PURPOSE

The purpose of this program is to educate employees on offshore transportation safety procedures as well as how to survive in the event of a water evacuation.

1. GENERAL
2. The Company will be responsible for providing employees with regulatory and Customer specific training requirements as it relates to Offshore Transportation Safety and Water Survival. Documentation of training shall be made available to regulatory agencies and customer representatives for those employees working in various locations, including an offshore environment.
3. Any individual, who will work offshore for the first time, will undergo an Offshore Orientation session prior to departure. The purpose of this orientation is to familiarize the employee with what to expect when traveling to offshore locations
4. PERSONAL PROTECTIVE EQUIPMENT & CLOTHING REQUIREMENTS
5. The Company shall provide its employees with required clothing and PPE including; Hard Hats, Ear Plugs, Safety Glasses, Safety Goggles, Fire Resistant Clothing, and Fall Protection Equipment.
6. Additionally, the Company shall require employees to wear Protective Footwear (Steel Toe) on all Company & Client locations.
7. HELICOPTER SAFETY
8. All employees who are unfamiliar with helicopter flight procedures must be thoroughly briefed by a pilot or helicopter coordinator prior to departing from the shore base.
9. Arrive well before the departure time, to check yourself and your baggage. Do not have firearms, knives, devices that may explode under heat or cockpit pressure change, or any other weapons in your possession.
10. Weigh in when it is necessary for you to do so. Always try to provide an accurate account of your total weight, including the baggage. Use the scale, which are normally located in the dispatch office, or other designated location to obtain an accurate weight.
11. The pilot is responsible for determining if the helicopter is overloaded. If he requests that you leave excess baggage, do so without controversy. Determine what you are less likely to need while at the job site location, and arrange for the gear to be secured until your return to shore base, or notify someone from the Company that the gear remains at the shore base and will need to be picked up.
12. Be careful when carrying heavy, long and/or bulky materials or objects in or around the helicopter, especially where they may come in contact with the main rotor. Long objects must be carried horizontally to the ground. Ensure that all personal gear (caps, hats, gloves, etc.) is properly stowed inside a bag or container while in the vicinity of helicopter operations. Hard hats and boots may be securely strapped to the exterior of a bag or container. If personal protective equipment is required to be worn in or around helicopter operations, the personal protective equipment must be secured to the individual by an approved strap.
13. A member of the flight crew, the Helicopter Landing Officer (HLO) or a qualified platform escort must escort passengers at all times while on the heli-deck. Always approach or leave the helicopter from the side and never from the back or tail rotor section. The tail rotor blade turns so fast that you will not be able to see it. Avoid this area. Never go under the tail boom of the helicopter.
14. The helicopter pilot is always the person in charge while in the helicopter. When approaching the helicopter, make eye contact with the pilot, only proceed when motioned to do so, stay low. Secure baggage in the cargo compartment.
15. The helicopter will have life vests on board. However, you should have been provided with a work vest. Work vests are not for prolonged flotation, so you may be required to replace your work vest with a life vest, if directed to by the pilot. The work vest can be placed back on once the aircraft has landed on the platform.
16. Never inflate an inflatable vest while in the helicopter.
17. Hearing protectors shall be worn whenever riding in a helicopter. In some cases the pilot will provide hearing protectors.
18. The pilot may assign seat seating arrangements to achieve proper weight distribution.
19. While in flight, NEVER open the doors of the helicopter or throw anything out of the helicopter. Smoking is not permitted on a heli-deck or in the vicinity of helicopter operations. Always follow rules of safe conduct in flight, as well as any inflight emergency and landing procedures given by pilot.
20. Passenger use of cell phones is not permitted and cell phones must be turned off and stowed during flight
21. MARINE TRANSPORTATION REQUIREMENTS & BOAT SAFETY
22. The vessel captain shall possess a current licenses issued by the property authority to navigate the vessel.
23. The vessel captain has full authority during boarding, loading, when underway, and disembarking procedures. The vessel captain has the authority to refuse passage to anyone considered an unsafe passenger and/or require that seatbelts be worn when available. Additionally, the vessel captain shall refuse to allow persons not adhering to the Personal Flotation Device rules to board the vessel.
24. The captain of the vessel or a qualified crew member should brief personnel on storage areas of Coast Guard approved personal flotation devices (PFD), seating arrangements, smoking rules, safe conduct during transit, safe disembarking procedures, including swing ropes, personal baskets, material handling, emergency procedures and general safety information while on the boat. PAY ATTENTION!
25. Materials, equipment, tools, containers, and other items used in the OCS that are of such shape or configuration that they are likely to snag or damage fishing devices shall be handled and marked as follows:
* All loose materials, small tools, and other small objects shall be kept in a suitable storage area or a marked container when not in use,
* All cable, chain, or wire segments shall be recovered after use and securely stored until suitable disposal is accomplished,
* Skid-mounted equipment, portable containers, spools, reels, and drums shall be marked with the owner's name before use or transport over offshore waters,
* All markings must clearly identify the owner and must be durable enough to resist the effects of the environmental conditions to which they may be exposed, and
* MMS PINC G-252 stipulates that the above markings cannot be made with chalk, grease pencil or crayon, parking pens, non-waterproof decals, or water based paints.
1. Any hazardous materials must be properly identified, classified, named, packaged, marked, labeled, and manifested. If these requirements are not met, the vessel captain has the full authority to refuse transportation of hazardous materials.
2. GETTING ON THE PLATFORM
3. Personnel Transfer Basket Safety Procedures
4. Put on your life vest or work vest, and hardhat before getting on the basket.
5. Step onto the outside ring of the basket, lean slightly forward and tightly grasps the upright webbing securely. No more than 4 persons should ride on the basket at one time.
6. Keep your knees slightly bent so as to be prepared for any unsuspected movement caused by rough seas.
7. If you have never ridden on a personnel transfer basket before, watch other experienced personnel go before you. Only use the personnel transfer basket if you feel safe in doing so.
8. Upon landing on the platform, keep your knees bent as the bottom ring touches down. Step off with one foot at a time.
9. When landing back onto the boat, be sure to keep knees flexed and ready to absorb the shock of the bottom ring meeting the deck of the boat as the boat rises on a swell.
10. Swing Rope Safety Procedures
11. Always wear your life vest or work vest when on water.
12. With both hands and arms free, grab the rope. Pull down hard on it to ensure that it will hold your weight.
13. As the boat rises to the top of the swell, swing to the platform by pushing off from the boat with both feet. Keep the rope beside you.
14. After you have landed, release the rope for the next person to use.
15. When transferring from the platform back onto the boat, grab the rope with both hands and wait for the back of the boat to rise on a swell.
16. Push off with both feet keeping the rope from getting between your legs, and land on the boat just as it reaches the top of the swell, and before it falls again.
17. Release the rope.
18. WORKING NEAR WATER
19. Company Employees working over or near water shall be provided with a U.S. Coast Guard-approved life jacket or buoyant work vest when the danger of drowning exists.
20. Employees shall inspect buoyant work vests or life preservers for defects which could alter their strength or buoyancy prior to, and after, each use. Defective units shall be taken out of service and reported to the Company’s Onsite Supervisor.
21. Prior to the start of any operation that requires employees to work over or near water, the Onsite Supervisor shall ensure that a ring buoy is available with at least 90 feet of line. The distance between available ring buoys may not exceed 200 feet.
22. The Onsite Supervisor will ensure that at least one lifesaving boat/vessel is immediately available when employees are working over or adjacent to water.
23. A pre-task plan (Job Safety Analysis) shall be completed and signed by all members of the crew that may be working over or near water before operations begin.
24. Company Employees working over or near water, where the danger of drowning exists, shall not be permitted to work alone at any time.
25. TRAINING REQUIREMENTS
	1. It is the requirement of the Company that all personnel who work offshore must attend annual training on “Marine Trash and Debris Awareness”. The major element of training will consist of viewing the Marine Debris video or slide show entitled, "All Washed Up" or "Think About It".
	2. Water Survival: All offshore personnel shall be required to take a water survival class with classroom and in-water training. This training shall address the authority of helicopter pilot, describe manifest & weighing procedures, safe embarking & disembarking procedures, use of approved life jackets, seating arrangements, seat belts, luggage and cargo, pollution prevention, rules of safe conduct in flight, emergency in flight & landing procedures and a helicopter simulated escape in water. Additionally, training shall address water safety procedures including evacuations, personal flotation devices and survival techniques such as staying calm, staying in a group, conserving energy, conserving body heat and awaiting assistance.
	3. Offshore Safety Orientation: All offshore personnel shall complete the PEC “SafeGulf” training program prior to deployment to any offshore location. The orientation shall at a minimum address the following:
* Firearms, illegal drugs & alcoholic beverages are prohibited on all Company owed and Client locations including helicopters, vessels, shore-bases and offshore jobsites.
* Marine Vessel Transportation: Authority of the boat captain, passenger manifest procedures, safe loading procedures, use of Coast Guard approved personal flotation devices (Type 1: Best for most buoyancy, & Type V: Work Vest), seating arrangements, luggage, cargo, pollution control, smoking rules, safe conduct during transit, safe disembarking procedures for swing ropes and/or personal baskets, handling of materials and emergency procedures. Employees shall be informed not to jump into the water unless it is the only means of evacuation. When in the water, stay calm, stay in a group, conserve energy, conserve body heat and await assistance.
	1. Prior to be assigned to an offshore or inland water operation, employees working over or near water shall be adequately trained in their responsibilities and the safe work practices associated with their job task including requirements for work clothes and PPE for specific job and location.

|  |
| --- |
| **Reviewed and Approved** |
| Quality Manager or President |   |   |
|   | Date |