**Safe Work Requirement**

Safety Induction Procedure

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| PURPOSE The purpose of this procedure is to provide guidance to the person leading the Safety Induction, to ensure that all personnel are introduced to the ECDC and Client safety and emergency procedures. SCOPE This procedure applies to all employees, contractors, third parties personnel and/or visitor entry to a ECDC rig. Definitions **Visitor:** Person not spending more than one day on the rig and not considered able by the Rig Manager to go to the rig site unaccompanied.  **Rig personnel:** Person working regularly on the rig for whatever companies.  **ECDC:** Egyptian Chinese Drilling Company. Responsibilities **Rig HSE Supervisor:** Provide new arrivals (visitors or new hired personnel) with safety induction and emergency response. Procedure    New Employee Induction  1. **Need for New Staff Induction**   The induction of new / newly transferred (NT) personnel is of utmost importance.  Company employees should realize that new / newly transferred employees do fulfill an important need of the Company. Most new employees come into the Company highly motivated and anxious to do well in their new assignment. They seek acceptance as quickly as possible.  New / NT employees will, in most cases, adopt the attitude that already exists within a company. Enthusiastic, energetic employees will have already set a pace new employees will find challenging and exciting.  Drilling site and other worksite operations add an additional dimension of experience and circumstances that all personnel should be aware of.  It is important that each employee be they experienced or inexperienced, be instructed in procedures and practices that they are expected to know and acknowledge.  Briefing is very important part of an employee’s introduction to the drilling operation as all employees should understand fully what they can expect to encounter and what is expected of them on the drilling installation.   1. **The Objectives of New / Newly Transferred Employee Orientation** 2. To develop an understanding of emergency response action. 3. Orientation to equipment and the duties the new employee is expected to perform. 4. Determine what experience and knowledge they have to contribute to the operation. 5. Make the new / newly transferred employee fully aware of ECDC and Client operating practices, safety regulations and requirements. 6. Introduce the new / newly transferred employee to fellow crewmembers and other worksite personnel.  Safety Briefing  1. **Safety Briefing On Arriving Shall Be Given To The Following:** 2. Visitors 3. Persons arriving to work on the work site for the first time. 4. Persons who are infrequent workers on the work site. 5. Regular workers on site after returning from field breaks. 6. **The new arrival will be met in the Control / Radio room or briefing room by the HSE supervisor, Radio Operator or Medic.** 7. **Personnel Protective Equipment** 8. Hard Hat: 9. Any new employee or recently transferred personnel and day visitors will be required to wear a green hard hat for a period of about two rotations. This will remind permanent employees to take extra precaution and time to help and guide these new personnel. 10. Trainees or newly hired personnel will use the green colour until the confirmation and switch to a red colours.   ECDC color code for hard hart will be followed   1. Safety Gear 2. Coverall : ECDC Standard red colour for field staff 3. Safety Boots : As per ECDC or client approved Standard type 4. Eye protection : As per ECDC or client approved Standard type 5. Gloves : As per ECDC or client approved Standard type 6. Inductions will be given by the ECDC Rig HSE Supervisor, and will address the following points as a reference:   The new arrival will be instructed as soon as possible on:   1. The layout of the worksite and all safety signs have to be complied with 2. Client and ECDC safety management policies and golden safety rules. 3. Alarms signals for different types of emergencies. 4. Operation at the time of the induction 5. Drills and Site Muster Points 6. Medical evacuation protocol 7. Smoking policy, camera using policy, empowerment to stop policy and drug and alcohol policy 8. Land transportation rules and driving policy requirements; vehicle speed limits, seat belt policy, including access restrictions (i.e. during well testing) and vehicle use restrictions (i.e. only designated personnel to use rig vehicles, cranes and forklift trucks 9. ECDC fire-fighting equipment and procedures 10. Waste management policy and practices 11. Receiving and Reporting First-aid Treatment 12. Medical facilities available at site 13. Specific responsibilities of each individual 14. An outline of the Job Safety Analysis (JSA) procedures 15. An outline of the ECDC permit-to-work and Lock out/Tag out (LOTO) system procedures 16. Identified hazards at the site (if any at the season) 17. STOP program and incident reporting requirements. 18. Personal Protective Equipment (necessary PPE for the job) 19. Safety Meetings 20. H2S awareness 21. Client’s main concerns for HSE and operations. 22. All new arrivals will report after the briefing to the Rig Manager. 23. Induction Check List 24. The induction check list shall be used as a guide to ensure that all new employees have received the appropriate information during the orientation process & be completed before worker starts his first shift 25. Orientation should cover areas related to the workers employment responsibilities as laid down in his job description.  Job Orientation The employee orientation process is important in order to have an employee who can work safely and productively and feel like part of the crew. The orientation is to be completed by the HSE Supervisor and Rig Manager before any new employee is allowed to work on the job site.  Employee orientation provides a general overview of the job the employee will be performing, what protective clothing he is expected to wear on the job, what specific hazards he may encounter and the equipment he may be working with.  Upon arrival at the work site, either the Rig Manager or the immediate Supervisor shall accompany the new employee on a tour of the site and location to point out:   1. Job Description and responsibilities review 2. Work and rest regime 3. The emergency alarms, drill procedure, escape exits, life-saving and fire-fighting equipment and what to do or where to go in the event of an emergency. 4. The safety equipment layout, operating requirements and signs. 5. The layout of the worksite and related equipment. 6. The function of the various worksite equipment components, if the person is inexperienced. 7. Introduction with site key staff & other work mates. 8. The camp/ living quarters including where the person will be bunking, showering, changing clothes, eating and the location of the recreation facilities. 9. The duties of the new employee, where he is expected to work, and a thorough explanation of the related tools and equipment. 10. Repeat the procedure as often as is necessary or as long as an effort being made to learn. Patience should be exercised so as not to discourage the person. 11. Compliment and encourage the person with each step of progress. 12. Periodically, as time progresses, review the progress being made with the person. Point out strong and weak areas of his work, making them aware that their performance is being monitored and that a performance appraisal will be compiled.  On The Job Training On the job training starts when an employee goes through orientation and at a point consistent with the employee’s experience and ability. On the job training is given to employees by supervisors, who train them in the skills they need to perform their jobs safely and efficiently.  Supervisors must train their crew members in equipment handling, hazards (known and hidden), well control, emergency procedures, safety of ones own self and others, participation in safety meetings and site inspections.  In addition Supervisors and Site Managers must train their crew members in equipment handling, hazards (known and hidden), load rigging, truck loading and unloading, emergency procedures, safety of one’s own self and others, participation in safety meetings, site inspection techniques, painting and pipe / casing handling operations.  Immediate Supervisor must train the crew members in DOPs, work related hazards, safe operate, inspection and maintenance of equipment. record The safety inductions have to be recorded and kept at least one year for review. |  |