## Water Survival / Offshore Orientation

This policy applies to all Company employees working over or near water that presents a drowning hazard.

1. **Responsibilities**

* Managers and Supervisors shall ensure that all employees who are working on or near water are properly trained, have adequate equipment and follow safe work procedures.
* Employees shall follow the requirements of this program and notify supervision of defective equipment or unsafe conditions.

1. **General**

* When it is necessary to perform work after dark, two (2) individuals shall be assigned to work together.
* During daylight hours, an individual may be assigned to work by himself/herself provided he/she has proper communication equipment and has transportation immediately available.
* All affected employees must participate in offshore emergency evacuation drills.
* All employees, who work offshore, shall be trained in offshore water survival techniques.
* No employees shall posses or transport any firearms, illegal drugs and/or alcoholic beverages while on our company property or on client’s properties. These properties are extended to automobiles, marine transportation, air transportation, and all jobsites.
* All employees will behave themselves in a professional manner and at no time should any employee engage in horseplay or any other activity outside the scope of their employment.

1. **Watercraft Safety**

* All employees must follow the boat captain's instructions. He/she is in complete charge of the boat and its passengers.
* The captain has the authority to refuse passage to anyone he/she considers to be an unsafe passenger.
* Follow the captain's instructions on loading and unloading procedures, storage of luggage, cargo, seating arrangements, and smoking restrictions.
* Provide the captain with all information requested at the time of boarding. This may include your name, company affiliation and destination.
* Disembarking to/from boat and platform in open water is potentially hazardous. All employees must wear a coast guard approved life jacket (PFD) during any disembarking process to or from a watercraft.
* When loading/unloading equipment on a barge, workers shall secure the barge before attempting loading/unloading operations.
* When loading equipment, ensure the load is balanced or centered on the barge.
* All equipment should be properly secured with binders to prevent movement in case choppy waters are encountered during the move.

1. **Personal Flotation Devices**

* Where required, employees who work over or near water must wear a fully secured work vest, except when working on immovable installations where guard rails are provided or in enclosed areas. Type 1 is best for buoyancy and Type 2 is best as a work vest.
* Employees on offshore platforms are required to wear a work vest when working at the +10 level or below the lowest working level.
* The platform supervisor/coordinator shall decide if and when employees may deviate from this requirement.
* Each person is responsible for the care and maintenance of the work vest/life jacket assigned to them. A work vest/life jacket that is no longer an effective flotation device must be taken out of service and reported to the supervisor for replacement.
* All persons must wear work vests/life jackets when boarding or disembarking undocked vessels.
* It is not mandatory to wear work vests/life jackets while riding inside the cabin of a jon-boat or crew boat. However, when outside the cabin, employees must wear work vests/life jackets.
* All persons must wear work vests/life jackets while working on or near docks and aboard decks of cargo vessels, tugs, and barges.
* Inflatable life jackets are provided and must be worn when traveling by helicopter over water.
* Life jackets (U.S.C.G. approved, Type I) must be worn while conducting platform abandonment drills.
* When in the water, stay calm, stay in a group, conserve energy, conserve body heat and await assistance.

1. **In-Flight Helicopter Safety Requirements include:**

* Seat belts must be worn at all times.
* Smoking is not permitted in the passenger area.
* Do not change seats during flight.
* Keep clear of all controls.
* Do not open doors or throw any objects from the aircraft at any time.
* Advise the pilot of any unusual occurrences you may observe.
* Obey all instructions or orders given by the pilot.

1. **Training**

* Training records shall be kept at each company location employing offshore workers.
* Training shall include:
* All employees working on Inland and Offshore Waters shall attend annual training on Marine Trash and Debris Awareness. This training consists of viewing a video titled “All Washed Up: The Beach Liter Problem.”
* All Company employees working offshore shall take a Water Survival course. The course will be taken at approved training facilities that are selected by The Company’s local management.
* Company employees are required to recertify every three (3) years.
* Requirements for work clothes & PPE for particular consideration for specific job & location. All required PPE shall be provided.
* Safety & emergency procedures for helicopter transportation.
* Safety & emergency procedures for boat transportation.