# Procedure

**[HSE0151-PR01-TO.01](#TOOL)**

**[UAD Knife Policy](#TOOL)**

## Orientation Requirements

### 1 Introduction

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| 1.1 Purpose and Scope | This document specifies:   * content requirements for employee, contractor, and visitor orientation presentations and * reorientation frequency. |

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| 1.2 Applicability | This document applies to all UA Deep Water processing plants, warehouses, shipping terminals, and production and drilling locations owned, operated, or leased by UA Deep Water.  The only exceptions are:   * by agreed variance (see HSE0004A Management of Change) or * by agreed bridging document. |

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| 1.3 Key Milestones | |  |  | | --- | --- | | Approval Date | April 26, 2015 | | Implementation Date | Orientation presentations must be updated to incorporate Rev. 4.0 requirements by June 01, 2015. | |

### 2 Content of Orientation Presentations

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| 2.1 General Topics – Required | The following must be addressed (many can be mentioned briefly with more detail provided later):   * 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 OPS0207 (SEMS) Document Suite Map. * Code of Conduct * Equal Opportunity * Harassment * Human Rights * Safeguarding Information and Assets * Substance Abuse and Weapons Policies * Knife Policy (see HSE0151-PR01-TO.01)   NOTE: To access Substance Abuse, Weapons, and other policies, go to HR Online and click “My Country’s Policies and Guidelines”, then click “by A to Z” --> “S” for “Substance Abuse”, “W” for Weapons”, etc.   * Security Notice (Breach of Security/Security Threat Levels) * Hazard Communication/MSDS * 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 |

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| 2.2 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 be summoned whenever equipment has an electrical problem. Never touch electrically connected equipment that you suspect may be faulty and energized. |

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| 2.3 Location-Specific Topics –Required | Locations must discuss the following, if applicable:   * Layout of location * Emergency alarms * Muster station(s) and lifeboat/life jacket locations   NOTE: A visit to the muster and abandon station(s) and lifeboats/life rafts is required as part of orientation.   * Station bill and emergency drills * Fire extinguishers * Emergency escape hoods/H2S areas and information * Environmental requirements (trash, overboard discharge, aerosol cans, etc.) |

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| 2.4 Additional Location-Specific Topics | Locations may add site-specific topics, such as:   * hearing protection required outside quarters, * recommend reporting medical conditions or medications to the EMT, * site Medical Response Plan, * tour of emergency equipment, and * for lodging rooms, checking: * possible escape routes/exits and * location of fire extinguishers. |

### 3 Reorientation

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| 3.1 Require­ment for Reorientation | Employees, contractors, and visitors who have been away from a location for 6 months or longer must receive orientation again. Locations are responsible for tracking and for ensuring that all orientations are current. |

# TOOL HSE0151-PR01-TO.01

### UAD Knife Policy

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| This policy applies on location at all:   * processing plants, * warehouses, * shipping terminals, and * production and drilling locations   owned, operated, or leased by UA Deep Water.  It does not apply on marine vessels.  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 * PVC Cutters 1" and 2" Ratchet Type * Blunt End Safety Knife (only for electricians, instrumentation/communication techs, medics/EMTs, and Rescue Team members) |

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|  | Link to Examples of Acceptable Alternative Cutting Devices  Link to HSE0151-PR01 (Orientation Requirements) |