# 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 |

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

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### 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.
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### 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 DevicesLink to HSE0151-PR01 (Orientation Requirements) |