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Purpose

The purpose of this program is to ensure that all employees and visitors are properly trained to ensure safety of all personnel during transport and work while offshore. It applies to all operations, programs and locations that require employees to engage in work activities offshore.

Administrative Duties

The Operations Manager is our Water Survival/Offshore Orientation Program Coordinator, who has overall responsibility for the plan. Copies of this written program may be obtained from the Operations office.

General

Trinity Medical Management ("Trinity") ensures that our employees going offshore are physically qualified with respect to agility and general health.

Orientation Prior to being Transported Offshore

Employees will be instructed on where to report offshore.

Work Clothes and Personal Protective Equipment

Trinity provides the personal protective devices or identifies the safety standards for equipment that each employee must furnish.

The Company will 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.

Firearms, Illegal Drugs, and Alcoholic Beverages


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.

Directing New Personnel Where to Report Offshore

Helicopter Transportation

Prior to going offshore for the first time, employees will be given instructions by the Company in dealing with emergencies. These instructions include, but not are limited to, the following:

- Define authority of pilot.
- Describe manifest and weighing procedures.

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- 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.
- Outline loading procedures, including use of approved life jackets, seating arrangements, seat belts, luggage, and cargo.
- State rules pertaining to pollution prevention and smoking.
- Outline rules of safe conduct in flight.
- Outline emergency procedures, in-flight, and emergency landing.

Boat Transportation


Prior to going offshore for the first time, employees will be given instructions by the Company in dealing with emergencies. These instructions include, but not are limited to, the following:

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

Offshore Orientation

The Company has established procedures for the person in charge, or that person's representative, to receive new personnel and conduct the offshore orientation. The following is included in the orientation:

- Explain system for accounting for the whereabouts of all personnel who are offshore.
- Note station bill location and review station bill, station, and assignment in emergency, communication procedures, emergency signals, and shutdown systems.
- 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.
- Make bunk and locker assignment, if necessary, and explain galley procedures.
- Explain location and types of first aid equipment and injury reporting procedure.
- Explain safe practices and procedures in multiple operations (drilling and producing) including who is in charge of such operations.
- Designate smoking and non-smoking areas. State rules regarding use of matches and cigarette lighters.
- Identify high noise level areas, and explain ear protection requirements.
- Point out escape routes, and explain evacuation procedures.

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- Point out swing ropes and/or personnel baskets, and instruct in safe transfer procedures.
- Point out fire suppression systems and equipment.
- Caution against manipulating valves and controls that the new employee does not understand.
- Tour facilities and point out items covered above, as applicable.
- Introduce the new employee to the employee's immediate supervisor.


Personal Protective Equipment

- Wear well-fitted clothing in good condition that covers your legs, body, and upper arms.
- Wear an approved hard hat in all areas except living quarters.
- 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.
- Do not wear rings or loose-fitting chains and bracelets in work areas.
- 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.
- 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.
- 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.

Helicopter Transportation

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

- 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.


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- Remain 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 CO2 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.

Emergency Operations

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

- 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.
- During descent, keep your seat belt fastened and mentally review procedures to be followed after the helicopter is on the water.
- Do not release the emergency exits or doors until the rotor blades have stopped turning.
- 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.
- 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
- 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 (CO2) should leak out after a time, re-inflate the PFD by blowing into the tubes on both sides of the PFD.

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- 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.
- 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.
- After entering the life raft, tie multiple rafts together with a rope found in the survival kit. Avoid letting the rafts rub together.

Vessels

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

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 tough seas.

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


Emergency Operations

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

- 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.
- 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.
- 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.
- 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).

Reporting In at the Offshore Location

- Report immediately to the person in charge of the platform, or that person's representative. Sign in if required.
- Platform procedures will be explained to you. Listen carefully. These may include:
 - Assigning you to your station and duties in the event of an emergency.
 - Making your bunk and locker assignments.
 - Familiarizing you, as applicable, with the structure.
 - 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.
- Report immediately to the person in charge any escaping oil and gas or other forms of pollution that you see.
- Do not throw anything overboard. Carefully follow all rules designed to prevent pollution.
- Become thoroughly familiar with all emergency procedures.
- You will be directed to your immediate supervisor for instruction in your job assignment.
- If you are in doubt, ask questions.

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Water Safety Procedures

Employees are informed of the types of personal flotation devices:

1. Type 1: Best for most buoyancy.
2. Type V: Work Vest.

Do not jump into the water unless it is the only means of evacuation. When in the water, stay calm, stay in a group, conserve energy, conserve body heat and await assistance.

MMS Marine Trash & Debris Awareness Training

All personnel who work offshore must attend annual training on Marine Trash and Debris Awareness. The major element of this training consists of viewing the OOC video or slide show entitled, "All Washed Up: The Beach Litter Problem."

Training & Records Retention

The Field Training Officer is in charge at offshore locations for providing any on-site required training. The Training and Compliance Manager maintains a record at a local or central location of the training each of our employees receives in accordance with all applicable safety regulations. Documentation of the training is furnished on those employees whose assigned work location varies.