



SafeGulf Course Syllabus | Basic Orientation for Offshore Contractors

1. Incident Reporting and Investigation (Awareness)

- a. Time: 15 minutes
- b. Materials: 27 PowerPoint Slides
- c. Objectives: upon completions of this session the student will be able:
 - Describe the need and responsibility for reporting accidents and incident
 - Define what an incident is
 - List the various types of incidents
 - Describe the purpose of incident investigation
 - Describe how incidents should be reported
 - Explain why incidents need to be investigated
 - Description:
 - Need and responsibility for reporting accidents and incidents
 - What is an incident
 - Types of incidents
 - Purpose of incident investigation
 - Why investigate

2. Accident Prevention Signs and Tags (Awareness)

- a. Time: 15 minutes
- b. Materials: 32 PowerPoint slides
- c. Objectives: Upon completion of this session the student will be able to:
 - Identify the types and meanings of signs and tags
- d. Description:
 - Types and meanings of signs and tags
 - Definition and design
 - Wording

3. Hand Safety (Awareness)

- a. Time: 15 minutes
- b. Materials: 29 PowerPoint slides
- c. Objectives: Upon completion of this session the student will be able to:
 - Describe things to consider regarding hand safety
 - List the general safety rules regarding hand safety
 - Describe the right tools for the job
 - Describe the alternative tools
 - Describe how to use the knife
 - Explain the various causes of hand injuries



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- d. Description:
 - Introduction
 - Things to Consider
 - General Safety Rules
 - Right Tools for the Job
 - Alternative Tools
 - How to use a Knife
 - Causes of Hand Injuries
 - Interactive Exercise
- 4. Back Injury Prevention (Awareness)**
 - a. Time: 30 minutes
 - b. Materials: 35 PowerPoint slides
 - c. Objectives: Upon completion of this session the student will be able to:
 - Relate statistics regarding back injuries
 - Explain why back injuries occur
 - Describe the mechanics of lifting safety
 - Relate alternatives to lifting
 - Discuss safety tips for lifting
 - Describe exercises for the back
 - d. Description:
 - Introduction / Statistics
 - Why Back Injuries Occur
 - Lifting Safety
 - Alternatives to Lifting
 - Safety Tips for Lifting
 - Exercises for the Back
- 5. Behavioral Safety (Awareness)**
 - a. Time: 15 minutes
 - b. Materials: 24 PowerPoint slides
 - c. Objectives: Upon completion of this session the student will be able to:
 - Explain ABC Analysis
 - Describe BSP's Foundation Principles
 - Describe Management's Role in Behavioral Safety
 - Relate the Goal of SafeGulf



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- d. Description:
 - Overview
 - ABC Analysis
 - BSP's Foundation Principles
 - Management's Role in Behavioral Safety
 - SafeGulf Goal
- 6. Bloodborne Pathogens (Awareness)**
 - a. Time: 10 minutes
 - b. Materials: 7 PowerPoint slides
 - c. Objectives: Upon completion of this session the student will be able to:
 - Describe who is covered by the standard
 - Relate symptoms of HBV and HIV Diseases
 - Explain universal practices for preventing transmission of disease
 - Describe work practices/controls required to protect from disease transmission
 - d. Description
 - Who is covered by the standard
 - HBV and HIV Diseases
 - Universal Practices
 - Work Practices / Controls
- 7. Confined Space (Awareness)**
 - a. Time: 10 minutes
 - b. Materials: 11 PowerPoint slides
 - c. Objectives: Upon completion of this session the student will be able to:
 - Describe the hazards of Confined Spaces
 - Identify the Categories of Responsibility Regarding Confined Space
 - Explain the Responsibilities of Different People as Regards Confined Spaces
 - Discuss Permitting Requirements with Respect to Confined Space
 - d. Description:
 - Hazards of Confined Spaces
 - Responsibilities
 - Categories
 - Examples
 - Permitting
- 8. Lockout/Tagout (Awareness)**
 - a. Time: 30 minutes
 - b. Materials: 22 PowerPoint slides



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- Video: Lockout / Tagout Awareness 18 Minutes
 - c. Objectives: upon completion of this session the student will be able to:
 - Identify Sources of Hazardous Energy
 - Define Terms Related to Lockout/Tagout
 - Explain the Process by which Locks and Tags can be Removed
 - Describe Lockout/Tagout Procedures
 - Explain the “Lockout Only” Process
 - Explain the “Tagout Only” Process
 - Describe “Group Lockout”
 - d. Description:
 - Identifying Hazardous Energy
 - Definitions
 - Lockout Tagout
 - Removal of Locks and Tags
 - Procedures
 - Lockout Only
 - Tagout Only
 - Group Lockout
- 9. Drug and Alcohol (Awareness)**
- a. Time: 15 minutes
 - b. Materials: 21 PowerPoint slides
 - c. Objectives: Upon completion of this session the student will be able to:
 - Relate the government regulations pertaining to drug and alcohol use in the workplace
 - Explain the consequences of drug and alcohol use
 - Explain the drug and alcohol testing process
 - Describe what Records are kept and for how long
 - Discuss the responsibilities that supervisors have
 - Describe the things that employees must be aware of
 - Relate the things that drivers must be aware of
 - d. Description:
 - Government Regulations
 - Use and Testing
 - Records
 - Supervisor Training / Driver Awareness
 - Employee Awareness



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10. HazCom (Awareness) HAZWOPER (First Responder – Awareness)

- a. Time: 60 minutes
- b. Materials: 69 PowerPoint slides
 - Video: Hazardous Communications: Signs of Safety (19 min.)
- c. Objectives: Upon completion of this session the student will be able to:
 - HazCom
 - Describe how Chemicals are Identified under the HazCom Standard
 - Define key terms as they relate to HazCom
 - Describe the employer requirements in establishing a Chemical Inventory
 - Explain the elements of Material Safety Data Sheets (MSDS)
 - Describe the requirements for Labels and Warnings
 - Explain what Information must be related to Employees
 - Outline the Training requirements associated with HazCom
 - Describe the elements of a Written HazCom Program
 - HAZWOPER
 - First Responder
 - Use the North American Emergency Response Guidebook
- d. Description:
 - HazCom
 - Identification of Chemicals
 - Definitions
 - Chemical Inventory
 - MSDS
 - Labels and Warnings
 - Employee Information
 - Training
 - Written Programs
 - HAZWOPER
 - First Responder Responsibilities
 - North American Emergency Response Guidebook

11. Electrical Safety (Non-Qualified) (Awareness)

- a. Time: 20 minutes
- b. Materials: 24 PowerPoint slides
 - Video: Electrical Safe Work Practices (14 min.)
- c. Objectives: Upon completion of this session the student will be able to:
 - Describe what the standard requires



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- Relate the causes of electrical accidents
 - Discuss the results of unsafe work practices
 - Explain the difference between energized and de-energized
 - Discuss the hazards of working near exposed de-energized parts
 - Describe overhead line safety
 - Discuss the hazards of working near energized equipment
 - Outline the requirements of working with portable electrical equipment
 - Describe how to inspect welding leads
 - Describe what electrical PPE is required under what circumstances
- d. Description:
- What the Standard Requires
 - Causes of Electrical Accidents
 - Results of Unsafe Work Practices
 - Energized vs. De-Energized
 - Working Near Exposed De-Energized Parts
 - Overhead Line Safety
 - Working Near Energized Equipment
 - Portable Electrical Equipment
 - Inspecting Welding Leads
 - Electrical PPE

12. Intervention (Awareness)

- a. Time: 30 minutes
- b. Materials: 11 PowerPoint slides
- Video: Speak-up and Listen-up (19 min)
- c. Objectives: Upon completion of this session the student will be able to:
- Define key terms
 - Relate examples of how intervention can improve safety
 - Explain how interventions are used
 - Describe an individual's responsibilities to do interventions
- d. Description:
- Definitions
 - Examples
 - Use of Interventions
 - Responsibilities

13. Fire Prevention and Portable Fire Extinguishers (Awareness)

- a. Time: 25 minutes



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- b. Materials: 35 PowerPoint slides
- c. Objectives: Upon completion of this session the student will be able to:
 - Discuss fire protection, prevention and detection
 - Explain the elements of a fire
 - Describe how fires are classified
 - Explain methods of extinguishing fires
 - Describe types of extinguishers
 - Explain the inspection and use of extinguishers
- d. Description:
 - Fire Protection, Prevention and Detection
 - Elements of a Fire
 - Fire Classification
 - Extinguishing Methods
 - Types of Extinguishers
 - Inspection and Use of Extinguishers

14. Walking Working Surfaces (Awareness)

- a. Time: 30 minutes
- b. Materials: 36 PowerPoint slides
- c. Objectives: Upon completion of this session the student will be able to:
 - Define what walking-working surfaces are and what the regulations say about them
 - Describe general requirements regarding walking-working surfaces
 - Identify methods of guarding floor and wall openings and holes
 - Define key terms
 - Discuss the do's and don'ts of housekeeping
 - Scaffolding
 - Ladders
- d. Description:
 - Waking-Working Surfaces
 - General Requirements
 - Guarding Floor and Wall Openings and Holes
 - Definitions
 - Do's and Don'ts of Housekeeping
 - Scaffolding
 - Ladders

15. Job Safety and Environmental Analysis (Awareness)

- a. Time: 90 minutes



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- b. Materials: 54 PowerPoint slides (Shell Program)
- c. Objectives: Upon completion of this session the student will be able to:
 - Define key terms
 - Complete a JSEA Form
 - Discuss why JSEA Training is needed
 - Describe how to perform a JSEA
 - List the steps involved in a JSEA
- d. Description
 - Introduction
 - Definitions
 - JSEA Form
 - Why Train
 - JSEA Overview
 - How to Perform a JSEA
 - JSEA Steps
 - JSEA Examples

16. Offshore Orientation and Emergency Evacuation (Awareness)

- a. Time: 30 minutes
- b. Materials: 56 PowerPoint slides
- c. Objectives: Upon completion of this session the student will be able to:
 - Describe what work clothes and PPE are required in order to work offshore.
 - Identify what items are banned from offshore facilities
 - Relate the information that new personnel must know in order to work offshore
 - Describe the procedures involved in offshore transport
 - Identify what individuals are responsible for when reporting to work
 - Describe the things that must be done if an emergency evacuation is required
- d. Description:
 - Work Clothes / PPE
 - Banned Items
 - New Personnel
 - Offshore Transport
 - Reporting to Work
 - Emergency Evacuation

17. Personal Protective Equipment (Awareness), Respiratory (Awareness)

- a. Time: 15 minutes
- b. Materials: 28 PowerPoint slides



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- c. Objectives: Upon completion of this session the student will be able to:
 - Describe what is required in performing a PPE assessment
 - Describe how PPE is used in controlling hazards
 - Explain the Selection and Fit of various PPE
 - Describe the adjustment of PPE
 - Discuss the re-assessing of hazards
 - Relate eye and face protection requirements
 - Describe the requirements regarding the use of hard hats
 - Describe the requirements regarding the use of head, foot and hand protection
 - Describe the requirements regarding the use of respiratory requirements
 - Identify the different types of respirators
- d. Description:
 - PPE Assessment/Controlling Hazards
 - Selection and Fit
 - Adjustment of PPE
 - Re-assessing Hazards
 - Eye and Face Protection
 - Hard Hats
 - Head, Foot and Hand Protection
 - Respiratory Requirements
 - Types of Respirators

18. Prevention of Workplace Violence (Awareness)

- a. Time: 10 minutes
- b. Materials: 12 PowerPoint slides
- c. Objectives: Upon completion of this session the student will be able to:
 - Define key terms
 - Relate the “Zero Tolerance” rule as regards workplace violence
 - Relate statistics associated with workplace violence
 - Relate examples of workplace violence
 - Describe worker responsibilities as regards workplace violence
 - Identify sources of assistance in dealing with workplace violence
- d. Description:
 - Definition
 - Zero Tolerance
 - Statistics
 - Examples



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- Worker Responsibilities
- Sources of Assistance

19. Marine Debris (Awareness)

- a. Time: 15 minutes
- b. Materials: 19 PowerPoint slides
- c. Objectives: Upon completion of this session the student will be able to:
 - Relate how marine debris legislation came about
 - Discuss the consequences of throwing trash into the sea
 - Describe the regulations regarding marine debris
 - Outline the responsibilities of companies and individuals regarding marine debris
- d. Description:
 - Background
 - Consequences
 - Regulations
 - Responsibilities

20. Fall Protection: Introduction (Awareness)

- a. Time: 15 minutes
- b. Materials: 28 PowerPoint slides
- c. Objectives: upon completion of this session the student will be able to:
 - Relate statistics related to falls in the workplace
 - Describe employer and employee responsibilities regarding fall protection
 - Relate training requirements regarding fall protection
 - Define key terms
 - Describe the various fall protection systems, the criteria for use and practices that must be applied for each
- d. Description:
 - Statistics
 - Responsibilities
 - Training Requirements
 - Definitions
 - Systems Criteria and Practices

21. Permitting (Awareness)

- a. Time: 15 minutes
- b. Materials: 6 PowerPoint slides
- c. Objectives: Upon completion of this session the student will be able to:
 - Apply General Permitting



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- d. Description:
 - General Permitting
 - Safe Work
 - Confined Space
 - Hot Work

22. SafeGulf Maritime Security (Awareness)

- a. Time: 10 minutes
- b. Materials: 5 PowerPoint slides
- c. Objectives: Upon completion of this session the student will be able to:
 - Identify need for Maritime Security
 - Describe employee responsibilities
 - Explain restricted access
 - Describe prevention methods for a transport security incident
- d. Description:
 - Introduction to Maritime Security
 - Employee Responsibilities
 - Restricted Access
 - Preventing a Transport Security Incident



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