

Contractor Safety Management for Oil and Gas Drilling and Production Operations

API RECOMMENDED PRACTICE 76
SECOND EDITION, NOVEMBER 2007

REAFFIRMED, JANUARY 2013



AMERICAN PETROLEUM INSTITUTE

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Upstream Segment

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Foreword

This publication is under the jurisdiction of the American Petroleum Institute Upstream Department's Executive Committee on Drilling and Production Operations. It was developed with assistance from API Petroleum Industry Data Exchange (PIDX) Committee, International Association of Drilling Contractors (IADC), the Association of Energy Service Companies (AESOC), and with input from the International Association of Oil and Gas Producers (IOGP). API expresses its appreciation to these organizations for their contributions to the development of this publication.

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Suggested revisions are invited and should be submitted to the Director of the Upstream Department, American Petroleum Institute, 1220 L Street, N.W., Washington, D.C. 20005.

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Contractor Safety Management for Oil and Gas Drilling and Production Operations

1 Introduction

1.1 Scope

This publication is intended to assist Operators, Contractors, and Subcontractors (Third Parties) in the implementation of a Contractor safety program and improve the overall safety performance while preserving the independent contractor relationship. It is intended for the Upstream segment of the petroleum industry; however, since the Operator requirements and the contracted work are diverse, this publication may not be applicable to all operations at each company or to all contract work performed in those operations.

Many oil and gas exploration and production companies contract for equipment and personnel services for a wide range of activities, including drilling, production, well servicing, equipment repair, maintenance, and construction. Certain activities of Contractors have the potential to place either Contractor and/or Operator personnel and/or equipment at risk. It is important that operations are carried out in a safe manner.

Operators and Contractors need to provide safe work places and to protect the safety of their workforces and the general public. When they work together to improve safety, both benefit.

1.1.1 Operator and Contractor Commitment to Improved Contractor Safety Performance

Both Operator and Contractor Management commitments are essential in minimizing accidents/incidents and preventing injuries and illnesses. Management commitment begins with the Operator and Contractor providing the resources necessary for implementing and maintaining an effective safety program.

The Operator's and Contractor's commitments and continued support is common to all successful safety programs in order to minimize incidents and prevent injuries and illnesses. Effective safety programs require the Operator and Contractor to:

- focus resources on safety; and
- review how Contractor safety is being addressed.

Operators may encourage Contractor management commitment by sharing information regarding effective safety performance benefits. To emphasize their commitment, many Operators incorporate the need for Contractor safety in senior management policy statements on safety, health and the environment.

1.1.2 Policy Statement

Management commitment may be expressed in a policy that establishes the importance of Operator and Contractor safety. Management's involvement helps ensure the effectiveness of a safety program. An example policy statement is detailed in Annex E.

1.2 Benefits of an Operator and Contractor Safety Program

Operators and Contractors benefit when they work together to enhance the management of related safety programs. These benefits can include:

- safety expectations and capabilities are clearly understood before the work begins;
- improved safety performance;
- better working relationship between Operator and Contractor;
- improved safety training for both Operators and Contractors; and
- improved productivity, reliability and efficiency.

1.3 Third Parties and Subcontractors

Frequently, Third Parties and Subcontractors are utilized to perform specialized portions of work assignments. A Third Party and/or Subcontractor should be subject to applicable elements of the Operator's and/or Contractor's safety program. The Operator and/or Contractor should make provisions for inspection of relevant Third Party/Subcontractor equipment.

2 Industry Standards and Practices

The most recent edition of the following publications are either referenced in this recommended practice or may be of use in the development of an Operator/Contractor Safety Program:

API Bull E1, *Generic Hazardous Chemical Category List and Inventory for the Oil and Gas Exploration and Production Industry*

API RP 2D, *Operation and Maintenance of Offshore Cranes*

API Spec 4F, *Specification for Drilling and Well Servicing Structures*

API RP 4G, *Recommended Practice for Use and Procedures for Inspection, Maintenance, and Repair of Drilling and Well Servicing Structures*

API RP 8B, *Recommended Practice for Procedures for Inspections, Maintenance, Repair, and Remanufacture of Hoisting Equipment*

API Spec 9A, *Specification for Wire Rope*

API RP 9B, *Recommended Practice on Application Care, and Use of Wire Rope for Oil Field Service*

API RP 11ER, *Recommended Practice for Guarding of Pumping Units*

API RP 11G, *Recommended Practice for Installation and Lubrication of Pumping Units*

API RP 14J, *Recommended Practice for Design and Hazards Analysis for Offshore Production Facilities*

API RP 49, *Recommended Practice for Drilling and Well Servicing Operations Involving Hydrogen Sulfide*

API RP 53, *Recommended Practice for Blowout Prevention Equipment Systems for Drilling Operations*

API RP 54, *Recommended Practice for Occupational Safety for Oil and Gas Well Drilling and Servicing Operations*

API RP 67, *Recommended Practice for Oilfield Explosives Safety*

API RP 70, *Security for Offshore Oil and Natural Gas Production Operations*

API RP 74, *Recommended Practice for Occupational Safety for Onshore Oil and Gas Production Operations*

API RP 75, *Recommended Practice for Development of a Safety and Environmental Management Program for Offshore Operations and Facilities*

API Bull 75L, *Guidance Document for the Development of a Safety and Environmental Management System for Onshore Oil and Natural Gas Operation and Associated Activities*

API RP 500, *Recommended Practice for Classification of Locations for Electrical Installations at Petroleum Facilities Classified as Class I, Division 1 and Division 2*

API RP 505, *Recommended Practice for Classification of Locations for Electrical Installations at Petroleum Facilities Classified as Class I, Zone 0, Zone 1, and Zone 2*

API *Introduction to Oil and Gas Production*

AESC¹ *Recommended Safe Procedures and Guidelines for Oil & Gas Well Servicing*

AESC *Hazardous Communication Compliance Guide for the Well Service Industry*

AESC *DOT Drug Testing Compliance Guide*

AESC *Rig Safety Inspection Forms*

AESC *5 Minute on the Job Safety Talks*

AESC *Accident Investigation Kit*

ANSI Z41², *Personal Protection—Protective Footwear*

ANSI Z49.1, *Safety in Welding and Cutting and Allied Processes (AWS Z49.1)*

ANSI Z87.1, *Practice for Occupational and Educational Eye and Face Protection*

ANSI Z88.2, *Respiratory Protection*

ANSI Z89.1, *Requirements for Industrial Head Protection*

ANSI Z359.1, *Safety Requirements for Personal Fall Arrest Systems, Subsystems and Components*

IADC³ *Drilling Manual*

IADC *Drilling Technology for the Man on the Rig*

IADC *Drilling Technology Series*

IADC *Health, Safety and Environment Reference Guide*

IADC *Guía de Referencia Para Prevención de Accidentes*

IADC *Weekly Safety Meeting Report*

IADC *52 Safety Topics*

¹Association of Energy Service Companies, 10200 Richmond Avenue, Houston, Texas 77042, <http://www.aesc.net>

²American National Standards Institute, 25 West 43rd Street, 4th floor, New York, New York 10036, www.ansi.org.

³International Association of Drilling Contractors, 10370 Richmond Ave, Suite 760, Houston, Texas 77042, www.iadc.org.

IADC Five Minute Rig Safety Meeting Topics

IADC Guide to Safe Stairways, Walkways, and Railings

IADC How to Keep Drugs off Your Rig

IADC H₂S Safety Handbook

IADC Planning for Drilling in H₂S Zones

IADC Rotary Rig Safety Inspections Checklist

IADC Rules-of-Thumb for the Man on the Rig

IADC Safety Regulations for the Oil and Gas Industry

IADC The Rotary Rig and its Components Poster

IADC Home Study Courses: Rotary Drilling Series

IADC Rig Pass: Accrediting the Basics

IADC Guide to Blowout Prevention

IADC Introduction to Well Control

IADC Well Control for the Man on the Rig

IADC The Pit Watcher

IADC H₂S Safety in Drilling and Production

IADC Makin' Hole: How Oilwells are Drilled

IADC Roughneck Training

IADC Tripping Practices

IADC Safe Rigging Practices

IADC Basic Rigging Concepts

IADC Drums, Blocks, Sheaves, and Wire Rope Terminations

IADC Rigging Gear and Inspection Criteria

IADC Safe Rigging Practices and Procedures

IADC Putting Slings to Work

IADC WellCAP Accreditation Program

IADC Guidance for Packaging and Transportation of Cargo for U.S. Offshore Operations

IADC *Security Principles for U.S. Offshore Operations*

3 Definitions

All standard definitions are included in Annex A.

4 Operator-specific Safety Requirements

4.1 Operator Safety Requirements

After determining the type of work to be performed by a Contractor, the Operator should identify the safety requirements and communicate them to the Contractor. These safety requirements may be broad, or general in certain cases, or very specific in others, depending on the work assignment. Certain Contractors (such as those specializing in leak repair or working with radioactive sources) may have more experience and knowledge relevant to the hazards involved and should be consulted in order to establish mutually agreeable and relevant safety procedures.

4.2 Contractor Safety Programs and Procedures

Contractors should consider developing their own safety procedures or programs. In many cases, Contractors and Subcontractors are used because of their expertise, knowledge of anticipated hazards, and special safety requirements associated with the work. In these cases, a determination must be made as to which individual or company will have the primary responsibility for implementing additional safety requirements applicable to their specialty. These must be consistent with operational and regulatory requirements.

On jobs where multiple Contractors or Subcontractors are employed, there needs to be a coordinated effort to ensure a common understanding exists regarding safety procedures.

4.3 Training and Communications

4.3.1 Training Requirements

Contractors have the responsibility to provide appropriate information and training to ensure that their employees have adequate knowledge and skills to perform their jobs safely. The Contractor is generally responsible for providing safety and job-specific training for its employees unless otherwise stated in the contract or other agreement. Upon final review of the scope of work, Operator and Contractor may identify any site or job-specific training that is necessary to perform the work safely and agree on how this will be accomplished. Additionally, other considerations include, but may not be limited to:

- Short Service Employee programs (SSE)—See Annex C
- Sample Training Matrix—See Annex D

4.3.2 Verification of Training

It is important for the Contractor to maintain records of training and make them available to the Operator upon request. The Contractor should consider periodically reviewing training schedules and materials to verify that they are current. The Contractor should maintain training documentation in a manner that is easily retrievable. Additionally, Contractor personnel may need to carry certain training credentials as required by regulation or the Operator.

4.3.3 Communicating Requirements

Operators and Contractors are responsible for communicating the appropriate information regarding workplace hazards and safety requirements to their employees. The communication of this information may include many formats such as an orientation program, job safety analyses (JSAs), safety meetings, pre-job/pre-tour safety meetings, training, Material Safety Data Sheets, safe work permits, signs, posters, procedures, or other written materials.

4.3.4 Emergency Response, Drills/Exercises Requirements

It is generally the Contractor's responsibility to comply with the Operator's emergency response procedures and evacuation plans. Conversely, the Operator must comply with the Contractor's requirements when on the site of a Contractor's Mobile Offshore Drilling Unit (MODU) or other type of drilling or well servicing unit. Certain elements in the Operator's and/or Contractor's evacuation procedures may include designated assembly areas and/or evacuation routes, and the method of accounting for personnel during an incident.

Where applicable, all personnel should receive appropriate orientation and training in emergency procedures and participate in emergency drills and exercises. For emergency evacuations, muster locations should be identified for all personnel who will evacuate. Procedures should be in place to account for personnel, as applicable.

4.3.5 JSAs and Safety Meetings

Operators and Contractors may consider conducting Job Safety Analysis (JSAs), safety observations and regularly scheduled safety meetings to provide on-going training and communication of safety issues. Additionally, a safety awareness program may be beneficial. Subcontractors and other Third Parties should be required to attend all applicable safety meetings.

4.4 Personnel New to the Work Site

All personnel new to the work site should be made aware of the job and specific site safety requirements, including emergency training, as applicable.

5 Contractor Selection Process

5.1 General

A major step in achieving acceptable Contractor safety performance is selecting a qualified and responsible Contractor. Therefore, it is appropriate for Operators to request that Contractors submit specific safety and training information in their contract response proposals. For example, such information might include:

- a) a review of the Contractor's written safety and environmental policies and practices endorsed by the Contractor's top management.
- b) a statement of commitment by the Contractor to comply with all applicable health, safety and environmental regulations and provisions of this publication.
- c) injury and illness experience for the previous three years.
- d) an outline of the Contractor's initial employee safety orientation.
- e) descriptions of the Contractor's various safety programs, including: accident investigation procedures; how safety inspections are performed; safety meetings; substance abuse prevention (testing and/or search) programs.

- f) description of the training that each Contractor employee has received and the Contractor's programs for refresher training.
- g) Description of the Contractor's Short Service Employee (SSE) training program. Operator and Contractor should establish the SSE program as part of the overall contract Health Safety and Environment Management negotiation process.
- h) Completion of the Standardized Safety Questionnaire or a sub-set thereof (see 5.3 and Annex B).

5.2 Bid Package

An Operator should inform a Contractor of its safety expectations by clearly outlining its safety performance requirements in one or more ways. One method, although not universally utilized, is a bid package. Such a bid package may define the safety standards the Contractor is expected to meet. Bid packages may not be practical for certain projects. The Operator may request specific safety information from the Contractor by other means.

5.3 Safety Questionnaire

Operators and Contractors may utilize the Standardized Safety Questionnaire or a sub-set of it to determine whether a Contractor's safety qualifications are adequate for performing the involved scope of work. The primary purpose of a Safety Questionnaire is to obtain and evaluate information about a prospective Contractor. API's recommended Standardized Safety Questionnaire is provided in Annex B. Companies may elect to use a sub-set of this questionnaire, as appropriate for their operations.

The Safety Questionnaire prompts the Contractor to provide the majority of the necessary information for an Operator to complete an initial evaluation of the Contractor's safety performance and ability to comply with safety requirements. Major sections of the Safety Questionnaire and the purpose of each section may include:

- a) *General*: Provides basic information on the Contractor including location and contacts.
- b) *Organization*: Provides basic information such as services provided.
- c) *Safety Performance*: Provides information on the Contractor's safety performance, such as incident statistics.
- d) *Safety Programs and Procedures*: Identifies the Contractor's safety programs and policies and provides information on the Contractor's substance abuse testing program.
- e) *Training*: Identifies the type of training given to Contractor employees and supervisors regarding safety and operational issues, specific to the operations involved.
- f) *Safety Coordination*: Provides information on safety responsibility and support structure, and reporting relationships.

The Safety Questionnaire should be completed by Contractor personnel familiar with safety and training data.

5.4 Operator Review of Contractor Qualifications

The Operator should consider establishing a method of reviewing and determining whether a Contractor can meet the Operator's safety requirements and therefore be considered for work. An example process would be once the Safety Questionnaire has been completed by the Contractor, the Operator would review the document for completeness, and evaluate it against the Operator's requirements. In order to assist the Contractor, Operators would provide relevant feedback to the Contractor on areas that need enhancement or improvement.

6 Work Performance

6.1 Responsibilities

It is important for the Operator and Contractor to understand their individual responsibilities during the planning, performance, and completion stages of work. As part of the process, the Operator may notify the Contractor where safety requirements are not being met, but it is generally the responsibility of the Contractor, not the Operator, to communicate to Contractor employees the steps that should be taken to correct any deficiencies.

6.2 Safety Requirements

Before work is started, the Operator should identify and present to the Contractor relevant safety rules required by the Operator. All or part of this information may be used in the safety orientation and safety meetings by the Operator or the Contractor.

7 Management of Change

7.1 General

Managing change is critical to preventing incidents and controlling loss. The operator and contractor should have a management of change process that establishes procedures to identify and control hazards associated with change (see API RP 74 and API RP 75). The procedures should maintain the accuracy of safety information related to the change. On occasion, temporary repairs, connections, bypasses, or other modifications may be made out of operating necessity. Any of these changes can introduce new hazards or compromise the safeguards built into the original design. Care must be taken to understand the operational, and personnel safety and environmental implications of any changes. Although some changes may be minor with little likelihood of compromising safety or environmental protection, many changes may have the potential for disruption, injury, or business loss.

7.2 Change in Facilities

Change at drilling, well servicing and production sites arise whenever the operations or mechanical design is substantively altered. Change may also occur as a result of changes in produced fluids, well servicing fluids, drilling fluids, by-products or waste products, design inventories, instrumentation and control systems, or materials of construction. In many instances, these changes are deemed minor and do not require specific procedures. Typical instances in which change would likely occur include the following:

- a) construction of new production or process facilities.
- b) new facility projects that involve production or process tie-ins to existing facilities, equipment reconfiguration, or modification of existing facilities/equipment.
- c) modification of existing facilities that result in changes to facility or equipment design, structural support, layout, or configuration.
- d) projects to increase facility throughput or accommodate different produced fluids.
- e) significant changes in operating conditions, including pressures, temperatures, flow rates, or process conditions different from those in the original process or mechanical design.
- f) equipment changes, including the addition of new equipment or modifications of existing equipment. These can include changes in alarms, instrumentation, and control schemes.

g) modifications of the process or equipment that cause changes in the facility's pressure relief requirements. These can include increased process throughput, operation at higher temperatures or pressures, increased size of equipment, or the addition of equipment that might contribute to greater pressure relief requirements.

h) bypass connections around equipment that is normally in service.

i) operations outside the scope of current written operating procedures, including procedures for start-up, normal shutdown, and emergency shutdown.

j) changes made in the mechanical design or in operating procedures that result from the completion of a hazards analysis.

k) introduction of new or different chemicals (e.g. corrosion control agents, anti-foulants, anti-foam agents), drilling muds or workover/completion fluids.

l) change in facilities may include mechanical changes that would not necessarily appear on a instrument diagram, including drilling and construction equipment and temporary connections or replaced components that are "not in kind," such as:

- 1) replacement equipment or machinery that differs in specifications from the original equipment or previously approved modification.
- 2) temporary piping, connections, pipe repairs, or hoses.
- 3) an alternate supply of materials, catalysts, or reactants.
- 4) temporary electrical equipment or utility connections, other than for emergency situations.
- 5) substantial changes to drilling diverter system design.
- 6) substantial changes to blowout preventers (BOPs) configuration.
- 7) substantial changes to top drives or other drilling systems.

7.3 Change in Personnel

Change in personnel, including Contractor personnel, as appropriate, occurs whenever there is a change in the organization or in personnel that operate the facility. Routine personnel vacancies and replacements, rotation, and shift or tour changes are addressed in operating procedures, safe work practices, and training and should not require additional management of change action.

Organization changes, particularly those brought about by the acquisition or sale of a facility, may necessitate a thorough review of the safety and environmental management program. Upon acquisition or transfer of management control, a review should be conducted and acquired assets incorporated into the new organization's safety and environmental management program, as appropriate.

7.4 Change in Regulations or Industry Recommended Practices

Change in regulations or industry recommended practices can occur when legislators, regulators or industry groups create, adopt or modify rules governing activities or operations. Routine review of these laws, rules or practices is warranted and when changes occur, an assessment of the impact and plan for implementation may be necessary.

7.5 Managing the Change

The management program should establish and implement written procedures to manage change in facilities and personnel. These procedures should be flexible enough to accommodate both major and minor changes. Minor changes generally do not require any specific procedures. Written procedures should cover the following:

- a) the operations and mechanical design basis for the proposed change.
- b) an analysis of the safety health, and environmental considerations involved in the proposed change, including, as appropriate, a hazards analysis. The effects of the proposed change on separate but unrelated facilities (i.e. structures/platforms, pipelines, equipment, emergency isolation and control systems and equipment, mitigative systems and equipment, accommodations areas, emergency evacuation and equipment) and on area-wide emergency plans (i.e. evacuation or oil spill) should also be reviewed.
- c) any necessary revisions of the operating procedures, safe work practices, and training program.
- d) communication of the proposed change and the consequences of that change to appropriate personnel.
- e) any necessary revisions of the safety and environmental information.
- f) the duration of the change, if temporary.
- g) required authorizations to effect the change, if applicable.

8 Evaluating Contractor HSE Performance

8.1 General

The Operator and Contractor each have roles in monitoring and evaluating HSE performance.

8.2 Safety Performance Reporting

All occupational injuries, illnesses and property damage incidents associated with the on-site work should be reported to both the Contractor and Operator as soon as possible. Recording should be done in accordance with applicable requirements for occupational injuries and illnesses. The Contractor and Operator should identify the mechanism and persons to forward and receive reports as appropriate. This process should take into consideration efforts to ensure that reporting procedures adhere to relevant privacy requirements.

8.3 Operator Reviews

The Operator should consider periodically reviewing the Contractor's safety programs, policies and procedures, including Standardized Safety Questionnaire information, and request that they be updated when circumstances warrant a revision.

8.4 Contractor Inspections

Contractors should conduct periodic internal reviews, consistent with their procedures. The Operator may also perform an inspection or review of the Contractor's programs to verify compliance with applicable Operator safety requirements.

Annex A

Standard Industry Definitions

Term	Definition
Abrasive Blasting	A process of propelling an abrasive (sand, glass beads, slag) with compressed air, water or other carrier to clean a surface of paint, rust or other materials.
Accountability	The ultimate responsibility for an area of authority defined by the individual's Job Description, and will include authority delegated to a subordinate albeit temporary or permanent.
Additional Indicator	An indicator of performance that is generally locally defined and relates to local activities, impacts or stakeholder groups, or is generally not relevant to most activities in the oil and gas industry.
Aggregation	The process by which data from individual sources and/or operations are combined into a single number for a higher-level entity.
Air Emissions	Waste gases, vapors and small particles that are released into the air.
Audit	1. A systematic, independent evaluation to determine whether or not the health, safety and environmental management system and its operation comply with planned arrangements, and whether or not the system is implemented effectively, and is suitable to fulfill the company's health, safety and environmental policy and objectives. 2. The examination of the whole system to assess how it has been used over a period, and to make sure it has operated as intended.
Automated External Defibrillator (AED)	A device that automatically analyzes the heart rhythm and, if it detects a problem that may respond to an electrical shock, that permits a shock to be delivered to restore a normal heart rhythm. Abbreviated AED.
Average Number of Employees	Average number of employees that worked during a specified period.
Barrel of Oil Equivalent (BOE)	For liquids, one BOE equals one barrel of oil or condensate. For gases, one BOE equals approximately 5,800 standard cubic feet (MSCF) of gas. One BOE of gas or liquid equals about 6 million Btu.
Behavioral Job Safety Analysis (BJSA)	A documented process in which the workers and possibly their supervisor systematically review the planned work, identify the hazards associated with that work, and implement safeguards defined in observable behavioral terms to eliminate or mitigate those hazards prior to starting the work.
Behavior-based Safety	A variety of processes, programs, strategies, and tactics that apply behavioral psychological principles to change specific behaviors and improve the safety of the work environment.
BLM	United States Bureau of Land Management
Blood Alcohol Concentration (BAC)	The relative proportion of ethyl alcohol within the blood, based upon the number of grams of alcohol per 100 milliliters of blood, and often expressed as a percentage.
Bloodborne Pathogens	Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).
B-NICE	The five categories of terrorist incidents: Biological, Nuclear, Incendiary, Chemical and Explosive, as published by FEMA.
Calendar Days Away from Work	Number of days after the date of the incident that the employee was unable to work as a result of the injury or illness regardless of whether or not the employee was scheduled on those days. Weekend days, holidays, vacation days, or other days are included in the total number of days recorded.
CAPP	Canadian Association of Petroleum Producers
Cardiopulmonary Resuscitation (CPR)	A combination of artificial respiration (mouth-to-mouth) and artificial circulation (external cardiac compression) performed to restore heart function. May include use of Artificial External Defibrillators (AED).
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act (U.S. Statute)
CFR	<i>Code of Federal Regulations</i> : A collection of the regulations that have been promulgated under United States law, as in DOT, EPA and OSHA regulations.
Citation	An official notification from a regulatory agency for a violation or non-compliance that may include a summons to appear (as before a court).

Term	Definition
Competence	The ability to perform a particular job in compliance with performance standards.
Computer Based Training (CBT)	Computer-based training (CBT) is any course of instruction whose primary means of delivery is a computer. A CBT course (sometimes called courseware) may be delivered via a software product installed on a single computer, through a corporate or educational intranet, or over the Internet as Web-based training. CBT can be used to teach almost any conceivable subject.
Confined Space	<p>"Confined space" means a space that:</p> <ol style="list-style-type: none"> 1. is large enough and so configured that an employee can bodily enter and perform assigned work; 2. has limited or restricted means for entry or exit (e.g. tanks, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry.); and 3. is not designed for continuous employee occupancy. <p>A confined space may require a permit for entry if it has one or more of the following characteristics:</p> <ol style="list-style-type: none"> 1. contains or has a potential to contain a hazardous atmosphere; 2. contains a material that has the potential for engulfing an entrant; 3. has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or 4. contains any other recognized serious safety or health hazard.
Contingency Plan	A pre-established plan to mitigate an unusual situation which has the potential for harm, which incorporates the best use of local as well as remote facilities and resources.
Contractor	An individual, partnership, firm, or corporation that is hired to do a specific job or service (such as a Drilling or Well Servicing Contractor) or to provide contract employees personnel to an Operator or Contractor and is also the individual, partnership, firm, or corporation retained by the owner or Operator to perform other work or provide supplies or equipment.
COR	Certificate of Recognition (Canada)
Craft Skills	Skills that are generally accepted to be associated with a particular skilled craft. The assumed level of expertise may vary with the craft level such as apprentice, journeyman or master. These may also be referred to as "skills of the craft."
Crane	A machine for raising and lowering heavy weights, and, while holding them suspended, transporting them through a limited lateral distance. In one form it consists of a projecting arm or jib of timber or iron, a rotating post or base, and the necessary tackle, windlass, etc.
Critical Equipment	Equipment and other systems determined to be essential in detecting or preventing the occurrence of or mitigating the consequences of an uncontrolled release. Such equipment may include pressure vessels, machinery, piping, blowout preventers, wellheads and related valving, flares, alarms, interlocks, fire protection equipment and other monitoring, control and response systems.
Dangerous Goods	Any substance that, by reason of being explosive, flammable, toxic, corrosive, oxidizing, irritating, or otherwise harmful, has the potential to cause injury, illness, death, property damage and/or harm to the environment.
DART Cases	Days Away, Restricted, Transfer Cases
DART Incident Frequency	DART cases times 1,000,000 divided by exposure hours.
DART Incident Rate	DART cases times 200,000 divided by exposure hours.
Days Away from Work Cases	A work-related incident (injury or illness) in which an employee is unable to, or prescribed by a licensed health care provider not to, return to work the next calendar day, whether or not he employee is scheduled to work that day.
Days Away from Work Incident Frequency	Number of days away from work cases times 1,000,000 divided by exposure hours.
Days Away from Work Incident Rate	Number of days away from work cases times 200,000 divided by exposure hours.
Death	Work-related incident where the employee is fatally injured.
Defensive Driving Program	Program designed to instruct individuals in the proper methods and rules for driving safely which may involve a combination of classroom, simulator and on the road instruction.
Discharges	Releases of products, by-products or waste streams into water or land.

Term	Definition
Disciplinary program	Written program that outlines progressive course of action for addressing employees who have committed violations of company policies or work practices.
DOL	United States Department of Labor
DOT	United States Department of Transportation
Downstream	Operations involving the refining, processing, distribution, and marketing of products derived from oil and gas, including service stations.
Electrical Classification of Areas	For the purpose of this document, locations are classified according to API RP 500 or API RP 505.
Electrical Safety Training—Non-qualified	Training course designed to instruct individuals who are not responsible for electrical work in electrical hazard recognition and safe practices.
Electrical Safety Training—Qualified	Training course designed to instruct individuals who are responsible for electrical work in electrical hazard recognition and safe practices such as identifying energized lines, voltage of the lines, minimum approach distances, and PPE for working with electricity.
Emergency Locator Transmitter (ELT)	A transmitter of an aircraft or survival craft actuated manually or automatically that is used as an alerting and locating aid for survival purposes.
Emergency Response Plan	See <i>Contingency Plan</i>
Emissions	The release of gases, vapors, fumes, mist, and particulate matter into the atmosphere.
Employee and/or Worker	An individual with an employment relationship to a business. This relationship may be full time or temporary. This also covers individuals whose work is directly supervised by the employer, but whose employment relationship is with another employer and they are a temporary or contract worker.
Energy Isolation	See <i>Lock Out/Tag Out</i>
Environment	The surroundings and conditions in which a company or individual operates or which it may affect, including living systems (human and other) therein.
Environment Management System (EMS)	The company structure, responsibilities, practices, procedures, processes and resources for managing and mitigating environmental risks.
Environmental Impact Assessment (EIA)	1. Part of project management concerned with identifying through a formal written technical evaluation the likely impact (positive and negative) of a proposed development or activity on the natural and man-made environment. A process whereby the assessment is used in reaching a consensus on acceptable levels of change, defining the means by which agreed standards of operation and procedure will be achieved and establishing management procedures to ensure these objectives are achieved and maintained. 2. A formal, written, technical evaluation of potential effects on the environment (atmosphere, water, land, plants and animals) of a particular event or activity.
EPA	United States Environmental Protection Agency
Ergonomics	The science of studying people at work, and designing tasks, jobs, tools, equipment, facilities, and the work environment, so that people can be safe, healthy, effective, efficient, productive and comfortable.
Experience Modifier Rating (EMR)	A calculation of relative ranking based on United States Worker's Compensation benefits paid out by a company (over a rolling three year period) as compared to others in the same industry.
Exploration & Production (E&P)	See <i>Upstream</i>
Exposure	The measurement of time during which the subject is at risk from a hazard.
Exposure Hours	Hours worked by employees based on: actual hours from payroll, shift hours (i.e. 8 or 12 hours), or reasonable estimate for non-time sheet employees. Hours should be tied to occupational exposure from tasks and should not approach or equal 24 hours in one day.
Facility	Something created to serve a particular function (e.g. wells, structures, living quarters, drilling and workover packages, process equipment, utilities, pipelines, mobile offshore units, operational bases).
Fall Arrest	A personal fall arrest system means a system used to arrest an employee in a fall from a working level. It generally consists of an anchor point, connectors, a body belt or full body harness and may include a lanyard, deceleration device, lifeline, or suitable combinations of these. The entire system must be capable of withstanding the impact forces involved in stopping or arresting the fall.

Term	Definition
Fall Protection	A means to protect a worker from falling from a height.
Fall Restraint	System that consists of equipment used to keep an employee from reaching a fall point, such as the edge of a deck, rig floor or edge of an elevated work surface. The most commonly utilized fall restraint system is a standard guard rail. A tie-off system that restrains the employee from falling off an elevated working surface is another type of fall restraint.
Fatality	See <i>Death</i>
FDA	United States Food and Drug Administration
FEMA	United States Federal Emergency Management Agency
Fire Fighting—Incipient	Use of portable fire extinguishers to control or extinguish fire at its beginning stage.
First Aid Case (FAC)	Case involving first aid treatment of a work related minor injury or illness which can be administered by a first aider, equivalent or self, and does not require but can be administered by a licensed healthcare professional.
First Aid Treatment	The skilled application of accepted principles of treatment on the occurrence of an accident or in the case of sudden illness, using facilities and materials available at the time: to sustain life; to prevent deterioration in an existing condition; and, to promote recovery. The most important areas of first aid treatment are: restoration of breathing (resuscitation); control of bleeding; and, prevention of collapse. First aid treatment may include: 1. non-prescription medication at non-prescription strength; 2. tetanus immunization; 3. cleaning, flushing or soaking wound on surface of skin; 4. wound coverings such as gauze; 5. hot or cold therapy; 6. non-rigid support such as bandages; 7. temporary immobilization device for transporting victim; 8. drilling fingernail or toenail to relieve pressure; 9. eye patch; 10. removing foreign body from eye using swab or irrigation; 11. removing foreign bodies from body other than eye using tweezers or other simple means; 12. finger guards; 13. massages (but not physical therapy or chiropractic treatment); 14. drinking fluids for heat stress.
Fit for Duty	Individual is mentally and physically capable of performing duties as assigned.
Forklift	A forklift, forklift truck, lift truck is a powered industrial truck used to hoist and transport materials by means of steel forks inserted under the load.
FRC	Flame Retardant/Resistant Clothing
GOM	Gulf of Mexico
Ground Fault Protection	The process of protecting against a ground fault, such as the protection of equipment from damaging line-to-ground arcing fault currents. Typically includes a circuit protection device that prevents the flow of electrical current to earth if a short circuit is present. Required when pumping flammable fluids and in wet locations.
Grounding Conductor	A conductor used to connect equipment (or the grounded circuit of a wiring system) to a grounding electrode.
H ₂ S	Hydrogen Sulfide (H ₂ S) is a colorless gas that smells like rotten eggs (from the sulfur) in low concentrations. Often referred to as "sewer gas," hydrogen sulfide is highly poisonous. Usually, the poisoning caused by hydrogen sulfide is through inhalation and has a toxicity similar to cyanide. It is found in petroleum and natural gas and is sometimes present in ground water.
Hand tools	Tools which are portable and are operated whilst being held.
Hazard	1. An object, physical effect or condition with potential to harm people, property or the environment. 2. The potential to cause harm, including ill health or injury, damage to property, plant, products or the environment; production losses or increased liabilities. 3. A source of danger which if not adequately controlled or if suitable precautions are not taken could create an unsafe condition. 4. The potential for adverse consequences to arise from the occurrence of an identified event affecting the safety of people, the environment or economic resources.
Hazard Analysis	The application of one or more methodologies that aid in identifying and evaluating hazards. Includes risk assessment, job hazard analysis, and/or Job Safety Analysis. Sources that may be helpful in performing hazards analysis include API RP 14J and API RP 74.
Hazard Communication (HAZCOM)	The transmittal of information concerning the hazards of chemicals produced or imported and to which workers may be exposed at the worksite.
Hazardous Materials (HM)	See <i>Dangerous Goods</i>
Hazardous Substance	See <i>Dangerous Goods</i>

Term	Definition
Hazardous Waste	Waste that is regulated as hazardous, toxic, dangerous, listed, priority, special, or some other similar term as defined by an appropriate national, regional, state, provincial or local regulatory agency or authority.
HAZWOPER	Hazardous Waste Operations and Emergency Response Standard (U.S. statute, see 29 <i>CFR</i> 1910.1200(a))
Hearing Conservation	A hearing conservation program is where an employer monitors noise exposure levels to accurately identify noise levels above defined threshold levels that could adversely impact employees. The employer then institutes measures to protect employee hearing.
Heavy Equipment	Motorized equipment including but not limited to, such machines as excavators, mobile cranes, dozers or graders that are not generally designed to be legally driven on public roadways.
Heavy Metals	1. Heavy metals are chemical elements that have a specific gravity (a measure of density) at least five times that of water. The heavy metals most often implicated in human poisoning are lead, mercury, arsenic, and cadmium. Some heavy metals, such as zinc, copper, chromium, iron, and manganese, are required by the body in small amounts, but these same elements can be toxic in larger quantities. 2. Metallic element with high atomic weight, which may be toxic to plant and animal life depending on their oxidation and chemical state. Such metals may be residual in the environment and exhibit biological accumulation; e.g. arsenic; cadmium; chromium; mercury; lead.
Hoist	A hoist is a device used for lifting or lowering a load by means of a drum or barrel around which rope or chain wraps. May be manually operated, or electrically or pneumatically driven and may use chain, or fiber or wire rope as its lifting medium.
Hot Work	Activity that involves temperatures that could give rise to risks of fire and ignition of flammable substances and combustible materials, and includes work which involves the use of naked flames or generation of sparks, smoke or fumes. Hot work includes but is not limited to: 1. brazing and soldering; 2. bitumen boilers; 3. electric arc welding; 4. gas welding or cutting; 5. hot air welding; 6. disk cutting in confined spaces and areas where there is a high risk of fire or explosion.
Hours Worked	See <i>Exposure Hours</i>
Housekeeping	Maintaining the working environment in a tidy manner so that, in particular, access and movement is not hindered.
HSE Management System	The company structure, responsibilities, practices, procedures, processes and resources for implementing health, safety and environmental management.
HSE Plan	A description of the means of achieving health, safety and environmental objectives in a certain period of time.
HSE Policy Statement	Those documents which record the HSE policy of the organization.
HSE, HS&E	Health, Safety and Environmental; same as SHE and EH&S
HUET	Helicopter Underwater Egress Training
IADC	International Association of Drilling Contractors
IAEA	International Atomic Energy Agency
IFR	Instrument Flight Rules refers to the general weather conditions pilots can expect at the surface and applies to the weather situations at an airport during which a pilot must use instruments to assist take off and landing. IFR conditions for fixed wing aircraft means the minimum cloud ceiling is greater than 500 ft and less than 1,000 ft and/or visibility is greater than one mile and less than three miles.
Incident	An incident is an unplanned, undesired event that adversely affects the completion of a task and caused or could have caused injury, illness and/or damage (loss) to assets and/or the environment.
Industrial Hygiene (IH)	Industrial hygiene is the anticipation, recognition, evaluation and control of workplace environmental factors that may affect the health, comfort or productivity of the worker.

Term	Definition
Injury	Physical harm or damage to a person resulting from traumatic contact between the body of the person and an outside agent, or from exposure to environmental factors.
IPIECA	International Petroleum Industry Environmental Conservation Association
IRF	International Regulators Forum
IRP	Industry Recommended Practices (Canadian)
ISM	International Safety Management
Job Description	A short document which describes an employee's authority and responsibilities on the job, reporting relationships, and duties and qualifications necessary to perform those duties.
Job Risk Analysis (JRA)	See <i>Hazard Analysis</i>
Job Safety Analysis (JSA)	A documented process in which the workers and possibly their supervisor systematically review the planned work, identify the hazards associated with that work, and implement safeguards to eliminate or mitigate those hazards prior to starting the work.
Job Transfer or Restriction Days	Number of calendar days after the date of the injury that the employee was assigned restricted work or was transferred to another job as a result of the injury or illness regardless of whether or not the employee was scheduled on those days. Weekend days, holidays, vacation days, or other days are included in the total number of days recorded.
Journey Management	The planned movement of people and equipment from one place to another including the communications, route, scheduled stops, hazard warnings, provisioning, breakdown and other contingency.
Key Performance Indicator (KPI)	A specific measure to describe management, operational process, or performance.
Light Duty	See <i>Restricted Duty</i>
Location	The point at which a well is to be drilled, serviced and/or produced from. Also referred to as a "wellsite." It includes surrounding area used for storage and operation of ancillary equipment such as mud storage, tubing racks, erection of rigging equipment, maintenance areas, etc.
Lock Out/Tag Out (LOTO)	A documented system of barriers and notices that prevents the accidental or inadvertent operation of equipment whilst it is being maintained or inspected. Also referred to as Energy Isolation.
Lost Time Frequency (LTF)	See <i>Days Away from Work Frequency</i>
Lost Time Incident (LTI)	See <i>Days Away from Work Cases</i>
Lost Time Incident Frequency (LTIF)	See <i>Days Away from Work Frequency</i>
Lost Time Incident Rate (LTIR)	See <i>Days Away from Work Rate</i>
Lost Time Injury Frequency	See <i>Days Away from Work Incident Frequency</i>
Lost Work Day Case	See <i>Days Away from Work Cases</i>
Management	Those aspects of the overall management function (including planning) that develop, implement and maintain the HSE policy.
Management of Change (MOC)	The prime objective of Management of Change (MOC) is to prevent accidents or losses through the identification of new HSE hazards or new circumstances that compromise the original safeguards because of changes introduced to equipment, product, standards, scope of work, personnel, etc.
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. Marine debris may be intentionally dumped, accidentally dropped, or indirectly deposited. Whatever the source, marine debris is a direct result of human activities on land and at sea. Depending upon its composition, marine debris may sink to the seafloor, drift in the water column, or float on the surface of the sea.
Material Safety Data Sheet (MSDS)	Documentation issued by a manufacturer of chemical substances that sets out the hazards likely to be encountered by those who come into contact with the substance. Documentation may also identify recommended PPE, spill response and recovery procedures following exposure.
Medical Treatment Case (MTC)	A work-related event or exposure that requires treatment (more than First Aid but not including diagnostic procedures) from a licensed healthcare professional.

Term	Definition
MMS	United States Minerals Management Service
Motor Vehicle Crash (MVC)	<p>Work-related vehicle damage or personal injury due to vehicle-related event or rollover. The following should not be reported as MVC when the vehicle is properly parked: 1. Injuries that occur when entering or exiting the vehicle; 2. Any event involving loading or unloading from the vehicle; 3. Damage to or total loss of a vehicle solely due to environmental conditions or vandalism; 4. Another vehicle crashes into the parked vehicle.</p> <p>In addition the following should not be reported as a motor vehicle crash: 1. Superficial damage, such as a stone/rock chip damaging a windshield/or paintwork while the vehicle is being driven; 2. Damage related to the theft of the vehicle.</p> <p>For more information, reference: "OGP—Land Transportation safety Recommended Practice 365"</p>
NAICS Code	North American Industry Classification System Code: Code used to place companies into classifications. This can be obtained from your worker's compensation carrier (Formerly SIC Code).
Near Miss (aka Near Hit or Near Accident)	Any event which had the potential to cause injury and/or damage and/or loss, but which was avoided by circumstances.
NORM	Naturally Occurring Radioactive Materials
NOTAMS	Notices to Airmen
NTSB	United States National Transportation Safety Board
Number of Days Away from Work	Number of calendar days after the date of the injury that the employee was unable to work as a result of the injury or illness regardless of whether or not the employee was scheduled on those days. Weekend days, holidays, vacation days, or other days are included in the total number of days recorded.
Number of Recordable Cases	Total number of work-related injury and illness (recordable) cases that occurred during a specified period. This includes all medical treatment, restricted duty, job transfer, days away from work cases, and fatalities.
Number of Restricted Duty or Job Transfer Cases	Total number of job transfers and restricted cases that occurred during a specified period. A job transfer or restricted case is defined as any recordable case that prevents an employee from doing the routine functions of his or her job as described in their job description or from working a full work day on subsequent day(s) after the day of the incident as recommended by the employer or a licensed healthcare provider.
Occupational Health	The study of the work environment as it relates to the health of the worker.
Occupational Illness	Any abnormal condition or disorder, other than one resulting from an occupational injury, caused by exposure to substances or environmental factors associated with the workplace. Occupational illnesses generally result from prolonged or repeated exposures, and may be caused by inhalation, absorption, ingestion of, or direct contact with the hazard. Examples include noise-induced hearing loss, respiratory disease such as asbestosis, and skin disease such as contact dermatitis.
Occupational Injury	Any work-related injury, such as a cut, fracture, sprain, amputation, etc., that results from a work-related accident or from a single instantaneous exposure in the work environment. Recordable occupational injuries are those that require medical treatment beyond first aid; such occupational injuries may be severe enough to result in work restrictions, days away from work (lost time injuries), or even a fatality.
OCS	Outer Continental Shelf
Offshore	Refers to operations that take place at sea, including inland seas directly connecting to oceans. Operations in bays, in major inland seas, e.g. the Caspian Sea, or in other inland seas directly connected to oceans are counted as offshore.
OGP	International Association of Oil & Gas Producers
OH&S	Office of Health & Safety (Canada)—Canadian Centre for Occupational Health and Safety (CCOSH)
Onshore	Refers to operations that take place within a landmass, including those swamps, rivers and lakes. In some regulatory regions, activities taking place at sea may be controlled via an onshore permit.
OPA 1990	Oil Pollution Act of 1990 (U.S. statute)

Term	Definition
Operator	The individual, partnership, firm, or corporation having control or management of operations on the leased area or a portion thereof. The Operator may be a lessee, designated agent of the lessee(s), or holder of operating rights under an operating agreement.
OQ	Operator Qualification—U.S. regulatory term
Orientation (New Employee/ Site)	Training intended to integrate a new employee into an organization and assist with safety, retention, motivation, job satisfaction, and quickly enabling an individual to become a contributing member of the work team. The process of introducing an employee (or group of employees) to a new job site and potential hazards present.
OSHA	Occupational Safety and Health Administration: U.S. Department of Labor
Permit-to-Work (System)	<ol style="list-style-type: none"> 1. A formal written system used to control certain types of work which are identified as hazardous 2. A means of communication between site/installation management, plant supervisors and operators and those who carry out the work. Essential features of a Permit-to-Work are: clear identification of who may authorize particular jobs (and any limits to their authority) and who is responsible for specifying the necessary precautions; training and instruction in the issue and use of permits; Monitoring and auditing to ensure that the system works as intended. Typical areas involving Permit-to-Work include: hot work, confined space and simultaneous operations.
Personal Protective Equipment (PPE)	All equipment and clothing which is intended to be worn or held by a person at work or company site (including visitors, contractors, vendors) and which affords protection against one or more risks to health or safety. This includes clothing designed to protect against adverse weather conditions.
Personnel Hoisting	The act of raising or lowering persons from one elevation to another by means of a crane or other mechanical lifting device.
Pitot Static System	Pitot static system provides total and static inputs for the pressure sensing instruments and systems which have functions that vary with altitude and airspeed. (Aviation)
PITS	Petroleum Industry Training Service (Canada)
Policy	<ol style="list-style-type: none"> 1. The expression of the general intentions, approach and objectives of an organization and the criteria and principles on which actions and responses are based. 2. A public statement of the intentions and principles of action of the company regarding its health, safety and environmental effects, giving rise to its strategic objectives and targets.
Pressure Equipment	Equipment including vessels, piping, tubing or other types of reservoirs that is designed to contain and/or transfer gases or other fluids, such as hydraulic oil, above atmospheric conditions.
Preventive Maintenance	Maintenance carried out before the unit or system fails to ensure its continued reliability and safe operation.
Probable Cause	A reasonable belief, with some degree of certainty, that a person has committed or is linked to an infraction of company policy and/or legal statute.
Procedure	<ol style="list-style-type: none"> 1. A document that describes how an activity is to be performed and by whom. 2. A document that specifies the way to perform an activity.
Process	The systems for production, use, storage, handling, treatment, or movement of hydrocarbons, sulfur, or other substances.
Process Safety Management (PSM)	A management system for facilities engaged in production, use, storage, handling, treatment, or movement of hydrocarbons, sulfur, or other substances. U.S. OSHA regulation includes provisions aimed at potential hazards in the petrochemical industry (29 CFR 1910.119).
Production Safety Systems	Series of devices and associated training designed to prevent or limit release of hydrocarbons into the environment.
Public Health	Program for assessing and responding to health factors in the community that may adversely impact the employee population (e.g., communicable disease, etc.).
Quality	The totality of features and characteristics of a product or service that bear on its ability to satisfy stated or implied needs.
Quality Management	That aspect of the overall management function that determines and implements the quality policy.
RCRA	Resource Conservation and Recovery Act (U.S. statute)

Term	Definition
Reasonably Achievable/ Practicable	A risk reduced to levels such that further risk reduction measures would be so disproportionate to the probability and consequences of occurrence that it would be objectively unreasonable to implement them.
Recordable Cases	See <i>Number of Recordable Cases</i>
Recordable Incident	A work-related event resulting in an injury or illness that falls in one of the following categories: medical treatment, restricted duty, job transfer, days away from work, or death.
Remediation	Environmental clean up and response to a release, such as hydrocarbon or other hazardous material spills.
Reportable	Any event that requires official notification to a regulatory agency/organization.
Respirator Fit Test	A protocol to qualitatively or quantitatively evaluate the fit of a respirator on an individual.
Restricted Duty	Recordable case where the employee is released by a licensed healthcare practitioner with restrictions where they are not capable of fully performing his/her normal duties beyond the date of incident.
Restricted Work Day Case	See <i>Restricted Duty</i>
Return to Duty	Resumption of normal duties associated with release from a licensed healthcare practitioner providing an injured worker with authorization to return to work.
Rigging	<ol style="list-style-type: none"> 1. Devices such as wire rope, chains or slings used to attach a load to a lifting device such as a crane. 2. The act of attaching slings, wire rope or chains to a load.
Risk	The measure of the likelihood of occurrence of an undesirable event and of the potentially adverse consequences which this event may have upon people, the environment or economic resources.
Risk Assessment	<ol style="list-style-type: none"> 1. A careful consideration by competent people of the hazards associated with a task. The potential effect of each hazard, how severe it might be and the likelihood of it occurring, should be considered to determine the effort required to make the work site as safe as reasonably practicable. 2. The whole process of risk analysis and the evaluation of the results of the risk analysis against technological and/or economic, social and political criteria.
Risk Management	A management system which eliminates or mitigates the threat from hazards.
Root Cause	A root cause is an initiating cause of a causal chain which leads to an outcome or effect of interest. Commonly, root cause is used to describe the depth in the causal chain where an intervention could reasonably be implemented to change performance and prevent an undesirable outcome.
Root Cause Analysis	The process by which the true cause of an incident is derived.
Safety Shoes	Shoes equipped with hard toe area that comply with ASTM F 2412-05 <i>Test Methods for Foot Protection</i> and ASTM F 2413-05 <i>Performance Requirements for Foot Protection</i> , European standard EN 345 or equivalent.
SCBA	Self-Contained Breathing Apparatus: A self-carried respiratory protection device that consists of a supply of respirable air.
SEMS	Safety and Environmental Management Systems: A PSM plan for offshore facilities. (U.S. statute).
Senior Management	Those managers or directors who have executive authority to determine and enact strategic policies within the organization.
Severity Frequency	Total number of days away from work times 1,000,000 divided by employee or exposure hours.
Severity Rate	Total number of days away from work times 200,000 divided by employee or exposure hours.
Short Service Employee (SSE)	Someone who is new to the company or new to the job they are doing, under a certain seniority and/or exposure to the job being performed.
SIC	United States Standard Industrial Classification system—being replaced by the NAICS system.
Simultaneous Operations	At least two activities or operations occurring at the same time.
SPCC	Spill Prevention Control and Countermeasures (U.S. regulation)
Spill	An unplanned or accidental release of petroleum hydrocarbons or other liquids from primary or secondary containment that gets into the environment.

Term	Definition
Standard	A document, established by consensus and approved by a recognized body, that provides, for common and repeated use, rules, guidelines or characteristics for activities or their results.
Standardized Safety Questionnaire	A standardized document used to measure safety performance of contractors and subcontractors.
Storm Water Management	Assessing and controlling impact from naturally occurring precipitation (rain, snow, etc.) and resulting run-off from a worksite.
Subcontractor	An individual, partnership, firm, or corporation that is hired by a Contractor.
Substance Abuse	Improper use of chemical substances which results in impairment.
Supervisor	The person who has been given the control, direction, or supervision of work performed by one or more personnel.
Survival Craft	A sturdy buoyant marine vessel, boat, capsule or raft (as carried by a ship, platform or mobile offshore drilling unit) for use in an emergency and especially in saving lives at sea.
Third Party	The individual, partnership, firm or corporation retained by the Operator to perform specialized services or to provide specialized equipment; does not include drilling or well servicing contractors.
Total Recordable Incident Frequency (TRIF)	Number of recordable cases times 1,000,000 divided by exposure or employee hours.
Total Recordable Incident Rate (TRIR)	Number of recordable cases times 200,000 divided by exposure or employee hours.
Total Vehicle Crashes	<p>The total number of crashes where the outcome was as follows:</p> <ul style="list-style-type: none"> — any company, contractor, sub-contractor or Third Party fatality associated with a MVC — any rollover — any MVC where a company, contractor or sub-contractor has a Lost Work Day Case associated with the MVC — any MVC when any vehicle is traveling > 20 kph — any MVC where a company, contractor or sub-contractor has a recordable injury (Medical Treatment Case +/-or Restricted Work Day Case) associated with the MVC — any MVC where the vehicle cannot be driven from the scene under its own power in a roadworthy state.
Toxic	The characteristic of a substance to produce injury once it reaches a susceptible site in or on the body. The effects may be acute or chronic, local or systemic.
Training	The process of imparting specific skills and understanding to undertake defined tasks.
Travel Management	See <i>Journey Management</i>
TSCA	Toxic Substances Control Act (U.S. statute)
UBA	Underwater Breathing Apparatus
Uncontrolled Release	An unplanned or accidental release of hydrocarbons, toxic substances, energy, or other materials that is likely to develop quickly, be outside the anticipated range of normal operations, present only limited opportunity for corrective action, require any action to be in the nature of an emergency response, and could result in serious environmental or safety consequences.
Unsafe Act	Any act that deviates from a generally recognized safe way or specified method of doing a job and increases the potential for an accident.
Upstream	Operations involving the exploration, development, and production of oil and gas.
USCG	United States Coast Guard
Vehicle Crash Rate	The total number of crashes per 1 million/km driven (No. of crashes × 1 million) / actual number of km driven
Venting	The controlled release of gases in the atmosphere. The gases might be natural gas or other hydrocarbon vapors, water vapor and other gases, such as carbon dioxide, separated in the processing of oil or natural gas.
Waste	Any material (solid, liquid or gas), which is introduced into the work location as a product of the work but which fulfills no further useful purpose.

Term	Definition
Waste Management	A system to achieve reduction, re-use, reclamation, recycling and responsible disposal of materials.
Water Survival	Program and practical application of emergency procedures for surviving an unplanned entry into water for personnel who may be required to work or travel on or over water.
WCB	Workers Compensation Board (Canada)
Well Control	System for maintaining formation pressure in a well such that fluids or gases do not flow uncontrolled to the surface.
Well Servicing	Well work involving pulling or running tubulars or sucker rods, to include but not limited to redrilling, completing, recompleting, workover, and abandonment operations.
Work-related	An injury or illness is considered to be work-related if an event or exposure in the work environment either caused or contributed to the resulting condition or significantly aggravated a pre-existing injury or illness.
YTD	Year to Date—January 1st of the current year to date of reporting

Annex B

Standardized Safety Questionnaire

I certify that the information provided in this questionnaire is correct and true to my knowledge.

Name: _____ Date: _____

Company Information

To be completed

1	Date of Last Update by Contractor:
2	Legal Company Name:
3	Mailing Address:
4	Mailing Address 2:
5	City:
6	State/Province:
7	Zip/Postal Code:
8	Country:
9	Fax:
10	Email 1:
11	Email 2:
12	Website:
13	What is your parent company's name?
14	What is your subsidiary company's name(s)?

15	What is your parent company's Federal Tax ID# or equivalent government identifier?
16	What are your subsidiary companies' Federal Tax ID#'s or equivalent government identifier?
17	Has your company, or the owners of your company, operated under a different name in the last three years?
18	If you answered YES to the previous question, what was the name & location of the company?
19	What is your company's North American Industry Classification (NAICS) or equivalent industrial classification code, if applicable?
20	What is your additional company NAICS Code or equivalent industrial classification code, if applicable?
21	Please describe the area or region to which this questionnaire applies (i.e. local division, district, branch):
22	Name of individual that completed this questionnaire:
23	Name of individual to contact regarding issues with this questionnaire:
24	Telephone number of individual to contact regarding issues with this questionnaire:
25	24-hour Emergency Phone Number:
26	What year was your company established?
27	Do you operate under any other company names?
28	If you answered YES to the previous question, please list all other names under which your company operates:
29	Percent minority/female owned:
30	List types of work within the services you normally provide that you subcontract to others:
31	Which of the following personnel do you normally employ? Union, Non-union, Contract (e.g. from a service or consulting firm):
32	If you answered UNION to the previous question, please list trades/locals:

50	If yes, please explain:
51	Are there any HSE-related judgments, claims or suits pending or outstanding against your company?
52	Are there any pending or outstanding judgments, claims, or suits against your company that could impact your ability to perform contractual services?
53	If there are any pending or outstanding judgments, claims, or suits against your company that could impact your ability to perform contractual services, please provide details:
54	Describe the nature and extent of your company's participating in relevant industry, trade and governmental organizations:
55	Has the company been recognized on HSE performance by a government agency, a client, trade organization or community in the past three years?
56	Additional Comments:

57. Check (✓) all the categories that describe the services your company provides:

	Onshore	Offshore		Onshore	Offshore
Bit & Tool Sales/Rental/Repair			Building/Janitorial Service		
Casing Crew			Catering		
Cathodic Protection			Cementing		
Coiled Tubing/Snubbing			Communications/Scada		
Completion			Compression Rental & Maintenance		
Corrosion Control			Crane Services		
Directional Drilling/LWD/MWD			Diving/ROV		
Transportation-related			Drilling Fluids		
Drilling Services			Drilling Contractor		
Electrical Contractor			Electrical Submersible Pumps		
Electric Supplies			Engineering Services		
Environmental Services			Fabricator		
Gas Processing Chemicals			General Contractor/Construction		
General Oil Field Services			Heavy Equipment (Earthmoving), etc.		
Hot Oil Services			Instrumentation/Controls		
Laboratory Services/Core Analysis			Logistic Services		
Lubricants/Fuel			Machine Shop Services		
Mud Logging			Non-destructive Testing		
Painting/Blasting/Coating			Personnel Services		
Pipeline Construction			Production Chemicals		
Production Services			Rig Rental Tools/Fishing		
Rod Pumps/Rods			Roustabouts/Contract Labor		
Safety, Health & Environmental Consulting & Training			Scaffolding		
Security			Seismic/Geophysical		
Survey			Tank/Vessel Cleaning		
Transportation—Aircraft			Transportation—Land		
Transportation—Marine			Tubular Inspection & Coatings		
Transportation—Related			Waste Disposal		
Valve Reconditioning/Repair			Wellheads		
Welding Contractors			Well Service Contractor		
Well Logging/Wireline			Workover Contractor		
Well Stimulation/Acidizing					
Other Specialties:					

58. Do you conduct any of the following specialty tasks while providing your service?

	Onshore		Offshore	
	Yes	No	Yes	No
Asbestos Abatement	Yes	No	Yes	No
Confined Space	Yes	No	Yes	No
Crane Operations	Yes	No	Yes	No
Emergency Response	Yes	No	Yes	No
Gas Detection Systems/Repair	Yes	No	Yes	No
Hot Tapping	Yes	No	Yes	No
Hot Work	Yes	No	Yes	No
Lead Abatement	Yes	No	Yes	No
Naturally Occurring Radioactive Material (NORM)	Yes	No	Yes	No
Work in H ₂ S areas	Yes	No	Yes	No

59. Do you have vessels under U.S. Coast Guard regulations or equivalent?

Yes	No	NA
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If Yes, see: MARINE MODULE

INCIDENT/ILLNESS RECORDATION

60. In the table below, provide the ____ most recent full years of incident information for your company, division or subsidiary. *Offshore data must be included in applicable.*

In addition to completing the tables, submit copies of your company's logs for each of the ____ years listed.

NOTE *If EMR does not apply, NUMBER OF EMPLOYEES & EMPLOYEE HOURS STILL NEEDS TO BE COMPLETED.*

Year	Average Number of Employees	Exposure or Employee Hours ^a	Number of Recordable Cases ^b	Days Away from Work, Restricted or Transfer (DART) Cases ^c	Days Away From Work Cases ^d	Number of Days Away from Work ^e	Number of Fatalities ^f	Total Recordable Incidence Rate ^g
200_	Q4 _____	Q4 _____	Q4 _____	Q4 _____	Q4 _____	Q4 _____	Q4 _____	Q4 _____
	Q3 _____	Q3 _____	Q3 _____	Q3 _____	Q3 _____	Q3 _____	Q3 _____	Q3 _____
	Q2 _____	Q2 _____	Q2 _____	Q2 _____	Q2 _____	Q2 _____	Q2 _____	Q2 _____
	Q1 _____	Q1 _____	Q1 _____	Q1 _____	Q1 _____	Q1 _____	Q1 _____	Q1 _____
200_	Q4 _____	Q4 _____	Q4 _____	Q4 _____	Q4 _____	Q4 _____	Q4 _____	Q4 _____
	Q3 _____	Q3 _____	Q3 _____	Q3 _____	Q3 _____	Q3 _____	Q3 _____	Q3 _____
	Q2 _____	Q2 _____	Q2 _____	Q2 _____	Q2 _____	Q2 _____	Q2 _____	Q2 _____
	Q1 _____	Q1 _____	Q1 _____	Q1 _____	Q1 _____	Q1 _____	Q1 _____	Q1 _____
200_	Q4 _____	Q4 _____	Q4 _____	Q4 _____	Q4 _____	Q4 _____	Q4 _____	Q4 _____
	Q3 _____	Q3 _____	Q3 _____	Q3 _____	Q3 _____	Q3 _____	Q3 _____	Q3 _____
	Q2 _____	Q2 _____	Q2 _____	Q2 _____	Q2 _____	Q2 _____	Q2 _____	Q2 _____
	Q1 _____	Q1 _____	Q1 _____	Q1 _____	Q1 _____	Q1 _____	Q1 _____	Q1 _____

Total Recordable Incidence Frequency ^h	DART Cases Incidence Rate ⁱ	DART Cases Frequency ^j	Days Away From Work Incidence Rate ^k	Days Away From Work Incidence Frequency ^l	Severity Rate ^m	Severity Frequency ⁿ	MVC Rate ^o	EMR ^p
Q4 _____	Q4 _____	Q4 _____	Q4 _____	Q4 _____	Q4 _____	Q4 _____		
Q3 _____	Q3 _____	Q3 _____	Q3 _____	Q3 _____	Q3 _____	Q3 _____		
Q2 _____	Q2 _____	Q2 _____	Q2 _____	Q2 _____	Q2 _____	Q2 _____		
Q1 _____	Q1 _____	Q1 _____	Q1 _____	Q1 _____	Q1 _____	Q1 _____		
Q4 _____	Q4 _____	Q4 _____	Q4 _____	Q4 _____	Q4 _____	Q4 _____		
Q3 _____	Q3 _____	Q3 _____	Q3 _____	Q3 _____	Q3 _____	Q3 _____		
Q2 _____	Q2 _____	Q2 _____	Q2 _____	Q2 _____	Q2 _____	Q2 _____		
Q1 _____	Q1 _____	Q1 _____	Q1 _____	Q1 _____	Q1 _____	Q1 _____		
Q4 _____	Q4 _____	Q4 _____	Q4 _____	Q4 _____	Q4 _____	Q4 _____		
Q3 _____	Q3 _____	Q3 _____	Q3 _____	Q3 _____	Q3 _____	Q3 _____		
Q2 _____	Q2 _____	Q2 _____	Q2 _____	Q2 _____	Q2 _____	Q2 _____		
Q1 _____	Q1 _____	Q1 _____	Q1 _____	Q1 _____	Q1 _____	Q1 _____		

Notes:

- ^a Hours worked by employees based on: actual hours from payroll, shift hours (i.e. 8 or 12 hrs), or reasonable estimate for non-time sheet employees. Hours should be tied to occupational exposure from tasks and should not approach or equal 24 hours in one day.
- ^b Total number of work-related injury and illness (recordable) cases that occurred during a specified period. This includes all medical treatment, restricted duty, job transfer, days away from work cases, and fatalities.
- ^c Total number of cases where a work-related incident (injury or illness) to an employee in which a physician or licensed health care professional recommends days away from work due to the incident. PLUS total number of job transfers and restricted cases that occurred during a specified period. A job transfer or restricted case is defined as any recordable case that prevents an employee from doing the routine functions of his or her job as described in their job description or from working a full work day on subsequent day(s) after the day of the incident as recommended by the employer or a licensed healthcare provider.
- ^d Total number of cases where a work-related incident (injury or illness) to an employee in which a physician or licensed health care professional recommends days away from work due to the incident.
- ^e Number of calendar days after the date of the injury that the employee was unable to work as a result of the injury or illness regardless of whether or not the employee was scheduled on those days. Weekend days, holidays, vacation days, or other days are included in the total number of days recorded.
- ^f Total number of work-related incidents where the employee was fatally injured.
- ^g Number of recordable cases times 200,000 divided by exposure hours.
- ^h Number of recordable cases times 1,000,000 divided by exposure hours.
- ⁱ Number of Days Away from Work and Restricted or Transfer cases times 200,000 divided by exposure hours.
- ^j Number of Days Away from Work and Restricted or Transfer cases times 1,000,000 divided by exposure hours.
- ^k Total number of Days away from Work cases times 200,000 divided by exposure or employee hours.
- ^l Total number of Days Away from Work cases times 1,000,000 divided by exposure or employee hours.
- ^m Total number of days away from work times 200,000 divided by employee or exposure hours.
- ⁿ Total number of days away from work times 1,000,000 divided by employee or exposure hours.
- ^o Total number of Motor Vehicle Crashes times 1,000,000 divided by kilometers driven.
- ^p Experience Modifier Rating—U.S.-specific metric (see Definition for more information).
- ^e Number of lost workday cases divided by the total number of recordable cases.

Comments:

Fatigue Management								
Fire Fighting—Incipient								
Fire Protection								
First Aid								
Forklift								
Ground Fault Protection								
Grounding Conductor								
Harassment & Discrimination Training								
Hazard Communication								
Hazardous Waste Emergency Response Plan								
Hearing Conservation								
Heavy Equipment & Machinery Operation								
Heavy Metals								
Helicopter Underwater Egress Training (HUET)								
Hydrogen Sulfide								
Incident Investigation								
Incident Reporting Awareness								
Job Safety Analysis (JSA)								
Journey/Travel Management								
Lead Exposure Control								
Management of Change								
Manual Lifting Techniques								
Marine Debris								
Naturally Occurring Radioactive Materials (NORM)								
New Employee Orientation								
Noise Control								
Permit-to-Work Process								
Permit-to-Work: Confined Space								
Permit-to-Work: Hot Work								
Permit-to-Work: Lockout/Tagout								

Personal Protective Equipment								
Personnel Basic Orientation								
Personnel Hoisting								
Personnel PEC or Equivalent Offshore Orientation								
Pressure Operations								
Process Safety Management								
Production Safety Systems/T2								
Public Health								
Quality Management Systems								
Radiation								
Respiratory Protection								
Rigging/ Mechanical Material Handling								
Scaffolding								
Security								
Silica								
Storm Water Management and Compliance								
Substance Abuse Awareness								
Supervisor Training								
Survival Craft								
Trenching & Excavation								
Waste Management								
Water Survival—Classroom								
Water Survival—in Water								
Welding and Burning								
Well Control								
Work/Post Injury Management								

United States

Please provide any additional information on other industry-specific programs or training, including written procedures, which your company provides to employees:

Lockout/Tagout— Other								
OPA 1990 (Oil & Pollution Act of 1990)								
Process Safety Management								
Production Safety Systems/T2								
Resource Conservation and Recovery Act (RCRA)								
Safety Environmental Management Systems Plan (SEMS)								
Spill Prevention Control and Countermeasures (SPCC)								
Superfund Amendment Reauthorization Act (SARA III)								
Toxic Substances Control Act (TSCA)								

AVIATION MODULE

Aerial Patrol

62	What regulatory authority does your company follow?			
63	Does your company have a written hiring qualification standard for all pilots?	Yes	No	NA
64	Are free-lance or casual pilots used?	Yes	No	NA
65	Do you use a company training program?	Yes	No	NA
66	Is the training program documented?	Yes	No	NA
67	Do you have a simulator training program?	Yes	No	NA
68	If YES, how frequently do your pilots complete the simulator training program?	Yes	No	NA
69	Do your pilots attend Cockpit Resource Management (CRM)/Aeronautical Decision Making (ADM) training?	Yes	No	NA
70	If yes, how often?			
71	Do training records maintained record medical renewals?	Yes	No	NA
72	Does your company have a night and IFR currency program?	Yes	No	NA
73	If YES, does it include landings at remote airstrips/offshore helidecks?	Yes	No	NA
74	Does your company perform semi-annual check rides?	Yes	No	NA
75	Are semi-annual check rides accompanied by written tests?	Yes	No	NA
76	Do you perform annual line/route checks?	Yes	No	NA
77	Are aircraft emergency drills conducted?	Yes	No	NA
78	How often are the aircraft emergency drills conducted?			
79	Weather minimums—Please State			
80	How are flight plans filed and with whom?			
81	Briefly describe your flight following system.			
82	Are navigation charts kept?	Yes	No	NA
83	Are NOTAMS and certified weather briefings available?	Yes	No	NA
84	Are passenger manifests prepared for each flight?	Yes	No	NA
85	Is a weight & Balance calculated for each flight?	Yes	No	NA
86	Do you have standardized flight procedures (crew coordination, takeoff, enroute, landing, emergency, etc.)?	Yes	No	NA
87	If yes, are checklists used to support these procedures?	Yes	No	NA
88	Is a Flight Operations Manual published?	Yes	No	NA
89	Is it approved by the civil aviation authority?	Yes	No	NA
90	Are records of flight physicals maintained?	Yes	No	NA
91	Are minimum equipment lists (MEL) used?	Yes	No	NA
92	With respect to aircraft performance, does the Operator consider all significant factors including weight, operating procedures, pressure altitude, temperature, wind, runway gradient, and runway contamination (water, slush, etc.)?	Yes	No	NA
93	Does the Operator ensure that takeoff weight and estimated landing weight will not exceed maximum weights as specified in the flight manual?	Yes	No	NA
94	Does the operator employ a person or group of persons to ensure that all maintenance, including contract, is carried out in accordance with the maintenance control manual?	Yes	No	NA
95	Does the maintenance organization employ the necessary personnel to plan, perform, supervise, inspect, and release the work to be performed?	Yes	No	NA

96	Is there a process in place to evaluate airworthiness information such as service bulletins and to track their scheduled compliance?	Yes	No	NA
97	Is there a process in place to track non-airworthiness items and schedule their compliance?	Yes	No	NA
98	Do your company airplanes receive the required inspections to keep them current with the FAA regulations?	Yes	No	NA
99	If yes, does your company complete the annual, 100 hour, Transponder, PITOT Static System, and ELT required inspections?	Yes	No	NA
100	Have any of your pilots had any aircraft related accidents?	Yes	No	NA
101	If YES, what was the root cause of the accident?	Yes	No	NA
102	Was the accident investigated by the National Transportation Safety Board (in the U.S.) or other governmental aviation authority?	Yes	No	NA
103	Was the pilot's license revoked or suspended?	Yes	No	NA
104	If YES, has the pilot's license been reinstated?	Yes	No	NA

COMMUNICATIONS

Hazard Communication Program

105	Does your company's Hazard Communication (HAZCOM) program require labeling of hazardous chemicals?	Yes	No	NA
106	Does your company's Hazard Communication (HAZCOM) program identify the communication method to share hazardous chemical information with personnel in the workplace?	Yes	No	NA

Language

107	Are language barriers addressed in your HSE programs?	Yes	No	NA
108	If YES, what is the common language?			
109	In what language(s) is/are your HSE policies and procedures written?			
110	Has your company had an incident(s) where a causal factor was a language barrier/issue?	Yes	No	NA
111	If YES, describe what was done to address this causal factor.			

CRAFT SKILLS

112	Master Craftsmen Number:			
113	Master Craftsmen Percentage of Total Employees:			
114	Journeyman/Craftsmen Number:			
115	Journeyman/Craftsmen Percentage of Total Employees:			
116	Apprentice/Trainees Number:			
117	Apprentice/Trainees Percentage of Total Employees:			

DANGEROUS GOODS

Asbestos Exposure Control

118	Does your company's Asbestos program require monitoring to ensure no employee is exposed to an airborne concentration of asbestos in excess of government-defined or company exposure limits whichever is lower?	Yes	No	NA
119	Does your company's Asbestos program define when respirators are to be used?	Yes	No	NA
120	Does your company's Asbestos program define which additional personal protective equipment is to be used and when?	Yes	No	NA
121	Does your company's Asbestos program prohibit smoking in areas of asbestos exposure?	Yes	No	NA

Benzene Exposure Control

122	Does your company's Benzene program require monitoring to ensure no employee is exposed to an airborne concentration of Benzene in excess of government-defined or company exposure limits whichever is lower?	Yes	No	NA
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Explosives

123	Do your field operation procedures follow API RP67 <i>Recommended Practices for Oilfield Explosives Safety</i> ?	Yes	No	NA
124	Does your training curriculum for personnel involved with Wireline and Tubing Conveyed Perforating follow API RP 67 <i>Recommended Practices for Oilfield Explosives Safety</i> ?	Yes	No	NA
125	Are detonators radio-frequency safe/insensitive?	Yes	No	NA
126	Does your use of electric detonators follow the safety guidelines of IME (Institute of Makers of Explosives) Safety Library Publication (SLP) No. 20 <i>Safety Guide for the Prevention of Radio Frequency Radiation Hazards in the Use of Commercial Electric Detonators</i> ?	Yes	No	NA
127	Does your storage, transportation and use follow IME (Institute of Makers of Explosives) guidelines Safety Library Publication (SLP) No. 27 <i>Security in the Manufacturing, Transportation, Storage and use of Commercial Explosives</i> ?	Yes	No	NA
128	Does your company comply with federal, state/provincial and municipal licensing regulations?	Yes	No	NA

Heavy Metals

129	Does your company's heavy metals program require monitoring to ensure no employee is exposed to concentrations of heavy metals in excess of regulatory limits?	Yes	No	NA
130	Does your company's heavy metals program identify when respirators are to be used?	Yes	No	NA
131	Does your company's heavy metals program include housekeeping and hygiene practices to reduce the possibility of lead exposure?	Yes	No	NA

Hydrogen Sulfide

132	Does your company's Hydrogen Sulfide program require measures to ensure that no employee is exposed to a concentration of hydrogen sulfide in excess of government-defined limits?	Yes	No	NA
133	Does your company's Hydrogen Sulfide (H ₂ S) program define when respirators are to be used?	Yes	No	NA

Naturally Occurring Radioactive Materials (NORM)

134	Are your employees in a dosimetry program?	Yes	No	NA
135	If you answered yes to the above, is the program administered internally or by a Third Party?	Yes	No	NA

Radiation

136	Does your use of radioactive sources and/or devices follow the operating philosophy for maintaining occupational radiation exposures As Low As Reasonably Achievable (ALARA)?	Yes	No	NA
137	Does your training curriculum for use of radioactive sources and/or devices follow the minimum the minimum Radiation Safety Requirements for Well Logging stipulated in the regulations and minimum license conditions?	Yes	No	NA
138	Do you have any radioactive sources that are considered by the IAEA Code of Conduct on the Safety and Security of Radioactive Sources Quantity of Concern?	Yes	No	NA
139	If YES, Do you have formal procedures in place to address this issue?	Yes	No	NA
140	Does your company comply with federal, state/provincial and municipal licensing regulations?	Yes	No	NA
141	Are your employees in a dosimetry program?	Yes	No	NA
142	If you answered yes to the above, is the program administered internally or by a Third Party?	Yes	No	NA

Silica

143	Does your company's Silica program require the use of silica monitoring results for choosing engineering controls, administrative controls and/or personal protective equipment?	Yes	No	NA
144	Does your company's Silica program define when respirators are to be used?	Yes	No	NA
145	Does your company's Silica program address personal hygiene methods to avoid unnecessary exposure to silica dust?	Yes	No	NA

DRUGS AND ALCOHOL PROGRAM

146	Does your company have a written policy regarding drug screening or testing of your employees?	Yes	No	NA
147	Does your drug-testing program conform to local regulatory government requirements?	Yes	No	NA
148	Cite applicable regulatory agency			
149	Are your company's employees subject to Pre-employment drug screening?	Yes	No	NA
150	Are your company's employees subject to periodic drug screening?	Yes	No	NA
151	Are your company's employees subject to Post Accident drug screening?	Yes	No	NA
152	Are your company's employees subject to Probable Cause drug screening?	Yes	No	NA
153	Are your company's employees subject to Random drug screening?	Yes	No	NA
154	Are your company's employees subject to drug screening at Return-to-Duty?	Yes	No	NA
155	Are your company's employees subject to drug screening for Other reasons?	Yes	No	NA
156	If subject to drug screening for other reasons, please explain.	Yes	No	NA
157	What company provides your Drug and Alcohol testing services?	Yes	No	NA
158	What is the certifying authority of the company that provides your Drug and Alcohol testing services?	Yes	No	NA
159	Who does your company utilize as a Third Party auditor for Drug & Alcohol Program?	Yes	No	NA
160	Does your company utilize a Third Party administrator for Drug & Alcohol Program?	Yes	No	NA
161	If you answered YES to the previous question, what company do you utilize?	Yes	No	NA
162	Do you maintain records detailing compliance to your drug and alcohol policy?	Yes	No	NA

References to DOT regulations in the Regional—United States Section

EMERGENCY PREPAREDNESS AND PLANNING

Well Control

163	Does your company's Well Control and Production Safety Training program require a training plan?	Yes	No	NA
164	Does your company's Well Control and Production Safety Training program training plan include Procedures for training employees?	Yes	No	NA
165	Does your company's Well Control and Production Safety Training program training plan include procedures for evaluating subcontractor training programs?	Yes	No	NA
166	Does your company's Well Control and Production Safety Training program training plan include procedures for verifying assigned duties can be performed by Employees?	Yes	No	NA
167	Does your company's Well Control and Production Safety Training program training plan include procedures for verifying assigned duties can be performed by Subcontractors?	Yes	No	NA
168	Does your company's Well Control and Production Safety Training program training plan include procedures for assessing the training needs of your employees on a periodic basis?	Yes	No	NA

EMERGENCY RESPONSE**Emergency Response Plan**

169	Does your company have a written requirement for on-site Emergency Response Plans?	Yes	No	NA
170	Does your company have a written Emergency Evacuation Plan?	Yes	No	NA
171	What emergency situations are covered by your company's response plans?	Yes	No	NA

Emergency Drills

172	Does your company conduct routine emergency drills?	Yes	No	NA
173	If you answered YES to previous question, what type of drills?			
174	How frequently are drills conducted?			

ENVIRONMENTAL

175	Is your company required to have any Federal, state, or local environmental licenses or permits to perform their service(s) (e.g. NORM, asbestos, DOT, lead, explosives, etc.)?	Yes	No	NA
176	If YES, list types of environmental licenses/permits and jurisdiction of issue			
177	Does your company allocate time and resources to train all supervisors in environmental and regulatory compliance?	Yes	No	NA
178	What is the job title of the person who is responsible for this training?			
179	Is this a full time training position?	Yes	No	NA
180	If NO, list the percentage of time devoted to environmental and regulatory compliance:			
181	Does your company have waste management plans?	Yes	No	NA
182	Is waste minimization a component of your waste management program?	Yes	No	NA
183	Does your pre-job planning process include environmental concerns? (Waste, Release, Permit Violation)	Yes	No	NA
184	Does your company's mission statement include environmental goals?	Yes	No	NA
185	In conjunction with safety meetings, does your company include environmental topics?	Yes	No	NA
186	If YES, please provide some examples of environmental topics covered			
187	Has your company reported any spills in the last three years?	Yes	No	NA
188	If YES, what was the total volume reported for each year?			
189	Does your company perform environmental audits/reviews?	Yes	No	NA
190	If you answered YES to the previous question, are environmental audits documented?	Yes	No	NA
191	What is the job title of the person responsible for reviewing the environmental audit/review?			
192	How often are environmental audits/reviews conducted?			

HSE MANAGEMENT

193	Does your company establish annual goals in any of the following? Safety Health Environmental Spill Response Waste Management	Yes Yes Yes Yes Yes	No No No No No	NA NA NA NA NA
194	If answered YES, describe training and documentation aspects of the program.			
195	Are employees provided with their own copy of the company's HSE handbook?	Yes	No	NA
196	Does the company have a Safety Committee?	Yes	No	NA
197	Does your company have a HSE Incentive/Recognition Program?	Yes	No	NA
198	If answered YES to the previous question, please describe your HSE Incentive/Recognition Program:			
199	Are awards earned based on individual or group performance?			
200	Are awards based on criteria other than injuries and environmental incidents?	Yes	No	NA
201	Does Management receive pay bonuses for their company's HSE performance?	Yes	No	NA
202	If answered YES to the previous question, describe the basis for earning an HSE performance bonus?			
203	Describe the programs utilized to monitor and determine the progress of HSE performance in your company (e.g. management meetings, safety committee/team, statistical reports, etc.):			
204	Does the company have a policy manual with a clearly written HSE policy endorsed by upper management?	Yes	No	NA
205	Does your company involve employees at all levels in HSE awareness programs?	Yes	No	NA
206	If answered YES to the previous question, describe how employees are involved in HSE awareness programs:			
207	What is the job title of the person in your company who is responsible for coordinating your HSE program?			
208	Is HSE a full time responsibility for this person?	Yes	No	NA
209	If answered NO, list the percentage of time devoted to HSE:			
210	Does your company perform self-inspections/audits of its HSE programs?	Yes	No	NA
211	If answered YES to the previous question, are they documented?	Yes	No	NA
212	What is the job title of the person who reviews the HSE audits/inspections?			
213	Do you have or provide a full time HSE Director?	Yes	No	NA
214	Do you have or provide a full time HSE Supervisor?	Yes	No	NA
215	Do you have or provide a full time HSE Coordinator?	Yes	No	NA
216	How many dedicated HSE personnel are in your company?			
217	Is there an overall structure for producing, updating and disseminating standards?	Yes	No	NA
218	How often is HSE performance reviewed?			
219	What is the job title of the person responsible for reviewing HSE performance?			
220	Do you have a written policy on HSE auditing?	Yes	No	NA
221	Does your company have a Health, Safety and Environment Management System?	Yes	No	NA
222	If certified, to what standard(s)?			
223	Which parts of operations are certified?			
224	Do your workers have access to the OH&S Acts, Regulations and Codes?	Yes	No	NA
225	Do you have a system for establishing applicable health, safety, and environmental specifications for acquisition of material and equipment?	Yes	No	NA
226	Please provide any additional information on other industry-specific programs or training, including written procedures, which your company provides to employees.			

Behavior-based Safety

227	Does your company have a behavior-based safety program in place?	Yes	No	NA
228	What is the name of your program?			
229	Does your company have a documented inventory of critical safe behaviors associated with your work activities?	Yes	No	NA
230	Do all employees participate in documented behavior observations?	Yes	No	NA
231	Does your company perform formal, documented trend analysis of behavior observations?	Yes	No	NA

Disciplinary Program

232	Does your company's Disciplinary program identify which positions are responsible for program enforcement?	Yes	No	NA
233	Does your company's Disciplinary program distinguish what constitutes a HSE violation?	Yes	No	NA
234	Does your company's Disciplinary program specify procedures for addressing a HSE violation?	Yes	No	NA

Incident Management and Investigation Procedures

235	Does your company have a written policy and program that describes roles and responsibilities that will be initiated in the event of an incident?	Yes	No	NA
236	Is this program communicated so all employees understand your company's position?	Yes	No	NA
237	Does your company have a policy requiring written incident reports (spills, injuries, property damage, near misses, fires, explosions, etc.)?	Yes	No	NA
238	Does your company conduct incident investigations?	Yes	No	NA
239	Do personnel who perform incident investigations receive formal investigative training?	Yes	No	NA
240	Are root cause investigation techniques/protocols used?	Yes	No	NA
241	Are incident reports reviewed by managers/supervisors?	Yes	No	NA
242	Does the company document, investigate and discuss near miss accidents?	Yes	No	NA
243	Is documentation available and accessible?	Yes	No	NA
244	Does your company have a system in place to track incident investigation corrective action findings to closure?	Yes	No	NA
245	Does your company have a written process in place to share the lessons learned from incidents with the entire workforce?	Yes	No	NA
246	On large projects do you employ a paramedic, nurse or physician with "occupational medicine" experience at the worksite?	Yes	No	NA

Safety Meetings

247	Does your company have scheduled documented employee safety meetings?	Yes	No	NA
248	If you answered YES to the previous question, how often do you hold safety meetings?			
249	What is the job title of the person who conducts the safety meetings?			
250	What is the job title of managers/supervisors participate in the safety meetings?			
251	Are meetings reviewed and critiqued by managers/supervisors?	Yes	No	NA
252	Does your company hold onsite (tailgate/toolbox/pretour) safety meetings?	Yes	No	NA
253	If you answered YES to the previous question, how often do you hold onsite safety meetings?			
254	What is the job title of the person who conducts onsite (tailgate/toolbox/pretour) safety meetings?			
255	Is documentation from these onsite (tailgate/toolbox/pretour) safety meetings available?	Yes	No	NA

Work/Post Injury Management

256	Does your company require an authorized individual to accompany injured employees to the medical provider for initial treatment?	Yes	No	NA
257	Does your company have a written restricted duty/light duty program?	Yes	No	NA
258	Does your company utilize a specific medical provider that understands your company's restricted duty/light duty program?	Yes	No	NA
259	Comments for the previous question, if any:			
260	Does your company's Injury Management program include a plan to reduce manual lifting?	Yes	No	NA
261	Does your company's Injury Management program include post injury management?	Yes	No	NA
262	Does your company have a Return-to-Work program?	Yes	No	NA

LIFTING**Cranes**

263	Does your company have crane operators?	Yes	No	NA
264	Are crane operator physicals in compliance with local or industry regulations?	Yes	No	NA
265	Are crane operators certified per local requirements, if applicable?	Yes	No	NA
266	Does your company's Crane program require daily inspection?	Yes	No	NA
267	Does your company's Crane program require periodic inspection of operating mechanisms (e.g. annual crane inspections) by a Third Party inspection service?	Yes	No	NA
268	Does your company's Crane program require daily inspection of hooks?	Yes	No	NA
269	Does your company's Crane program require daily inspection of chain hoists?	Yes	No	NA
270	Does your company's Crane program require guards for exposed moving parts?	Yes	No	NA

Forklifts

271	Does your company's Forklift program require forklift inspection prior to use?	Yes	No	NA
272	Does your company's Forklift program require only qualified persons to operate forklifts?	Yes	No	NA

MARINE MODULE**Diving**

273	Does your company's Diving program address training and qualification of dive team members?	Yes	No	NA
274	Does your company's Diving program specify what safety practices shall be included for each diving mode?	Yes	No	NA
275	Is a Safety Practices Manual readily available to dive team members at each dive site?	Yes	No	NA

Marine Vessels

276	Does your company operate vessels of 500 gross tons or greater?	Yes	No	NA
277	Are these vessels ISM Code (International Management Code for the Safe Operation of Ships and for Pollution Prevention) certified?	Yes	No	NA
278	Does your company have written health, safety and environmental (HSE) policies and procedures for marine vessels?	Yes	No	NA
279	Are these procedures located both at your shoreside headquarters and aboard each vessel?	Yes	No	NA
280	Does your HSE program include written procedures for the safe operation of vessels?	Yes	No	NA
281	Does your HSE program include written procedures for pollution prevention?	Yes	No	NA
282	Does your HSE program include written procedures for reporting shipboard incidents and non-conformances to shoreside management?	Yes	No	NA
283	Do you ensure that vessel personnel are medically fit for their work activities?	Yes	No	NA
284	Do you ensure that vessel personnel are properly trained and licensed for their work activities?	Yes	No	NA
285	Do you ensure that new personnel or personnel receiving new vessel assignments are given proper familiarization with the vessel and their shipboard duties?	Yes	No	NA
286	Is this familiarization process documented?	Yes	No	NA
287	Do all vessels have detailed written procedures that address safety and environmental-protection for key shipboard operations?	Yes	No	NA
288	If you answered yes to the previous question, do these procedures clearly identify and assign the personnel who are qualified to perform specific functions?	Yes	No	NA
289	Are procedures in place for identifying and responding to shipboard emergencies (i.e. fire, man overboard, abandon ship)?	Yes	No	NA
290	How often do your vessels conduct fire drills?			
291	How often do your vessels conduct man overboard drills?			
292	How often do your vessels conduct abandon ship drills?			
293	Are these drills documented?	Yes	No	NA
294	Do you have provisions in place to ensure that your company's shoreside headquarters can respond to a vessel emergency at any time?	Yes	No	NA
295	Do you ensure that all vessels maintain the necessary documentation onboard?	Yes	No	NA
296	Do you conduct internal audits onboard vessels and at shoreside headquarters?	Yes	No	NA
297	Have you had a shoreside ISM Code compliance audit performed?	Yes	No	NA
298	If you answered yes to the previous question, when was your last shoreside ISM Code compliance audit?			
299	Were any non-conformances identified?	Yes	No	NA
300	If you answered yes to the previous question, have they been resolved?	Yes	No	NA
301	If you answered no to the previous question, what is your target date for having them resolved?			
302	Have you had a vessel ISM Code compliance audit performed?	Yes	No	NA
303	If you answered yes to the previous question, when was your last ISM Code Compliance audit?			
304	Were any non-conformances identified?	Yes	No	NA
305	If you answered yes to the previous question, have they been resolved?	Yes	No	NA
306	If you answered no to the previous question, what is your target date for having them resolved?			

OCCUPATIONAL HEALTH/INDUSTRIAL HYGIENE (IH)

307	Do you perform IH monitoring on your employees?	Yes	No	NA
308	If yes, please indicate for which substances:			
	— Asbestos	Yes	No	NA
	— Benzene	Yes	No	NA
	— Lead	Yes	No	NA
	— Radiation	Yes	No	NA
	— Silica	Yes	No	NA
	— Total Hydrocarbons	Yes	No	NA
	— Welding Fumes	Yes	No	NA
	— Other (Please list)	Yes	No	NA
309	Are IH records accessible and available?	Yes	No	NA
310	Do you have a hearing conservation program?	Yes	No	NA
311	Does your company have offshore crane operators?	Yes	No	NA
	— If yes, do your offshore crane operators have API RP 2D physicals?	Yes	No	NA
312	Do you have employees who wear respirators? (Canister or SCBA)	Yes	No	NA
	— Are they medically cleared?	Yes	No	NA
	— Are they annually fit tested?	Yes	No	NA
	— Does your company training program include training on the specific make and model of respirator(s) for which the employees have been fit tested?	Yes	No	NA
313	Do you medically screen individuals returning to work?	Yes	No	NA
314	Do you have a restricted duty program?	Yes	No	NA
315	Does your company conduct Pre-employment fitness for work exams?	Yes	No	NA
316	Does your company conduct Re-employment fitness for work exams?	Yes	No	NA
317	Does your company conduct Respiratory fitness for work exams?	Yes	No	NA
318	Does your company conduct Visual fitness for work exams?	Yes	No	NA
319	Does your company conduct other types of fitness for work exams?	Yes	No	NA
	— If yes to "other," please list	Yes	No	NA

CPR

320	Does your company's CPR program require at least one person trained in CPR to be at each job site?	Yes	No	NA
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First Aid

321	Does your company's First Aid program require at least one person trained in first aid to be at each job site?	Yes	No	NA
322	Does your company's First Aid program require a first aid kit to be within easy access at each job site?	Yes	No	NA

Public Health

323	Is health screening included in your Public Health program?	Yes	No	NA
324	List the illnesses covered in your health screening program			
325	Are physical examination and immunizations provided?	Yes	No	NA
326	Does your program identify health conditions in affected areas?	Yes	No	NA

PERSONAL PROTECTIVE EQUIPMENT (PPE)

327	Does your company perform PPE hazard assessments to identify workplace hazards?	Yes	No	NA
328	If your company does perform PPE hazard assessments to identify workplace hazards, are they documented?	Yes	No	NA
329	Does your company's PPE program require PPE to be maintained?	Yes	No	NA
330	Does your company's PPE program define the type of PPE to be used for specific procedures?	Yes	No	NA
331	Does your company perform equipment checks on PPE prior to use?	Yes	No	NA
332	If you answered YES to the above question, are equipment check records accessible and available?	Yes	No	NA

333. Indicate the personal protective equipment your company requires/provides:

PPE	Company Required			Company Provided		
	Yes	No	N/A	Yes	No	N/A
Chemical Protective Equipment	Yes	No	N/A	Yes	No	N/A
Eye Protection	Yes	No	N/A	Yes	No	N/A
Face Protection	Yes	No	N/A	Yes	No	N/A
Fall Protection	Yes	No	N/A	Yes	No	N/A
Fire Retardant Clothing (FRC)	Yes	No	N/A	Yes	No	N/A
H ₂ S Personal Alarm Monitors	Yes	No	N/A	Yes	No	N/A
Hand Protection	Yes	No	N/A	Yes	No	N/A
Hard Hats	Yes	No	N/A	Yes	No	N/A
Hearing Protection	Yes	No	N/A	Yes	No	N/A
Personal Flotation Devices	Yes	No	N/A	Yes	No	N/A
Respiratory Protection	Yes	No	N/A	Yes	No	N/A
Safety Shoes	Yes	No	N/A	Yes	No	N/A
Welding Garments	Yes	No	N/A	Yes	No	N/A
Other	Yes	No	N/A	Yes	No	N/A

If "Other," please list or describe:

QUALITY ASSURANCE/QUALITY CONTROL

334	Does your company have a Quality Assurance/Quality Control Department?	Yes	No	NA
335	Does your company have a Quality Assurance/Quality Control manual?	Yes	No	NA
336	If YES, is it available for review?	Yes	No	NA
337	Does your company have a change management process/program?	Yes	No	NA
338	Does your company have a document control policy?	Yes	No	NA
339	Does your company have a preventative maintenance program for company owned equipment?	Yes	No	NA
340	If YES, which equipment is covered?	Yes	No	NA
341	Do you ensure that plant and equipment used within your premises, on-site, or at other locations by your employees are correctly registered, controlled and maintained in a safe working condition?	Yes	No	NA
342	Does your preventative maintenance program identify and give special consideration to certain critical equipment to avoid hazardous situations if it should fail?	Yes	No	NA

Inspections

343	Does your company keep preventative maintenance and equipment inspection records on file?	Yes	No	NA
344	Do you conduct inspections on operating equipment (i.e. cranes, forklifts, extensible or articulated boom platforms, etc.)?	Yes	No	NA
345	Do you maintain the applicable inspection and maintenance certification records for operating equipment?	Yes	No	NA
346	Are inspection and maintenance records available and accessible?	Yes	No	NA

REGIONAL REGULATIONS

This section contains country-specific questions related to various HSE areas not covered elsewhere in this standard.

Canada

347	Does your company have a Workers Compensation Board (WCB) account in good standing for all jurisdictions in which your company performs work?	Yes	No	NA
348	If YES, please indicate the Province/Territory in which your company has a WCB account in good standing:			
349	What is your company WCB account number in Alberta?			
350	Does your company have an Alberta Human Resources and Employment Certificate of Recognition (COR) or Industry COR?			
351	If not, do you have an equivalent COR from British Columbia or other provinces?			

United States**Government Contracts**

352	What percentage of your services is performed for the U.S. Government?			
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DOI Minerals Management Service (MMS) Subpart "O"

353	Does your company perform work under U.S. Minerals Management Service (MMS) Subpart "O" jurisdiction?	Yes	No	NA
354	Does your company perform work offshore or in inland waters (under MMS jurisdiction) providing well control or production safety services?	Yes	No	NA
355	Has your company established and implemented a well control and production safety training program?	Yes	No	NA
356	Can your company's overall well control and production safety training program be explained and evidence produced to support the explanation during a training system audit conducted by the Operator, the MMS or their authorized representatives?	Yes	No	NA
357	Can your company provide a copy of well control and production safety training program when requested by the Operator or the MMS Regional or District Supervisor?	Yes	No	NA
358	Does your company's well control and production safety training program include procedures for training employees in well control or production safety practices?	Yes	No	NA
359	Does your company's well control and production safety training program specify the type, method(s), length, frequency and content of the training for employees?	Yes	No	NA
360	Does your company's well control and production safety training program include procedures for assessing the well control and production safety training needs of employees on a periodic basis?	Yes	No	NA
361	Does your company's well control and production safety training program include procedures for evaluating the well control and production safety training programs of subcontractors?	Yes	No	NA
362	Do subcontractors' training programs provide for periodic training and verification of well control or production safety knowledge and skills?	Yes	No	NA
363	Does your company's well control and production safety training program include procedures for verifying that all employees and subcontractor personnel engaged in well control and production safety operations can perform their assigned duties?	Yes	No	NA
364	Does your company's well control and production safety training program include procedures for internal audits?	Yes	No	NA
365	Does your company's well control and production safety training program specify the method(s) of verifying employees' understanding and performance?	Yes	No	NA
366	Does your company have procedures established to verify adequate retention of the knowledge and skills that employees need to perform their assigned well control and production safety duties?	Yes	No	NA
367	Are alternative well control and production safety training methods conducted in accordance with, and meet, the objectives of the training program?	Yes	No	NA

368	Is well control and production safety training for employees provided from sources previously accredited by the MMS or that otherwise meet the requirements of their training program?	Yes	No	NA
369	Is periodic training provided to ensure that employees maintain understanding of, and competency in, well control or production safety practices?	Yes	No	NA
370	Has your company verified that each employee understands and performs the assigned well control or production safety duties?	Yes	No	NA
371	Will your company allow the Operator, the MMS or their authorized representatives to administer written or oral well control or production safety tests at the work site or onshore location?	Yes	No	NA
372	Will your company allow the Operator, the MMS or their authorized representatives to administer or witness hands-on, simulator or other types of well control and production safety training?	Yes	No	NA
373	Does your company's well control and production safety training program include procedures for record keeping and documentation of well control and production safety training?	Yes	No	NA
374	Are your company's employee training records available and accessible or do the contractor's employees carry their training records with them at all times?	Yes	No	NA
375	If not, please explain how your company will provide the Operator access to its employees' training records for verification prior to performing work for the Operator, (e.g. training records accompanying employees at all times, phone number for 24-hour verification, etc.)			
376	Does your company identify personnel by current position, years of experience in present position, years of total oil field experience and employer name at the work site or onshore location?	Yes	No	NA
377	Can your company provide copies of training documentation for personnel involved in well control or production safety operations for the past five years when requested by the Operator or MMS Regional or District Supervisor?	Yes	No	NA

DOT Pipeline Operator Qualification

378	Does your company perform covered tasks as defined by the U.S. Department of Transportation regulations?	Yes	No	NA
379	Do you have employees who perform covered tasks as defined under 49 CFR Part 192 Subpart N-GAS?	Yes	No	NA
380	Do you have employees who perform covered tasks as defined under 49 CFR Part 195 Subpart G-LIQUID?	Yes	No	NA
381	Are your employee Operator Qualification (OQ) records kept within an industry recognized database?	Yes	No	NA
382	Does your company participate in an employee qualification database?	Yes	No	NA
383	What training providers do you use?			

Drugs and Alcohol

384	Does your drug-testing program satisfy DOT regulation: Federal Aviation Administration 14 CFR, Part 91.17	Yes	No	NA
385	Does your drug-testing program satisfy DOT regulation: Federal Motor Carrier Safety Administration 49 CFR, Part 382	Yes	No	NA
386	Does your drug-testing program satisfy DOT regulation: Federal Railroad Administration 49 CFR, Part 219	Yes	No	NA
387	Does your drug-testing program satisfy DOT regulation: Pipeline and Hazardous Materials Safety Administration (PHMSA) 49 CFR, Part 199	Yes	No	NA
388	Does your drug-testing program satisfy DOT regulation: United States Coast Guard 33 CFR, Part 95	Yes	No	NA

Process Safety Management (PSM)

389	Does your PSM program cover all 14 elements of process safety management?	Yes	No	NA
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RISK MANAGEMENT

Job Safety Analysis (JSA)

390	Does your company have a written program requiring your employees to have a Job Safety Analysis (JSA) /Job Risk Analysis (JRA) before every task?	Yes	No	NA
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Short Service Employee (SSE) Safety

391	Do you have a documented SSE Safety program?	Yes	No	NA
392	Does your company have a Short Service Employee (SSE) policy that identifies new employees or experienced employees new to your company or new in their position?	Yes	No	NA
393	If YES, does your SSE policy include a means to visually distinguish a SSE?	Yes	No	NA
394	Does your SSE policy include a mentor being assigned to the SSE?	Yes	No	NA
395	If YES, does it define the roles and responsibilities of the SSE mentor?	Yes	No	NA
396	Does your company have quantifiable training requirements (job specific) for new employees or experienced employees new to their position?	Yes	No	NA
397	Do you verify and document completion and comprehension of the training?	Yes	No	NA

SECURITY

398	Does your company have an employee identification system that includes a picture ID (i.e. badge, card)?	Yes	No	NA
399	Does your company have a policy stating that no weapons or firearms of any type are allowed on the worksite?	Yes	No	NA

Background Checks

400	Does your company have a policy pertaining to criminal background checks on employees?	Yes	No	NA
401	Does your company perform background checks on potential employees?	Yes	No	NA
402	Does each background check include drivers license checks for drivers who operate company vehicles?	Yes	No	NA
403	Does each background check include all jurisdictions in which the worker resided or worked?	Yes	No	NA
404	If YES, for how many years?			
405	Does each background check include verifications of employment history?	Yes	No	NA
406	If YES, for how many years?			

SUBCONTRACTORS

407	Does your company use subcontractors?	Yes	No	NA
408	If yes, for which service categories? (See Service Categories in the General Safety Information section)			
409	Does your company review the health, safety, and environmental (HSE) systems of subcontractors?	Yes	No	NA
410	Do you use Health, Safety, Security, and Environmental (HSSE) performance criteria in selection of subcontractors?	Yes	No	NA
411	Does your company verify that subcontractors meet or exceed your safety and training requirements?	Yes	No	NA
412	Does your company use a temporary labor/leasing agency?	Yes	No	NA
413	Are directly supervised subcontractor exposure (work) hours and incidents reflected in your company statistics?	Yes	No	NA
414	Are non-directly supervised subcontractor exposure (work) hours and incidents reflected in your company statistics?	Yes	No	NA
415	Do you include your subcontractors in Health, Safety, Security, and Environmental Orientations?	Yes	No	NA
416	Do you include subcontractors in HSSE training programs?	Yes	No	NA
417	Do you include your subcontractors in Health, Safety, Security, and Environmental Meetings?	Yes	No	NA
418	Do you include your subcontractors in Inspections?	Yes	No	NA
419	Do you include your subcontractors in Audits?	Yes	No	NA

TRANSPORTATION

420	Do you have company vehicles used routinely for delivery of goods and services?	Yes	No	NA
421	Has your company completed an industry-recognized driving safety/land transportation self-assessment?	Yes	No	NA
422	Does your company require the use of seatbelts in all seating positions at all times a vehicle is in motion?	Yes	No	NA
423	Are all company vehicles fitted with an In-Vehicle Monitoring System (IVMS) or Vehicle Data Recorder (VDR)?	Yes	No	NA
424	Does your company have an active journey management program in place that addresses the hazards of the local operating environment?	Yes	No	NA
425	Does your company have a policy banning use of cellular phones and other electronic devices while driving?	Yes	No	NA
426	Does your company have a policy/best practices on cell phone usage while operating a motor vehicle?	Yes	No	NA
427	Does your company have controls in place to ensure a driver's fitness for duty and alertness?	Yes	No	NA
428	Does your company have a procurement policy establishing fit-for-purpose standards for vehicle purchases?	Yes	No	NA
429	Where systems are not in place or are not applied to all vehicles, is the decision to not implement a system documented and supported by a risk-based methodology?	Yes	No	NA
430	Comments			

Annex C

Sample Short Service Employee Program Development Guideline

This guideline provides examples of elements to consider when preparing, revising or reviewing an onshore or offshore (as applicable) Short Service Employee (SSE) program.

A Short Service Employee program may apply to either a company's own employees or to contract employees utilized by the company.

Scope

- The scope of this example document applies to oil and gas well drilling, servicing and producing operations. Due to the many diverse characteristics of these operations, special modification may be necessary that differ substantially from this example program.

Purpose

Identify who the program applies to: contract personnel, subcontractor personnel and company personnel.

Provide the objective of the program which is typically to ensure that Short Service Employees are identified, appropriately supervised, trained and managed in order to prevent injury to themselves or others, property damage or environmental harm.

Short Service Employee Designation

- less than six months continuous employment with present employer;
- new job responsibilities;
- operator-specific exceptions;
- release from SSE Status;
- completed all required training, and
- mentor, direct supervisor and Operator representative recommendation for release.

Identification

- standard color hard hat used only by SSE (preferred), or
- identifiable sticker on hard hat,
- when the personnel are no longer SSEs, SSE identification should be removed/replaced.

Orientations

- Company (Operator/Contractor) using contract personnel:
 - ensure that the job site information applicable to the Contractor's employees is communicated to the Contractor. This should address site or location-specific HSE policies and restrictions.
 - once the Contractor is chosen, ensure that the initial orientation is given to current and new employees.
- Employers:
 - provide an initial HSE orientation program appropriate to the job description.
 - HSE orientation may be an accredited program such as IADC's "Rig Pass," or API's Training Provider Certification Program (TPCP).
- Notification of Operator prior to the arrival of any SSEs assigned to the site.

SSE Mentoring Program

- A mentoring program is a component of the SSE program.
- Purpose of the mentoring program is to provide for guidance and development of the SSE by a peer and provide for the transferring of skills and knowledge from one person to another in a work environment.
- Each SSE should be assigned to a mentor, which may be the SSE's supervisor or other person that has experience and job specific knowledge adequate to instruct and mentor the new employee.
- SSE responsibilities should be clearly outlined such as the following:
 - see assistance and guidance from his mentor when uncertain about any part of his job or for a task he/she has never done before.
 - open to feedback from the mentor.
 - adhere to all policies and procedures taught or shown to him/her.
 - work in a safe and environmentally sound manner.
- Mentor's responsibilities should be clearly outlined and include the following:
 - lead by example and refrain from taking short cuts and doing anything hazardous to health and safety or that could cause environmental harm.
 - ensure the SSE understands the scope of work being performed that day.
 - review with the SSE the known hazards of the work being performed and advise on safe work practices to be followed.
 - show the SSE how to prepare and follow a JSA.
 - be available for and encourage questions.
 - observe SSE while performing duties.

- provide close supervision.
- Mentor should have the following qualifications and characteristics:
 - experienced employee with requisite skills and knowledge.
 - provide a positive safety attitude, avoid criticism and strive to build up confidence and self-esteem in the SSE.

Annex D

Sample Training Matrix

This guideline provides examples of elements to consider when preparing, revising or reviewing a training program for employees entering the oil and gas upstream work environment and is designed to work in tandem with a company's Short Service Employee program. The training may apply to either a company's own employees or to contract employees utilized by the company.

Purpose of the Program

- Identify whom the training matrix applies to such as contract personnel, subcontractor personnel and company personnel.
- Provide the objective of the Initial Training Program, which is to provide minimum standards in HSE training for all employees with the goal of an incident-free workplace.

Covered Employees

This program may apply to all employees assigned work in the oil and gas exploration, production and support services industry.

Orientation Awareness Training

Orientation is site-specific information about policy, protocol and work environment that is presented upon arrival at the work facility, at a training center, if applicable, or at the company's office.

Awareness training is defined as the ability to recognize hazards and appropriate actions for a particular task or condition in the workplace.

Employees should receive awareness level training in all the recommended subject topics. It is further recommended that training in these topics be completed within the Short Service Employee (SSE) period as the minimum training requirement for transition out of the SSE classification.

Sample Training Matrix

The training matrix provides examples of subject matter that may be covered in the training program. The course duration is dictated by the amount of time necessary to deliver awareness and is left to the discretion of the company.

Orientation

Company provides or requires Contractor to provide a location specific HSE orientation focused on company and Contractor's HSE policies applicable to the location and work assignment.

If company or Contractor is expecting an employee or specialist who does not normally work in the upstream environment (e.g. company executive, politician, equipment engineer from factory in consultant role) then the company or Contractor may vary from any of these requirements, as applicable, provided the company makes arrangements for alternatives.

Training Course Title	Sub-categories
BASIC AWARENESS	
Access to Medical Records	
Bloodborne Pathogens	
Confined Space Awareness	
Drug & Alcohol Awareness	
Electrical Safety Non-electrical Workers	
Emergency Action Plan	Chain of Command Facility Evacuation Man Overboard (Offshore only) Fire/Explosion Spill/Release
Environmental Awareness	Waste Management Spill or Release Prevention/Reporting
Ergonomics or Equivalent	
Excavation Safety (if applicable)	
Fall Protection	Arrest Systems Restraint Systems Ladders/Stairs Scaffolding Walking/Working Surfaces Slips/Trips/Falls Open Hole Barricades Rescue Personnel Hoisting
Fire Prevention/Fighting Awareness	Portable/Fixed Fire Extinguishers
First Aid and CPR	
Hand Tools (Portable/Power)	Service Lines
Hazard Communication (HAZCOM)	
HAZWOPER (Awareness Level)	
Hearing Conservation	
Housekeeping	
Incident Prevention	Signs & Tags
Incident Reporting	
JSA Training	
Lockout/Tagout	
Material Handling	Crane Safety Rigger Safety Forklift Safety Manual Lifting Hoisting Pressurized Cylinders/Loading Racks
New Employee Orientation (Co. Specific)	

Training Course Title	Sub-categories
Offshore Personnel Transport/Transfer (Offshore Only)	Swing Ropes (Offshore only) Personnel Baskets (Offshore only) Helicopter (Offshore only) Vessels (Offshore only) Water Survival (Offshore only, if required)
Personal Protective Equipment (PPE)	
Respiratory Protection	
Safe Work Authorization	Safe Work Permits (Confined Space, Hot Work, etc.)
Simultaneous Operations (if applicable)	
SSE/Mentoring Program, as applicable	
Site Safety and Health	Environmental Exposure Dangers of Pressure

Annex E

Sample Policy Statement

MANAGEMENT COMMITMENT AND INVOLVEMENT POLICY STATEMENT

Safety, Health and Environmental responsibility are of paramount importance to the Company. The Company will endeavor to conduct its business in such a way as to provide for the safety and health of its employees, Contractors, and all other persons who may be affected by its operations. The Company will further endeavor to conduct all of its operations in an environmentally responsible manner.

Objectives

- To set and maintain high standards of safety, health and environmental responsibility by adhering to established oilfield practices that provide for safe and environmentally responsible workplaces and operations.
- To maintain these standards by adhering to the relevant legal requirements.
- To provide opportunities for all employees to discuss matters of safety, health and the environment and to provide them with effective communication and training.
- To monitor and respond to customer, Third Party and public concerns about our operations.
- To plan and conduct our operations while giving priority to safety, health and environmental considerations.
- To support research on the safety, health and environmental effects of our operations.
- To promptly advise the appropriate governmental officials, employees, customers and the public of significant industry-related safety, health and environmental hazards and to recommend appropriate protective measures.
- To provide at all times a safe and environmentally responsible workplace for all persons who may be affected by work operations.
- To conduct our operations safely, efficiently and economically while conserving resources by using energy efficiently and to commit ourselves to reducing overall emissions and waste generation.
- To counsel our customers, transporters and others in the safe use, transportation and disposal of our waste materials and to resolve problems created by handling and disposal of hazardous substances from our operations.
- To participate with government and others in the legislative and regulatory process to safeguard the workplace and the environment.
- To promote these principals by sharing experiences and offering assistance to others involved in oil and gas drilling operations, onshore and offshore.
- To ensure that all employees understand their responsibilities and attend to them with reasonable care.
- To review and revise objectives as appropriate.

Signed and dated by the President or CEO.

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