use

J. Other PPE

1. Specialty protective clothing
2. Care and use

III. Hazard Communication and Materials Handling

A. Types of Hazards

1. Hazard communication
2. Written plan
3. Chemical inventory hazardous materials
4. Container labeling
5. Material safety data sheet
 - a. Definition
 - b. Location
6. Safety equipment and employee responsibilities
7. Training requirements

B. Transportation of Hazardous Materials

1. Must be accompanied by information that can be used in mitigation of incident involving a hazardous material
2. Container must be properly marked, labeled or placarded as required for the mode of transportation
3. Must be accompanied by a properly completed shipping paper

IV. Occupational Health

A. Overview

B. Employee's Roles and Responsibilities in Dealing with Industrial Hygiene Hazards.

1. Do not handle or dispose of health hazards unless specifically trained or certified
2. Report any suspicion of a health hazard to the person in charge
3. Exposure Types (skin contact, inhalation, radiation, [ionizing & non-ionizing], noise, etc.)
4. Monitoring for and mitigating of hazards

C. Potential hazards at the work site

- a. Hydrogen sulfide (H₂S)
- b. Diesel mist (oil-based mud)
- c. Noise
- d. Others (benzene, lead, CO₂, NORM, mercury, diethanolamine, hexavalent chromium, methanol, welding)

fumes, N₂, fibers [asbestos, mineral, etc.], fumes, liquids, weather, dust, biological, etc.)

V. Specialized Work Procedures

A. Hazardous Energy

1. Types (electrical, kinetic, potential, thermal and chemical)
2. Energized vs. de-energized
3. Control of Hazardous Energy

B. Lockout/Tag out

1. Overview and definitions
2. Roles and responsibilities
3. Procedures – lockout, tag out, verify
 - a. Placing lock and/or tag -- Lockout, tag out, verify
 - b. Group lockout (multiple workers)
 - c. Removing lock(s) or tag(s)
4. Coordination with authorized persons

C. Work Permits

1. Overview
2. Types
 - a. Confined space
 - b. Hot work
 - c. Other (critical lifts, etc.)
3. When work permits required
4. Employee roles and responsibilities

D. Confined Space

1. Examples of confined space
2. Hazards
3. Roles and responsibilities
4. Procedures
5. Training is required

E. Working at Heights

Overview

Only work to your level of training

Responsibilities – Prevention of dropped objects and falls

Equipment for working at heights (manlifts, fall protection systems)

F. Hoisting and Lifting

1. Overview
2. Personnel Hoisting
3. Critical equipment/material lifts

VI. Fire Safety

A. Overview of Fire Protection, Prevention and Detection

1. Fire triangle
2. Storage of flammables and combustibles
3. Ignition sources
4. Classes of fires
5. Extinguishing methods/types of extinguishers

B. Employee Responsibilities

1. Report all fires and fire hazards immediately
2. Be familiar with onsite fire protection
3. Don't obstruct or block fire escape routes
4. Don't tamper with fire extinguisher/apparatus
5. Use fire extinguisher only if trained and authorized to do so
6. Observe all precautions and procedures
7. Participate in site specific fire drills
8. Be aware of location and position of exit routes
9. Know your responsibilities, station bill (muster list) and/or emergency evacuation plan

VII. Materials Handling

A. Mechanical Equipment

1. Rules to follow when working around cranes/cherry pickers/forklifts
 - a. Do not stand/walk under a suspended load
 - b. Do not position yourself between a suspended load and an immovable object
 - c. Always maintain communication with the operator
 - d. Always stand clear of lines and rigging
 - e. Never ride on a load
 - f. Be aware of your surroundings and always have a way out
 - g. Pay attention to backup/movement alarms
 - h. Understand dangers associated with electrical lines in close proximity
 - i. Never operate a crane or forklift unless you are certified and authorized to do so
 - j. Always use tag lines
 - k. Inspect slings and rigging before each use

B. Manual Material Handling

1. Personal lifting techniques and back protection
2. Why back injuries occur/back injury protection
 - a. Review of lifting techniques
 - b. Alternatives to lifting

VIII. Health and First Aid

A. General

1. In the event of injury, summon help and report injury to the person in charge
2. Be familiar with site specific first aid station locations
3. Know location of emergency phone numbers
4. Respond to the extent that you are trained
5. Fit for duty

B. Bloodborne Pathogens

1. Definitions
2. Precautions
 - a. Avoid contact with blood or bodily fluids
 - i. Use latex gloves or cardiopulmonary resuscitation barrier kits
 - ii. Use care when handling used razor blades, needles or other sharp objects
 - iii. Contaminated first aid materials (biohazards) must be properly handled in accordance with the site-specific plan
 - b. Report all exposures immediately

C Staphylococcus (with emphasis on methicillin-resistant staphylococcus aureus)

D. Health and Adverse Weather (as applicable)

1. Lightning
2. Windstorms
3. Hurricanes/typhoons
4. Tornados/cyclones
5. UV exposure
6. Snow and ice
7. Flooding
8. Thermal stress (heat stress, heat exhaustion, hypothermia, frostbite)

IX. Rig/Platform Environment

A. Platform or Location Arrival Procedures

1. Use caution when using walkways (maintain good footing and balance)
2. Keep one hand free to hold handrails

3. Get help with baggage or make multiple trips
4. Sign in at checkpoint with person in charge or dispatcher

B. Home Away From Home

1. Be prepared for unexpected extended stays
2. Bring sufficient quantities of personal items

C. Understand the Site-specific Orientation (Ask Questions If You Do Not Understand)

D. Simultaneous Operations

1. Examples
2. Precautions

X. Emergency Response

A. Planning for Emergencies

1. Plan
2. Short service employees

B. Alarms

1. Types
 - a. Fire
 - b. Blowout
 - c. Abandon rig
 - d. H₂S gas (if applicable)
 - e. Combustible gas (if applicable)
 - f. Man overboard (if applicable)
 - g. All clear
2. Actions to take
 - a. Know locations of emergency equipment and muster areas
 - b. Know location of emergency information

XI. Wellsite Environmental Protection

A. Overview

1. Regulations and compliance

B. Waste management

1. Types of waste
2. Properly store waste (all waste go into designated containers)
 - a. Minimize waste
 - b. Employee responsibilities

C. Leaks, spills, and releases

1. Response and reporting

D. Employee roles and responsibilities

1. Minimize waste
 2. Properly store waste (all waste go into designated containers)
- E. Overview of HAZWOPER**
1. DO NOT respond unless properly trained

OFFSHORE ENDORSEMENT

XII. Transportation

A. Arrival at Shorebase

1. Check in with the dispatcher or person in charge
2. Inquire as to site-specific orientation
3. Identify carry-on baggage (weight, quantity and hazardous materials)
4. Stand-by in designated waiting area until instructed to proceed by dispatcher or person in charge

B. Helicopter Transportation

1. The pilot is in command and has complete authority
2. Helicopter boarding and unboarding
 - a. Board only when instructed to do so by pilot
 - b. Avoid the main rotor and tail rotor
 - c. Secure loose items and hats
 - d. If assisting with loading or unloading long objects into the helicopter's baggage compartment, use extreme care to keep them in a horizontal position and away from main and tail rotors
 - e. Secure personal baggage in the baggage compartment. Never go aft of the baggage compartment
3. No smoking in and around the helicopter
4. Wear seat belt and the personal flotation device (PFD) provided in the helicopter
5. Alert the pilot to anything unusual inside or outside the helicopter
6. Be attentive during the helicopter orientation

C. Boat Transportation

1. The captain is in command and has complete authority
2. Wear your PPE when boarding or leaving the vessel
3. Report to vessel crew for seating assignment and baggage storage
4. Study the vessel station bill and know your responsibilities in case of an emergency

D. Swing Ropes

1. Locations

- 2. Types
 - 3. Use
 - E. Personnel Baskets**
 - 1. Description
 - 2. Components
 - F. Arrival at the Rig/Worksite**
- XIII. Water Safety**
 - A. Personal Flotation Devices**
 - B. Survival Craft**
 - C. Standby Rescue Vessel**
- XIV. Marine Debris**
 - A. Identification**
 - B. Reporting**

LAND ENDORSEMENT

- XV. Excavation – Trenching and Shoring**
 - A. Regulatory requirements**
 - B. Role of site worker, competent person**
 - C. Work practices**
 - D. Hazards relating to excavation work**
 - 1. Identification of underground hazards
 - 2. Call before digging .
 - E. Methods of protection from excavation hazards**
 - F. Use of personal protective equipment**
 - G. Procedures regarding hazardous atmospheres**
 - H. Emergency and non-entry procedures**
- XVI. Pits and Ponds**
 - A. Types**
 - B. Purposes**
 - C. Safety Precautions When Working Around.**