Welcome & Introductions
Michael Stephens, Nomac Drilling, Co-Chairman, HSE Committee

Facility Orientation & IADC Anti-Trust Guidelines
Brenda Kelly, IADC

Introductions

Opening Remarks
Michael Stephens

In attendance today are a large number of drilling contractor members, predominantly offshore contractors.

Mr. Stephens identified several challenges he thinks the HSE Committee is facing:
- Workforce – How to prepare for onboarding the next generation
- How to maintain IADC Committee members’ engagement, especially in a market like this
- Rehire—preparing to bring personnel back after downtime; melding teams together once new personnel are added to the teams
- Regulatory challenges offshore

Safety Moment
1. Reminder to use extreme caution at traffic intersections.
2. Rig move – When hooking to gas buster using crane, a sheave failed. When equipment examined, it was determined to be rusted. The company had skipped annual inspection for cost saving.
   
   Downturn cost savings prompting companies to save $ by purchasing less costly (and potentially lower quality) replacement parts.

3. Flooding – Debris disposal in drainage pathways resulted in localized flooding of a home during Houston’s recent heavy rainfall.
   
   Company had employee drown after driving into deep water on the roadway. Company is now changing their severe weather alert-announcement to employees to say ‘Due to the potential for deep water pooling on the roadway, don’t drive until after daylight.’

4. Car headrests are designed to be removed and used to break glass to create an emergency evacuation exit. (Legislation mandated that all vehicles build after 1996 have this feature.)
5. Storm shelters – recommend periodic inspection of on-site storm-emergency shelters before beginning of storm season.
6. Coffee cup with plastic lid – putting finger over hole and shaking to stir sugar creates/releases steam that will exit through lid vent and result in a potential to burn person holding cup. Spilled coffee may also result.
7. Changing procedures mid-process without stopping to reevaluate risk can lead to incidents.
8. Fork lift incident – not following the simple things are the more likely to cause incident.
9. Warning: Use of vertical lathe can result in amputation if employee reaches across lathe to activate a switch. Note: OEM may not provide guarding for manual type equipment.
10. Changing out rotating head on rig; as rotating head was raised the gasket fell back down into the bowl. Without warning the employee reached in to reposition the gasket. The rotating head slid down the pipe contacting his fingers.
11. Emergency drills – take them into your personal lives. For example, in hotel, practice finding exit door in your room with your eyes closed. Suggest placing hand on wall, and with eyes closed, move along wall until you find the door. Recommend practicing this, especially when traveling with children.

IADC Safety Posters
Loretta Kroczcyk, IADC

IADC is developing a series of safety posters. Nine are current drafted and on display at the registration table. Ms. Kroczcyk requested attendees’ feedback on the collection of posters. Forms were provided with which to submit feedback on each poster.

PANEL: Multi-Employer Worksites
Cody Ashley, Moderator

• Drilling Contractor Perspective—Erin Ring, Noble Drilling Services

Mr. Ashley introduced the topic of multi-employer worksites and the issues companies may face when employees of multiple companies are actively working at the same worksite.

The first speaker, Merritt Chastain, is an attorney who frequently represents O&G companies, defending them in cases involving U. S. Occupational Safety and Health Administration (OSHA) standards, wage and hour disputes, trade secret infringements, and other cases.

Multi-Employer Citation Policy has been in effect since 1999. OSHA’s application of the policy has been, in the past, more relaxed. A company generally was not held liable if the incident involved someone that was not the company’s employee or if the company did not cause the hazard.

Since 2012, OSHA is much more rigidly enforcing ME Citation Policy, holding to very strict interpretation of the rules. The number of inspections of drilling rigs also have been increasing during the same period. Where OSHA previously needed probable cause based on an injury, viewing a violation, or an employee complaint to inspect a drilling rig, now OSHA can inspect a drilling rig under a regional emphasis program if they see a rig while they are driving down a highway.

OSHA regulations apply onshore as well as to vessels in port. (The U. S. Coast Guard regulations apply offshore.)

Who can be cited for a Hazard

Four types of employers can be cited under Multi-Employer Citation Policy (MECP):
• Creating employer – only applies to employer with employees; the one that creates hazard.
• Exposing employer – if employer knew hazard exists and exposes employee to it (even if the company did not create the hazard). Both ‘creating’ and ‘exposing’ employers may be cited.
• Correcting employer – usually the company agreeing to correct hazard or hired to fix problem.
• Controlling employer – Employer that has control over worksite (whether by contract or by actually exercising control of site).

Citable employers include owner/operator, operator, drilling contractors, and subcontractors. The four types or employers are not always cited, but potentially can be under proper circumstances. If citation is for $7,000, each employer can be cited and charged if they meet one of the definitions for the four types of citable employers.

Even if the company meets one of the definitions of a citable employer, OSHA still must establish that:
1. A hazard is present
2. Employee(s) exposed
3. Company to be cited knew or should have knew of this condition.

Knowledge can be imputed through supervisor. If employee knew of a hazard, but did not communicate to supervisor, the court considers that the supervisor has no actual knowledge. However, OSHA will then determine if there are facts suggesting that the supervisor or employer should have known of the hazard.

Numerous defenses have been used against a citation. The following are examples:
• Unpreventable employee or supervisor misconduct – In this defense, the company can demonstrate that they have a policy in place, and that the company trains, inspects, and follows procedures. The biggest failing in this defense is not having defined repercussions for not following policy. The repercussions should include identifying appropriate and immediate remedial action (such as warnings, counseling, or discipline) when you see that an employee is not complying with safety rules as well as having the ability to supply written evidence that the issue was addressed with the employee and some level of counseling or discipline was issued. If repercussions not specified, the court would determine that the company does not effectively reinforce company policies.

• If company does not have authority to correct a hazard it may still avoid liability if it can demonstrate that the company asked creating or controlling employer to correct the hazard and the company took precautionary measures to protect their employees.

In cases involving imminent danger where the employer does not have the authority to correct a hazard, there may be no resolution to fix the hazard. The company should remove employees from danger and refuse to proceed with work.

OSHA standards are used to establish the rules about hazards that should be avoided and corrected. Alternately, if a particular standard does not apply to a situation, OSHA may apply the General Duty clause, which generally provides that the employer must provide a safe place to work for employees, and the measure of care may be dictated by a manufacturer’s specifications or an industry standard or recommended practice (e.g., IADC).

If a citation is received, a multi-step process is followed by which the company may appeal the citation.

Most OSHA citations have been issued to ‘creating’ or ‘controlling’ employer, with an increasing number of citations being issued to ‘exposing’ employer. Few citations have been issued to the ‘correcting’ employer.
The number of citations received by a company can impede company’s ability to gain work. Willful citations are more serious, with more serious penalties imposed for willful violations or repeat offenses.

OSHA retains citation records for 5 years in a citations database.

**Wage and Hour Issues**

If a paid employee is classified as a non-exempt employee, overtime must be paid for all work exceeding 40 hours/week. All money paid to employee should be factored into determining overtime pay for an employee.

A contractually-required operator bonus that is passed on to the employees by the drilling contractor also counts in calculating overtime wage. If the bonus is completely discretionary and not required, then the bonus is not factored into the overtime calculation.

\[
\text{Regular pay rate} = \frac{\text{regular pay + bonus}}{\text{number of hours worked}}
\]

\[
\text{Overtime pay rate} = \frac{\text{regular pay rate}}{2}
\]

If bonus is taken as a % of total pay, the employer is not required to re-factor the regular rate for purposes of calculating the overtime rate. Bonus is, in this case, determined after regular and overtime pay have been determined.

Erin Ring provided the drilling contractor perspective on the multi-employer worksite. She explained that in the U.S. offshore work environment the Bureau of Safety and Environmental Enforcement (BSEE) will cite any employer, and will reference OSHA regulations in doing so. If a vessel is connected to seabed, OSHA recordkeeping applies to US offshore (per a letter of citation). Thus we see that there is clear alignment between onshore and offshore regulation of the multi-employer worksite in the U.S.

Ms. Ring also provided the following remarks on other regulations or standards that impact the multi-employer worksite.

- **IADC’s Incident Statistics Program (ISP) states:**
  - Agency Labor includes any personnel supplied by such sources as labor unions, labor or temporary agencies, leasing companies, or other labor sources.
  - Work hours and incident data should be included for any leased laborers who are under the direct supervision of the drilling / service contractor and whose work is directly related to the member’s drilling / service operations.
  - NOTE: Traditional third-party labor employed on a subcontract basis, such as welders, casing crews, directional drillers, self-employed individuals, etc., are not considered agency labor unless their day-to-day duties are under the direct supervision of the drilling / service contractor.
  - ISP Q&A Book 2016 day-to-day supervision occurs when "in addition to specifying the output, product or result to be accomplished by the person's work, the employer supervises the details, means, methods and processes by which the work is to be accomplished."

    This, for instance, can include catering, cleaning, medical, and other third party groups.

- **ANSI Z10, ISO 14001, OHSAS 18001 (ISO45001), ILO OHSMS, and VPP** all have references to the incorporation of procedures for Contractor Safety and Contractor Control.
• Most offshore drilling contractor management systems have the requirement that anyone at the site follow the requirements of the drilling contractor’s management system in addition to their own company’s management system. This would include contractors on site. This is because the drilling contractor owns the Asset and has a limited number of operator personnel onboard.

Alternatively, land-based drilling contractors frequently are under the management system of the operator.

• API RP76 – Contractor Safety Management for Oil and Gas Drilling and Production Operations provides guidance on development of a safety management system. RP 76 is intended to assist operators, contractors, and subcontractors (third parties) in the implementation of a contractor safety program and in improving the overall safety performance while preserving the independent contractor relationship.

It is intended for the upstream sector of the petroleum industry; however, since the operator requirements and the contracted work are diverse, this publication may not be applicable to all operations at each company or to all contract work performed in those operations. Many oil and gas exploration and production companies contract for equipment and personnel services for a wide range of activities, including drilling, production, well servicing, equipment repair, maintenance, and construction.

Certain activities of contractors have the potential to place either contractor and/or operator personnel and/or equipment at risk. It is important that operations are carried out in a safe manner. Operators and contractors need to provide safe work places, protecting the safety of their work places and the safety of their workforces and the general public. When they work together to improve safety, both benefit.

• API RP76 PIDX Solution – XML Message lists frequently asked questions for understanding ISNetworld. A PIDX Effort was completed to expand the safety questionnaire to be all-inclusive adding the expected management system questions for sub-contractors.

The key is for multi-employer worksites to coordinate (via established processes) the relevant portions of the management system across all employers. This includes identifying what management system the contract employees will operate under (if necessary, define element by element), specifically determine level of supervision (day-to-day), and where any incidents/man-hours will be tracked from an IADC/OSHA/etc. perspective.

Many flag states have also adopted the International Labour Organization (ILO) requirements for contractor safety. Anyone on facility has to follow the drilling contractor’s management system. If not directly supervised by the drilling contractor, contract employees need to know which company’s management system/components to follow. Designation of the management system components to follow and identification of supervision responsibilities needs to be decided through contract and bridging process.

Employees’ submission of Stop Cards or other HSE card can be used as evidence that the employer had knowledge of an onsite hazard. The employer needs to verify and document that any hazard/issue has been resolved.

Bob Warren indicated that IADC is being asked to be more engaged with regulators. What counsel would Mr. Chastain give IADC as to how to best engage with regulators? IADC wants to be cooperative to show value and concern for safety matters, even to point of jointly designing training or advising on particular situations. How cautious should IADC be?
Mr. Chastain responded that IADC and our members should engage, try to be friends and be somewhat cooperative. He would prefer to see that engagement occurs at the company and organizational level. When company or organization is too open with a regulator, the regulator picks up on details and begins to inspect more closely.

Members reported that regulators are now getting engaged in API workgroups (e.g., API 54, API 75). OSHA and BSEE have both begun to participate in API workgroups. Mr. Chastain cautioned that regulators may be using the industry standards bodies to circumvent public comment approach.

**Operational Risk Management—New IADC Workgroup**

Jason Wilson, Transocean

Mr. Wilson reported on a new activity at IADC—the Operational Risk Management Advisory Group (ORM). The group formed in 2014. At this point, Group members are in process of introducing IADC members to the Group and its planned activities.

The IADC Executive Committee initiated the effort by asking what IADC (staff) position was on process safety. Since drilling does not have fixed processes and is more dynamic, the term ‘process safety’ does not adequately address the drilling community's needs. Awareness that the Group needed to focus on more than process safety resulted in the Group shifting focus to Operational Risk Management. The Group name was changed to ORM to reflect the broader focus. The Executive Committee asked for position paper on ORM, which was presented to the Executive Committee at its June 2015 meeting.

The intent of the Group is to be the focal point within IADC to address ORM issues where ORM describes how operational and asset integrity is ensured through the risk management of major hazards. The Group will look at low frequency, high consequence events, with a focus on upstream health, safety, security, and environment issues.

Intent of the Group is to:

- Propose a common language on ORM
- Act as IADC focal point for ORM
- Collaborate with other industry organizations
- Interface among stakeholders
- Develop metrics to measure ORM events/ incidents
- Share best practices and knowledge
- Produce periodic report

The Advisory Group currently has a core group of 4-5 members, represent operators and drilling contractors. The Group will operate across IADC committees to be a resource to all.

The Group identified resources to help with ORM activities, looking externally at Center for Offshore Safety, International Oil and Gas Producers, Energy Institute (UK), and others. Through this investigation, gaps were identified.

Group members believe that ORM will have better impact / benefit for companies than focusing on Process Safety Management.

Mr. Wilson was here today to provide awareness of the Group, its planned activities, and invite others to engage. If interested in participating in the ORM, contact Jason Wilson at Jason.wilson@deepwater.com or Carolina Rubiano at Carolina.rubiano@bp.com.

Q: Is the ORM Advisory Group listed on IADC’s website? Not yet, but a position paper has been prepared and another paper was presented at the IADC HSE & Training Conference last year. These documents are available for distribution.
One attendee reported that the Canadian Association of Oilwell Drilling Contractors (CAODC) is also doing similar work and suggested that the ORM Group might want to reach out to CAODC.

**Update on IADC Chapters’ HSE Activities**

**Erin Ring**

Beginning today, the HSE Committee will hear quarterly reports on IADC Chapters’ HSE Activities. Erin Ring, Vice-Chairman of the HSE Committee, will provide these quarterly reports. Below is a summary of Chapters’ recent HSE activities from 2015 to the present.

**North Sea Chapter** (NSC) is the most active Chapter in regards to HSE. It has a Safety, Health, and Environmental Working Group that meets quarterly. Activities or news reported include the following:

- **BOSIET/ HUET Update – Category ‘A’ EBS** – Requires in-water training after current BOSIET/FOET certificates expire for mutual recognition agreement countries (UK, Denmark, Netherlands, Norway). Going forward from Dec 2015, ‘wet’ training will be required if ‘dry’ training previously received and government entity or company does not have reciprocal relationship. SHE Work Group and IADC NSC believe that those outside of the ‘mutual recognition agreement’ area should be treated the same as those within it. That has been reported back to OPITO.
- **OPITO has continuing work on standards for Offshore Safety Representatives, OERTL/Heli, Verifier/Assessor, OIM/MEMIR/CRO, and Preparation of Dangerous Goods for Transport by Sea. IADC NSC has representatives on each of these standards work groups.**
- **‘Best Practice Guide to Manriding Safety’ Update** (developed by NSC and another organization) is underway for an electronic publication expected soon. To be published on the NSC website.
- **DROPS Forum issues** were discussed including perceived reluctance to share incidents. It was agreed that a separate committee just for the drilling sector was not needed, but to have dropped objects as a standing agenda item so that the subject of “controlling objects aloft” could be examined in more detail.
- **The Oil & Gas UK workshop resulted in the IADC NSC SHE Work Group being asked to examine eliminating the reliance on Fast Rescue Crafts for ‘over the side work’ through introduction of other, more robust, controls. (They believe there are significant safety related improvements possible, which will also have a positive efficiency gain.)**
- **Helideck Lighting** – Company may no longer comply with 8th Edition, which requires full parameter lights and a lighted ‘H’ on helideck. Limited number of suppliers are available to provide this retrofit. It was noted that HCA have now approved 3 equipment suppliers, with others in the process of being reviewed prior to potential approval. Concerns have been expressed that the new lighting changes required by 31 March 2018 will not be achieved if changes are not scheduled appropriately to avoid a logjam in equipment supply and inspection. There will be no extensions allowed and no flights permitted outside daylight hours for helidecks that do not comply. This is also being promulgated into law in ME.
- **Safety Cases** – IADC headquarters requested assistance from this work group for updates to be made to the Safety Case document. Meanwhile this work group has been working on an update to including Diving Operations in the Safety Case. Language is expected by second quarter 2016. Chapter offered a couple of people to participate in the IADC headquarters review team.
- **Chapter will prepare a more robust website, modeling after Southern Arabian Chapter.**

**South Central Asia Chapter** – New HSE Committee formed.
• Evaluating the changes in API Standard 53 "Recommended Practices for Blowout Prevention Equipment Systems for Drilling Wells" vs. Recommended Practice 53 for potential regional adoption. Regional adoption to RP 53.

**South East Asia Chapter** – HSE Committee established March.
• Reviewed Drug & Alcohol testing guidelines as it relates to regulatory regimes and with clarifications from ISOS.
• Considering regional HSE awards criteria.
• It was noted that there was a marked decline in HSE Alerts issued by IADC and it was not understood why. They asked for further guidance from IADC HSE committee.

**Southern Arabian Peninsula** -- Discussion Group – Health, Safety & Environment established August 2014 – No minutes are posted.
• DOPP - Dropped Objects Prevention Program" OES Presentation available on website
• "Helideck Lighting Systems to meet CAP437 7th Edition" Presentation available on website.
• Process Safety presentation by Ensco available on website.

Ms. Ring reached out to all Chapter but information was not received/available from the following Chapters: Permian Basin, Ark-La-Tex, Australasia, Brazil, Mississippi, South Louisiana, Rocky Mountain, Oklahoma-Texas Panhandle, Nigeria, and North Arabian Gulf.

Going forward, Ms. Ring will provide an update at each HSE Committee meeting.

**Alerts Improvements Workgroup**
Michael Stephens

Cody Ashley recommended the Committee take a slightly different view of Safety Alerts. Currently Safety Alerts report ‘here's what happened’. Many perceive the current approach as documentation of liability. The approach of ‘Here's something to avoid’ would be a more proactive approach.

He asked, ‘What is value of having Safety Alerts? How can people feel there is more value? How to filter through list of alerts. Why not rename to HSE Alerts? Does committee need to look at this?”

Attendees agreed, the Committee should examine these questions and look at ways to improve Safety Alert program. IADC Executive Committee also supports the idea, and in fact, has mandated that IADC do so. In forming a workgroup, varied perspectives, onshore-offshore, international, operation-contractor-vendors, etc. should be included.

He also recommended formation of a workgroup to look at how to move from lagging indicators to leading indicators as measures of safety processes.

Rhett Winter, IADC, indicated the IADC website access to Safety Alerts is one of the top two IADC sites accessed consistently. Rhett demonstrated how to filter through Safety Alerts.

Traditionally alerts do not address health or environment.

If you want to volunteer to participate in this group, contact Erin Ring at ering@noblecorp.com. At least 5 members are needed. Most meetings could be by WebEx.

**Intervention—Moving Beyond Observation**
Phillip Ragain, RAD Group

Phillip Ragain asked, ‘What do you do after the Observation?
He discussed the intent of most observation programs, which are built upon a tradition of “behaviorism.” When an observer observes an actor, that observer has two roles: (1) to introduce consequences that positively shape the actor’s future behavior, and (2) to document the observation so that organizational leaders can make higher-level changes that shape behaviors. To fulfill each of these functions well, the observer needs to understand the behavior and why it happened, which requires a conversation between the observer and actor.

However, as research shows, these conversations do not usually occur and, as a result, observation programs do not function as intended. They end up producing a large amount of documented behavior.
Mr. Ragain recommends shifting focus from documenting observation to having a conversation with the employee performing the unsafe act about what was observed. This conversation becomes the ‘Intervention Conversation’.

On average across industries, people intervene 2 out of 5 times that they observe something they believe is unsafe.

Why don’t people intervene? Why do we stay silent? We often assume that people don’t intervene because they don’t care, however this is usually not the case. He explained some of the reasons why the intervention conversation is not happening.

- The more people are present to see the event, the less likely they are to speak up. This is known as 'The Bystander Effect'. It is reported that the higher a man scores on masculinity scale, the less likely he is to speak out.
- Production pressure – The more pressured employees are to get things done, the less likely they are to speak up.
- Deference to Leaders – Others are less likely to intervene if a perceived leader is present. They assume the leader will speak up to address the issue or that it is the role of the leader to speak. Often without realizing, they defer that responsibility to the perceived authority figure.
- The Perfect Storm – Three factors that, when combined, strongly inhibit intervention: reactance + social incongruence + confirmation bias

Where:
  - Reactance is the urge to resist intervening or do the opposite of what someone tells you to do.
  - Social incongruence – The stress we feel when we have tension with others, which can follow from another’s “reactance”.
  - Confirmation Bias – We focus on the reasons to not speak up.
When a person intervenes, the recipient or ‘actor’ will resist 28% of the time, and 16% of the time the actor reacts by becoming angry.

Authority figures greatly shape our response.

To move beyond observation, the conversation is essential. We must understand why the person is doing what he/she is doing. The conversation seeks to gain understanding of reasons, context to the action, and then produce change in behavior.

A person writing a Stop Card wants to be heard.

**Crane-Rigger & Other IADC Accreditation Programs**
Brenda Kelly, IADC

Ms. Kelly reported on recent changes with the Accreditation and Credentialing Division.

New eLearning delivery requirements have been added to the RigPass and DIT programs. These requirements are similar to those already included in the WellSharp program requirements. The requirements include:

- Design features such as Disclaimers, automatic recording of time to complete course, and no fast forwarding through course content
- Knowledge checks to verify learning in each module
- Administrative features include student identity verification, records retention, and other requirement
- Equipment and Facilities features such as provision of necessary equipment as well as IT and subject matter support during the course

New developments for the WellSharp program include:

- Translation of the exams into other languages:
  - Portuguese – This activity is complete and the exam is now being piloted.
  - Spanish, Mandarin, Arabic – This activity is in contract phase, to launch in 2016

- New metrics within the WellSharp Database for training providers and members:
  - Training provider metrics – An individual training provider may compare their trainees’ performance to industry averages. These data are now available to accredited training providers. Previously a provider could see only their trainees’ performance.
  - Member companies’ access to their employees WellSharp records—this feature has been added to the database and will be launched once IADC has determined how IADC member companies will be given access to the Database.

- The following new WellSharp curricula are in development:
  - Well Completion & Workover
  - Snubbing
  - Wireline
  - Coiled Tubing
  - Underbalanced & Managed Pressure Drilling curricula, which includes a Supplement to be available to append to Drilling Operations well control courses.

- The option to utilize Mates4Mates as an additional proctoring resource is being explored for Australia. The program is similar to the U.S.-based Wounded Warriors program.

A new accreditation program is soon to be launched by IADC—the Crane-Rigger Accreditation Program. The program includes three curricula:

- Basic Rigger curriculum
- Crane Operator—Electric-Hydraulic Cranes curriculum
O Crane Operator—Mechanical Cranes Curriculum

In addition to the training curricula, guidelines have been prepared by the development team as tools for a company’s on-site assessment of employees’ rigging or crane operations knowledge and skills.

Ms. Kelly announced that she is retiring in June. Rhett Winter is now the new IADC staff liaison to the HSE committee.

Environmental Subcommittee Status
Erin Ring

Ms. Ring reported that the Environmental Subcommittee is currently not active and does not have a chair. A workgroup for Ballast Water Management exists elsewhere in IADC. She asked if there is interest in continuing the subcommittee at this time. Attendees responded ‘Yes’ and indicated that many companies have dedicated environmental personnel who need to be engaged in the subcommittee. Much environmental activity has moved to international arena so the interest has diminished, but there remains benefits to continuing the effort.

So a chair for this subcommittee is needed. Ms. Ring said she had attended past subcommittee meetings and learned a lot.

Lack of people present that have environment interest makes it more difficult to generate interest. Should the subcommittee have a general focus or should it be more targeted, e.g. tackle specific issues? What is the role? We need to better understand. A specific charge has not been given to the subcommittee. It was left to the subcommittee to determine topics of mutual interest and pursue those. A general discussion followed, with NPDES Permits, Air Emissions Rules, and the Environmental Statistics Program identified as potential topics for the subcommittee’s attention.

It was reported that the Offshore Operators Committee is very active in this area.

Open Discussion

When asked if attendees had anything they wanted to discuss or had suggestions for the next meeting’s topics, none were provided.

Meeting adjourned at 12:30.

Lunch was sponsored by Nomac Drilling.

Attendance:

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