


<i>HEALTH AND SAFETY MANUAL</i>	
Title: Water Survival/Offshore Orientation Program	
Approved by: Greg Savoy	Rev. 10/1/08

1 Purpose/Scope:

The purpose of this program is to establish requirements for proper conduct when working over or on the water and survival in the event of an emergency.

This program applies to all Company employees working in the offshore environment.

2 Definitions/Responsibilities:

2.1 Definitions:

2.1.1 Inland Waters - typically referred to waters that surround the coastal shores and extends outwards to a distance of three (3) miles from the coastal shoreline. There are some areas of the Gulf Coast that the Inland Waters stop two (2) miles from the shoreline.

2.1.2 Offshore Waters - begin where the Inland Waters stop.

2.1.3 Personal Flotation Devices (PFD) - important potential life saving devices that provides buoyancy to a user in the water.

2.1.4 Abandonment - to give up completely and to desert with no intentions of returning. In emergency situations there are two (2) types of abandonment.

Controlled Abandonment - when there is a period of time to take necessary steps to plan an evacuation.

Uncontrolled Abandonment - when an emergency situation occurs quickly and provides little or no warning of the event and does not allow for a period of planning an evacuation.

2.1.5 Survival - the ability to remain alive no matter what the circumstances are.

2.1.6 Rescue - the act of being freed from danger.

2.2 Responsibilities:

2.2.1 Management shall determine if this program is required for regulatory compliance within his/her region. If this program is deemed necessary,

management shall determine which employees within the region are required to receive Offshore Orientation and survival training.

- Management shall select an appropriate training facility to provide the training outlined in this program and shall monitor the selected training facility to assure they are conducting the proper training including proper documentation of the training is kept and supplied to the Regional Office in order to monitor the employee's training.
- Management shall participate in all training exercises to prepare for emergency situations.

2.2.2 Supervisors shall assist the managers in the tasks described above and shall coordinate work schedules to allow employees time to receive proper training.

- Supervisors shall verify that each of his/her employees have the proper training before those employees start any work related tasks.
- Supervisors shall participate in all training exercises to prepare for emergency situations.

2.2.3 Employees shall assist their supervisors in tracking required training.

- The employee shall monitor all expiration dates pertaining to his/her required training and notify his/her supervisor in advance of any nearing expiration dates.
- Employees shall participate in all training exercises to prepare for emergency situations.

3 Requirements:

3.1 General:

3.1.1 Employee shall report to the shore base/heliport properly dressed.
**No short pants or open toe shoes are allowed during transportation.*

3.1.2 Employee shall report to the shore base/heliport with all required personal protective equipment (PPE). The following PPE are furnished by The Company at no cost to the employee:

- ANSI Z89.1-1986 approved Hard Hats.
- ANSI Z87.1-1989 approved Safety Glass with side shields.
- Long sleeve shirts and long pants that meet fire retardant clothing specifications
- The proper hearing protection (ear plugs, muffs, etc.), which will be dictated by the job task and work environment.

- The proper hand protection (cotton gloves, leather gloves, etc.), which will be dictated by the job task and work environment.
- Personal Flotation Devices (PFD)
 - ✓ PFD Type I is required for the transportation of personnel.
 - ✓ PFD Type V is classified as a work vest and shall not be used in the transportation of personnel.
 - ✓ Any special PPE that will be required to safely perform a job task.
- The following is a list of PPE that The Company does not furnish, but is required in order for the employee to work and comply with regulations.
- ANSI Z41-1991 approved safety shoes

3.1.3 Employees shall not possess or transport any firearms, illegal drugs and/or alcoholic beverages while on The Company and client's properties.

- These properties are extended to automobiles, marine transportation, air transportation, and all jobsites. No horseplay is allowed.

3.1.4 All work shall be performed in a manner to protect people, property and the environment.

3.2 Heliport/Air Transportation:

3.2.1 Employees shall:

- Report to the heliport in a timely manner.
- Park in the designated area.
- Report to the facility's dispatcher
- Sign the manifest with name, body weight, cargo weight, and destination.

3.2.2 Once name is called, follow the dispatcher's direction and report to the correct helicopter.

3.2.3 The pilot of the helicopter is in command.

3.2.4 Approach the helicopter after the pilot has given you instructions to do so.

- Never approach the helicopter from the rear and always be aware of the main and tail rotors.

- Never go under the tail section of the aircraft to get to the opposite side, always go around the front of the aircraft to get to the opposite side.
- 3.2.5 All cargo must be placed in the cargo compartments of the aircraft.
- 3.2.6 All helicopter flights over water require the use of a PFD.
 - Prior to entering the helicopter, appropriately don the PFD that is supplied in the aircraft.
- 3.2.7 Due to center of gravity and weight distribution, the pilot may assign you to a particular seat.
- 3.2.8 Once in the aircraft, sit in the assigned seat, fasten the seat belts and apply hearing protection. No horseplay is allowed during helicopter operations.
- 3.2.9 No smoking in the helicopter or the helicopter landing zones.
- 3.2.10 Prior to take off, the pilot will brief the passengers of the safe operations of that aircraft and the location of safety equipment (first aid kits, life rafts and floatation devices on the helicopter's landing skids) for that particular aircraft.
- 3.2.11 When disembarking the helicopter, exit the helicopter before doffing the PFD.
 - Pay close attention to rotating blades while unloading cargo and leaving landing zone.
 - Signal pilot when you have cleared possessions from landing zone and he/she is cleared for take off.
- 3.2.12 Once on the facility, the Company employee is to report to the dispatcher/company representative for a site-specific orientation.
- 3.3 Shore Base/Marine Transportation:
 - 3.3.1 Employees shall:
 - Report to the shore base in a timely manner.
 - Park in the designated area.
 - Report to the facility's dispatcher.
 - Sign the manifest with name, body weight, cargo weight, and destination.
 - 3.3.2 Once name is called, follow the dispatcher's direction and report to the correct boat.

- 3.3.3 The captain of the vessel is in command.
- 3.3.4 To board the vessel the Company employee shall don their personal PFD, use the personnel ramp and follow the instructions of the vessel's crew.
- 3.3.5 The vessel's crewmembers shall brief passengers of where to place cargo, location of additional PFD's, fire extinguishers, restrooms, smoking areas, radios, eating areas, and living quarters.
- 3.3.6 If the employee elects to sleep during the boat ride, remove shoes prior to lying across the seats.
- 3.3.7 Disembarking - there are two (2) methods to disembark the marine vessel and both methods require the employee to don their PFD.
 - The first, and most desired method, is with the use of a personnel basket.
 - ✓ The employee places his/her feet on the bottom ring (knees slightly bent for shock absorbing) and hangs onto the basket's netting while being lifted.
 - The second choice of disembarking the vessel is with the use of swing ropes.
 - ✓ The employee is required to swing from the rear of the vessel to the platform with the use of a hanging rope.
 - Heavy tools and equipment shall be placed in a cargo basket in order to be removed from the vessel.
- 3.3.8 Once on the facility, the Company employee shall report to the facility's dispatcher/company representative for a site-specific orientation.

3.4 Site Specific Inland/Offshore Orientations:

- 3.4.1 Once on location and prior to commencing any work, the Company employee shall ask for a site-specific orientation.
 - During this orientation, the employee will gain knowledge on the following:
 - ✓ Sign in Book – will supply a method to track Persons on Board (POB)
 - ✓ The whereabouts of the “Station Bills”, what the employee will be responsible for in case of an emergency and where to report in case of an emergency.
 - The “Station Bill” will provide escape routes and methods of disembarking/abandoning the facility.

- Location of PFD's inside the living quarters, PFD's outside the living quarters and the location of life rafts/survival crafts.
- Living arrangements (assigned bunk, restrooms, galley and recreation room).
- How to distinguish between production alarms and emergency alarms.
- The location of Emergency Shut Down (ESD) devices, fire fighting equipment, and first aid equipment.
- Posted areas that exceed 85 dBA where hearing protection is required.
- Designated smoking areas.
- Client's reporting procedures for any and all incidents - no matter how minor.

3.5 Training:

3.5.1 Training records shall be kept at each company location employing offshore workers. Training shall include:

- All employees working on Inland and Offshore Waters shall attend annual training on Marine Trash and Debris Awareness.
 - ✓ This training consists of viewing a video titled "All Washed Up: The Beach Litter Problem."
- All Company employees working offshore shall take a Water Survival course.
- The course will be taken at approved training facilities that are selected by The Company's local management.
- Company employees are required to recertify every three (3) years.
- The course, at a minimum, will include the following:
 - ✓ Survival Stage Development.
 - Abandonment.
 - Survival.
 - Rescue.
- Abandonment Procedures.
- Making a distress call
- Priorities During the Crisis
 - ✓ Detection
 - ✓ Protection

- ✓ Medical
- Dressing for Survival
- Life Saving Equipment
- Personal Flotation Devices (PFD)
 - ✓ Type I – Offshore
 - ✓ Type II – Near Shore
 - ✓ Type III – Flotation Aid
 - ✓ Type IV – Throwable Aids
 - ✓ Type V – Includes Work Vest
- Launching
- Problems After Abandoning the Facility
 - ✓ Sea Sickness
 - ✓ Heat / Cold
 - ✓ Injuries
- Survival Crafts
 - ✓ Whittaker
 - ✓ Water Craft
 - ✓ Pre-Launch Responsibilities
- Immersion Suits
- Man Overboard
- Entering the Water From Heights
- Over Water Personnel Transfers
 - ✓ Swing Ropes
 - ✓ Personnel Baskets
- In-Water Survival Skills
 - ✓ Clothing Inflation
 - ✓ Donning a Lifejacket in the Water
 - ✓ Treading
 - ✓ Swimming Through Surface Debris/Fire
 - ✓ Swimming Fully Clothed
- Medical Aspects at Sea
- Search for Survivors

- ✓ Administer First Aid to Survivors if Required
- ☐ Environmental Emergencies
 - ✓ Heat
 - ✓ Cold
 - ✓ How the body loses heat
- ☐ Signaling Devices
 - ✓ Homing Devices
 - ✓ Hand Held Devices
 - ✓ Flares
 - ✓ Smoke
 - ✓ Strobe
- ☐ Helicopter Briefing
 - ✓ Seat Belts
 - ✓ Smoking
 - ✓ Doors
 - ✓ Baggage
 - ✓ Compartments
 - ✓ Life Vests
 - ✓ Emergency Kits
 - ✓ Float Gear
 - ✓ Rotor Blades
- ☐ Helicopter Emergencies and Evacuation Procedures
 - ✓ Procedures Prior to Ditching
 - ✓ Procedures Prior to Landing
 - ✓ Bracing Procedures
 - ✓ Underwater Escape
 - ✓ Righting and Enter a Life raft
 - ✓ Aviation Life vest
- ☐ Marine Vessel Emergency
 - ✓ Why Vessels Capsize
 - Vessel Entrapment
 - Vessel's Life rafts
 - Hatch Doors
- ☐ Rescue
 - ✓ Rescue by Helicopter
 - ✓ Rescue by Marine Vessel
- ☐ Marine Life

4 References:

4.1 Personal Protection Equipment Program

4.2 MMS NTL No. 2003-G11, "Marine Trash and Debris Awareness"

4.3 Offshore Water Survival Course Outline from Consulting & Safety Specialists, Inc.

4.4 Offshore Water Survival Course Outline from McMillan Offshore Survival Training

5 Exhibits:

None.