



Deep Water – Gulf of America (DW-GOA)

ORIENTATION REQUIREMENTS

Project	DW-GOA
Document Title	Orientation Requirements
Document Number	HSE0151-PR01
DCAF Control ID Number	
Document Revision	7.0
Document Status	Approved
Document Type	HSE
Owner/Author	Keith Richard / Claude Allen
Issue Date	May 2026
Expiration Date	May 2031
ECCN	EAR 99
Security Classification	Internal
Disclosure	None
<i>Revision History shown on next page</i>	

REVISION HISTORY

Revision	Date	Summary of Changes	Author
1.0	February 2010	See Change Matrix ■ HSE0151 CM.xlsx	-
2.0	January 2011		-
3.0	October 2011		-
4.0	April 2015		-
5.0	-	-	-
6.0	-	-	-
6.1	July 2025	■ Updated document template to standard template ■ Changed GOM to GOA ■ Hyperlinked all Controlling documents being referenced	Richard Keith
7.0	May 2026	■ Updated Hyperlinked document for GOA Orientation Video ■ Added Safe Practices for Aviation Operations ■ Add current list of activities/hazards	Richard Keith & Allen Claude

SUMMARY

This document covers the content requirements and reorientation frequency for employee, contractor, and visitor orientation presentations at Deep Water GOA facilities.

Key Words

Orientation Presentations, Employee Orientation, Contractor Orientation, Visitor Orientation

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1 INTRODUCTION

1.1 PURPOSE AND SCOPE

This document specifies:

- content requirements for employee, contractor, and visitor orientation presentations and reorientation frequency.

1.2 APPLICABILITY

This document applies to all Deep Water GOA processing plants, warehouses, shipping terminals, production and drilling locations owned, operated, or leased by Deep Water GOA.

The only exceptions are:

- by agreed variance (see [HSE0004A Management of Change](#)) or
- by agreed bridging document.

1.3 KEY MILESTONES

Approval Date	January 1, 2026
Implementation Date	The One GOA Orientation Video is required effective January 1, 2026

2 CONTENT OF ORIENTATION PRESENTATIONS

2.1 GENERAL TOPICS – REQUIRED

The following must be addressed:

- Welcome
- HSE Commitment and Policy
- Goal Zero
- Life Saving Rules
- Golden Rules
- Safety and Environmental Management System (SEMS). At minimum, orientation must include review of the HSE0001 (SEMS) Document Suite Map.
- Code of Conduct
- Equal Opportunity
- Harassment
- Human Rights & Worker Welfare
- Safeguarding Information and Assets
- Safe Practices of Aviation Operations
- Current Lists of Activities / Hazards
- Substance Abuse Policy HSE0042
- Knife Policy (see [HSE0151-PR01-TO.01](#))
- Hammer Policy (see [HSE0151-PR01-TO.02](#))
- Security Notice (Breach of Security/Security Threat Levels)
- Hazard Communication/SDS

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- Safety Program
 - Safety Meetings (mandatory)
 - Behavior Based Safety Management (BBSM) (please cooperate and support)
- Personal Responsibility
 - Follow all rules.
 - “Stop Work” Intervention
 - Use Emergency Shutdown system if necessary
 - Electrical Safety (see 2.2)
 - Responding to a release, leak or loss of primary containment (LOPC)
 - Report all incidents to Shell Supervisor
 - Wear the correct PPE (hard hats, safety glasses, gloves, etc.)
 - Personal Hygiene
 - Jewelry, Work Clothing, and Hair Policy
 - Smoking Policy
 - Galley times and etiquette
 - Handrail use
 - Bunk bed safety
 - Requirements when working from heights (Fall Prevention and Protection)
 - Manage work hours (Fitness to Work)
- Safe Work Planning and Authorization (SWPA) Process
 - ISSOW
 - Job Safety Analyses
 - Work Control Certificates
 - Lock Out/Tag Out
 - Confined Space Entry
- Closing/have a safe stay

Note: To access Substance, Weapons, and other policies, go to HR Online and select My Country’s Policies and Guidelines. Then choose the appropriate letter from the A–Z list—for example, S for *Substance Abuse* or W for *Weapons*.

2.2 LOCATION SPECIFIC TOPICS REQUIRED

Locations must discuss the following, if applicable:

- Layout of location
- Current activities/hazards on the asset
- Emergency alarms
- Muster station(s) and lifeboat/life jacket locations
- Station bill and emergency drills
- Fire extinguishers
- Emergency escape hoods/H₂S areas and information
- Environmental requirements (trash, overboard discharge, aerosol cans, etc.)

Locations may add site-specific topics (house rules), e.g.:

- Hearing protection required outside quarters
- Mercury Management, as applicable
- Report medical conditions and follow HSE0077 - Offshore Medication Screening Procedures

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INTERNAL

- Site Medical Response Plan
- Tour of emergency equipment
- For lodging rooms, check the following:
 - possible escape routes/exits and
 - location of fire extinguishers

Note: A visit to the primary and secondary muster and abandon stations, lifeboats and life rafts is a requirement as part of orientation and shall be tracked by asset (ie. Log book).

[HSE0075A Smoking Policy](#) – Offshore Operations – Requirements 2.3 states:

COMMUNICATION

Requirements shall be incorporated into orientation training that all personnel receive when they arrive at a location.

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ELECTRICAL SAFETY – REQUIRED

- Electrical work qualification and safety requirements are identified in [OPS0089A-PR01 Training, Competency, and Authorization for Electrical Skilled Personnel](#) and [HSE0038 Electrical Safe Work Practices](#), respectively.
- Use of portable electronic devices (PEDs; cell phones, laptops, electronic devices, etc.) and electrical hand tools is only allowed with proper work permit. (See [OPS0175 Portable Electronic Devices](#).)
- See [OPS0177A Operation Requirements for Electrical Systems Offshore for electrical operation requirements](#), such as:
 - The National Electric Code (NEC) requires Ground fault (GFCI) protection outdoors and in wet areas, particularly for Temporary Power Systems.
 - Whenever a circuit breaker trips, the cause must be determined before resetting the breaker. If the breaker trips a second time, it must be reset by an Authorized Electrical Person when determined safe to do so.
- Work must stop and an electrician is summoned whenever equipment has an electrical problem. Never touch electrically connected equipment that you suspect may be faulty and energized.

3 REORIENTATION

3.1 REQUIREMENT FOR REORIENTATION

Employees, contractors, and visitors must renew their orientation every 12 months.

- The required One GOA Orientation Video meets section 2.1 “General Topics - Required”
- **Offshore Frequent Traveler:** The One GOA Orientation Video is included with the annual Super Safety training and tracked in Workday.
- **Shell Employee Visitors:** One GOA Video: [ONE GOM Super Safety Annual - Workday](#).
- **Contractors:** The One GOA video is available for contractors and is tracked in ISN, including within the ISN Empower App.

Note: Supervisors are responsible for verifying that their personnel, travelling to an applicable location, meet the orientation requirements.

4 TRACKING AND ONLINE TOOL

4.1 REQUIREMENT FOR TRACKING

Locations are responsible for tracking and ensuring that all orientations are current. A location shall use the One GOA Orientation Video for meeting section 2.1 “General Topics - Required.” to be more efficient with time management offshore. This is available using an online tool described in section 4.2.

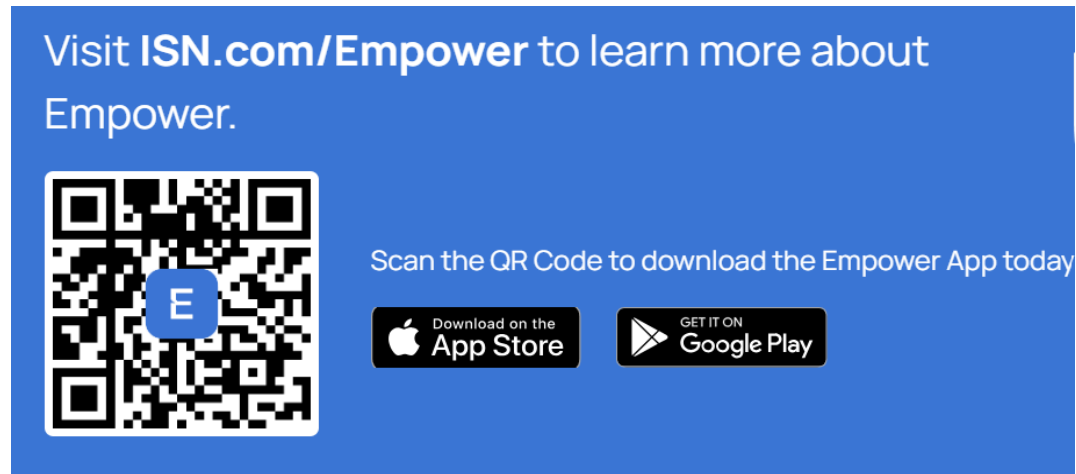
4.2 ONLINE TOOL OF THE ONE GOA VIDEO

The orientation video is available to employees (workday), contractors (ISN), and visitors (ISN) using online tools that manage registrations, tracking of personnel that have watched the One GOA Orientation Video, and sends reminders when re-orientation is due.

First time Shell visitors can self-register and watch the video at: [ONE GOM Super Safety Annual - Workday](#)

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First time contract visitors can watch the video by registering through their company at:



<https://sepco.kastrack.com/register/updgom>

Note: Platform focal points will be given access to the online tool database to validate an individual's orientation status prior to arriving on location.

Once registered, a user may login directly using:

<https://sepco.kastrack.com/>

ISN and workday will send an email to the individual when their orientation is due to renew.

5 TOOL HSE0151

5.1 TOOL HSE0151-PR01-TO.01: DW GOA KNIFE POLICY

This policy applies at all locations with the exception of marine vessels:

- processing plants,
- warehouses,
- shipping terminals, and
- production and drilling locations owned, operated, or leased by Deep Water GOA.

Other than for food preparation and dining:

- Use of knives is prohibited.
- Alternative cutting tools must be used. Examples include but are not limited to:
- Spring-loaded safety box cutters
- Craftsman Handi-cut Utility Cutter Set (2 1/2" and 3 7/8")
- Craftsman No. 9 Side cutter pliers
- Craftsman Electrical Repair Tool
- Fiskars Multi-Snip
- Raptor Safety Knife
- EMT Scissors
- Moving Edge Safety Knife

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- PVC Cutters 1" and 2" Ratchet Type
- Blunt End Safety Knife (only for electricians, instrumentation/communication techs, medics/EMTs, and Rescue Team members)

[Link to HSE0151-PR01-TO.01](#) with Examples of acceptable alternative cutting devices located in Shell Performance Framework and Change the imbedded link to [Acceptable Alternati.pptx](#)

Note: The examples of acceptable alternative cutting devices slides may need minor revision.

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5.2 TOOL HSE0151-PR01-TO.02: DW GOA HAMMER POLICY

This policy applies at all locations with the exception of marine vessels:

- processing plants,
- warehouses,
- shipping terminals, and
- production and drilling locations owned, operated, or leased by Upstream Deep Water GOA.

OIMs /PICs on each of our DW GOA locations shall implement the following hammer policy:

- All wood and fiberglass handled hammers are prohibited for use in logistics and offshore operations.
- In lieu of wood or fiberglass handles, all hammer handles shall have a steel or steel/composite reinforced core with a functioning non-slip grip.
- Hammers being utilized when working at heights shall be tethered as per existing policy.
- As part of job planning, all equipment should be inspected prior to use.

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