


<i>HEALTH AND SAFETY MANUAL</i>	
Title: Offshore Orientation- OCS	
Approved by: Greg Savoy	Rev. 1/1/08

1 Purpose/Scope:

To provide information for the employee to gain general awareness on how to safely travel, live and work in the offshore environment.

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

2 Definitions/Responsibilities:

2.1 Definitions:

2.1.1 Petroleum Education Council (PEC) - formed to join the efforts of both the offshore operators and the servicing contractors to improve safety while engaged in offshore activities.

- Jointly adopted certain best practices and are strictly enforcing regulatory compliances.
- PEC card is a method for The Company to verify that the employee has successfully completed a PEC Offshore Orientation program.
- After the successful completion of the program, the employee will be issued a PEC Card that can be presented to the operator upon request.

2.1.2 Rig Pass - another form of education course that is recognized and accepted throughout the Offshore Industry.

- It is an Offshore Orientation Program that offers a card after the employee successfully completes the program.
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2.1.3 SafeGulf - education course recognized, accepted and ***required*** by some offshore companies.

2.2 Responsibilities:

2.2.1 Management and Supervisors shall ensure that all Company offshore employees have the proper training required for the offshore environment prior to the employee traveling offshore.

2.2.2 Employees:

- All Company offshore employees are required to attend a reputable and recognized Offshore Orientation Program prior to reporting for any offshore duties.

- ❑ All Company offshore employees shall possess documentation of successfully completing an Offshore Orientation program.

3 Requirements:

3.1 General:

- 3.1.1 The Offshore Orientation Program shall not substitute any required compliance training, it is in addition to required compliance training.
- 3.1.2 A passing score is required on the exit exam in order to successfully complete the program.

3.2 Training:

- 3.2.1 SafeGulf training is required initially and prior to reporting to offshore duty.
- 3.2.2 Certain topics (water survival, Subpart “O”, and etc.) covered during the Offshore Orientation shall require additional training and certification.
- 3.2.3 Certain topics (PPE, Fire Safety, LOTO, and etc.) covered during the Offshore Orientation shall require annual training to comply with regulatory requirements.

4 References:

SafeGulf Offshore Orientation Program

3 Exhibits:

None.