OPITO Approved Standard

Common Induction Process
(Industry Guidance)
OPITO Approved Standard
Common Induction Process

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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.

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## Record of Amendments to Standard

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Introduction and Induction Process

Background

At Offshore Europe 1997 in Aberdeen, the major offshore associations of Oil & Gas UK, IADC and OCA jointly announced their commitment to a ‘Step Change in Safety’. The main themes are:

- A 50% improvement in safety performance by the year 2000.

- Demonstration of leadership commitment through personal concern for safety as an equal to business performance.

- All of industry working together through the involvement of employees, contractors, regulator etc.

The importance of a comprehensive new employee Induction Programme to support this commitment cannot be over emphasised. The first few days is the period when an employee is most receptive and impressionable. It is believed that what he/she learns at this time will most influence attitude and approach towards their work.

The need to improve the induction process was identified in a survey of approximately 700 Safety representatives from across the industry. The feedback from companies, individuals and safety representatives indicated a strong feeling that the effectiveness of the client induction could be improved, the high degree of repetition within the induction process should be reduced and that there is a need to improve information retention.

The outcome of this survey was to include in the Step Change for Safety Programme the Common Induction Process along with other work in the Programme for New Starts (Green Hat Policy), POB and Offshore Passport.

The aim was to introduce an effective process which would ensure that all parts of industry are covered and seek to remove duplication of training whilst recognising the need for reinforcement and time to absorb the training. In order to achieve this we would have to establish what the common ground was between induction modules and where the duplications occurred. Further it was felt important to include assessment into the process and produce a document which would be recognised across the industry.

As Step Change for Safety was to demonstrate leadership commitment, it was felt important to build into all modules of the Common Induction process the opportunity for managers to have a personal and direct input.
Stages of the Common Induction Process

As part of the Cross Industry Step Change Initiative a Task Group was set up to establish a common induction process, which is described in this document.

This document provides a framework for companies to design their own programme as well as practical working guidelines to assist the Trainer and the Assessor.

A Common Induction process has 4 stages, with each stage building on the training received at the last stage:

1) OPITO Basic Offshore Safety Induction & Emergency Training (BOSIET) and Offshore Oil & Gas Industry Minimum Industry Safety Training (MIST)
2) Employing Company Induction - Guidelines
3) Installation Specific Induction - Guidelines
4) Team & On-the-job Induction (job specific) - Guidelines

Assessments will be carried out at each stage. Emphasis of the common induction process is on:

- improving safety awareness
- relevant and well defined minimum training
- the need for individual’s personal responsibility for own and other’s safety

Key elements of the Common Induction Process:

- Management and Supervisor commitment at all stages
- extended duration of job specific induction to 3 months
- ability to shorten job specific induction for ‘old hands’ and remove ‘Green Hat’
- formal and practical assessment designed to suit the installation and/or job
- investing the Supervisor with the responsibility to train members of his/her team
- a refresher assessment for everyone every 4 years
- registration of assessment outcomes on Industry Database and individual’s Smartcard

Requirements for the Common Induction Process to be a success are:

- designing local training and assessment systems and guidelines
- providing management resources to introduce training both on and offshore
- training of supervisors to support the execution of their role in the process
- supporting the introduction of an Industry Database and Smartcard
The Induction Process

An induction process consists of 5 modules which are the BOSIET/MIST, Employing Company Induction, *CAA helicopter briefing (video), Installation Specific Induction, Team and On-the-job induction.

* not covered in this Standard

1. BOSIET and MIST
   - Training Establishment

2. Employing Company Induction (operator/contractor)
   - Company onshore/offshore

3. CAA Pre-Flight Briefing (video)
   - Heliport & Installation

4. Offshore Installation Specific Induction
   - Offshore/onshore

5. Team & on-the-job induction
   - Onshore/offshore

6. Updating/Further Practice, Training & Assessment Incl FOET
   - Onshore/offshore

All personnel working offshore should be assessed. Long-term platform personnel will require evidence of competence when moving to another platform.

Persons successfully achieving all modules up to and including the team and on-the-job induction will not be required to wear a Green Hat.

It is expected that companies will make arrangements for the induction of Visitors to offshore installations.

FOET, updating and further practice, training and assessment will be undertaken as necessary.

The successful achievement of each module will be registered with the Industry Database and recorded on the individual’s Smartcard.
**Induction Matrix**

This matrix shows the status of personnel in the industry in relation to their employing company and the installation they are about to commence work on. The matrix follows the individual through each module of the induction process.

<table>
<thead>
<tr>
<th>Induction Module</th>
<th>New to Industry</th>
<th>New to Company &amp; New to Installation</th>
<th>New to Company</th>
<th>New to Installation</th>
<th>Return to Industry (12 months+ lay off)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOSIET/MIST</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>YES (if certificate expired)</td>
</tr>
<tr>
<td>Employing Company</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td>CAA Video</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Installation Specific</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Team &amp; On-the-job</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>FOET (every 4 years)</td>
<td>NO</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES (when current certificate expires)</td>
</tr>
<tr>
<td>Installation Specific Further Assessment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Every 4 years</td>
</tr>
</tbody>
</table>

**Note:** Persons with a BOSIET certificate who have had no offshore training should repeat BOSIET every 4 years.
SECTION A  Common Induction Process – Initial Training (Guidelines for Operators and Employers)

The information in this section is for those involved in the delivery and assessment of programmes based on these guidelines. It provides a framework which shows outcomes, content and assessment and guidance for initial programmes. It will provide support to enable those being trained to acquire the necessary knowledge and skills that underpin the tasks to be performed.

A.1 Common Induction Process Target Group

The target group for the Common Induction Process training is new entrants to the industry and employees with offshore experience who are new to an installation.

A.2 Common Induction Process Delegate Prerequisites

The delegate prerequisites for each module are:

**Module 1: Employing Company Based Induction**

Persons who should have previously completed BOSIET/FOET and/or MIST.

**Module 2: Installation Specific**

Persons should have previously completed an Employing Company Induction for their current offshore employer.

This does not apply to the induction of Visitors to offshore.

**Module 3: Team and On-the-job**

Persons should have previously completed an induction specific to the installation they are currently working on.

A.3 Common Induction Process Physical and Stressful Demands

There are no specific medical requirements, although personnel must have a current offshore medical certificate before being allowed to work offshore.
A.4 Common Induction Process Aims and Objectives

The aims of the Common Industry Induction Standard are to ensure that all personnel working offshore can demonstrate competence in:

- addressing the safety requirements
- controlling hazards on the installation
- acting in an emergency
- using personal safety equipment
- carrying out their individual responsibilities for HS&E.

The objectives of this Common Industry Induction Standard are to ensure that all personnel working offshore achieve the following:

- Awareness of the risks to which they are exposed and how they are managed
- An understanding of the essential safety rules with which they must comply and how to act in an emergency
- An increase in their personal commitment to work safely
- Effective use of personal safety equipment

A.5 Common Induction Process Learning Outcomes

The delegate’s learning outcomes are set out below:

MODULE 1 Employing Company Based Induction

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

1) The main hazards associated with company operations.
2) How the Company Safety Policy affects the individual.
3) The procedure for reporting safety/personal concerns and accidents/incidents offshore.
4) The company’s alcohol and substance abuse policy.
5) The company’s offshore safety requirements and their expectations of the individual.
6) The requirements for personal luggage when travelling offshore and information when travelling to site including identification of prohibited items, controlled items etc.
7) The company’s safety rules (e.g. alarms, PPE, station bill, etc.).

MODULE 2 Installation Specific Induction

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

1) The actions to be taken in raising the alarm in the event of an emergency
2) The actions required to be taken by an individual in the event of an emergency
3) The type and location of emergency equipment available on the installation e.g. lifejacket, survival suit, smoke hood/escape set, lifeboat, liferaft, tertiary escape systems
4) The procedure for reporting accidents/incidents/unsafe acts and conditions and stopping unsafe work
5) The installation’s procedure for dealing with waste materials and the individual’s responsibility

Where appropriate:

6) The current colour code for lifting gear.

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

7) The name of their safety constituency’s Safety Representative
8) How to access to the installation’s Safety Case and Safety Plan

Where appropriate:

9) The operational hazards associated with the installation
10) That work must be performed within the Permit to Work procedures
11) The requirements for PPE when working outside accommodation on the installation
12) The safety rules when working at a height and with chemicals and lifting
13) The safety rules when wearing hearing protection
14) The rules relating to smoking
15) The installation’s emergency telephone number
16) The procedure to be followed when taking prescribed medicines, non-prescription medicines and health products offshore

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

17) The donning of personal survival equipment e.g. lifejacket, survival/abandonment suit
18) Locating their designated muster point within the temporary refuge and their lifeboat station from the temporary refuge by a primary and secondary route

**MODULE 3**  **Team and On-the-job Induction**

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

1) The hazards associated with the work/worksite
2) The procedure for reporting accidents/incidents/unsafe acts and conditions and stopping unsafe work

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

3) The environmental risks and controls associated with the work/worksite
4) The safety equipment required at the worksite and describe its use
5) The appropriate equipment for the job and describe its use

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

6) The actions to be taken when preparing the worksite
7) The carrying out of specific tasks in accordance with the installation safety rules and procedures appropriate to that task
8) How waste is dealt with and disposed of
9) The actions to be taken in the event of an emergency during worksite operations
10) Locating of their designated muster point and lifeboat station from the work site by a primary and secondary route
11) Compliance with the requirements of a PTW and installation job procedures
12) Mustering at the designated lifeboat station and boarding the lifeboat under instruction

A.6 Common Induction Process Delegate Performance Assessment

Delegates will be judged against the learning outcomes specified in section A.5 using oral and/or written questions as appropriate.

Delegates will be required to undertake a written test at the end of each module as a method of checking that they have met all the theory learning outcomes (Module 1 Learning Outcomes (1)-(7), Module 2 Learning Outcomes (1)-(16), Module 3 Learning Outcomes (1)-(5)).

The test will be 'open-book' and questions must be clearly referenced against specific learning outcomes. There must be a minimum of two questions per learning outcome. The test pass mark is 80%.

Companies 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 Common Induction Process Duration and Timing

The following table is a guide for the expected duration of each module.

<table>
<thead>
<tr>
<th>Module</th>
<th>Expected Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module 1: Employing Company Based Induction</td>
<td>The employing company will decide the duration of this module.</td>
</tr>
<tr>
<td>Module 2: Installation Specific Induction</td>
<td>The Duty Holder will decide the duration of this module.</td>
</tr>
<tr>
<td>Module 3: Team and On-the-job Induction</td>
<td>It is envisaged that the duration of this module may vary, however, it is not anticipated that it should be longer than 3 months.</td>
</tr>
</tbody>
</table>

The contact time is based on the maximum number of delegates/candidates undertaking the programme.

The contact time must not exceed 8 hours in any one day and the **total programme day must not exceed 10 hours.

Practical and theory sessions must contain adequate breaks for delegate welfare.

*Contact time includes the following:
  i. Delegate/candidate enrolment and certification process
  ii. Delivery of the theoretical and practical training/assessment programme.

**The total programme day includes: contact time, welfare breaks, meal breaks and where applicable, travel between sites.
A.8 Common Induction Process Training Programme

The Common Induction Process Training Programme specified below is designed to help delegates achieve the learning outcomes stated in Section A.5.

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 aids, visual aids and course handout material.

Prior to the start of each module, the following must be included as part of the introduction by training staff:

(a) **Aim**
The main purpose of the module

(b) **Learning Outcomes**
What the delegates are expected to learn

(c) **Timetable/Programme**
Training module 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 Common Induction Training Programme consists of the following **modules** and **elements**:

**Module 1** Employing Company Based Induction
- Element 1.1 Offshore Operations
- Element 1.2 Offshore Hazards
- Element 1.3 Environment
- Element 1.4 Organisation for Safety
- Element 1.5 Safety Management System
- Element 1.6 Permit to Work System
- Element 1.7 Working Offshore
- Element 1.8 Personal Commitment to Safety

**Module 2** Installation Specific Induction
- Element 2.1 Installation Overview
- Element 2.2 Offshore Hazards
- Element 2.3 Environment
- Element 2.4 Organisation for Safety
- Element 2.5 Safety Management System
- Element 2.6 Permit to Work System
- Element 2.7 Living Offshore
Module 3 Team and On-the-job Induction
Element 3.1 Overview of Department
Element 3.2 Offshore Hazards
Element 3.3 Environment
Element 3.4 Organisation for Safety
Element 3.5 Safety Management System
Element 3.6 Permit to Work System
Element 3.7 Living Offshore
MODULE 1  EmploYing Company Induction

The responsibility for the training and assessment elements of this module rests with the person(s) appointed by the Company.

A suggested programme is detailed below and shows the key items (indicated thus - bold italics) to be assessed and carried forward to that part of the programme dealing with Installation Specific Induction. It is also important to recap on the following items brought forward from the BOSIET/MIST training:

Offshore hazards, organisation for safety, safety management system, permit to work system, environmental awareness, personal commitment to safety

Introduction by appropriate Senior Manager.

ELEMENT 1.1  Offshore Operations

Training staff to give an overview of:

1.1.1  The Business and Company's operations

ELEMENT 1.2  Offshore Hazards

Training staff to give an explanation of:

1.2.1  Expected workplace hazards/risks which may be encountered e.g. exploration, drilling, production, utilities, construction projects

ELEMENT 1.3  Environment

Training staff to give an outline of:

1.3.1  Company policy
1.3.2  Environmental management system
1.3.3  Change to any accreditation (e.g. ISO 14001)
1.3.4  Your role

ELEMENT 1.4  Organisation for Safety

Training staff to give an explanation of:

1.4.1  Company health & safety policy
1.4.2  Discipline
1.4.3  Substance and alcohol abuse policy
1.4.4 Company emergency response numbers
1.4.5 Role of the Safety Representative
1.4.6 Safety related communications
1.4.7 How to report safety/personal concerns offshore
1.4.8 Company/installation help lines/monitoring systems
1.4.9 Safety Observation Systems

ELEMENT 1.5 Safety Management System

Training staff to give an explanation of:

1.5.1 The Safety Case – where to find it, what it means to you
1.5.2 Arrangements for assuring safety (e.g. major hazard assessment, safety critical roles, and the competence of personnel)
1.5.3 Generic Rules and procedures (e.g. station bill, PPE, alarms, smoking, environment, etc.)
1.5.4 Accident/Incident reporting requirements
1.5.5 ALARP
1.5.6 The individual’s own responsibility
1.5.7 The risk assessment process – indicating more detailed information will be given during the company’s formal PTW training programme.

ELEMENT 1.6 Permit to Work System

Training staff to give an explanation of:

1.6.1 The system and the individual’s role within the system - indicating more detailed information will be given during the company’s formal PTW training programme.

ELEMENT 1.7 Working Offshore

Training staff to give an explanation of:

1.7.1 Going offshore – luggage, prohibited and controlled items, arrival, induction, check-in and in-flight procedures
1.7.2 Installation safety systems/equipment – e.g. detection systems, personal survival devices
1.7.3 Illness – action required by individual
1.7.4 Support available to relatives in the event of illness/injury/major incident/evacuation
1.7.5 Emergency Response Plan
ELEMENT 1.8 Personal Commitment to Safety

Training staff to give an explanation of:

1.8.1 What the individual can expect from the company – A safe place to work, safe system of work, active support to improve safety, investigation of all incidents and feedback, action to correct defects you report, action against unsafe or negligent behaviour at any level.

1.8.2 What the Company expects of the individual - Observation of all safety rules, procedures and Permit conditions, stopping the job if worried about safety, reporting of incidents and unsafe conditions immediately, knowing what to do in an emergency, working safely.

1.8.3 ‘Think Safety’
MODULE 2  
Installation Specific Induction

The responsibility for the training and assessment elements of this module rests with the person(s) appointed by the Installation Manager.

A suggested programme is detailed below and shows the key items (indicated thus - bold italics) to be assessed and carried forward to the Team & On-the-job Induction. It is also important to recap on the following items brought forward from the Employing Company Based module:

- Safety Policy, Generic Policies and Procedures, Safety Management System,
- Accident/Incident Reporting Requirements, How to Report Safety/Personal Concerns Offshore, Personal Commitment to Safety, Think Safety

Introduction by a member of the installation Management Team.

ELEMENT 2.1  Installation Overview

Training staff to give a brief **description** of:

2.1.1  The operations and layout of the installation
2.1.2  Personal survival equipment (torch, gloves, smoke hood, survival suit, etc.)

Training staff to **explain** and **demonstrate**, and delegates to **practice**:

2.1.3  Donning **the lifejacket** and the immersion suit available for use in the installation.

Training staff to give an **explanation** of:

2.1.4  **The operation of specialist escape/evacuation equipment including the type and location** e.g. smoke hood, donut, skyscape, liferafts, abandonment suits, rebreather sets, emergency escape sets

Training staff to give a **tour** of the Installation and **identify**:

2.1.1  **The location of muster points and lifeboat stations and routes to them** (Opportunities for boarding lifeboats may be given)
2.1.2  **Escape routes, and systems and their operation**
2.1.3  Hazard areas on the installation – emphasise the importance of signs and barriers
2.1.4  Tertiary escape routes to sea – including type, location and method of use
2.1.5  Operation of emergency equipment:
   a) **Alarm system Call Points**
   b) Telephones
   c) Gangway procedures (if applicable)
ELEMENT 2.2  Offshore Hazards

Training staff to give an **outline** of:

2.2.1  Hazard management and risk assessment

Training staff to give an **explanation** of and **identify** the location of:

2.2.2  *Installation hazards (Hazard Register)*
2.2.3  Non routine hazards, dependent on operation e.g. high pressure pipework, H2S, electrical switchgear, confined spaces, etc.

Training staff to give an **explanation** of:

2.2.4  COSHH assessment/noise regulations and focal point
2.2.5  Adverse weather working policy
2.2.6  Electrical equipment information for RPE
2.2.7  *Lifting equipment (colour code)*
2.2.8  Scaffolding, Scafftag
2.2.9  Noise/thermal environment

ELEMENT 2.3  Environment

Training staff to give an **explanation** of:

2.3.1  *Policy and procedures* - The reason for and the application at location
2.3.2  *Waste Management* – procedures and individual responsibilities e.g. waste segregation, hazardous waste, etc.
2.3.3  Oil spill reporting

ELEMENT 2.4  Organisation for Safety

**Introduce to key personnel** (including Safety Representative).

Training staff to give an **explanation** of:

2.4.1  Safety constituency and the **role of the Safety Representative**
2.4.2  Safety meetings – explain the range of e.g. hierarchy from Tool Box Talk to Conference
2.4.3  *Reporting of accident/incidents/unsafe acts and conditions and near misses*
2.4.4  *Station Bill and the individual's role and responsibilities*
ELEMENT 2.5  Safety Management System

Training staff to give an explanation of:

2.5.1  Access to Installation of Safety Case
2.5.2  Installation Safety Plan
2.5.3  ‘Green Hat’ policy

ELEMENT 2.6  Permit to Work System

Training staff to give an explanation of:

2.6.1  Installation process and procedure

ELEMENT 2.7  Living Offshore

Training staff to give an explanation of:

2.7.1  Accommodation, housekeeping and smoking policy
2.7.2  Domestic arrangements i.e. meals, breaks, laundry, etc.
2.7.3  Telephone system
2.7.4  Installation stores – withdrawal of tools
2.7.5  Supply and replacement of personal protective equipment
2.7.6  First Aid and medical Facilities
MODULE 3  

Team and On-the-job Induction

The responsibility for the training and assessment elements of this module rests with the immediate line manager of the person undergoing the induction. It is envisaged that the training and assessment will take place during normal working operations.

A suggested programme is detailed below and shows the key items (indicated *thus* - bold italics) to be assessed. It is also important to recap on the following items brought forward from the Installation Specific module:


Introduction by a member of the Installation Management Team.

**ELEMENT 3.1  Overview of Department**

Training staff to give an *explanation* on:

3.1.1  Organisation, introduction to key personnel, layout of department, operations and worksite

Training staff to give a *tour* the worksite and *discuss*:

3.1.2  Location of safety equipment
3.1.3  *Operation of emergency systems* e.g. ESD, deluge

**ELEMENT 3.2  Offshore Hazards**

Training staff to give an *explanation* on:

3.2.1  *The risk assessment process and relevant safe working procedures*

Training staff to *identify* and *discuss*:

3.2.2  Hazards including control measures, mitigation, awareness of risk associated with changes to work and procedures, hazardous substances, manual handling, worksite environment (noise/thermal) and associated hazards
Training staff to discuss:

3.2.3 The installation policies and procedures e.g. adverse weather, inspection of electrical equipment by the responsible person, lifting equipment (colour code), authorisation of scaffolding, rigging up, working at heights, gangway procedures, etc.

ELEMENT 3.3 Environment

Training staff to give an explanation on:

3.3.1 The policy and procedures
3.3.2 Waste disposal procedure

ELEMENT 3.4 Organisation for Safety

Introduce the Safety Representative

Training staff to give an explanation on:

3.4.1 Safety meetings, pre-job meetings, tool box talks, handovers, etc.
3.4.2 Emergency response as related to the particular job(s) e.g. vessel entry, hotwork, leaving worksite safe, etc.
3.4.3 Location of and routes to muster point and lifeboat stations from worksite
3.4.4 Alarm system Call Points

Training staff to re-emphasis the:

3.4.5 Reporting of accident/incidents/unsafe acts and conditions and near-misses

ELEMENT 3.5 Safety Management System

Training staff to give an explanation on:

3.5.1 The individual’s responsibilities in relation to working safely, to self and others, effective safety communication, PPE, following rules and procedures, stopping unsafe work, etc. policy and procedures
3.5.2 Department Safety Plan and the individual’s role
3.5.3 SMS Activities Catalogue
ELEMENT 3.6 Permit to Work System

Training staff to discuss:

3.6.1 Administration of the system
3.6.2 Application and use of Permits e.g. hot work, cold work, isolations, authorisations, location of permits

ELEMENT 3.7 Living Offshore

Training staff to give an explanation of:

3.7.1 Telephone system – as applicable to the worksite
3.7.2 Platform stores – withdrawal of tools
3.7.3 Personal protective equipment – selection, use and replacement.
SECTION B  Common Induction Process Further Training (Guidelines for Operators and Employers)

Companies should ensure that after initial training and assessment persons working offshore are updated on changes to such things as legislation, certification, company procedures, organisational changes, etc. on an ongoing basis.

Persons working offshore should be assessed on areas specific to the installation every 4 years, ideally the assessment should be carried out offshore. This should be in addition to any assessment that may be part of the FOET/MIST programme.

Updating and further/refresher training and the result of any further assessment should be recorded.

Experienced persons who have not worked on an installation for 12 months should undergo MIST reassessment and be re-assessed against the stated learning outcomes for the Installation Specific and Team & On-the-job Induction modules.

Installation further practice and training (including drills and exercises as described in the Oil & Gas UK document ‘Guidelines for the Management of Competence and Training in Emergency Response’) is seen as part of the process of maintaining competence.

Module 1: Employing Company Based Induction

There are no formal requirements for further training or assessment, however, companies may deem it necessary to detail their own updating and assessment requirements as appropriate.

Module 2: Installation Specific Induction

Persons who have not worked on the installation for 12 months should be re-assessed against the stated learning outcomes of the Installation Specific Induction module.

Learning Outcomes 1 – 4, 7, 9, 14, 18 on pages 10 & 11 are suggested. The Installation Manager should determine which others, if any, are appropriate.

Installation further practice and training (including drills and exercises) is seen as part of the process of maintaining competence.
Module 3: Team and On-the-job Induction

Persons who have not worked on the installation for 12 months should be re-assessed against the stated learning outcomes of the Team and On-the-Job Induction module.

Learning Outcomes 1, 2, 9 & 11 on pages 12 & 13 are suggested. The Installation Manager should determine which others, if any, are appropriate.
SECTION C   Resources

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

1) Duty Holders should ensure that Trainers and Assessors have appropriate experience and expertise.
2) An appropriate senior manager from the company and/or the installation should introduce these modules.
3) Trainers and Assessors delivering these modules should be experienced in working offshore.
4) It is strongly recommended that all trainers and assessors should have completed an Industry Induction Trainer and/or Assessor briefing programme as appropriate
5) Development of Trainers and Assessors - An industry programme providing briefing on the Common Induction Standard and guidance on the training and assessment requirements is available to those who feel they would benefit. See Appendix 3.
6) Guidance to Managers can be found in Appendix 1.

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

The Trainer/Delegate ratio for each module should not exceed 1:16 with the exception of:

the Team and On-the-job module where the ratio should be 1:5.
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.

**Theory training area(s)** 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 training requirement.

C.4 Equipment

All equipment must be maintained, and where appropriate, inspected and tested in accordance with current standards/legislation, guidance and manufacturers recommendations.
## Glossary of Terms and Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>ALARP</td>
<td>As low as reasonably practical</td>
</tr>
<tr>
<td>BOSIET</td>
<td>Basic Offshore Safety Induction &amp; Emergency Training</td>
</tr>
<tr>
<td>CAA</td>
<td>Civil Aviation Authority</td>
</tr>
<tr>
<td>ESD</td>
<td>Emergency shutdown</td>
</tr>
<tr>
<td>FOET</td>
<td>Further Offshore Emergency Training</td>
</tr>
<tr>
<td>GPA</td>
<td>General Platform Alarm</td>
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<tr>
<td>HASAWA</td>
<td>Health &amp; Safety at Work Act</td>
</tr>
<tr>
<td>HLO</td>
<td>Helicopter Landing Officer</td>
</tr>
<tr>
<td>HSE</td>
<td>Health &amp; Safety Executive</td>
</tr>
<tr>
<td>HS&amp;E</td>
<td>Health, safety and environment</td>
</tr>
<tr>
<td>H2S</td>
<td>Hydrogen Sulphide</td>
</tr>
<tr>
<td>IADC</td>
<td>International Association of Drilling Contractors</td>
</tr>
<tr>
<td>IUOOC</td>
<td>Inter Union Offshore Oil Committee</td>
</tr>
<tr>
<td>MOB</td>
<td>Man overboard</td>
</tr>
<tr>
<td>OCA</td>
<td>Offshore Contractors Association</td>
</tr>
<tr>
<td>OIM</td>
<td>Offshore Installation Manager</td>
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<tr>
<td>POB</td>
<td>Personnel onboard</td>
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<tr>
<td>PPE</td>
<td>Personal Protective Equipment</td>
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<tr>
<td>PTW</td>
<td>Permit to Work</td>
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<tr>
<td>RPE</td>
<td>Responsible Electrical Person</td>
</tr>
<tr>
<td>SMS</td>
<td>Safety Management System</td>
</tr>
<tr>
<td>MIST</td>
<td>Minimum Industry Safety Training</td>
</tr>
</tbody>
</table>
Appendix 1 Guidance to Managers

Introduction of Induction Modules

The following is offered as guidance to Managers introducing the induction modules.

The individual(s) undertaking the induction should be clear on the industry’s, the company’s and the manager’s own personal commitment to safety.

It is recognised that this introduction by a manager is an important part of each module, it should not, however, detract from the Trainer’s presentation.

1. Managers introducing the Employing Company Based module

The following points may be included in the introduction:

- The common industry induction process
- Link this module back to BOSIET and forward to Installation Specific Induction
- The company’s commitment to safety
- Manager’s personal safety contract
- What the company expects of you
- What you can expect from the company
- The company safety rules and disciplinary process
- The right to refuse unsafe work
- Setting standard for conduct and behaviour
- The company’s commitment to the environment
- Assessment of this module

2. Managers introducing the Installation Specific module

The following points may be included in the introduction:

- Link this module back to Company Induction and forward to the Team and On-the-Job Induction
- Personal commitment to safety
- Reassurance of the open door policy on reporting safety concerns
- Encouragement to report unsafe acts/conditions
- The right to refuse unsafe work
- Company safety charter/contract and personal safety contract
- Safety before production
- Local platform/asset safety rules
- Importance of reporting to Supervisor
- Identification of risks – stay alert when working, observe hazards, lifting
- Safety standards, record, suggestions, initiatives awards and reward
3. Managers introducing the Team and On-the-job module

The following points may be included in the introduction:

- Link this module back to Installation Specific Induction
- Reassurance of the open door policy on reporting safety concerns
- Encouragement to report unsafe acts/conditions
- The right to refuse unsafe work
- Company safety charter/contract and personal safety contract
- Safety before production
- Local platform/asset safety rules
- Importance of reporting to Supervisor
- Identification of risks – stay alert when working, observe hazards, lifting
- Safety standards, record, suggestions, initiatives awards and reward
- Safety rules – obey signs and barriers, only use tool suitable for job
- Environmental standards
- Safety Representatives and Meetings – importance of active participation
- Safety Case and HS&E Plan
- Personal commitment to safety
Appendix 2 – Guidance on Installation Specific Induction for Visitors

It is appreciated that Visitors who will be accompanied whilst on the installation should not be required to undertake the same installation specific induction programme as the offshore worker.

**Learning Outcomes**

1) **Prior to a helicopter flight to or from an installation visitors will view the CAA helicopter briefing video.**

Visitors should be able to describe:

1.1) Helicopter emergency procedures
1.2) Location of helicopter survival equipment

2) **During the offshore induction programme visitors will be required to demonstrate their level of knowledge and understanding of the key items identified.**

Visitors should be able to describe:

2.1) The actions required to be taken by an individual in the event of an emergency on the installation

Visitors should be able to demonstrate:

2.2) The donning of personal survival equipment e.g. lifejacket, survival/abandonment suit
2.3) Locating their designated muster point within the temporary refuge and their lifeboat station from the temporary refuge by a primary and secondary route

**Note:** It is suggested that the installation briefing for Visitors should be kept to approximately 10 minutes. As a source of further information Visitors will also be given an installation leaflet or handbook.
Appendix 3 – Guidance for the Development of Trainers and Assessors

1. Purpose

The purpose of this section is to provide guidance to centres delivering or intending to deliver training and development programmes to nominated Trainers and Assessors involved in any of the Operators and Employers induction programmes.

2. Delegate Target Group

Operators and Employers nominated Trainers and Assessors

3. Programme Objectives

a) Describe the Common Induction Process
b) Describe and explain the Guidelines
c) Describe and show good training practice
d) Describe and show good assessment practice

4. Delegate Learning Outcomes

a) Produce a lesson plan
b) Produce an assessment plan

5. Training Programme

The training programme outlined below will assist the delegates to meet the stated learning outcomes. In order 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 materials.

5.1 Introduction

Give a brief explanation covering:

• Why we are here
• Development of the Common Induction Process
• The industry induction process
• The delegate role
5.2 Guidelines

Give a brief explanation of the Operators and Employers guidelines covering:

- Content
- Interpretation
- Application

5.3 Training Practice

Describe and demonstrate instructional techniques include the use of training aids.

Describe and show the production of a lesson plan. Lesson plan detail to cover topic from C.I.P Guidelines. Delegates to be given the opportunity to produce own lesson plan.

5.4 Assessment Practice

Describe and demonstrate an assessment; this will be an observation of a candidate meeting one of the outcomes described in the C.I.P. Evidence produced will be for skills, knowledge and understanding.

Describe and demonstrate the assessor giving feedback include judgements that cater for meeting and not meeting outcomes.

Describe and show an assessment plan. Delegates to be given the opportunity to produce an assessment plan.

5.5 Summary

Provide a recap of events. Highlight main points and take opportunity to emphasise the importance of preparation prior to instructing or assessing.

5.6 Duration of Programme

- Total contact time 8 hours
- Introduction 30 minutes
- Guidelines 1 hour
- Training Practice 3 hours
- Assessment Practice 3 hours
- Summary 30 minutes

Total training day should not exceed 10 hours.
5.7 Staff

Training staff will be

- trained in instructional/lecture techniques and/or have proven instructing/teaching experience
- hold an industry-recognised assessor qualification

5.8 Trainer/Delegate Ratio

<table>
<thead>
<tr>
<th>Theory and demonstration</th>
<th>1:12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practical</td>
<td>1:6</td>
</tr>
</tbody>
</table>

5.9 Facilities

Administration arrangements appropriate for enrolment and certification of delegates and all aspects of the delivery of training.

Theory and practical training area(s) so designed to enable each delegate to view, to hear and to participate fully.