

# **Orientation Programs for Personnel Going Offshore for the First Time**

API RECOMMENDED PRACTICE T-1  
FOURTH EDITION, OCTOBER 1995



# **Orientation Programs for Personnel Going Offshore for the First Time**

Exploration and Production Department

API RECOMMENDED PRACTICE T-1  
FOURTH EDITION, OCTOBER 1995



## SPECIAL NOTES

1. API PUBLICATIONS NECESSARILY ADDRESS PROBLEMS OF A GENERAL NATURE. WITH RESPECT TO PARTICULAR CIRCUMSTANCES, LOCAL, STATE, AND FEDERAL LAWS AND REGULATIONS SHOULD BE REVIEWED.
2. API IS NOT UNDERTAKING TO MEET THE DUTIES OF EMPLOYERS, MANUFACTURERS, OR SUPPLIERS TO WARN AND PROPERLY TRAIN AND EQUIP THEIR EMPLOYEES, AND OTHERS EXPOSED, CONCERNING HEALTH AND SAFETY RISKS AND PRECAUTIONS, NOR UNDERTAKING THEIR OBLIGATIONS UNDER LOCAL, STATE, OR FEDERAL LAWS.
3. INFORMATION CONCERNING SAFETY AND HEALTH RISKS AND PROPER PRECAUTIONS WITH RESPECT TO PARTICULAR MATERIALS AND CONDITIONS SHOULD BE OBTAINED FROM THE EMPLOYER, THE MANUFACTURER OR SUPPLIER OF THAT MATERIAL, OR THE MATERIAL SAFETY DATA SHEET.
4. NOTHING CONTAINED IN ANY API PUBLICATION IS TO BE CONSTRUED AS GRANTING ANY RIGHT, BY IMPLICATION OR OTHERWISE, FOR THE MANUFACTURE, SALE, OR USE OF ANY METHOD, APPARATUS, OR PRODUCT COVERED BY LETTERS PATENT. NEITHER SHOULD ANYTHING CONTAINED IN THE PUBLICATION BE CONSTRUED AS INSURING ANYONE AGAINST LIABILITY FOR INFRINGEMENT OF LETTERS PATENT.
5. GENERALLY, API STANDARDS ARE REVIEWED AND REVISED, REAFFIRMED, OR WITHDRAWN AT LEAST EVERY FIVEYEARS. SOMETIMES A ONE-TIME EXTENSION OF UP TO TWO YEARS WILL BE ADDED TO THIS REVIEW CYCLE. THIS PUBLICATION WILL NO LONGER BE IN EFFECT FIVEYEARS AFTER ITS PUBLICATION DATE AS AN OPERATIVE API STANDARD OR, WHERE AN EXTENSION HAS BEEN GRANTED, UPON REPUBLICATION. STATUS OF THE PUBLICATION CAN BE ASCERTAINED FROM THE API AUTHORIZING DEPARTMENT [TELEPHONE (202) 682-8000]. A CATALOG OF API PUBLICATIONS AND MATERIALS IS PUBLISHED ANNUALLY AND UPDATED QUARTERLY BY API, 1220 L STREET, N.W., WASHINGTON, D.C. 20005.

All rights reserved. No part of this work may be reproduced, stored in a retrieval system, or transmitted by any means, electronic, mechanical, photocopying, recording, or otherwise, without prior written permission from the publisher. Contact API Publications Manager, 1220 L Street, N.W., Washington, D.C. 20005.

Copyright © 1995 American Petroleum Institute

## CONTENTS

	Page
1 SCOPE .....	1
2 COVERAGE .....	1
3 TRAINING RESPONSIBILITIES AND RECORDS .....	1
4 CHECKLIST TO ASSIST COMPANIES IN DEVELOPING AN ORIENTATION PROGRAM FOR PERSONNEL GOING OFFSHORE FOR THE FIRST TIME .....	1
4.1 General .....	1
4.2 Orientation Prior to Being Transported Offshore-by Employer .....	1
4.3 Orientation at Offshore Locations .....	2
5 EXAMPLE OF ORIENTATION MATERIAL FOR PERSONNEL GOING OFFSHORE FOR THE FIRST TIME .....	2
5.1 Your Work Clothes and Protective Equipment .....	2
5.2 Your Transportation Offshore .....	3
5.3 Reporting in at the Offshore Location .....	4

## FOREWORD

This Recommended Practice (RP) was developed under the jurisdiction of the American Petroleum Institute's (API's) former Committee on Offshore Safety and Anti-Pollution Training and Motivation (OSAPTM), and its parent API Production Department Executive Committee on Training and Development. It has been prepared with the overall advisory guidance of the API, the Offshore Operators Committee (OOC), the Western States Petroleum Association (WSPA), the International Association of Drilling Contractors (IADC), and the Helicopter Safety Advisory Conference (HSAC). The purpose of this Recommended Practice is to provide guidelines for development of orientation programs for personnel going offshore for the first time.

The protection of life and the environment are important factors in all drilling and producing operations. However, the higher risks associated with offshore operations demand correspondingly greater emphasis on safety and pollution prevention. Offshore companies have met this challenge by developing policies, standards, practices, and/or procedures that will provide the necessary protection to offshore personnel and the environment.

These safety and pollution prevention efforts include defining and providing proper training for all personnel who normally work offshore. One special area of concern is the new employee going offshore for the first time. New employees must receive the advance basic orientation and/or instruction necessary to protect themselves during transit to the offshore work point and on the offshore location. A lesser need exists for visitors and others, such as inspectors, who are not directly employed in the offshore operations.

This publication includes usage of the verbs **shall** and **should**, whichever is the more applicable to the function. Both **shall** and **should** are positive statements and should be treated as such. For the purpose of this publication the following definitions apply:

**Shall:** Indicates that the function has universal applicability to the specific activity.

**Should:** Indicates that: (1) the function may have an alternate practice that is equivalent and should be applied, or (2) the practice may not be practical or necessary under certain conditions; or (3) the practice may not be applicable to the specific facility or configuration.

API publications may be used by anyone desiring to do so. Every effort has been made by the Institute to assure the accuracy and reliability of the data contained in them; however, the Institute makes no representation, warranty, or guarantee in connection with this publication and hereby expressly disclaims any liability or responsibility for loss or damage resulting from its use or for the violation of any federal, state, or municipal regulation with which this publication may conflict.

Suggested revisions are invited and should be submitted to the director of the Exploration and Production Department, American Petroleum Institute, 1220 L Street, N.W., Washington, D.C. 20005.

# Orientation Programs for Personnel Going Offshore for the First Time

## 1 Scope

This Recommended Practice is intended to serve as a guide to develop orientation standards and programs applicable to all employees and visitors. The orientation programs should ensure that all new personnel know what is expected of them during the first trip offshore, as well as what they may expect to encounter during this trip. Employers have the option, of course, to institute broader procedures commensurate with their own policies and standards.

## 2 Coverage

Section 4 of this Recommended Practice is a checklist that outlines the items that should be included in the new employee orientation. Section 5 contains examples of orientation material for which instruction should be provided to the new employee.

## 3 Training Responsibilities and Records

Employers are responsible for their employees' training. The person in charge at the offshore location is responsible for providing any on-site time necessary to accomplish the training described in this Recommended Practice. As appropriate and acceptable to the employer, the instructions may be provided by the person in charge. Employers shall maintain a record at a local or central location of the training each of their employees receives in accordance with the provision of this Recommended Practice. Documentation of the training shall be furnished on those employees whose assigned work location varies.

## 4 Checklist to Assist Companies in Developing an Orientation Program for Personnel Going Offshore for the First Time

### 4.1 GENERAL

The following is a recommended list of topics designed to assist employers in accordance with their own policies and procedures to develop training and orientation pro-

grams for personnel going into offshore operations for the first time.

Employers should ensure that their employees going offshore are physically qualified with respect to agility and general health.

### 4.2 ORIENTATION PRIOR TO BEING TRANSPORTED OFFSHORE—BY EMPLOYER

#### 4.2.1 Work Clothes and Personal Protective Equipment

The employer shall either provide the personal protective devices or identify the safety standards for equipment that the employee must furnish.

The employer shall describe requirements for work clothes and personal protective equipment with particular consideration for the specific job and location, keeping in mind protection of skin, head, eyes, hands, feet, and respiratory and auditory systems.

#### 4.2.2 Firearms, Illegal Drugs, and Alcoholic Beverages

The employer shall advise all employees that under no circumstances are firearms, illegal drugs, or alcoholic beverages allowed on helicopters, vessels, or offshore platforms. Helicopter pilots or vessel captains may refuse to transport or board persons judged to be under the influence of drugs or alcohol.

#### 4.2.3 Directing New Personnel Where to Report Off shore

##### 4.2.3.1 Helicopter Transportation

Prior to going offshore for the first time, employees shall be given instructions by their employer in dealing with emergencies. These instructions should include, but not be limited to, the following:

- a. Define authority of pilot.
- b. Describe manifest and weighing procedures.
- c. State safe embarking and disembarking procedures, including such items as tail rotor hazards, routes of egress, and proper procedures for handling long objects or light items which can be blown away or into the rotors.
- d. Outline loading procedures, including use of approved life jackets, seating arrangements, seat belts, luggage, and cargo.

- e. State rules pertaining to pollution prevention and smoking.
- f. Outline rules of safe conduct in flight.
- g. Outline emergency procedures, inflight, and emergency landing.

#### 4.2.3.2 Boat Transportation

Prior to going offshore for the first time, employees shall be given instructions by their employer in dealing with emergencies.

These instructions should include, but not be limited to, the following:

- a. Define authority of the boat captain.
- b. Describe passenger manifest procedures.
- c. Outline safe loading procedures, including use of Coast Guard-approved Personal Flotation Devices (PFD), seating arrangements, luggage, and cargo.
- d. State rules pertaining to pollution prevention and smoking.
- e. Outline rules of safe conduct during transit.
- f. Describe safe disembarking procedures, including swing ropes and/or personnel baskets, and handling of materials. If possible, demonstrate the use of swing ropes at the offshore disembarkation point.
- g. Outline emergency procedures.

#### 4.3 ORIENTATION AT OFFSHORE LOCATIONS

The employer shall establish procedures for the person in charge, or that person's representative, to receive new personnel and conduct the offshore orientation. The following should be included in the orientation:

- 4.3.1 Explain system for accounting for the whereabouts of all personnel who are offshore.
- 4.3.2 Note station bill location and review station bill, station, and assignment in emergency, communication procedures, emergency signals, and shutdown systems.
- 4.3.3 Briefly explain policies relative to pollution prevention and government regulations, including the reporting of escaping oil and gas. Also discuss policies prohibiting the throwing overboard of litter and equipment.
- 4.3.4 Make bunk and locker assignment, if necessary, and explain galley procedures.
- 4.3.5 Explain location and types of first aid equipment and injury reporting procedure.
- 4.3.6 Explain safe practices and procedures in multiple operations (drilling and producing) including who is in charge of such operations.
- 4.3.7 Outline PFD regulations.

4.3.8 Designate smoking and non-smoking areas. State rules regarding use of matches and cigarette lighters.

4.3.9 Identify high noise level areas, and explain ear protection requirements.

4.3.10 Point out escape routes, and explain evacuation procedures.

4.3.11 Point out swing ropes and/or personnel baskets, and instruct in safe transfer procedures.

4.3.12 Point out fire suppression systems and equipment.

4.3.13 Caution against manipulating valves and controls that the new employee does not understand.

4.3.14 Tour facilities and point out items covered above, as applicable.

4.3.15 Introduce the new employee to the employee's immediate supervisor.

### 5 Example of Orientation Material for Personnel Going Offshore for the First Time

#### 5.1 YOUR WORK CLOTHES AND PROTECTIVE EQUIPMENT

5.1.1 Wear well-fitted clothing in good condition that covers your legs, body, and upper arms.

5.1.2 Wear an approved hard hat in all areas except living quarters.

**5.1.3** When outside the living quarters, all personnel except visitors are required to wear safety shoes. Do not wear shoes with hob nails or steel taps.

5.1.4 Do not wear rings or loose-fitting chains and bracelets in work areas.

5.1.5 Wear a snug-fitting, Coast Guard-approved PFD during all over-water transfers between vessels and structures, and when working near or over the water where there are no handrails.

5.1.6 Wear safety glasses with side shields, safety goggles, and/or face shields as appropriate for eye protection when performing or in the vicinity of hammering, grinding, buffing, chipping, sandblasting, welding, and any other type of work where hazards of eye injury exist. Prescription glasses should have safety lenses.

5.1.7 Wear other types of personal protective equipment required for specific jobs or to protect ears, hands, head, feet, and respiratory system. These include gloves, earmuffs or plugs, air masks, respirators, aprons, and safety belts. Your supervisor will point out those items that must be worn at your job.

## 5.2 YOUR TRANSPORTATION OFFSHORE

### 5.2.1 Helicopter Transportation

If you ride in a helicopter, you must have the following instructions well in mind:

#### 5.2.1.1 Normal Operations

Follow the pilot's instructions, as the pilot is in complete charge of the helicopter and its passengers. Pilots have the authority to refuse passage to anyone they consider to be an unsafe passenger.

Provide the pilot or dispatcher with all information requested before boarding a helicopter. This may include your name, total weight (including your gear), your company affiliation, and destination.

Do not smoke on the heliport landing area onshore, or on the landing platforms offshore. Do not smoke while in flight unless you have been advised by the pilot that it is permitted.

Under no circumstances are firearms, alcoholic beverages, or illegal drugs permitted aboard the helicopter, or at any location offshore. Persons judged by the pilot to be under the influence of alcohol or drugs will not be transported.

Remain well clear of the tail rotor at all times. Approach and disembark from the helicopter toward the front or side of the aircraft. Under no circumstances should you walk under or near the tail rotor. In high winds or unusual conditions, the main rotor blades can dip below the six-foot level anywhere around the aircraft, so approach and depart the helicopter in a crouched position well below the rotor tips. Hold pipes, poles, and other long items horizontally so that they do not strike the rotor. Hand-carry any light items, such as your hard hat, that can be blown into the rotors.

Walk-never run-to and from the aircraft.

Take care not to damage floats when getting in and out of the aircraft, and when loading and unloading your luggage and cargo.

Get clearance from the pilot before putting anything in the luggage compartment.

Wear a PFD while aboard the helicopter, and do not remove it until the aircraft has landed. Before disembarking, replace the PFD where it should be stored-not on the floor. Never tamper with CO<sub>2</sub> cartridges or life-saving equipment.

Take a seat as directed by the pilot. Fasten your seat belt securely, and do not unfasten it until the pilot signals you to disembark.

Wear hearing protection devices if they are provided.

Never throw anything out of the helicopter because of possible damage to the rotor systems.

Heed the pilot's pre-flight emergency briefing, and follow the pilot's instructions during any emergency.

#### 5.2.1.2 Emergency Operations

The following are instructions should you experience emergency operations during your helicopter transportation:

- a. You will be **with** an experienced pilot. Remain calm and follow the pilot's instructions. You will be flying in a planned route and, if the helicopter makes an emergency landing, help should soon arrive.
- b. During descent, keep your seat belt fastened and mentally review procedures to be followed after the helicopter is on the water.
- c. Do not release the emergency exits or doors until the rotor blades have stopped turning.
- d. Release your seat belt. Helicopters are equipped with floats and will remain upright for some time, depending on the landing and sea conditions. If there is no danger of capsizing or sinking, remain in the cabin.

**CAUTION:** If you are wearing an inflatable **PFD**, do not inflate your PFD while in the cabin. Make sure your PFD is securely fastened and fits snugly.

- e. Carefully place the life raft outside the cabin, maintaining control of the raft by holding the **"D"** ring handle or lanyard. The raft will then be ready to deploy/inflate if you need it.
- f. If there is danger of capsizing or sinking, step out of the cabin and inflate the PFD (if wearing that type) only when outside of the helicopter. Your PFD will keep you afloat indefinitely. If the gas (CO<sub>2</sub>) should leak out after a time, re-inflate the PFD by blowing into the tubes on both sides of the PFD.
- g. Stay near the helicopter if it becomes necessary to get in the rafts. Remove the survival kit from the aircraft and take it aboard the raft. Remember that you are flying a planned route, and you will be easier to find near the aircraft.
- h. Remove the signaling devices from the survival kit and prepare to use them (e.g., mirrors, dye markers, emergency beacon, *flares*). *Deploy sea anchor to help hold your location.*
- i. After entering the life raft, tie multiple rafts together with a rope found in the survival kit. Avoid letting the rafts rub together.

#### 5.2.2 Vessels

In a boat, you must have the following instructions well in mind:

##### 5.2.2.1 Normal Operations

Follow the captain's instructions, as the captain is in complete charge of the boat, its cargo, and its passengers. Boat captains have the authority to refuse passage to anyone they consider to be an unsafe passenger.

Provide the captain or dispatcher with all information requested at the time of boarding. This may include your name, company affiliation, and destination.



Under no circumstances are firearms, alcoholic beverages, or illegal drugs permitted aboard the boat or any location offshore. Persons judged by the captain to be under the influence of alcohol or drugs will not be transported.

Follow the captain's instructions as to the loading procedures, storage of luggage and cargo, eating arrangements, and smoking restrictions.

Disembarking from boat to platform in open water is potentially hazardous. If two-tier ropes are provided, always swing on the rope farthest from you. When seas are rough and winds high, the hazards are increased. Always wear a PFD, snugly fitted and securely fastened.

If you transfer **by** the swing rope, have both hands and arms free, catch the knotted rope when the boat is on top of a swell, and swing to the platform by pushing off from the boat with your feet. Do not let the swing rope get between your legs. After you have landed on the platform, release the rope for use by the next person, and be alert to assist **that** person, if necessary, in making their landing. Always **keep** feet and legs clear of the platform landing. Transfer your luggage and material by material basket and crane, or by handing them from the boat to personnel on the platform.

If you transfer by a personnel basket, position yourself on the deck of the boat, clear of the descending basket, as directed by the captain. The basket will be lowered onto the deck from the structure or rig platform above. When it is on the deck, place your luggage in the bottom center of the basket. Then stand on the outside rim of the basket, facing and leaning slightly toward the center, and grasp the basket ropes securely. Keep **your knees slightly** bent or flexed, and be prepared for unexpected moves, particularly in rough seas.

Read emergency procedure instructions posted on the boat, and follow the captain's instructions in the event of an emergency.

### 5.2.2.2 Emergency Operations

The following are instructions should you experience emergency operations during your boat transportation:

a. The boat captain and crew have emergency drills for how to don a PFD, **fire**, man overboard, and abandon ship. You should participate in any on-board drills to take advantage of the opportunity to learn as much as possible (e.g., emergency exits, evacuation routes, and fire extinguisher locations) in case a real emergency arises.

b. In the event someone falls into the water, immediately inform the boat captain by shouting "Man overboard." Assist in the rescue as directed by the captain.

c. Do not release any gear from the boat unless directed to do so by the captain or **a** crew member. If life rafts are being deployed, stay clear of the painter (line used to secure or tow the boat). If you need to **throw** a life ring, use care not to hit the person in the water. Throw the ring so the current will take it toward the person in the water. Attach a **safety** line to anyone **entering** the water to perform a rescue. If a boat is launched and you are in it, stay seated.

d. If it becomes **necessary** to abandon ship, stay near the boat and prepare to use the survival kit signaling devices (e.g., mirrors, dye markers, emergency beacon, flares).

## 5.3 REPORTING IN AT THE OFFSHORE LOCATION

**53.1** Report immediately to the person in charge of the platform, or that person's representative. Sign in if required.

5.3.2 Platform procedures will be explained to you. Listen carefully. These may include:

- a. Assigning you to your station and duties in the **event of an emergency**.
- b. Making your bunk and locker assignments.
- c. Familiarizing you, as applicable, with the structure.
- d. Giving you instructions regarding such items as emergency signals, communications procedures, first aid equipment, injury reporting procedures, PFD rules, smoking areas, use of matches and cigarette lighters, escape routes, hearing protection, over-water transfers, and fire suppression systems.

5.3.3 Report immediately to the person in charge any escaping oil and gas or other forms of pollution that you see.

5.3.4 Do not throw anything overboard. Carefully **follow** all rules designed to prevent pollution.

5.3.5 Become thoroughly familiar with all emergency procedures.

5.3.6 You will be directed to your immediate supervisor for instruction in your job assignment.

5.3.7 If you are in doubt, ask questions.

ADDITIONAL COPIES AVAILABLE FROM  
PUBLICATIONS AND DISTRIBUTION  
(202) 682-8375



1220 L Street, Northwest  
Washington, D.C. 200054070  
202-682-8000

Order No. GT1004