

Employee Name _____

Supervisor _____

Location _____



**IADC HSE RIG PASS® ORIENTATION PROGRAM
 EMPLOYEE ORIENTATION CHECKLIST
 FORM SCO-5**

INSTRUCTIONS:

This form may be used to document an employer's participation in a basic orientation program. As each topic is completed, the employee and instructor should both initial the appropriate box and note the date the item was completed. When all items are complete, the employer may issue a *RIG PASS* completion card. **The employer should keep the original of this form on file.**

New curriculum changes are noted in blue font.

Topic	Employee Initials	Instructor Initials	Date
I. General Safety			
A. Principles			
1. Employee safe work practices are a condition of employment			
2. Workplace injuries are preventable			
3. Lead through example			
4. Safety is important both on and off the job			
5. Each individual's safety performance has a direct bearing on his/her employer's ability to work in the industry			
6. Workplace injuries are costly			
7. Attitude is contagious			
B. Alcohol and Drug Policies			
1. Defined/where posted			
a. Service contractor			
b. E & P operator (if different)			
2. Search and seizures			

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3. Testing			
4. Reporting of prescription medications			
5. Prohibit drug paraphernalia			
C. Firearms and Weapons Policy			
D. Personal Conduct			
1. No horseplay or practical jokes			
2. Observe smoking restrictions			
3. Practice respect for co-workers			
a. No ethnic, racial, religious or sexual harassment or jokes			
b. No profanity			
c. No excessive noise			
d. Proper dress on and off duty			
e. Attend to personal hygiene			
4. Prohibited items (i.e. stolen items, contraband, cell phones, highly caffeinated drinks)			
E. General Worksite Safety			
1. Intervention/Stop work			
2. Job Safety Analysis/Job Hazard Analysis (JSA/JHA)			
3. Pre-job planning meeting			
4. Site and unit specific orientation			
5. Signs and placards			

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F. Tools			
1. Inspect before use			
2. Take unfit tools out of service			
3. Use appropriate tools for the task			
4. Alternative cutting tools			
G. Housekeeping			
1. Importance			
2. Proper storage			
3. Walkways and aisles			
4. Spills and trip hazards			
5. On the job			
6. Signs, cones, banners and barricades			
H. Communications, Chain of Command			
1. Service contractor supervisor			
2. Operator supervisor			
I. Reporting and Investigating Incidents			
1. General procedures			
a. Bodily injury and first aid			
b. Property damage			
c. Vehicle accidents			
d. Near miss event			
e. Uncontrolled and/or unauthorized release to the environment			
f. Potential hazardous conditions			
2. Purpose of incident investigation			

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J. Land Transportation (As Applicable)			
1. Vehicle condition			
2. Driving practices			
a. Motor vehicle law			
b. Defensive driving			
c. Vehicle safety restraints			
d. Parking			
II. Personal Protective Equipment (PPE)			
A. Determining What PPE Is Needed			
1. Employee orientation			
2. Job planning orientation			
3. Site specific orientation			
4. Operator's and contractor's safety policies			
5. Personal preferences			
6. Eliminate of uncertainties - asking co-workers or supervisors			
B. Head Protection			
1. Types			
2. Inspection			
3. Care and use			
C. Face and Eye Protection			
1. Types			
a. Protection			
b. Limitations			
c. Use in combination			

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2. Inspection			
3. Care and use			
D. Hearing Protection			
1. Types			
a. Protection			
b. Limitations			
c. Use in combination			
2. Inspection			
3. Care and use			
E. Foot Protection			
1. Types			
2. Inspection			
3. Care and use			
F. Hand Protection			
1. Types			
2. Inspection			
3. Care and use			
G. Respiratory Protection			
1. Medical questionnaire/test			
2. Fit testing			
3. Types of respirators			
4. Types of canisters			
5. Inspections			
6. Care and use			

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H. Fall Protection			
1. Types			
2. Inspection			
3. Care and use			
I. Other PPE			
1. Specialty clothing			
2. Care and use			
III. Hazard Communication and Materials Handling			
A. Types of Hazards			
1. Hazard communications			
2. Written plan			
3. Chemical inventory hazardous materials			
4. Container labeling			
5. Material safety data sheet			
a. Definition			
b. Location			
6. Safety equipment and employee responsibilities			
B. Transportation of Hazardous Materials			
1. Must be accompanied by material safety data sheet or a copy of the emergency response guidebook or equivalent			
2. Container must be properly labeled			
3. Must be accompanied by a properly completed manifest			
C. Uncontrolled/Unauthorized Release of Hazardous Materials (US equivalent = HAZWOPER)			
Topic	Employee	Instructor	Date

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	Initials	Initials	
1. Report the incident to the person in charge			
2. Do not respond to the release unless properly trained			

IV. Occupational Health			
A. Employee's Responsibilities in Dealing With Industrial Hygiene Hazards			
1. Know the hazards			
a. Do not handle or dispose of health hazards unless specifically trained or certified			
b. Report any suspicion of a health hazard to the person in charge			
2. Potential hazards at the work site			
a. Hydrogen sulfide (H ₂ S)			
b. Diesel mist (oil-based mud)			
b. Noise			
c. Others			

V. Specialized Work Procedures			
A. Hazardous Energy Control (Lock-out/Tag-out)			
1. Define			
2. Coordination with authorized persons			
a. Operator/contractor safety manual			
b. Job planning meeting			
c. Site and unit specific orientations			
3. Lock-out, tag-out, verify			

B. Work Permits (Confined Space and Hot Work)			
1. Define			
2. Types			
a. Confined space			

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	Initials	Initials	
b. Hot work			
c. Other			
3. Employee responsibility			

VI. Fire Safety			
A. Prevention			
1. Fire triangle			
2. Storage of flammables and combustibles			
3. Ignition Sources			

B. Employee responsibilities			
1. Report all fires and fire hazards immediately			
2. Be familiar with onsite fire protection			
3. Don't obstruct or block fire escape routes			
4. Don't tamper with fire extinguishing/apparatus			
5. Use fire extinguisher only if trained and authorized to do so			
6. Observe all precautions and procedures			
7. Participate in site specific fire drills			
8. Be aware of location and position of exit routes			
9. Know your responsibilities, station bill (muster list) and/or emergency evacuation plan			

VII. Materials Handling			
A. Mechanical Equipment			
1. Rules to follow when working around cranes/cherry pickers/forklifts			
a. Do not stand/walk under a suspended load			
b. Do not position yourself between a suspended load and an immovable object			
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c.	Always maintain communication with the operator			
d.	Always stand clear of lines and rigging			
e.	Never ride on a load			
f.	Be aware of your surroundings and always have a way out			
g.	Pay attention to backup/movement alarms			
h.	Understand dangers associated with electrical lines in close proximity			
i.	Never operate a crane or forklift unless you are certified and authorized to do so			
j.	Always use tag lines			
k.	Inspect slings & rigging before each use			

B.	Personal Lifting Technique			
1.	Review of lifting techniques			

VIII.	Health and First Aid			
A.	General			
1.	In the event of injury, call for help and report injury to the person in charge			
2.	Be familiar with site specific first aid station locations			
3.	Respond to the extent that you are trained			

B.	Bloodborne Pathogens			
1.	Definitions			
2.	Precautions			
a.	Avoid contact with blood or bodily fluids			
i.	Use latex gloves or CPR barrier kits			
ii.	Use care when handling used razor blades, needles or other sharp objects			

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iii.	Contaminated first aid materials (biohazards) must be properly handled in accordance with the site specific plan			
b.	Report all exposures immediately			

C.	Staphylococcus			
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D.	Health and Adverse Weather (as applicable)			
1.	Lighting			
2.	Windstorms			
3.	Hurricanes/Typhoons			
4.	Tornados/Cyclones			
5.	UV Exposure			
6.	Snow and Ice			
7.	Flooding			
8.	Thermal stress (heat stress/exhaustion, hypothermia, frostbite)			

E.	Health and Wildlife, Insects and Snakes			
1.	Snakes			
2.	Insects (wasps, bees, mosquitoes, etc.)			
3.	Spiders, scorpions			
4.	Wildlife			
5.	Rabid animals			

IX.	Rig/Platform Environment			
A.	Platform or Location Arrival Procedures			
1.	Use caution when using walkways (maintain footing and balance)			
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2.	Keep one hand free go hold handrails			
3.	Get help with baggage or make multiple trips			
4.	Sign in at checkpoint with person in charge or dispatcher			

B.	Home Away From Home			
1.	Be prepared for unexpected extended stays			
2.	Bring sufficient quantities of personal items			

C.	Understand The Site-Orientation (Ask Questions If You Do Not Understand)			
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X.	Emergency Response			
A.	Alarms and Action to be taken			
1.	Types			
a.	Fire			
b.	Blowout			
c.	Abandon rig			
d.	H,S gas (if applicable)			
e.	Combustible gas (if applicable)			
f.	Man overboard (if applicable)			
g.	All Clear			

XI.	Wellsite Environmental Protection			
1.	Waste management			
2.	Leaks, spills, and releases			
3.	Employee responsibilities			
4.	DO NOT respond unless properly trained			

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NOTE: THE FOLLOWING SECTIONS ARE REQUIRED TO OBTAIN OFFSHORE ENDORSEMENT

Topic	Employee Initials	Instructor Initials	Date
XII. Transportation			
A Arrival at Shorebase			
1. Check in with dispatcher or person in charge			
2. Inquire as to site specific orientation			
3. Identify carry-on baggage (weight, quantity, hazardous material)			
4. Stand-by in designated waiting area until instructed to proceed by dispatcher or person in charge			
B. Helicopter Transportation			
1. The Pilot is in command and has complete authority			
2. Helicopter boarding and unboarding			
a. Board only when instructed to do so by the pilot			
b. Avoid the main rotor and tail rotor			
c. Secure loose items and hats			
d. Keep all objects over 4 feet in the horizontal position			
e. Secure personal baggage in the baggage compartment. Never go aft of the baggage compartment			
3. No smoking in or around the helicopter			
4. Wear your seat belt and the PFD provided in the helicopter			
5. Alert the pilot to anything unusual inside or outside of the craft.			
6. Be attentive during the helicopter orientation.			

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C. Boat Transportation			
1. The captain is in command and has complete authority			
2. Wear your PPE when boarding or leaving the vessel			
3. Report to the vessel crew for seating assignment and baggage storage			
4. Study the vessel station bill and know your responsibilities in case of an emergency			
D. Swing Ropes			
1. Locations			
2. Types			
E. Personnel Baskets			
1. Description			
2. Procedures			
XIII. Water Safety			
A. Personal Flotation Devices			
B. Survival Craft			
C. Standby Rescue Vessel			
XIV. Marine Debris			
A. Identification			
B. Reporting			

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NOTE: THE PROGRAM SELF-STUDY FOR SECTION XV IS REQUIRED ONLY FOR THOSE PROGRAMS SEEKING TO QUALIFY FOR LAND ENDORSEMENT.

Topic	Employee Initials	Instructor Initials	Date
XV. Excavation – Trenching and Shoring			
A. Regulatory requirements			
B. Role of site worker, competent person			
C. Work practices			
D. Hazards relating to excavation work			
E. Methods of protection from excavation hazards			
F. Use of personal protective equipment			
G. Procedures regarding hazardous atmospheres			
H. Emergency and non-entry procedures			