

<i>HEALTH AND SAFETY MANUAL</i>		
Title: Helicopter Safety		
Approved by: Greg Savoy		Rev. 1/1/08

1 Purpose/Scope:

The purpose this program is to establish helicopter safety requirements. Applies to all Company employees working offshore locations,

2 Responsibilities:

- 2.1 Managers and Supervisors shall ensure that all employees who work offshore are properly trained, have adequate equipment to 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:

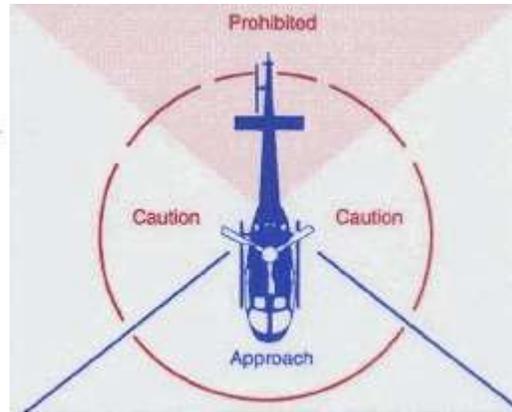
3.1 General:

- 3.1.1 Employees must participate in offshore emergency evacuation drills.
- 3.1.2 Employees, who work offshore, shall be trained in offshore water survival techniques.
- 3.3.7 Life jackets (U.S.C.G. approved, Type I) must be worn while conducting platform abandonment drills.

3.2 Helicopter Safety:

- 3.2.1 All passengers will be escorted by a competent person while on the helideck.
- 3.2.2 All personal gear in the vicinity of helicopter operations must be properly stowed inside a bag or container.
- 3.2.3 If personal protective equipment is to be used it must be secured to the individual
- 3.2.4 Smoking is not permitted around helicopter operations.
- 3.2.5 Cell phone use is not permitted during flight.

- 3.2.6 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.



- 3.2.7 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.
- 3.2.8 Keep clear of rotors, especially the tail rotor. Never pass under the tail boom.
- 3.2.9 Never run when approaching or leaving a helicopter. •Under normal conditions, the pilot will wait for everyone.
- 3.2.10 Maintain a safe, firm grip on hand carried items and all belongings while boarding or leaving the helicopter.
- 3.2.11 Hearing protection must be worn in and around operating helicopters.
- 3.2.12 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.
- 3.2.13 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.
- 3.2.14 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.

- 3.2.15 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.
- 3.2.16 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.
- 3.2.17 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.
- 3.2.18 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.
- 3.2.19 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.*

3.3 Marine Debris Training (The Beach Litter Problem):

3.3.1 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