



INSTRUCTIONS:

This form may be used to document an employer's participation in a basic orientation program. As each topic is completed, the employee and instructor should both initial the appropriate box and note the date the item was completed. When all items are complete, the employer may issue a *RIG PASS* completion card. **The employer should keep the original of this form on file.**

| Topic | Employee Initials | Instructor Initials | Date |
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| I. GENERAL SAFETY | | | |
|--|--|--|--|
| A. Principles | | | |
| 1. Employee safe work practices are a condition of employment | | | |
| 2. Workplace injuries are preventable | | | |
| 3. Lead through example | | | |
| 4. Safety is important both on and off the job | | | |
| 5. Each individual's safety performance has a direct bearing on his/her employer's ability to work in the industry | | | |
| 6. Workplace injuries are costly | | | |
| 7. Benefits of safe behavior r/ Attitude is contagious | | | |
| 8. Fatigue and regulated rest periods | | | |
| B. Alcohol and Drug Policies | | | |
| 1. Government regulations / Company requirements | | | |
| 2. Defined / where posted | | | |
| a. Contractor | | | |
| b. E&P operator (if different) | | | |
| 3. Supervisor responsibilities, training, reasonable suspicion | | | |
| 4. Employee awareness: effects and consequences | | | |
| 5. Searches and seizures | | | |
| 6. Testing | | | |
| 7. Reporting of prescription medications | | | |
| 8. Prohibit drug paraphernalia | | | |
| C. Firearms, Weapons and Other Prohibited Items | | | |
| 1. Firearms, ammunition, clubs, illegal drugs, alcohol, lighters/matches, explosives | | | |
| 2. Stolen items, contraband, cell phones | | | |
| D. Personal Conduct | | | |
| 1. No horseplay or practical jokes | | | |
| 2. Observe smoking restrictions | | | |

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| 3. Practice respect for co-workers | | | |
| a. No ethnic, racial, religious or sexual harassment or jokes | | | |
| b. No profanity | | | |
| c. No excessive noise | | | |
| d. Proper dress on and off duty | | | |
| e. Attend to personal hygiene | | | |
| 4. Workplace violence | | | |
| a. Recognition of | | | |
| b. Responsibility to report | | | |
| 5. Items that may be prohibited (stolen items, contraband, cell phones, highly caffeinated energy drinks) | | | |
| E. General Worksite Safety | | | |
| 1. Worksite hazards - types | | | |
| a. Electric (shock) | | | |
| b. Mechanical (caught between/struck by) | | | |
| c. Gravity (dropped objects) | | | |
| d. Pressure (air, drilling mud, gas) | | | |
| 2. Behavior-based safety | | | |
| a. Overview | | | |
| b. Roles and responsibilities | | | |
| 3. Intervention / Stop work | | | |
| a. Management support of intervention | | | |
| b. Employee authority and responsibilities | | | |
| c. Examples of intervention | | | |
| 4. Job Safety Analysis/Job Hazard Analysis (JSA/JHA) | | | |
| a. Roles and responsibilities of hazard identification | | | |
| b. JSA Elements (job steps, hazard identification, mitigation) | | | |
| 5. Pre-job planning meeting | | | |
| 6. Site and unit specific orientation | | | |
| 7. Simultaneous operations/communications | | | |
| 8. Globally Harmonized Safety Signage & Placards | | | |
| 9. When operator and contractor rules differ | | | |
| 10. Chain of command / reporting structure | | | |
| F. Manual Hand Tool and Power Hand Tool Safety | | | |
| 1. Inspect before use, including electrical cords, GFCI or welding leads | | | |
| 2. Take unfit tools out of service | | | |

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| 3. Use appropriate tools for the task (Do not alter tool or use cheater bar, pipe or other unapproved device to increase torque of a tool.) | | | |
| 4. Alternative cutting tools (pocket knife, machete, bush knife, hatchet) | | | |
| 5. Proper use of hand and power tools | | | |
| G. Housekeeping | | | |
| 1. Importance | | | |
| 2. Proper housekeeping practices | | | |
| a. Proper storage | | | |
| b. Walkways and aisles | | | |
| c. Spills and trip hazards | | | |
| d. On the job | | | |
| e. Signs, cones, barriers and barricades | | | |
| H. Walking Working Surfaces | | | |
| 1. Overview | | | |
| 2. Guarding floor and wall openings and holes | | | |
| 3. Scaffolding/Ladders | | | |
| 4. Stairways/Handrails | | | |
| I. Reporting and Investigating Incidents | | | |
| 1. Causes of incidents | | | |
| 2. General procedures | | | |
| a. When and how to report an incident | | | |
| b. Bodily injury and first aid | | | |
| c. Property damage | | | |
| d. Vehicle accidents | | | |
| e. Near miss events | | | |
| f. Uncontrolled and/or unauthorized release to the environment | | | |
| g. Potential hazardous conditions | | | |
| 3. Purpose of incident investigation | | | |
| 4. Employee responsibility in incident investigation | | | |
| J. Land Transportation | | | |
| 1. Overview/Statistics | | | |
| a. Valid driving licenses, certifications, endorsements | | | |
| b. Journey management (trip planning) | | | |
| c. Load securement, offloading | | | |
| 2. Vehicle condition/Inspection | | | |

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| 3. Driving practices | | | |
| a. Motor vehicle laws | | | |
| b. Vehicle safety restraints (seat belts, airbags) | | | |
| c. Road hazards/adverse weather – (road conditions – wildlife) | | | |
| d. Parking (back in, location hazards) | | | |
| e. No cell phone use while driving/Driving distractions | | | |
| f. Driving under the influence | | | |
| g. Fatigue | | | |
| h. Texting-while-driving | | | |

| II. PERSONAL PROTECTIVE EQUIPMENT (PPE) | | | |
|---|--|--|--|
| A. PPE Overview | | | |
| 1. Eliminate, control, protect | | | |
| B. Determining What PPE Is Needed | | | |
| 1. Employee orientation | | | |
| 2. Job planning orientation | | | |
| 3. Site specific orientation | | | |
| 4. Operator's and Contractor's safety policies | | | |
| 5. Personal preferences | | | |
| 6. Elimination of uncertainties -- asking co-workers or supervisors | | | |
| C. Head Protection | | | |
| 1. Types | | | |
| 2. Inspection | | | |
| 3. Care and use | | | |
| D. Face and Eye Protection | | | |
| 1. Types | | | |
| a. Protection | | | |
| b. Limitations | | | |
| c. Use in combination | | | |
| 2. Inspection | | | |
| 3. Care and use | | | |

| Topic | Employee Initials | Instructor Initials | Date |
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| E. Hearing Protection | | | |
| 1. Types | | | |
| a. Protection | | | |
| b. Limitations | | | |
| c. Use in combination | | | |
| 2. Inspection | | | |
| 3. Care and use | | | |
| F. Foot Protection | | | |
| 1. Types | | | |
| 2. Inspection | | | |
| 3. Care and use | | | |
| G. Hand Protection | | | |
| 1. Causes of hand injury | | | |
| 2. Hand protection PPE | | | |
| a. Types | | | |
| b. Inspection | | | |
| c. Care and use | | | |
| H. Respiratory Protection | | | |
| 1. Medical Questionnaire/test | | | |
| 2. Fit testing | | | |
| 3. Types of respirators | | | |
| 4. Types of canisters | | | |
| 5. Inspections | | | |
| 6. Care and use | | | |
| I. Fall Protection | | | |
| 1. Types | | | |
| 2. Inspection | | | |
| 3. Care and use | | | |
| J. Other PPE | | | |
| 1. Specialty protective clothing | | | |
| 2. Care and use | | | |

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| III. HAZARD COMMUNICATION AND MATERIALS HANDLING |
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| A. Types of Hazards | | | |
| 1. Hazard communications | | | |
| 2. Written plan | | | |
| 3. Chemical inventory hazardous materials | | | |
| 4. Container labeling | | | |
| 5. Safety Data Sheet (SDS) | | | |
| a. Definition | | | |
| b. Location | | | |
| 6. Safety equipment and employee responsibilities | | | |
| 7. Training requirements | | | |

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| B. Transportation of Hazardous Materials | | | |
| 1. Must be accompanied by safety data sheet or a copy of the emergency response guidebook or equivalent. | | | |
| 2. Container must have proper labeling, marking or placarding | | | |
| 3. Must be accompanied by a properly completed shipping paper | | | |

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| C. Uncontrolled/Unauthorized Release of Hazardous Materials | | | |
| 1. Report the incident to the person in charge | | | |
| 2. Do not respond to the release unless properly trained | | | |

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| IV. OCCUPATIONAL HEALTH |
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| A. Overview | | | |
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| B. Employee's Roles and Responsibilities in Dealing with Industrial Hygiene Hazards | | | |
| 1. Do not handle or dispose of health hazards unless specifically trained or certified | | | |
| 2. Report any suspicion of a health hazard to the person in charge | | | |
| 3. Exposure Types (skin contact, inhalation, radiation, [ionizing & non-ionizing], noise, etc.) | | | |
| 4. Monitoring for and Mitigating of hazards | | | |

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| C. Potential Hazards at the Work Site | | | |
| 1. Hydrogen sulfide (H ₂ S) | | | |
| 2. Respirable Crystalline Silica | | | |
| 3. Diesel mist (oil-based mud) | | | |

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| 4. Noise | | | |
| 5. Others (benzene, lead, CO ₂ , NORM, mercury, diethanolamine, hexavalent chromium, methanol, welding fumes, N ₂ , fibers [asbestos, mineral, etc.], fumes, liquids, weather, dust, biological, etc.) | | | |

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| V. SPECIALIZED WORK PROCEDURES |
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|---|--|--|--|
| A. Hazardous Energy | | | |
| 1. Types (electrical, kinetic, potential, thermal and chemical) | | | |
| 2. Energized vs. de-energized | | | |
| 3. Control of Hazardous Energy | | | |

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| B. Lock-out/Tag-out | | | |
| 1. Overview and definitions | | | |
| 2. Roles and responsibilities | | | |
| 3. Procedures | | | |
| a. Placing lock and/or tag -- Lockout, tag-out, verify | | | |
| b. Group lockout (multiple workers) | | | |
| c. Removing lock(s) or tag(s) | | | |
| 4. Coordination with authorized persons | | | |

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| C. Work Permits | | | |
| 1. Overview | | | |
| 2. Types | | | |
| a. Confined space | | | |
| b. Hot work | | | |
| c. Other (critical lifts, etc.) | | | |
| 3. When work permits required | | | |
| 4. Employee roles and responsibility | | | |

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| D. Confined Space | | | |
| 1. Examples of confined space | | | |
| 2. Hazards | | | |
| 3. Roles and responsibilities | | | |
| 4. Procedures | | | |
| 5. Training is required | | | |

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| E. Working at Heights | | | |
| 1. Overview | | | |

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| 2. Only work to your level of training | | | |
| 3. Responsibilities – Prevention of dropped objects and falls | | | |
| 4. Equipment for working at heights (manlifts, fall protection systems) | | | |

| F. Hoisting and Lifting | | | |
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| 1. Overview | | | |
| 2. Personnel Hoisting | | | |
| 3. Critical equipment/material lifts | | | |

| VI. FIRE SAFETY | | | |
|--|--|--|--|
| A. Overview of Fire Protection, Prevention, and Detection | | | |
| 1. Fire triangle | | | |
| 2. Storage of flammables & combustibles | | | |
| a. Ignition sources | | | |
| b. Classes of fires | | | |
| c. Extinguishing methods/Types of extinguishers | | | |

| B. Employee Responsibilities | | | |
|--|--|--|--|
| 1. Report all fires and fire hazards immediately | | | |
| 2. Be familiar with onsite fire protection | | | |
| 3. Don't obstruct or block fire escape routes | | | |
| 4. Don't tamper with fire extinguisher/apparatus | | | |
| 5. Use fire extinguisher only if trained and authorized to do so | | | |
| 6. Observe all precautions and procedures | | | |
| 7. Participate in site specific fire drills | | | |
| 8. Be aware of location and position of exit routes | | | |
| 9. Know your responsibilities, station bill (muster list) and/or emergency evacuation plan | | | |

| VII. MATERIALS HANDLING | | | |
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| A. Mechanical Equipment | | | |
| 1. Rules to follow when working around cranes/cherry pickers/forklifts | | | |
| a. Do not stand/walk under a suspended load | | | |
| b. Do not position yourself between a suspended load and an immovable object | | | |
| c. Always maintain communication with the operator | | | |

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| d. Always stand clear of lines and rigging | | | |
| e. Never ride on a load | | | |
| f. Be aware of your surroundings and always have a way out | | | |
| g. Pay attention to backup/movement alarms | | | |
| h. Understand dangers associated with electrical lines in close proximity | | | |
| i. Never operate a crane or forklift unless you are certified and authorized to do so | | | |
| j. Always use tag lines | | | |
| k. Inspect slings & rigging before each use | | | |

| B. Manual Material Handling | | | |
|--|--|--|--|
| 1. Personal Lifting Techniques and Back Protection | | | |
| 2. Why back injuries occur/back injury prevention | | | |
| a. Review of lifting techniques | | | |
| b. Alternatives to lifting | | | |

| VIII. HEALTH & FIRST AID | | | |
|--|--|--|--|
| A. General | | | |
| 1. In the event of injury, call for help and report injury to the person in charge | | | |
| 2. Be familiar with site specific first aid station locations | | | |
| 3. Know location of emergency phone numbers | | | |
| 4. Respond to the extent that you are trained | | | |
| 5. Fit for duty | | | |

| B. Blood-borne Pathogens | | | |
|---|--|--|--|
| 1. Definitions | | | |
| 2. Precautions | | | |
| a. Avoid contact with blood or bodily fluids | | | |
| i. Use latex gloves or CPR barrier kits | | | |
| ii. Use care when handling used razor blades, needles or other sharp objects | | | |
| iii. Contaminated first aid materials (biohazards) must be properly handled in accordance with the site specific plan | | | |
| b. Report all exposures immediately | | | |

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| C. Health & Adverse Weather | | | |
|--|--|--|--|
| 1. Lightning | | | |
| 2. Windstorms | | | |
| 3. Hurricanes/Typhoon | | | |
| 4. Tornados/Cyclone | | | |
| 5. UV Exposure | | | |
| 6. Snow & Ice | | | |
| 7. Flooding | | | |
| 8. Thermal Stress (heat stress, heat exhaustion, hypothermia, frostbite) | | | |

| D. Health & Wildlife, Insects, & Snakes | | | |
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| 1. Snakes | | | |
| 2. Insects (e.g., wasps, bees, mosquitoes, etc.) | | | |
| 3. Spiders, scorpions | | | |
| 4. Wildlife (e.g., alligators, moose, bears, cougars, wolves, etc.) | | | |
| 5. Rabid animals | | | |

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| IX. RIG/PLATFORM ENVIRONMENT |
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| A. Platform or Location Arrival Procedures | | | |
|--|--|--|--|
| 1. Use caution when using walkways (maintain good footing and balance) | | | |
| 2. Keep one hand free to hold handrails | | | |
| 3. Get help with baggage or make multiple trips | | | |
| 4. Sign in at checkpoint with person in charge or dispatcher | | | |

| B. Home Away From Home | | | |
|--|--|--|--|
| 1. Be prepared for unexpected extended stays | | | |
| 2. Bring sufficient quantities of personal items | | | |

| C. Understand the Site-specific Orientation (Ask Questions if You Do Not Understand) | | | |
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| D. Simultaneous Operations | | | |
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| 1. Examples | | | |
| 2. Precautions | | | |

| E. Security Awareness | | | |
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| X. EMERGENCY RESPONSE | | | |
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| A. Planning for Emergencies | | | |
| 1. Plans and contingencies | | | |
| 2. Short service employees | | | |

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| B. When to Evacuate | | | |
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| C. Alarms | | | |
| 1. Types | | | |
| a. Fire | | | |
| b. Blowout | | | |
| c. Abandon rig | | | |
| d. H ₂ S | | | |
| e. Combustible gas | | | |
| f. Man overboard (if applicable) | | | |
| g. All clear | | | |
| 2. Actions to take | | | |
| a. Evacuation routes | | | |
| b. Locations of emergency equipment and muster areas | | | |
| c. Location of emergency contact information | | | |

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| XI. WELLSITE ENVIRONMENTAL PROTECTION | | | |
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| A. Overview | | | |
| 1. Regulations and compliance | | | |

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| B. Waste Management | | | |
| 1. Types of waste | | | |
| 2. Properly store waste (all waste go into designated containers) | | | |
| a. Minimize waste | | | |
| b. Employee responsibilities | | | |

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| C. Leaks, Spills, Releases | | | |
| 1. Response and reporting | | | |

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| D. Overview of HAZWOPER | | | |
| 1. Only properly trained employees should respond to a hazardous material release/spill | | | |

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OFFSHORE ENDORSEMENT

NOTE: The program self-study for Section XII and XIV is required only for those programs seeking to qualify for Offshore Endorsement

XII. TRANSPORTATION

A. Arrival at Shorebase

| | | | |
|--|--|--|--|
| 1. Check in with dispatcher or person in charge | | | |
| 2. Inquire as to site specific orientation | | | |
| 3. Identify carry-on baggage (weight, quantity, hazardous materials) | | | |
| 4. Stand-by in designated waiting area until instructed to proceed by dispatcher or person in charge | | | |

B. Helicopter Transportation

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|---|--|--|--|
| 1. The Pilot is in command and has complete authority | | | |
| 2. Helicopter boarding and unboarding | | | |
| a. Board only when instructed to do so by pilot | | | |
| b. Avoid the main rotor and tail rotor | | | |
| c. Secure loose items and hats | | | |
| d. Keep all objects over 4 feet in the horizontal position | | | |
| e. Secure personal baggage in the baggage compartment. Never go aft of the baggage compartment. | | | |
| 3. No smoking in and around helicopter | | | |
| 4. Wear seat belt and the PFD provided in the helicopter | | | |
| 5. Alert the pilot to anything unusual inside or outside the craft | | | |
| 6. Be attentive during helicopter orientation | | | |

C. Boat Transportation

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| 1. The captain is in command and has complete authority | | | |
| 2. Wear your PPE when boarding or leaving the vessel | | | |
| 3. Report to the vessel crew for seating assignment and baggage storage | | | |
| 4. Study the vessel station bill and know your responsibilities in case of an emergency | | | |

D. Swing Ropes

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| 1. Locations | | | |
| 2. Types | | | |
| 3. Use | | | |

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| E. Personnel Baskets | | | |
| 1. Description | | | |
| 2. Procedures | | | |
| F. Arrival at the Rig/Worksite | | | |
| XIII. WATER SAFETY | | | |
| A. Personal Flotation Devices & Donning PFD | | | |
| B. Survival Craft | | | |
| C. Standby Rescue Vessel | | | |
| XIV. MARINE DEBRIS | | | |
| A. Identification | | | |
| B. Reporting | | | |

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LAND ENDORSEMENT

NOTE: The program self-study for Sections XV - XVI is required only for those programs seeking to qualify for Land Endorsement

| XV. EXCAVATION - TRENCHING & SHORING | | | |
|--|--|--|--|
| A. Regulatory Requirements | | | |
| B. Role of Site Worker, Competent Person | | | |
| C. Work Practices | | | |
| D. Hazards Relating to Excavation/Trenching Work | | | |
| 1. Identification of underground hazards | | | |
| 2. Call before digging (ONE CALL [811]) (as applicable) | | | |
| E. Methods of Protection from Excavation Hazards | | | |
| F. Use of Personal Protective Equipment | | | |
| G. Procedures Regarding Hazardous Atmospheres | | | |
| H. Emergency and Non-entry Rescue Procedures | | | |

| XVI. PITS AND PONDS | | | |
|--|--|--|--|
| A. Types | | | |
| B. Purposes | | | |
| C. Safety Precautions When Working Around | | | |