OPITO APPROVED STANDARD
Basic Onshore Emergency Response
and
Further Onshore Emergency Response

OPITO Standard Codes
Initial Training: 5702
Further Training: 5857
OPITO Standards

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The contents of this document were developed by an industry workgroup facilitated and supported by OPITO. The workgroup consisted of representation from a cross section of oil and gas industry employers, discipline experts working within the industry and members of the OPITO Approved Training network.

This standard has been verified and accepted through the governance and integrity management model for OPITO standards.

Guidance on this standard is available by contacting OPITO at: Standards Enquiries

This standard has been designed to accommodate global variations in national legislation and regulations. In the absence of relevant national legislation and regulations, OPITO approved centres should use legislative and regulatory criteria specified within this Standard

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<th>Amended</th>
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<td>M. Foo</td>
<td>P. Lammiman</td>
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<td>Replaced Course Code with Standard Code in Title Page and amended reference to 'course identification code' with 'OPITO registration code' under section D.3 Certification - to align with other OPITO standards</td>
<td>M. Carr</td>
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Introduction and Course Description

The onshore oil and gas industry is required to ensure that the workforce is prepared for an emergency in terms of escaping and evacuating from a particular worksite or location if required.

This course is designed to equip participants with the knowledge, skills and confidence to respond appropriately in the event of an onshore emergency covering evacuation procedures, firefighting and self-rescue as well as emergency first aid. This course is based upon the syllabus of the globally recognized BOSIET/FOET and as a result of this, it is expected that a training provider who already holds a BOSIET/FOET approval should be able to deliver this training with minimal additional work.

Further Onshore Emergency Response

The Further Training programme must be undertaken by individuals who have a valid OPITO Basic Onshore Emergency Response or Further Onshore Emergency Response certificate.
SECTION A  Basic Onshore Emergency Response

A.1  Target Group for Initial Training

This programme is designed to meet the initial onshore emergency response training requirements for personnel in the onshore oil and gas industry.

A.2  Delegate Pre-requisites for Initial Training

No pre-requisites are required.

A.3  Physical and Stressful Demands of Initial Training

Training and/or assessment activities contained within this Standard may include physically demanding and potentially stressful elements. All personnel who participate in such activities must be physically and mentally capable of participating fully.

Therefore OPITO-approved training centres are required, as a minimum, to ensure that prior to participating in practical exercises the delegate either:

  a) Possess an operator-approved medical certificate, or
  b) Undergoes medical screening by completing an appropriate medical screening form provided by the OPITO-approved centre (a list of medical conditions which could be included in a medical screening form is available from OPITO).

The OPITO-approved Centre shall keep a record of the delegate’s/candidate’s declaration of fitness in accordance with their document control policy(s) or procedures.

This information, along with summary details of the type of physical activities the delegate/candidate will be asked to perform, will be given to delegates/candidates by the OPITO-approved Centre and, if applicable, to their sponsoring company as part of the joining instructions. The responsibility for declaring any current or pre-existing medical conditions that could have adverse effects to the individual’s state of health while undertaking the training and/or assessment activities lies with the delegate/candidate and/or company sponsoring the delegate.

Where doubt exists regarding the fitness of any delegate/candidate, the OPITO-approved Centre should direct the individual to consult a medical officer familiar with the nature and extent of the training.

Note: Practical exercises should be designed and delivered solely to meet this standard, and must not place on the delegates any physical or mental demands other than those required to meet the Standard.
A.4 Aims and Objectives of Initial Training

The aims of this training are to introduce delegates to the specific emergency response issues and regimes relevant to onshore oil and gas operations, in relation to the proactive and reactive responses for personnel in the event of an onshore emergency.

The objectives of this training are that delegates will be able to:

(a) Identify the hazards which are specific to the onshore oil and gas industry that can lead to cause or increase the likelihood of fire.

(b) demonstrate, in a simulated environment, the emergency response actions during an onshore emergency.

(c) demonstrate that they can effectively use basic firefighting equipment, and practice self-rescue techniques in low visibility situations e.g. smoke filled areas.

(d) demonstrate first aid techniques.

A.5 Learning Outcomes of Initial Training

The learning outcomes are specified for each of the following modules; they are:

MODULE 1 Emergency Response Actions

To successfully complete this module, delegates must be able to:

(1) Identify the typical types of emergencies on an onshore oil and gas facility

(2) Explain the emergency response knowledge required for all personnel on an onshore oil and gas facility

(3) Explain the actions to be taken in the event of a site alarm.

To successfully complete this module, delegates must be able to demonstrate:

(4) Mustering procedures upon hearing a site alarm

MODULE 2 Firefighting and Self-Rescue

To successfully complete this module, delegates must be able to:

(1) Identify the common causes and nature of fires on an onshore oil and gas facility

(2) Explain the “triangle of combustion” and how fire can spread

(3) Explain the uses and limitations of various firefighting methods

(4) Identify the dangers associated with fighting a small fire

(5) Know how to assess the fire and make a decision on whether or not to fight the fire.
To successfully complete this module, delegates must be able to demonstrate:

(6)  Raising the alarm on discovery of a fire
(7)  Use of appropriate hand-held portable fire extinguishers
(8)  Use of a fire hose reel
(9)  Use of a fire blanket
(10) Self-rescue techniques with no respiratory protection from areas where visibility is reduced due to smoke
(11) Self-rescue techniques with a smoke hood from areas where visibility is reduced due to smoke
(12) Small group escape techniques with an escape set (hood) from areas where visibility is completely obscured due to smoke.

MODULE 3  Emergency First Aid

To successfully complete this module, delegates must be able to demonstrate:

(1)  Raising the alarm
(2)  *Immediate first aid actions, to include: **ABC**

*Immediate first aid actions - putting casualty in the recovery position: delegates must get instruction and demonstration only from instructors on putting a casualty into the recovery position but do not need to demonstrate this.
A.6 Delegate Performance Assessment

Delegates will be assessed against the learning outcomes using direct observation and oral and/or written questions as appropriate.

**Formal assessment of knowledge:**
At the end of the course, delegates will be given a theory test to test their understanding of knowledge elements of the Modules as specified in the Learning Outcomes from Section A.5, and questions must be clearly referenced against specific learning outcomes. The test will be open book, must run for a maximum of 30 minutes and include a minimum of 20 questions. The test should incorporate a balanced mix of the following question types:

(a) Multiple choice  
(b) True/false  
(c) Questions which require written answers.

The test pass mark is 80%. Training instructors must identify any gaps in delegate’s learning and make reasonable effort to address the gaps to help delegates meet the learning outcomes.
A.7 Duration and Timing of Initial Training

The optimum ‘contact time’ for this training is seen as 8 hours. A ratio of 40% theory to 60% practical is appropriate for this training.

Where this training is part of a programme of longer duration the total contact time per day must not exceed 8 hours and the total training day must not exceed 10 hours. The total training day includes contact time, refreshment and meal breaks and travel between training sites where applicable.

The training staff will introduce the module by explaining aims, learning outcomes, timetable, assessment methods and training staff roles. The time taken for this is expected to be approximately 10 minutes, and this is in addition to the timings stated in the table below.

<table>
<thead>
<tr>
<th>Module</th>
<th>Element</th>
<th>Expected (approximate) Duration (minutes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1.1</td>
<td>Emergency Response and Evacuation</td>
</tr>
<tr>
<td>2</td>
<td>2.1</td>
<td>Onshore Firefighting During Oil and Gas Operations</td>
</tr>
<tr>
<td></td>
<td>2.2</td>
<td>Onshore Self-Rescue During Oil and Gas Operations</td>
</tr>
<tr>
<td>3</td>
<td>3.1</td>
<td>Emergency First Aid</td>
</tr>
</tbody>
</table>

TOTAL 480 minutes (8 hrs)
A.8 The Initial Training Programme

The training programme provided below is designed to help delegates achieve the stated learning outcomes specified in section A.5. The order in which elements of the training programme are delivered may vary. However, contents in Appendix 1 must be covered prior to course commencement.

To make efficient use of time and ensure effective learning there should, wherever practicable, be an integration of the three phases of explanation, demonstration and practise. Full use should be made of audio/visual aids and course handout material. Training staff must give practical demonstrations for all training activities which delegates are required to practise and demonstrate.

Each module must be introduced by the training staff, and include:

1. Aim – The main purpose of the module
2. Learning Outcomes – What the delegates are expected to learn
3. Timetable – Training module duration and timing
4. Assessment – how delegates will be assessed and what they will be assessed against
5. Staff - who will be delivering the training and roles of training support staff.

The training course consists of the following modules and elements:

**Module 1** Emergency Response Actions
Element 1.1 Emergency Response and Evacuation

**Module 2** Firefighting and Self-Rescue
Element 2.1 Onshore Firefighting During Oil and Gas Operations
Element 2.2 Onshore Self-Rescue During Oil and Gas Operations

**Module 3** Emergency First Aid
Element 3.1 Emergency First Aid
MODULE 1   Emergency Response Actions

ELEMENT 1.1   Emergency Response and Evacuation

Training staff to explain:

1.1.1 Different types of onshore oil and gas facilities
1.1.2 Typical types of emergencies on an onshore oil and gas facility
1.1.3 Emergency response knowledge required for all personnel on an onshore oil
   and gas facility, to include:

   (a) Typical layout of onshore drilling facility and associated emergency
       procedures. To include - escape routes, muster locations, location and
       use of alarms, methods of communication, and appropriate response to
       alarms.

   (b) Typical layout of onshore permanent process facility and associated
       emergency procedures. To include - escape routes, muster locations,
       location and use of alarms, methods of communication, and appropriate
       response to alarms.

   (c) Onshore facility’s alarms and communications (locations, use and
       appropriate response).

Training staff to explain and demonstrate:

1.1.4 Actions to be taken by site personnel prior to, during and after selective
       evacuation from an onshore oil and gas facility. To include: individual actions
       to be taken in the event of personnel isolation at a remote worksite.

1.1.5 Actions to be taken by site personnel prior to, during and after escape from
       an onshore oil and gas facility. To include: individual actions to be taken in
       the event of personnel isolation at a remote worksite.

1.1.6 Response to site alarms. To include: making work site safe, considerations to
       make when rescuing/helping others.

1.1.7 Mustering procedures for the general workforce and those personnel in the
       vicinity of the danger area. To include: monitoring of windsocks and
       mustering upwind.

Each delegate to practise and demonstrate:

1.1.8 Mustering procedures upon hearing a site alarm
ELEMENT 2.1 Onshore Firefighting During Oil and Gas Operations

Training staff to explain:

2.1.1  The common causes and nature of fires on an onshore oil and gas facility with an emphasis on electrical, domestic and hot work related fires.
2.1.2  The “triangle of combustion” including free radicals and how fire can spread, to include: conduction, convection and radiation.
2.1.3  The physical characteristics and labeling of the following types of portable fire extinguisher: water, foam, dry powder and CO₂.
2.1.4  The uses and limitations of various firefighting methods covering:
(a) Extinguishing media; to include water, dry powder, foam, CO₂ and extinguishing agents that inhibit free radicals
(b) Extinguishing systems; to include fire hose reels
(c) Small firefighting equipment; to include fire blankets.
2.1.5  The dangers associated with fighting a small fire.

More detailed information on fire equipment and procedures specific to an onshore oil and gas facility will be included in the facility’s safety briefings.

Training staff to explain and demonstrate:

2.1.6  Action on discovering a fire (emergency procedures in onshore oil and gas operations) with emphasis on:
(a) Raising the alarm (give examples of methods for raising the alarm)
(b) The assessment of the fire and whether or not to fight the fire or proceed to the muster point
(c) Typical locations of portable hand-held firefighting equipment (types to be used during practical session)
(d) Evacuation to designated area (refer 1.1.7)
2.1.7  Protection offered, correct method of wearing/fit and condition of PPE
2.1.8  The operation of hand-held portable fire extinguishers, fire hose reels, fire blankets and their use against actual Class A and Class B fires as appropriate.
Element 2.1 Continued.

Each delegate to **practise and demonstrate:**

2.1.9 Correct method of wearing/fit and checking condition of PPE
2.1.10 Raising the alarm on discovery of a fire
2.1.11 The operation of hand-held portable fire extinguishers in extinguishing Class A or Class B fires of surface area 0.1\(\text{m}^2\) to 1.0\(\text{m}^2\) as appropriate (see note 3 below)
2.1.12 The use and operation of a fire hose reel
2.1.13 The safe use and ongoing application of a fire blanket

**Notes Element 2.1:**

(1) All practical sessions involving the use of the above equipment should include the appropriate procedure on discovering a fire with emphasis on raising the alarm.

(2) The OPITO standard will be satisfied if each delegate practices the operation and use of each of the following types of fire extinguisher:

(a) Water or foam
(b) \(\text{CO}_2\)
(c) Dry chemical

(3) Although class A and B fuels must be used for demonstration fires by staff, LPG simulation may be used for delegate practical exercises.
ELEMENT 2.2 Onshore Self-Rescue During Oil and Gas Operations

Training staff to explain and demonstrate:

2.2.1 Selection of different types of smoke hood and escape sets (hood and mask)
2.2.2 Donning and operating a smoke hood and escape set (hood and mask)
2.2.3 Self-rescue techniques with and without respiratory protection from areas which are being subjected to smoke and heat
2.2.4 Small group escape techniques with respiratory protection from an area which is being subjected to smoke and heat.

Delegates to practise and demonstrate:

2.2.5 Donning and operating an escape set (hood or mask).
2.2.6 Self-rescue techniques with no respiratory protection from areas where visibility is reduced due to smoke.
2.2.7 Self-rescue techniques with a smoke hood from areas where visibility is reduced due to smoke*.
2.2.8 Small group escape techniques with an escape set (hood) from areas where visibility is completely obscured due to smoke**.

* Escape set and smoke hood to be used in cosmetic smoke only
**This may be achieved by conducting exercises in darkness or by using “blacked-out” escape set.
MODULE 3  Emergency First Aid

ELEMENT 3.1  Emergency First Aid

Training staff to explain:

3.1.1  First aid arrangements
3.1.2  Types of injuries, to include:

(a)  Bleeding
(b)  Burns
(c)  Chemical contact
(d)  Exposure to the elements (heat and cold)

3.1.3  Prioritising actions
3.1.4  Immediate first aid actions suitable for use prior to the arrival of the medic/first-aider, to include:

(a)  Assessing the situation – do not put yourself (or others) in danger
(b)  Making the area safe
(c)  Assess all casualties and attend to any unconscious casualties
(d)  Send for help as soon as possible.

Training staff to explain and demonstrate:

3.1.5  Raising the alarm
3.1.6  Checking airways, breathing and CPR (ABC)
3.1.7  Putting the casualty in the recovery position
3.1.8  Basic emergency casualty handling techniques.

Delegates to practise and demonstrate:

3.1.9  Raising the alarm
3.1.10  Assessing the situation
3.1.11  Checking area is safe
3.1.12  ABC
3.1.13  Basic emergency casualty handling techniques.
SECTION B  Further Onshore Emergency Response

B.1  Target Group for Further Training

The Target group is personnel that are required to revalidate their OPITO BOER or FOER certification.

B.2  Delegate Pre-requisites for Further Training

This training is open to persons who have previously undertaken the OPITO-approved Basic Onshore Emergency Response or Further Onshore Emergency Response course, and are still within the validity period as determined within that training standard.

It is the duty of the training provider to verify to OPITO the pre-requisites of the delegates, if requested.

B.3  Physical and Stressful Demands of Further Training

Training and/or assessment activities contained within this Standard may include physically demanding and potentially stressful elements. All personnel who participate in such activities must be physically and mentally capable of participating fully.

Therefore OPITO-approved training centres are required, as a minimum, to ensure that prior to participating in practical exercises the delegate either:

a) Possess an operator-approved medical certificate, or
b) Undergoes medical screening by completing an appropriate medical screening form provided by the OPITO-approved centre (a list of medical conditions which could be included in a medical screening form is available from OPITO).

The OPITO-approved Centre shall keep a record of the delegate’s/candidate’s declaration of fitness in accordance with their document control policy(s) or procedures.

This information, along with summary details of the type of physical activities the delegate/candidate will be asked to perform, will be given to delegates/candidates by the OPITO-approved Centre and, if applicable, to their sponsoring company as part of the joining instructions. The responsibility for declaring any current or pre-existing medical conditions that could have adverse effects to the individual’s state of health while undertaking the training and/or assessment activities lies with the delegate/candidate and/or company sponsoring the delegate.
Where doubt exists regarding the fitness of any delegate/candidate, the OPITO-approved Centre should direct the individual to consult a medical officer familiar with the nature and extent of the training.

**Note:** Practical exercises should be designed and delivered solely to meet this standard, and must not place on the delegates any physical or mental demands other than those required to meet the Standard.
**B.4 Aims and Objectives of Further Training**

The aim of this training is to provide delegates with the opportunity to practice and demonstrate emergency response skills which are not possible to practice during drills, exercises and emergency training exercises that are carried out in onshore oil and gas operations.

The objectives of this training are that delegates will be able to:

(a) demonstrate, in a simulated environment, the emergency response actions during an onshore emergency
(b) demonstrate that they can effectively use basic firefighting equipment, and practice self-rescue techniques in low visibility situations e.g. smoke filled areas.
(c) demonstrate that they can perform basic first aid.

**B.5 Learning Outcomes of Further Training**

The learning outcomes for the FOER are specified for each of the following modules; they are:

**MODULE 4 Emergency Response Actions**

To successfully complete this module, delegates must be able to demonstrate:

(1) Mustering procedures upon hearing a site alarm

**MODULE 5 Further Firefighting and Self-Rescue Techniques**

To successfully complete this module, delegates must be able to demonstrate:

(1) Raising the alarm on discovery of a fire
(2) Use of appropriate hand-held portable fire extinguishers
(3) Self-rescue techniques with no respiratory protection from areas where visibility is reduced due to smoke
(4) Self-rescue techniques with a smoke hood from areas where visibility is reduced due to smoke
(5) Small group escape techniques with an escape set (hood) from areas where visibility is completely obscured due to smoke
MODULE 6  Emergency First Aid

To successfully complete this module, delegates must be able to demonstrate:

1) Raising the alarm
2) Immediate first aid actions, to include: ABC

B.6 Delegate Performance Assessment

Delegates will be assessed against the learning outcomes specified in B.5 using direct observation. Training instructors must identify any gaps in delegate’s learning and make reasonable effort to address the gaps to help delegates meet the learning outcomes.
**B.7 Duration and Timing of Further Training**

The optimum ‘contact time’ for this training is seen as **6 hours**.

Where this training is part of a programme of longer duration the total contact time per day must not exceed 8 hours and the total training day must not exceed 10 hours. The total training day includes contact time, refreshment and meal breaks and travel between training sites where applicable.

**Table of Module/Element Timings for Further Training**

<table>
<thead>
<tr>
<th>Module</th>
<th>Element</th>
<th>Expected (approximate) Duration (minutes)</th>
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<tbody>
<tr>
<td>Course Introduction</td>
<td>B.8 Aim, learning outcomes, timetable, assessment methods and training staff roles</td>
<td>10</td>
</tr>
<tr>
<td>4 Emergency Response Actions</td>
<td>4.1 Emergency Response and Evacuation Techniques</td>
<td>20</td>
</tr>
<tr>
<td>5 Further Firefighting and self-rescue Techniques</td>
<td>5.1 Further firefighting and self-rescue techniques</td>
<td>270</td>
</tr>
<tr>
<td>6 Emergency First Aid</td>
<td>6.1 Emergency First Aid techniques</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>360 mins (6 hrs)</strong></td>
</tr>
</tbody>
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B.8 The Training Programme

The training programme outlined below will assist the delegates to meet the stated learning outcomes. The order in which elements of the training programme are delivered may vary. However, contents in Appendix 1 must be covered prior to course commencement.

To make efficient use of time and ensure effective learning there should, wherever practicable, be an integration of the three phases of explanation, demonstration and practise. Full use should be made of visual / audio visual aids and course handout material.

Each module must be introduced by the training staff, and include:

(a) **Aim** – The main purpose of the module
(b) **Learning Outcomes** – What the delegates are expected to learn
(c) **Timetable** – Training modules duration and timing
(d) **Assessment** – how delegates will be assessed and what they will be assessed against
(e) **Staff** - who will be delivering the training and roles of training support staff

The Training course consists of the following modules and elements:

- **Module 4** Emergency Response Actions
  - Element 4.1 Emergency Response and Evacuation Techniques

- **Module 5** Further Firefighting and Self-Rescue Techniques
  - Element 5.1 Further Firefighting and Self-Rescue Techniques

- **Module 6** Emergency First Aid
  - Element 6.1 Emergency First Aid Techniques
ELEMENT 4.1  Emergency Response and Evacuation Techniques

Training staff to explain and demonstrate:

4.1.1 Actions to be taken by site personnel prior to, during and after selective evacuation from an onshore oil and gas facility. To include: individual actions to be taken in the event of personnel isolation at a remote worksite.

4.1.2 Actions to be taken by site personnel prior to, during and after escape from an onshore oil and gas facility. To include: individual actions to be taken in the event of personnel isolation at a remote worksite.

4.1.3 Response to site alarms. To include: making work site safe, considerations to make when rescuing/helping others.

4.1.4 Mustering procedures for the general workforce and those personnel in the vicinity of the danger area. To include: monitoring of windsocks and mustering upwind.

Each delegate to practise and demonstrate:

4.1.5 Mustering procedures upon hearing a site alarm

MODULE 5  Further Firefighting and Self-Rescue Techniques

ELEMENT 5.1  Further Firefighting and Self-Rescue Techniques

Delegates to practise and demonstrate:

5.1.1 Raising the alarm on discovery of a fire

5.1.2 The operation of hand-held portable fire extinguishers in extinguishing Class A or Class B fires of surface area 0.1m² to 1.0m² as appropriate (see Note 2 below)

5.1.3 The use and operation of a fire hose reel

5.1.4 The safe use and ongoing application of a fire blanket

5.1.1 Self-rescue techniques with no respiratory protection from areas where visibility is reduced due to smoke*

5.1.2 Self-rescue techniques with a smoke hood from areas where visibility is reduced due to smoke*

5.1.3 Small group escape techniques with an escape set (hood) from areas where visibility is completely obscured due to smoke**.

* Escape set and smoke hood to be used in cosmetic smoke only.
**This may be achieved by conducting exercises in darkness or by using “blacked-out” escape set.
Element 5.1 continued.

NOTES Module 5:

(1) The OPITO standard will be satisfied if each delegate practices the operation and use of each of the following types of fire extinguisher:

(a) Water or foam
(b) CO₂
(c) Dry chemical

(2) Although class A and B fuels must be used for demonstration fires by staff, LPG simulation may be used for delegate practice exercises.
MODULE 6 Emergency First Aid

ELEMENT 6.1 Emergency First Aid Techniques

Note: The delivery of this module should concentrate on enhancing the learning gained during the previous BOER/FOER.

Training staff to explain:

6.1.1 First aid arrangements
6.1.2 Types of injuries, to include:
   (a) Bleeding
   (b) Burns
   (c) Chemical contact

6.1.3 Prioritising actions
6.1.4 Immediate first aid actions suitable for use prior to the arrival of the medic/first-aider, to include:
   (e) Assessing the situation – do not put yourself (or others) in danger
   (f) Making the area safe
   (g) Assess all casualties and attend to any unconscious casualties
   (h) Send for help as soon as possible

Training staff to explain and demonstrate:

6.1.5 Raising the alarm
6.1.6 Checking airways, breathing and CPR (ABC)
6.1.7 Putting the casualty in the recovery position
6.1.8 Basic emergency casualty handling techniques.

Delegates to practise and demonstrate:

6.1.9 Raising the alarm
6.1.10 Assessing the situation
6.1.11 Checking area is safe
6.1.12 ABC
6.1.13 Basic emergency casualty handling techniques.
SECTION C  Resources for Initial and Further Training

In order that a training programme may be delivered successfully it is essential that appropriately qualified and experienced people are there to deliver and support the programme and that the appropriate facilities and equipment are in place.

C.1  Staff

Training staff must be:

(a) Trained in instructional/lecture techniques and/or have proven instructing/teaching experience.
(b) OPITO Centres must have an auditable training programme in place to ensure instructors keep up-to-date with relevant current onshore practices and changes. The programme must at least include the following: visits to onshore oil and gas facilities and meetings with relevant personnel in onshore oil and gas companies.

Assessors will be discipline experts trained and qualified in assessment techniques.

A qualified first aid person must be in attendance during all practical fire training activities.

All staff will have the appropriate competencies to conduct/assist with the element of training being undertaken.
### C.2 Trainer/Delegate Ratio

1. The ratio shown for theory sessions indicates the maximum number of delegates attending the course.

2. Other ratios indicate the maximum number of delegates to be supervised by an instructor at any one time during each activity.

<table>
<thead>
<tr>
<th>Module</th>
<th>Session</th>
<th>Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Response Actions</td>
<td>Theory</td>
<td>1:16</td>
</tr>
<tr>
<td></td>
<td>Practical Exercise</td>
<td>1:16</td>
</tr>
<tr>
<td>Firefighting &amp; Self-Rescue</td>
<td>Theory</td>
<td>1:16</td>
</tr>
<tr>
<td></td>
<td>Extinguishers, Theory &amp; Demonstration</td>
<td>1:16</td>
</tr>
<tr>
<td></td>
<td>Practical Extinguishers</td>
<td>1:4</td>
</tr>
<tr>
<td>Practical self-rescue</td>
<td>Group escape exercise</td>
<td>1:4</td>
</tr>
<tr>
<td></td>
<td>Self-rescue in cosmetic smoke</td>
<td>1:4</td>
</tr>
<tr>
<td>Emergency First Aid</td>
<td>Theory</td>
<td>1:16</td>
</tr>
<tr>
<td></td>
<td>Supervision of ABC practical</td>
<td>1:4</td>
</tr>
</tbody>
</table>

### C.3 Facilities

It is important to ensure that the full range of facilities is made available to ensure delegates get the most out of their training. The following facilities criteria must be adhered to:

**Administration arrangements** appropriate for enrolment and certification of delegates and all aspects of the delivery of training in accordance with this standard.

**Theory training area(s)** so designed to enable each delegate to view, hear and participate fully in the subject matter being taught.

**Practical training areas** so designed to enable each delegate to individually, or as part of a team, to view, hear and practise the following:

1. Mustering during a simulated emergency scenario c/w alarm system
2. The use of portable fire extinguishers on a range of fires of surface area 0.1 m$^2$ to 1.0 m$^2$ against the following:
   a) Class B contained spill
   b) Class A fire
   c) A fire hose reel, with adequate stored water to allow a group to practice
   d) Class A fire facility, stable and safe to support the continued use of a fire blanket.
3. The donning and wearing of an escape set/smoke hood in an area which can be smoke logged using cosmetic smoke.
4. Dedicated concreted area with adequate drainage to allow the delivery of all firefighting exercises for 16 delegates, instructors and support staff.
C.3 Facilities continued.

First Aid Facilities
Appropriate first aid facilities and equipment as specified in the training centre’s risk assessments, and sufficient staff, trained in the use of the facilities and equipment.

All facilities must be maintained and where appropriate, inspected and tested in accordance with current standards/legislation and manufacturers recommendations.

Risk assessments must be conducted and documented for all training facilities and equipment.

C.4 Equipment

The following equipment, of a type in use regionally in onshore oil and gas operations is required to meet the needs of the training programme:

1. Cosmetic smoke generator
2. Fuels and props (Class A & B fires)
3. Hose reel & fire blanket
4. Smoke hood
5. Escape set (hood and mask)
6. Portable extinguishers – water/foam, CO2, and dry chemical
7. Mannequins and cleaning equipment
8. Personal Protective Equipment (PPE)
9. Casualty handling dummy
10. Muster personnel registration system

All equipment must be maintained, and where appropriate, inspected and tested in accordance with current standards/legislation, guidance and manufacturers recommendations.
SECTION D Administration and Certification

D.1 Joining Instructions

All joining instructions must contain information which indicates that certain aspects of the course are of a physical nature and contain potentially stressful elements.

Prior to each course commencing, delegates must sign a declaration indicating they have read and understood a written statement regarding the physical and potentially stressful nature of the programme, and the need for delegates to be in good health.

D.2 Periodicity

The maximum interval between the successful completion of initial training and subsequent completion of further training is 4 years.

Note: Some individual companies require re-validation at intervals more frequent than that required by OPITO; in these instances it will be acceptable for training providers to omit or modify the expiry date to avoid confusion. However the validity period will remain as set by OPITO with regard to the central register and the industry as a whole.

D.3 Certification

Training Centres are responsible for issuing a certificate direct to the delegate completing the programme and to the sponsoring company (when required). Each certificate must indicate that the delegate has been assessed against and met the learning outcomes and must contain the following:

(a) Training Centre name
(b) Full OPITO course title stating that it is OPITO-approved
(c) OPITO registration code
(d) Delegate's name
(e) Course dates
(f) Expiry date (Four years minus one day following the date that the delegate successfully completes the course)
(g) Unique Certificate Number (UCN) – Refer to OPITO UCN Guidance doc. for details
(h) Training Centre Signatory.
D.4 Course Administration

Each delegate attending any OPITO-approved programme must be registered with the Central Register (CR) operated by OPITO. Registration must be made by the training centre to OPITO within one week following the course.

OPITO confirms that information on the registration form will be contained in a computerised register which will be available to employers, prospective employers and training providers in the oil and gas industry to verify training records. At all times, use of this data will be strictly in accordance with principles laid down in data protection legislation.
## Glossary of Terms and Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>ABC</td>
<td>Airway Breathing &amp; CPR</td>
</tr>
<tr>
<td>BOSIET</td>
<td>Basic Offshore Safety Induction &amp; Emergency Training</td>
</tr>
<tr>
<td>BOER</td>
<td>Basic Onshore Emergency Response</td>
</tr>
<tr>
<td>CO₂</td>
<td>Carbon Dioxide</td>
</tr>
<tr>
<td>CPR</td>
<td>Cardiopulmonary Resuscitation</td>
</tr>
<tr>
<td>CR</td>
<td>Central Register</td>
</tr>
<tr>
<td>FOET</td>
<td>Further Offshore Emergency Training</td>
</tr>
<tr>
<td>FOER</td>
<td>Further Onshore Emergency Response</td>
</tr>
<tr>
<td>LPG</td>
<td>Liquefied Petroleum Gas</td>
</tr>
<tr>
<td>PPE</td>
<td>Personal Protective Equipment</td>
</tr>
<tr>
<td>TBOSIET</td>
<td>Tropical Basic Offshore Safety Induction &amp; Emergency Training</td>
</tr>
<tr>
<td>TFOET</td>
<td>Tropical Further Offshore Emergency Training</td>
</tr>
</tbody>
</table>

## Appendix 1 OPITO Information

The topics listed below are to be delivered as part of the introduction to this course and included in the Lesson Plans/Instructor guides/Exercise Plans. Additional introduction topics may include training centre layout and alarms, emergency actions, first aid and domestic arrangements.

Mandatory OPITO Information:

1. Medical Fitness
2. Certification Periods
3. CR/Vantage (provided by OPITO)
4. OPITO Customer Service Statement (provided by OPITO)
5. The roles of employers and training providers (provided by OPITO)
6. What is OPITO’s role in industry? (provided by OPITO)
7. Current Global Network of training providers (provided by OPITO)
8. Emergency Response Framework (provided by OPITO – applicable for ER Training Providers)
9. OPITO DVD (*BOSIET/TBOSIET only*) provided by OPITO