

<i>HEALTH AND SAFETY MANUAL</i>		
Title: Working Over or Near Water		
Approved by: Greg Savoy		Rev. 1/1/08

1 Purpose/Scope:

The purpose this program is to establish requirements for working over or near water.

Applies to all Company employees working over or near water, including offshore Gulf of Mexico locations, where the danger of drowning exists.

2 Responsibilities:

2.1 Managers and Supervisors shall ensure that all employees who work on or near water are properly trained, have adequate equipment follow safe work procedures.

2.2 Employees shall follow the requirements of this program and notify supervision of defective equipment or unsafe conditions.

3 Requirements:

3.1 General:

3.1.1 When necessary to man a platform after dark, two (2) individuals shall be assigned to work together.

3.1.2 During daylight hours, an individual may be assigned to work on a platform by himself/herself provided he/she has communication equipment or has transportation immediately available.

3.1.3 Employees must participate in offshore emergency evacuation drills.

Employees, who work offshore, shall be trained in offshore water survival techniques.

3.2 Boat Safety:

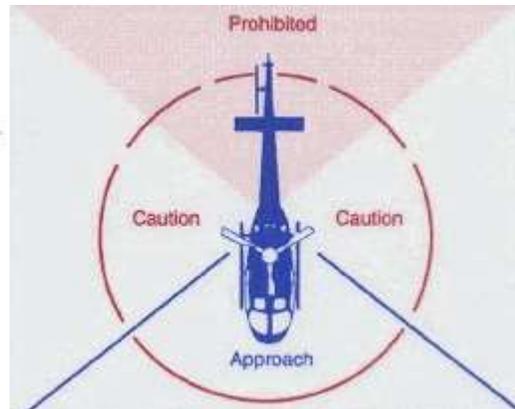
3.2.1 Follow the boat captain's instructions. He/she is in complete charge of the boat and its passengers.

3.2.2 The captain has the authority to refuse passage to anyone he/she considers to be an unsafe passenger.

- 3.2.3 Follow the captain's instructions on loading and unloading procedures, storage of luggage, cargo, seating arrangements, and smoking restrictions.
 - 3.2.4 Provide the captain with all information requested at the time of boarding. This may include your name, company affiliation and destination.
 - 3.2.5 Disembarking to/from boat and platform in open water is potentially hazardous. Employees must wear a coast guard approved life jacket (PFD).
 - 3.2.6 When loading/unloading equipment on a barge, workers shall secure the barge before attempting loading/unloading operations.
 - 3.2.7 When loading equipment, ensure the load is balanced or centered on the barge.
 - 3.2.8 All equipment should be properly secured with binders to prevent movement in case choppy waters are encountered during the move.
- 3.3 Personal Flotation Devices:
- 3.3.1 Where required, employees who work over or near water must wear a fully secured work vest, except when working on immovable installations where guard rails are provided or in enclosed areas.
 - Employees on offshore platforms are required to wear a work vest when working at the +10 level or below the lowest working level.
 - The platform supervisor/coordinator shall decide if and when employees may deviate from this requirement.
 - 3.3.2 Each person is responsible for the care and maintenance of the work vest/life jacket assigned to them. A work vest/life jacket that is no longer an effective flotation device must be taken out of service and reported to the supervisor for replacement.
 - 3.3.3 All persons must wear work vests/life jackets when boarding or disembarking undocked vessels.
 - 3.3.4 It is not mandatory to wear work vests/life jackets while riding inside the cabin of a jon-boat or crew boat. However, when outside the cabin, employees must wear work vests/life jackets.
 - 3.3.5 All persons must wear work vests/life jackets while working on or near docks and aboard decks of cargo vessels, tugs, and barges.
 - 3.3.6 Inflatable life jackets are provided and must be worn when traveling by helicopter over water.
 - 3.3.7 Life jackets (U.S.C.G. approved, Type I) must be worn while conducting platform abandonment drills.

3.4 Helicopter Safety:

- 3.4.1 All passengers will be escorted by a competent person while on the helideck.
- 3.4.2 All personal gear in the vicinity of helicopter operations must be properly stowed inside a bag or container.
- 3.4.3 If personal protective equipment is to be used it must be secured to the individual
- 3.4.4 Smoking is not permitted around helicopter operations.
- 3.4.5 Cell phone use is not permitted during flight.
- 3.4.6 Always approach the helicopter in full view of the pilot, from the front or pilot's side. Never approach the helicopter from the rear or walk around behind it.



- 3.4.7 Any equipment being carried must not extend into the air or to the rear of the aircraft at a distance which could cause contact with the rotor blades.
- 3.4.8 Keep clear of rotors, especially the tail rotor. Never pass under the tail boom.
- 3.4.9 Never run when approaching or leaving a helicopter. •Under normal conditions, the pilot will wait for everyone.
- 3.4.10 Maintain a safe, firm grip on hand carried items and all belongings while boarding or leaving the helicopter.
- 3.4.11 Hearing protection must be worn in and around operating helicopters.
- 3.4.12 Tools must be carried, packed, or moved at the discretion of the pilot.

- Special cargo runs may be needed.
 - Cargo must not be carried in the passenger compartment if passengers are on board.
- 3.4.13 If the helicopter is damaged while loading or unloading freight, the pilot must be informed immediately. •Failure to notify him may jeopardize the lives of all passengers and crew.
- 3.4.14 Do not jump from the helicopter. •Exit only after the pilot has the aircraft firmly set on the heliport, throttled down, and given permission to exit.
- 3.4.15 When meeting the helicopter on an offshore platform, remain below the heliport and off the stairway. After the helicopter has throttled down you may proceed up the stairs. Do not wait on the stairway.
- 3.4.16 On an offshore platform, after all passengers are on board the platform and the area is clear for departure, the platform personnel meeting the helicopter must stand in front of the helicopter in clear view of the pilot.
- Check to see that no materials are on the floats or loose on the heliport, all doors secured, all personnel clear and nothing is hanging out or on the aircraft.
 - Then, using the thumbs up sign, the person should wave the "all clear for take off" to the pilot.
- 3.4.17 Passengers must receive a safety briefing before the flight. The briefing should cover as a minimum:
- Seat belts;
 - Emergency equipment – fire extinguishers, first aid kit, life rafts, emergency exits;
 - Emergency procedures;
 - Smoking policy.
- 3.4.18 In-Flight Helicopter Safety Requirements include:
- Seat belts must be worn at all times.
 - Smoking is not permitted in the passenger area.
 - Do not change seats during flight.
 - ✓ Keep clear of all controls.
 - Do not open doors or throw any objects from the aircraft at any time.

- Advise the pilot of any unusual occurrences you may observe.
- Obey all instructions or orders given by the pilot.

3.4.19 Helicopter Emergency Procedures include:

- Obey all orders given by the pilot; Remember your briefing instructions.
- Remain in seat with seat belt fastened during emergency or auto rotation landing.
- Remove sharp objects from pockets and place eyeglasses between your thighs. Lean over and clasp your arms behind your knees.
- Remain in the ditching position until aircraft movement stops.
- Remain with the aircraft in case of an emergency landing.
- If a water ditching occurs, flotation gear will keep the helicopter afloat for a considerable time in relatively rough waters.
- DO NOT** exit the aircraft or deploy the life raft until instructed to do so by the pilot.
- NEVER** inflate the raft inside the helicopter.
- If the raft is deployed, make sure the retaining line is secure so the raft doesn't float away before all can enter.
- Obey all instructions from the pilot.
- Remain calm, care for the injured, utilize radio equipment and signaling devices.
- Panic is your enemy!

*NOTE: If the helicopter capsizes in the water after impact it will be necessary to wait for the cabin to fill with water before a successful evacuation can be made. Remain seated and buckled in until the pressure equalizes. Maintain your hand hold with one hand nearest the closest emergency exit. Use the other hand to unbuckle your seat belt. While maintaining a constant grip, pull yourself hand over hand to the emergency exit. Apply a constant pressure to the exit to open it. Swim clear of the helicopter before surfacing. Do not kick those behind you. Stay together after surfacing. Inflate your flotation pillow, or life preserver and use your buddy lines to latch onto each other. Switch on your strobe light, if provided. **DO NOT** go back underwater to the helicopter.*

3.5 Marine Debris Training (The Beach Litter Problem):

- 3.5.1 All employees who work offshore must complete documented marine debris training (view training video) at least annually.

4 References:

4.1 OSHA 29 CFR 1910.183, Helicopters.

4.2 Federal Aviation Administration Regulations, Parts 129 and 135.

5 Exhibits:

None.