

HSEQ Direct Introduction

These training sessions are designed to ensure that you are alerted to the potential dangers of not following the rules prescribed by the organization you work for!

We want to achieve together that everyone can go home safely at the end of the working day!

Because we all know that repetition is the power of message!

Welcome

In this introduction, we will be giving you some basic information about how the Interactive Induction **PLANT AT-SEA** is structured.

This induction is compulsory for everyone who works at a plant at sea. Always ask your company if additional instructions for this training/refresher need to be followed.

The information from this training covers the various aspects of health, safety, environment and quality when traveling to, working on a plant at-sea and when returning to land.

You will get an impression of the experience you will shortly be encountering on a plant at-sea so you will know what is expected of you, wherever you are and in whatever situation you find yourself.

This training consists of differing chapters.

Watch them carefully.

At the end of each chapter there is a test.

You will be given a number of multiple-choice questions to answer. Only by answering them correctly you can proceed to the next chapter. Good luck!

Dangers and Risks

Working at a plant at-sea is not an everyday environment.

It is an environment that comes with risks.

That is why we work according to fixed procedures, work instructions, and regulations.

The purpose of these is to control the risks on a plant at-sea.

A common procedure is that of creating a Permit to Work.

The purpose of a Permit to Work is to identify the dangers and risks associated with the work in question and to clearly specify the required control measures.

The Permit to Work also assures good communications between all the parties who are involved with the work activities.

The Task Risk Analysis is a part of the Permit to Work. Be aware that there are different versions of the Permit to Work and Task Risk Analysis in circulation (in print and digital). Inform yourself which type of these are being used in your company.

A Task Risk Analysis is carried out before the start of any work. However, this is not always the case – it depends on the relevant flow chart. Sometimes, you can manage everything with a Permit to Work.

But before you actually start work, you must first carry out a Last Minute Risk Analysis.

This is a final and brief assessment of the risks associated with health, safety, the environment and Quality.

You carry out the Last Minute Risk Analysis, at the actual place of work, because sometimes dangers or dangerous situations can only be observed at the workplace itself or in the immediate vicinity.

You also carry out this analysis after an alarm, a change in the circumstances at the workplace, changes in weather conditions, or an emergency.

Be aware that there are different versions of the Last Minute Risk Analysis chart in circulation.

The purpose of the system of procedures, work instructions and regulations are that work is carried out in a controlled manner, thereby preventing incidents.

This whole system is only as strong as its weakest link.

Anyone not complying with the rules becomes a danger to themselves and others.

If in doubt about any aspect of your work, stop work immediately, and notify your manager.

Countless technical features have been included in the design and construction of a facility and organisational measures have been taken to identify and control risks.

We can categorise the risks in a process environment into different groups, they are:

- hazardous substances
- process risks...
- the influence of external factors and risks related to the work environment itself.

For example, various hazardous substances may be present on an installation.

The same applies to products that are used in work activities on an installation, both during normal work and maintenance.

You may encounter these substances, particularly during maintenance work, when components are opened.

Measurements of these hazardous substances should therefore be always taken in order to identify and organise the required control measures.

In addition, the production process itself entails certain risks.

Pipelines, drums, and tanks are pressurised, sometimes to exceptionally high levels.

Pressure that rises to extreme levels or sudden changes in pressure can have an enormous detrimental impact.

It is not just the process that entails risks, but also the environment in which that process takes place.

To repeat, a plant at-sea is no ordinary environment.

That is something you notice from the way in which you travel to and from it. Even travelling by vessel or the flight to and from a plant at-sea is a risky activity due to the fact that work activities are carried out constantly all over the location and that electricity is forever present.

Different types of work are carried out on an installation. Some are riskier than others.

For instance:

- working with hazardous substances ...
- working at heights
- working in enclosed spaces
- working above water and hoisting activities.

In many cases, different types of work are carried out simultaneously and people work in the immediate vicinity of others with all the possible consequences that that can entail.

No matter how solidly a plant at-sea is built, it can be very vulnerable.

For example, collision by a supply or passing ship can seriously affect the plant's structure.

The same thing applies to earth tremors and extreme combinations of strong winds and high waves.

In fact, the weather must always be taken into consideration when determining what type of work activities are to be carried out at a plant at-sea, and how.

Finally, there are risks associated with how the work environment is set up and designed.

Examples include continuous noise and vibrations but also the pressure that exists in an industrial, functional environment the possibility of contamination by low radioactive substances, food poisoning or Legionnaires' disease and the possibility of slipping, tripping or falling on the grating.

To be able to control every risk as much as possible, various control measures have been implemented at plants at-sea, including incorporation of detection and warning systems.

In addition, it is the responsibility of everyone to remain alert and take measures to control potential risks as much as possible.

Despite taking all precautionary measures, you may nonetheless come across a situation that is unsafe, that is a threat to health or is harmful to our immediate living environment.

In all these cases, it is your right to intervene. But more than that – it is your duty to intervene.

Sometimes, it will be enough to point out to somebody that they are doing something wrong.

On other occasions, it will be necessary to stop work.

Always report any irregular, undesirable, or unforeseen situation immediately to your manager.

It is important that you do report these things, because then solutions can be found for these situations in a structured manner.

The definition of an emergency is when a risk is not, or no longer, controllable.

An alarm is given in such cases. All work must then be stopped immediately.

If possible, switch off machinery and, if possible, move it out of the way.

The first thing you should do is ensure your own safety.

Only attempt to lead colleagues to safety if you can do so without putting yourself in any danger.

Leave the task of putting out fires to emergency-responders.

Go as quickly as possible via the safe routes to the assembly points.

Wait there for further instructions.

An emergency plan is present on every plant at-sea.

They show the safe routes, the assembly points and instructions in emergencies.

Ask your company about this.

Travelling to a plant at-sea

In this chapter, you will learn about all the requirements you must meet and what you have to do in order to travel to a plant at-sea and what you may not do.

Safety is a matter that concerns everyone.

So, pay close attention to safety, remember your instructions, and observe the rules.

It is in your own interest, and in the interest of everyone you travel, work and live with whilst at sea, to always be safe.

Therefore, it is essential that everyone knows what the rules and regulations are, and that they adhere to them.

Before you go to a plant at-sea, you should first check that you meet all the requirements such as the correct qualifications and whether you are actually allowed to carry out the task you are planning to perform.

You may never go to a plant at-sea:

- if you are under the influence of alcohol or drugs
- if you have an infectious disease
- if you have a condition or handicap that prevents you from being able to work safely
- if you are older than the age limit specified by your company (ask for it).

On a plant at-sea, it is strictly forbidden to be in possession of alcohol or drugs any type of weapon or unapproved transmitters (check your company's policy on this).

Only with the written approval of your manager may the following be taken on board:

Explosives, hazardous substances, high-pressure equipment, cameras or video cameras, other electrical and electronic equipment and medication. Ask your company about this.

If approved to take medicine on board, ensure you take extra supplies in case your stay is unexpectedly prolonged.

Note that any changes to the dosage of your approved medicine must also be reported.

When you go to a plant at-sea, you need:

- valid international travel documents
- a medical statement
- approved Personal Protection Equipment
- comfortable work clothing and leisure clothes and footwear.

Ask your company about their specific rules.

If you are expecting to go to a plant at-sea as part of your work duties, you must undertake the required (physical) basic safety and emergencies course(s) for working at a plant at-sea.

Contact your employer or manager in advance in relation to these matters.

Alcohol, drugs, medication

It is well known that alcohol and drugs can have a detrimental effect on your judgement and reaction time.

In a process environment, being able to respond quickly and effectively is vital.

It goes without saying that alcohol and drugs are not allowed on a plant at-sea.

For the sake of everyone at the location, and on board a helicopter or vessel, regular checks are carried out on the possession of these items.

Anyone found to have prohibited items in their bags, regardless of the quantity, will not be allowed to fly or travel by vessel to the plant at-sea.

The same applies to anyone at a heliport or at the port and who is considered to be under the influence of these items.

You should therefore preferably not consume these items during the evening prior to your departure.

If prohibited items are found on a plant at-sea, the owner and/or user will be immediately removed from the location.

Your manager will be informed in every case, as will the human resources department.

Medication can also have a negative influence on the ability to function properly at work.

In addition, the use of medication can also lead to undesirable situations in other ways.

If someone is taken ill and the medic is not aware of their use of medication, then this could result in an incorrect diagnosis or treatment, which is referred to as unwanted contraindicative.

This could endanger lives.

If you are using any kind of medicine, ensure you are familiar with to whom, when and where you must report them. Also ensure that you discuss being at a plant at-sea with your physician.

If you have any questions or doubts about this information, please ask your manager prior to your travel.

Preparation

Helicopter flights must be reserved well in advance, and if necessary, cancelled in good time.

The day before you are due to leave, confirm your departure time, to ensure that you check in on time.

Make sure you are well rested, both physically and mentally.

You may only travel to a plant at-sea if you comply with the specific training and certification requirements and provide a valid medical certificate.

Ask your company about these requirements.

On each flight or travelling by vessel, you will be required to carry specific documentation.

Ask your company about which specific documents they require.

Ensure when arriving at the airport that you are already wearing clothing that is prescribed for the flight.

Ask your company about any additional rules which may apply.

Baggage is also subject to strict requirements:

- the bag must be strong
- the maximum weight should not be exceeded – find out what this is
- the bag should be clearly labelled - you will receive the labels whilst checking in
- any extra baggage must be discussed in advance with your company

Ask your company about their specific requirements in relation to baggage.

For more information about travelling by vessel we have created a separate document placed in HSEQ library, named 'Travelling to and from a plant at-sea by vessel'.

At the Airport

To ensure that your flight proceeds smoothly, check in on time and follow the prescribed boarding procedure and passport/document control. After passport control, watch the film detailing the helicopter safety instructions (if required). Observe all the instructions regarding clothing, procedures for getting in and out of the helicopter, use of emergency exits, life-jackets, etc. If necessary, use the toilet before departure.

Ask your company about its specific rules relating to airport departures.

After the safety briefing, proceed to the counter where you will be issued a survival suit.

Take the time to inspect the suit.

Handle it with care because a survival suit that is damaged is not safe.

Then, get ready to depart:

- Regardless of the time of year, it is mandatory to wear required layers of clothing under the survival suit
- Put your survival suit on
- Help each other
- Make sure that it is not too tight or loose around your wrists or neck
- Put on your life jacket which contains an inbuilt personal locator beacon
- Ensure that you are wearing sturdy, comfortable and closed shoes that will not damage the survival suit
- Rubber overshoes could be available at the counter upon request

Wait for the airport staff to call you to your flight.

The airport staff will inform you of the gate from which your helicopter is leaving and will take care of your baggage.

Always check the specific rules relevant to your airport prior to the day of departure.

Ask your company upfront about any specific rules or procedures they require to be followed at your departure airport.

On board the helicopter

The airport or helicopter staff will accompany you to the helicopter.

Use earplugs or hearing protection when walking to the helicopter.

Always walk along the safe route to the helicopter that is specifically indicated.

Keep out of the way of the tail rotor. Light objects may be sucked into the rotor therefore ensure beforehand that these are safely secured inside your bags.

When you arrive at the helicopter, follow the instructions given by the helicopter staff or the safety officer.

Keep your cell phone switched off during the flight.

Fasten your seat belt or safety harness and release it only when instructed to do so by the pilot.

Read the safety instructions carefully.

Remain in your seat for the entire duration of the flight.

Keep your life jacket on. Do not panic should unexpected situations occur - follow the instructions given by the pilot.

Smoking on board is strictly prohibited.

During the flight, the helicopter may have to land on different plants at-sea or refuel.

If this occurs, do not release your seat belt or safety harness. Remain seated until you have reached your destination.

Before landing, check whether you have arrived at your destination. The name of each location is shown on the helideck.

You may leave the helicopter as soon as the helicopter landing officer or flight supervisor has given permission for you to do so.

Upon arrival at your destination, follow the instructions of the pilots and/or helicopter deck crew or the manager present at the location.

- Do not release your seat belt or safety harness until the 'fasten seatbelt' sign has gone out
- Step out of the helicopter when it is your turn to do so
- Wait for instructions from the helicopter deck crew
- Keep your life jacket on until you have left the helideck
- Collect your bags and leave the helideck in accordance with the instructions of the helicopter landing officer or helideck assistant
- Keep one hand free for the railing

Please note: the helicopter will remain on the helideck with its rotor blades still turning.

Always ask your company about any specific rules or procedures they require to be followed.

Arrival at the plant at-sea

Upon arrival at the plant at-sea, take off your life jacket and give it to a departing passenger, the helicopter landing officer or the helideck assistant.

Always follow any additional instructions by the helicopter cabin crew or the manager present at the plant at-sea.

Follow the signs on the helideck to the radio room.

Report to the radio room or other room designated for the purpose, where you will receive the necessary instructions / visitor documents.

For safety reasons, it is important to always know exactly who is present and who is not.

This is because there are always different people working at the plant at-sea.

Keep the visitor document with you at all times, and look after it carefully.

This document includes the following information:

1. The number of your cabin
2. A floor plan of the plant at-sea which clearly identifies rescue equipment and the assembly point(s)
3. The number of Free Fall Life Boats or capsules
4. General rules
5. Alarm signals and decisions tree
6. What to do in an emergency
7. Location of various items of safety equipment

You must carry this information with you for the duration of your stay.

You can use the information to check which lifeboat to take in the event of an emergency and how you reach it from your sleeping quarters and place of work.

Next, you are required to report to the plant at-sea manager.

You will be given (if necessary) a safety tour around the plant at-sea and the accommodation and be advised as to the location of your assembly point.

They will then show you where your cabin is. In your sleeping quarters, you will find a personal escape package and life jacket. Check that both items are present.

Inform the manager immediately if anything is not in order or is missing.

Do not take the escape package apart.

You will also be shown a plant at-sea-specific safety instruction film (if available).

In the event of an alarm, follow the green arrows, wherever you are.

These indicate the escape routes.

The green arrows lead you to the assembly point.

Visitor document list instructions in the event of an emergency.

The emergency instructions are clearly displayed at strategic locations.

Always ask for the plant at-sea-specific rules and read them carefully.

Who's who at the plant at-sea

In spite of the limited space and facilities, there are often many people present on a plant at-sea.

Everyone has a specific role and task.

Your manager has overall responsibility at the plant at-sea.

They have overall responsibility for safety ...

... and for explaining the safety policies, the rules that apply specifically to the plant at-sea, and on how the work is organised.

Your manager's assistant also ensures safety and continuity of operations.

They answer directly to your manager and function as the key point of contact with regard to safety matters.

The manager's assistant issues the permits to work and ensures that work is carried out and completed correctly all in accordance with the permit to work.

This involves inspecting the installation, doing the safety rounds and accompanying contractors on board.

The TRA's and toolbox meetings also fall under their responsibility.

The Manager's Assistant also acts as the prevention employee.

For medical matters, the point of contact is the medic.

For questions of a personal nature, you can contact your manager or their assistant.

Other employees may also be present on the location, depending on the work being carried out or prepared at the time.

The manager's assistant can advise you as to who on board has which role, which task, and which responsibilities.

Working on a plant at-sea

Each plant at-sea differs and therefore there are rules that apply specifically to each differing location.

Anyone who works on a plant at-sea must be familiar with its individual rules and abide by them.

Ask your manager or their assistant about the rules.

Working on a plant at-sea is never completely risk-free.

In some activities, substances are used that can be harmful to the environment.

For this reason, caution is required.

This means that people and materials are subject to the strictest possible requirements.

If you have a question, ask it.

It costs nothing to ask a question, and there is no such thing as a stupid question.

All the work activities that are planned for a particular day are discussed in the toolbox meeting.

Ensure that you attend every toolbox meeting and listen carefully.

This is because the way in which someone else is going to carry out their work, or the place where their work is going to be undertaken, could affect your own work.

Be aware of this possibility and factor it into your own work.

Always read the permit to work and check that you clearly understand everything.

Always ask if anything is not clear.

You can ask questions about your specific work during the discussions relating to the permit to work.

You should preferably do this at your place of work itself.

This helps you to fully absorb the situation on the ground.

If, during the course of your work, a circumstance changes or something unforeseen occurs that is not in accordance with the permit to work, stop work immediately and discuss the matter with your manager or their assistant.

Do not resume work until everything is clear again.

You not only have the right to intervene, it is your duty.

If you need more background information about particular circumstances, risks and materials that you may encounter during your work, you can find it at hseqdirect.com. HSEQ Direct is a valuable knowledge bank which includes a library, workplace information and knowledge checks. It is a useful resource that can extend your knowledge of health and safety in the workplace.

Standards of behaviour

The purpose of all the rules that apply on a plant at-sea is to control risks and to prevent harm and injury.

Anyone working on a plant at-sea is obligated to observing these rules. Any breach of the rules will result in an immediate investigation. If rules are intentionally broken, disciplinary action will be taken.

If you see someone not working according to the rules, speak to them about it straight away.

If they take no notice, stop work immediately and report the situation to your manager or their assistant. Everyone has the responsibility to ensure that work is carried out safely. If you encounter a situation that may be unsafe, intervene.

Stop work and discuss the situation with your colleagues or your manager's assistant.

If this does not resolve the situation and you are still concerned, speak to your manager.

Companies should aim for an open culture with room for dialogue and discussion with everyone working on a plant at-sea. Everyone should be open and honest about situations which can occur on the platform. By discussing the work with others, you gain good insight into how everyone approaches their work.

It can also give you a clearer understanding of the circumstances in which people work.

If someone shows interest in your work or perhaps expresses concern look at it first and foremost as positive feedback from which you may benefit.

Treat others with the same respect that you would expect of others. This helps make a constructive discussion. That in turn can contribute towards increasing risk awareness.

And therefore to the safety of our work and a more pleasant working environment.

We have to accept that there are many people living and working together on a plant at-sea with limited space.

That means always being considerate to others. Looking out for each other. And: paying attention to what others are doing.

Do not see this as a form of suspicion.

After all, we are here to help each other and keep everyone safe.

At the plant at-sea, we have to be able to trust each other and rely on each other.

This also means being able to point out each other's mistakes.

This is the only way to prevent unsafe situations from arising or people getting injured.

Remember: respect is a valuable asset.

Other people like to receive respect from you, as you expect from others.

In one of the previous chapters of this training, we have provided more details about working on a plant at-sea.

Returning to the mainland

Fixed arrangements are also in place for your return to the mainland. Watch the safety briefing video before departing. The helicopter briefing must apply to the type of helicopter that you will be flying in. You are responsible for watching the briefing. Check in on time.

Before leaving, you must ensure that a label has been attached to your baggage that bears the name of your final destination.

Respect the baggage requirements, and do not take any loose items into the helicopter.

Permission from your manager is required if you intend to take anything other than your personal possessions to the mainland.

Put on the prescribed clothing before the flight. Ask your company about any specific rules or procedures they require to be followed. Put your survival suit on in good time.

Ensure that you are ready on the departure deck, with your survival suit on, at least five minutes before the helicopter arrives.

Put your earplugs in. Put the life jacket on that you receive from an arriving passenger, or from your manager. Always follow the instructions given by the flight supervisor, your manager or their assistant. Go to the helicopter with your baggage.

When boarding the helicopter, follow the instructions of the helicopter deck crew. Fasten your seat belt or safety harness. Remain in your seat for the entire duration of the flight.

Listen carefully to the instructions given by the pilots.

During boarding, the flight and when landing, the same instructions apply as during the flight to the plant at-sea. Remain seated and keep your seat belt or safety harness on until you have arrived at the airport and the rotors are completely motionless.

Do not release the seat belt or safety harness until the 'fasten seatbelt' sign has gone out.

Do not get out of the helicopter until you are instructed to do so. The airport staff will accompany you from the helicopter to the arrival's hall. Your baggage will be brought to you.

Take off your survival suit and place it in the provided container. Proceed with your baggage to passport control and the security desk. Your baggage will be inspected.

Remember: safety does not stop when the work is done.

So drive home carefully and safely, with consideration for your fellow road-users.

After all, your loved ones do not want anything to happen to you on the final leg of your journey.