## Offshore Helicopter Safety

1. **Purpose**

To establish proper procedures for travel offshore by helicopter.

1. **Responsibilities**

It is the responsibility of the Department Supervisors for assuring that all necessary employees have the proper training.

1. **Procedure**

* All employees should be briefed, prior to flight, by a pilot or helicopter coordinator. A member of the flight crew or a qualified escort must escort passengers at all times while on the helideck.
* All employees must have received water safety training, helicopter safety and offshore orientation prior to any flights offshore. All training must be documented and the records will be maintained in the Human Resources department.
* All employees should arrive well in advance of their flight time.
* Always provide an accurate assessment of your weight and the weight of your baggage and equipment.
* Firearms, illegal drugs and alcohol are strictly prohibited on board the aircraft, at job sites and at shore bases.
* All of your gear and personal belongings must be securely stowed inside of a bag in the vicinity of helicopter operations.
* The pilot is in charge of all flight operations. If he requests that you leave excess baggage, do so without controversy. If gear must be left behind at the shore base, contact your direct supervisor at your next available opportunity and inform them of the situation.
* If PPE (personal protective equipment) must be worn near helicopter operations, it must be securely fastened to your person.
* Always approach and leave the helicopter form the side and NEVER from the back or tail rotor section. The tail rotor cannot be seen while in motion and this area must always be avoided.
* Never go under the tail boom of the helicopter.
* The helicopter will provide you with an approved life vest and this life vest must be worn at all times while on the helicopter.
* Hearing protection will be provided by the flight crew of the helicopter. All employees must wear ear protection while in or around helicopters.
* Never throw objects from a helicopter.
* Always keep you seat belt securely fastened while in a helicopter.
* Smoking is not permitted on the helideck or in the vicinity of helicopter operations.
* Passenger use of cell phones is not permitted and cell phones must be turned off and stowed during flight.

1. **Helicopter Emergencies**

When a helicopter must land in the water because of an emergency, or ditching, the following procedure should be observed.

* Always follow the orders of the pilot.
* Note the location of life rafts and survival kits. Be prepared to deploy them should the pilot not be physically able to do so.
* Brace for impact. A second strong jolt will be felt when the rotor hits the water. Do not exit the helicopter until the blades have stopped rotating.
* Wait for the pilot's command to open window, doors and to deploy the life raft.
* If the helicopter begins to sink. Do not wait for the pilot's orders and exit the aircraft immediately.
* Do not inflate your lifejacket until you have exited the aircraft.
* All surviving members of the crash must remain together.
* Be prepared to assist others if you are able.
* Helicopter flight paths are pre-planned and an emergency signal will be sent during an emergency. Help should arrive quickly.