All employees whose job duties require that they engage in offshore work will receive initial water survival and offshore orientation training prior to any offshore activities. Additionally, they will receive annual refresher training.

This training will be given in-house by competent persons. Training will be documented by utilizing training sign-in sheets. The Safety Director is responsible for maintenance of training records and these records will be maintained at a local location, specifically, the Safety Director’s office. Documentation of training will be furnished on those employees whose work location varies.

Training will fulfill the requirements of the U.S. Department of Interior Material Management Service as well as the above reference API documents which may be purchased from the API web site.

Training will include:

a. A description of the appropriate work cloths and PPE for specific jobs and locations. Consideration will be given to protection of skin, head, eyes, hands, feet, and respiratory and auditory systems. All PPE will be supplied by the company.

b. An explanation of the requirement that firearms, illegal drugs and alcoholic beverages are prohibited on helicopters, vessels, shore bases, and offshore jobsites.
   1. Helicopter pilots or vessel captains may refuse to transport or board persons judged to be under the influence of drugs or alcohol.


   **Helicopter Transportation – Normal Operations**

   Follow the pilot’s instructions – the pilot is in complete charge of the helicopter and its passengers.
Provide the pilot (or dispatcher) all requested information before boarding which may include your name, total weight including gear, company affiliation, and destination.

Do not put anything in the luggage compartment without approval from the pilot. Remember the manifest contains the weight of everything on board and it must be accurate for safe flying.

Remain clear of the tail rotor at all times. Approach and disembark from the helicopter toward the front or side of the aircraft. Never walk under or near the tail rotor. In high winds, approach and depart the helicopter in a crouched position well below the rotor tips. Hold light items so they cannot be blown into the rotors.

Take care to not damage the floats while boarding or disembarking.

Wear a PFD while on board the helicopter and store it properly after the flight. The pilot will tell you where to sit and you must fasten your seat belt securely. Do no unfasten the seat belt until the pilot signals you to disembark.

Never throw anything in the water!

**Helicopter Transportation – Emergency Operations**

Stay calm, follow the pilot instructions. If an emergency landing is taking place, help will arrive soon.

Keep seat belt fastened securely and mentally review the procedures to be followed once on the water.

DO NOT release emergency exists until the rotor blades have stopped turning.

If helicopter is upright (and on floats) remain in the helicopter.

Carefully place the life raft outside the cabin, maintaining control by holding the “D” ring handle or lanyard.

If wearing an inflatable PFD, not dot inflate until out of the cabin.

If PFD gas is ;leaking out, you can re-inflate it by blowing into the tubes on both sides of it.

If necessary to get into the raft, try to stay near the helicopter.

Remove signaling devices from the survival kit and be prepared to deploy them.

Do deploy the sea anchor to help hold your location.

Tie multiple rafts together and avoid letting them rub each other.
Vessel Transportation – Normal Operations

Follow the captain’s instructions. The captain is in complete charge of the boat, its cargo, and its passengers.

Provide the captain (or dispatcher) all requested information before boarding which may include your name, total weight including gear, company affiliation, and destination.

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

Disembarking from a boat to platform in open water is dangerous. If two-tier ropes are provided, always swing from the rope farthest from you. Always wear a PFD snugly fitted and securely fastened.

If transferring by swing rope, have both hand and arms free, catch the knotted tope 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 landing on the platform, release the rope for the next person and be ready to help the next person on their landing.

Transfer your luggage and material by material basket and crane or by hand them from the boat to personnel on the platform.

If you transfer by personnel basket, position yourself on the deck of the boat, clear the descending basket as directed by the captain. The basket will be lowered onto the deck from the structure 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 you knees bent and be prepared for unexpected moves.

Read emergency procedure instructions and follow the captains instruction in the event of an emergency.

Vessel Transportation – Emergency Operations

The captain and crew have emergency drills on how to don a PFD, fire, man overboard, and abandon ship. You should participate in these drills.

Know, before hand, emergency exits, fire extinguisher locations, evacuation routes so you are prepared in case of a real emergency.

If someone falls in the water, inform the captain by shouting “Man overboard” and assist in the rescue as directed by the captain.
Do not release any gear from the boat unless directed by the captain.

If it become necessary to abandon ship, stay near the boat and prepare to use the survival kit signaling devices.

Always follow the captain’s instructions.

**Orientation at offshore location:**

Procedures to receive new personnel at an offshore locations will be established for the person in charge or that person’s representative to conduct.

The following should be included in the orientation:

The 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, communications procedures, emergency signals and shutdown systems.

Briefly explain policies relative to pollution prevention and government regulations including the reporting of escaping oil and gas.

Discuss policies prohibiting the throwing overboard of litter and equipment.

Make bunk and locker assignments.

Explain location and types of first aid equipment and injury reporting procedures.

Explain safe practices and procedures in multiple operations (drilling and producing) including who is in charge of such operations.

Outline PFD regulations.

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

Identify high noise areas and ear protection requirements.

Point out escape routes and evacuation procedures.

Point out swing ropes and/or personnel baskets, and instruction 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 the facilities and point out items above, as applicable.

Introduce new employee to immediate supervisor.
**Water Safety:**

Personnel will be instructed in water safety including types of personal flotation devices.

- Type I provides the most buoyancy.
- Type V is a work vest.

Employees are not to jump into the water unless it is the only means of evacuation.

If employees wind up in the water, they are instructed to remain calm, stay in a group, conserve energy, conserve body heat, and await assistance.

**Marine Trash and Debris Awareness:**

An initial and annual viewing of “Marine Trash and Debris” prepared by the Offshore Operations Committee in conjunction with the Materials Management Service will be provided for all employees and this training will be documented. A copy of “Marine Trash and Debris” follows this page.

Further, the company for whom we are working will certify, annually, that all persons (including maintenance and construction crews) have viewed the OCC Video or slide show titled “All Washed Up” or “Think About It”.

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MARINE TRASH AND DEBRIS

Reduction

Awareness

Elimination

Net Recovery

Photo Courtesy of USCG
BACKGROUND

FACT:

Marine trash and debris:
- Pose a threat to fish, marine mammals, sea turtles, sea birds, and other wildlife;
- Cause costly delays and repairs for commercial and recreational boating interests;
- Detract from the aesthetic quality of recreational shore fronts; and
- Increase the cost of beach and park maintenance.
WHAT IS MARINE DEBRIS?

*Marine debris* is any object or fragment of wood, metal, glass, rubber, plastic, cloth, paper or any other man-made item or material that is lost or discarded in the marine environment.
DEBRIS PERSISTS

- Depending upon its composition, marine debris:
  - May sink to the seafloor,
  - Drift in the water column, or
  - Float on the surface of the sea.

- Certain debris, such as plastics, can persist in the marine environment for hundreds of years.

- The effect on the visual or ecological environment is significant.

Information Source: NPS, Mote Marine Lab
The disposal and/or discharge of any solid waste in the marine environment is strictly prohibited by U.S. Coast Guard (USCG) and Environmental Protection Agency (EPA) regulations.

The disposal of equipment, cables, chains, containers, or other materials into offshore waters is prohibited by the Minerals Management Service (MMS).

Regulations on marine trash and debris are also in MARPOL-Annex V and the Marine Plastic Pollution Research and Control Act.
ADDITIONAL LEGAL REQUIREMENTS

- Report materials accidentally lost overboard in accordance with regulations.
- As safe operations allow, recover materials lost overboard.
YOUR ACTIONS MAY SUBJECT YOU TO SEVERE LEGAL CONSEQUENCES!

Despite improvements to date, oil and gas operations in the Gulf of Mexico can contribute to this problem. Offshore operating regulations prohibit deliberately discharging containers and other similar materials (i.e. trash and debris) into the marine environment, and require durable identification markings on equipment, tools, containers (especially drums), and other material.

Photo Courtesy of NPS
Marine debris discarded or lost may injure or kill fish, marine mammals, sea turtles, seabirds, and other wildlife.

Unknown numbers of marine animals die each year from:
- Entanglement in discarded fishing line, strapping bands, ropes, nets, and plastic six-pack rings, and
- Internal injury, intestinal blockage, and starvation from ingesting marine debris.
Marine debris fouls boat propellers and clogs water intake ports on engines - endangering the safety of fishermen and boaters.

Photo Courtesy of NOAA
MARINE DEBRIS MAY RESULT IN ENVIRONMENTAL DAMAGE

Marine debris takes away from the natural beauty of recreational beaches and shorelines and increases the cost of park and beach maintenance. The beaches are here for us to enjoy and sustain.

Photo Courtesy of USGS
Industry efforts to date have reduced, if not eliminated, trash intentionally jettisoned into the Gulf of Mexico. However, there is still a concern about accidental losses from structures and vessels.

As oil and gas industry activities expand into deeper waters, the number of species of protected marine mammals exposed to our activities has increased. Sightings of sperm whales, endangered species, and some threatened species of sea turtles are not uncommon. We need to ensure a chance meeting of these animals with lost materials or debris from our operations does not occur.
# TOP ITEMS LOST FROM OIL & GAS FACILITIES*

1. Hard Hats  
2. Five Gallon Containers  
3. Other Items  
   - Pallets  
   - Scaffold Boards  
   - Plastic Sheeting  
   - Life Jackets  
   - Hand Tools  
   - Handrails  
   - Fire Extinguishers

* Results from an OOC survey conducted in 2004 for 2003 operations
Marine debris can be prevented. Below are some best practices for preventing marine debris from oil & gas facilities:

- Tie it down / Secure it / Stow it to avoid items from being lost overboard.
- Use hardhat chinstraps/tethers.
- Dispose of items properly.
- Cover bins/trash cans/baskets.
PREVENTING MARINE DEBRIS

Additional Best Practices:

- Practice good housekeeping.
- Observe placards. / Follow marine debris training guidelines.
- Use pre-slung packaging. / Store loose items in baskets/lockers.
- Provide butt buckets in smoke areas.
- Reduce the use of pallets. / Use pallet boxes or alternative bulk containers.
- Conduct survey/hazard hunts to identify potential sources of marine debris.
Additional Best Practices:

- Include prevention discussions in pre-job hazard assessment meetings and behavior-based safety programs.
- Increase focus on preventing marine debris, especially in adverse environmental conditions like high winds, high seas, transfer operations, etc.
- If an item is lost overboard, review/discuss in facility safety meetings and share learnings.
- Use OOC marine debris slidepacks as environmental moments in facility meetings.
BE PART OF THE SOLUTION AT WORK OR AT PLAY

Whatever the source, marine debris is a direct result of human activities on land and at sea. At work or play, we need to do our part to not contribute to the problem.

- Be an advocate on the marine debris issue.
- Do your part.
- Educate others.
- What else can we do?