

Creating Orientation Programs for Personnel Going Offshore

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Creating Orientation Programs for Personnel Going Offshore

1 Scope

This recommended practice is intended to serve as a guide to develop orientation materials for personnel and visitors prior to their first trip offshore. The scope and applicability of this document concludes after check-in at the offshore facility and receipt of the facility-specific orientation.

2 Terms, Definitions, Acronyms, and Abbreviations

For the purposes of this document, the following terms and definitions apply.

2.1 Terms and Definitions

2.1.1 hitch

The length of time and typical daily work hours an employee will be working at the offshore facility.

2.1.2 offshore facility

Place of work offshore in the outer continental shelf or international waters.

2.1.3 orientation

A program of introduction for newcomers.

2.1.4 shorebase

The place an employee reports to before being transported to the offshore facility.

2.1.5 training

The action of teaching a person a particular skill or type of behaviour, including knowledge verification and documentation of completion.

2.1.6 U.S. outer continental shelf

All submerged lands lying seaward and outside of the area of lands beneath navigable waters, as defined in Section 2 of the Submerged Lands Act (43 U.S.C. 1301), subsoil and seabed of which appertain to the United States and are subject to its jurisdiction and control.

2.2 Acronyms and Abbreviations

BSEE	Bureau of Safety and Environmental Enforcement
FRC	fire-resistant clothing
GHS	Globally Harmonized System of Classification and Labelling of Chemicals
HAZCOM	hazard communication
HAZWOPER	hazardous waste operations and emergency response
HUET	Helicopter Underwater Egress Training
MARSEC	maritime security