



Offshore Norge

Script, e-learning requirements for prior knowledge – basic safety and emergency preparedness course

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INTRODUCTION

Animation notes	Text for voice-over	Further information
<p>Text:</p> <ul style="list-style-type: none"> - Module 1: HSE regulations - Module 2: Responsibilities and duties - Module 3: HSE culture - Module 4: Emergency preparedness - Module 5: Protective equipment and chemical health risk - Module 6: Helicopter transport 	<p>This e-learning programme will provide you with the prior knowledge you need to take the basic safety training course. It includes the following six modules.</p> <ul style="list-style-type: none"> • Module 1: HSE regulations • Module 2: Responsibilities and duties • Module 3: HSE culture • Module 4: Emergency preparedness • Module 5: Protective equipment and chemical health risk • Module 6: Helicopter transport <p>Once you've completed all the modules, you must take a test to demonstrate that your prior knowledge is sufficient. You must also take a final test at the safety centre in order to pass the safety training course.</p>	

MODULE 1: HSE REGULATIONS

Animation notes	Text for voice-over	Further information
	<p>In this module, you'll learn how Norway's petroleum industry is regulated by the Norwegian government.</p>	
	<p>The Norwegian government ensures that a high level of health, safety and the environment, or HSE, is maintained in the petroleum sector. This industry is regulated through Acts and statutory regulations. Three Acts are particularly important for the sector – the Petroleum Act, the Working Environment Act and the Pollution Prevention Act. The Petroleum Act regulates prospecting, exploration drilling, exploitation, production and pipeline transport on the Norwegian continental shelf, or NCS.</p>	

	<ul style="list-style-type: none"> • The Petroleum Act gives legal force to all safety parameters and overall requirements on the NCS. • The Working Environment Act gives legal force to overall requirements for the working environment to ensure that this does not cause physical or mental harm to employees. • The Pollution Control Act aims to ensure a quality of the environment acceptable for all, so that pollution and waste cause no damage to nature, reduce well-being or harm health. <p>These Acts are supplemented by a number of key regulations, including the framework, management, facilities and activities regulations.</p> <ul style="list-style-type: none"> • The framework regulations govern HSE in the petroleum sector. • The management regulations aim to ensure that an enterprise has operational and organisational solutions in place for managing HSE. • The facilities regulations cover such matters as the design and equipment of offshore facilities. • The activities regulations cover the conduct of activities and the organisation of work in the petroleum industry. <p>The Petroleum Safety Authority Norway (PSA) has regulatory authority for safety, emergency preparedness and the working environment in the industry. Its responsibility covers the whole NCS and eight plants on land. The Ministry of Petroleum and Energy provides guidance for the PSA’s supervisory work, which follows up the companies to ensure that they operate prudently and comply with the regulations. This supervision includes dialogue and meetings with the industry, investigating accidents, and audits and verifications on facilities as well as at land plants and construction sites.</p> <p>Players in the petroleum industry must systematically follow up HSE legislation and regulations. The government delegates this job to the companies while supervising their work. That principle is known as internal control. The internal control regulations are intended to promote improvement</p>	
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	<p>efforts for HSE, prevent environmental harm from products or consumer services, and protect nature from pollution. Those responsible for operations must ensure that internal control is adopted and exercised in the enterprise, and this is done in cooperation with the employees and their representatives. The chief executive of an enterprise is responsible for ensuring that the requirements in the regulations are systematically followed up. The aim is to ensure that problems are identified and dealt with in time. Follow-up must be pursued in collaboration with the employees and their representatives.</p>	
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MODULE 2: RESPONSIBILITIES AND DUTIES

Animation notes	Text for voice-over	Further information
	<p>In this module, you'll learn which duties and rights the law places on both employee and employer. You will also become familiar with the safety delegate system.</p>	
	<p>Earlier in this programme, you have learnt about applicable Acts and regulations. These include the Working Environment Act and the Pollution Control Act, which apply to all enterprises. In addition, come the Petroleum Act and the HSE regulations, which apply specially to the oil and gas industry. The legal framework allocates duties and responsibilities for the working environment to both employers and employees.</p> <p>Section 2-3 of the Working Environment Act covers the employee's duty to cooperate. They must cooperate on the design, implementation and follow-up of the enterprise's systematic work on HSE, take part in the enterprise's organised safety and environmental work, and cooperate actively on measures to create a safe and satisfactory working environment. The Act provides a number of specific examples of what this duty involves. Employees charged with leading work in the enterprise have a special responsibility. They are often in charge, at different levels, of planning and executing specific tasks. The Act specifies that places greater responsibility on them than on the employees they are charged with directing or supervising.</p>	

	<p>Put briefly, the employer’s duties include:</p> <ul style="list-style-type: none"> • ensuring continuously identifying such aspects of the working environment as risk conditions • ensuring that workplaces meet the regulatory requirements • helping to implement the HSE measures adopted <p>And employees have the following duties:</p> <ul style="list-style-type: none"> • halting work which cannot continue without posing a threat to life and health • reporting faults or deficiencies which they can’t correct themselves • using the right protective equipment 	
	<p>The Working Environment Act is intended to ensure a good working environment, sound and equitable employment terms, an inclusive working life, and collaboration between employees and employers. It requires the employer to establish a safety service. This comprises one or more safety delegates, depending on the size of the enterprise, the nature of the work and other conditions. Enterprises with more than one safety delegate must have at least one chief safety delegate responsible for coordinating the activities of all the delegates.</p> <p>Safety delegates take care of employee interests in issues related to the working environment in order to help make and keep it fully acceptable. More specifically, they must see to it that:</p> <ul style="list-style-type: none"> • employees receive the necessary training • safety equipment is available and in an acceptable condition • employees are not exposed to danger in their work • accidents are reported. <p>If a delegate discovers conditions which could lead to accidents or health hazards, they must immediately inform the management and those exposed to danger. A delegate can halt work if they believe a threat exists to life and health.</p> <p>Furthermore, a safety delegate must</p> <ul style="list-style-type: none"> • be consulted during planning and execution of 	

	<p>measures which are significant for the working environment in their area of safety responsibility</p> <ul style="list-style-type: none"> • be informed of all occupational ill-health, work accidents and near-misses in their area as well as reports and measurements, and possible identified faults and deficiencies • inform themselves about applicable safety rules, instructions, orders and recommendations from the Petroleum Safety Authority Norway or the employer • Participate in Petroleum Safety Authority Norway audits of operations 	
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MODULE 3: HSE CULTURE

Animation notes	Text for voice-over	Further information
	<p>In this module, you'll learn about the zero mindset and what you can do to implement this philosophy. You'll also be introduced to what an HSE meeting does.</p>	
<p>Illustrate an HSE meeting with setting and people.</p> <p>Text:</p> <ul style="list-style-type: none"> - organisational conditions - HSE status - reported incidents - planned measures - exchange of experience - interaction and collaboration 	<p>An HSE meeting is an arena where employees, supervisors and safety delegates come together to discuss various topics across technical disciplines and roles. Most are broken down into different subjects, where the platform management, safety adviser and nurse present current issues. The safety delegate is also invited to present relevant topics.</p> <p>Meetings are often divided into separate HSE and safety headings. Significant issues for the psychosocial working environment can be discussed. Typical topics include:</p> <ul style="list-style-type: none"> • organisational conditions • HSE status • reported incidents • planned measures • exchanging experience • interaction and collaboration in a group. <p>Employees can raise issues by contacting a safety delegate, union officer or the working environment committee.</p>	
	<p>Section 1 of the Working Environment Act states that its purpose is secure a working environment which affords full safety from harmful physical and mental influences. The idea</p>	

	<p>expressed by this formulation is known as the “zero mindset” or philosophy. This can be summarised as “accidents don’t happen but are caused”. All accidents can therefore be prevented, so the goal is zero injuries and accidents. Offshore, this is generally formulated as “the goal is zero harm to people and the environment from operations.” That means all operations must be conducted with respect and care for the environment, both locally and globally. We must avoid personal injuries, eliminate occupational ill-health, end risky practices and prevent unintentional discharges or emissions which can harm the environment.</p> <p>To meet the zero goal, it’s important to know how you’re going to work. This goal helps to create the culture offshore and define the expectations of everyone working there. You help to reach it by complying with the rules and procedures which govern the jobs you’re going to do. You must apply your expertise and experience when doing these tasks. By doing your work within the framework set by the zero mindset, the procedures and your expertise, you’ll ensure that the preconditions for preventing harm and undesirable incidents are in place.</p>	
<p>Information film shown.</p> <p>Animations about WP and SJA</p>	<p>The information film for new personnel on the Norwegian continental shelf – or NCS – gives you a general introduction to safety offshore.</p> <p>After receiving this input and the safety tour of the installation, you’ll know what attitude you’re expected to have on HSE. You’ll be issued with a personal safety handbook on the installation, which includes the most general instructions and guidelines covering this subject.</p> <p>Regardless of your job offshore, laws, rules and procedures exist which must be complied with. The documents describe what’s needed to pursue the activity in a satisfactory way. To avoid undesirable incidents, it’s important that you and your colleagues are familiar with and respect the rules and procedures, and know how procedures and guidelines are utilised in the work.</p> <p>Most operations on an installation call for a work permit or</p>	<p>Offshore Norge’s infofilm for personnel new to the NCS must be included in the e-learning programme.</p>

	<p>WP. This is a written permit to do a defined job at a given site on an installation, under specified conditions and in a safe way. A WP is intended to ensure that all risk-related conditions have been taken into account in planning, approving, preparing, executing and completing a job. It represents a form of “contract” between those doing the work and management on the installation. A WP describes the job to be done, relevant risks, which procedures apply, and conditions which must be in place before, during and after the work. All operators on the NCS use the WP system, which is an important tool for maintaining control and oversight of current activities on an installation.</p> <p>One of the most important procedures on the NCS is the safe job analysis or SJA. This tool is used ahead of potentially hazardous work. It provides a method for breaking down a job into smaller components in order to gain an overview of possible risk and being able to control it. Everyone involved in the work is gathered together to learn what they’re going to do while also trying to establish if hazards exist which nobody has thought of. The aim of an SJA is to break the work down into sub-tasks, identify hazards at each stage and find measures for controlling these.</p> <p>You’ll now be given an example of where both a WP and an SJA must be used. A team is to enter a tank in order to clean and paint its internal walls. This is a critical job with many hazards which require both a WP and an SJA. A WP must be drawn up to describe which precautions and measures must be in place before, during and after the work. It’s also important that the WP describes applicable procedures and risks. The job must be broken down into smaller sub-tasks, with a description of hazards as well as compensatory measures for reducing these. This is described in the SJA. Both the WP and the SJA help to reduce the overall risk of tank entry for cleaning and painting.</p> <p>Specific training in WPs and SJAs will be provided before the work begins.</p>	
<p>Text: - find causes</p>	<p>A high level for reporting undesirable conditions and incidents is important. These reports are intended to help</p>	

<p>so that we can prevent incidents happening again - avoid personal injuries and serious incidents</p> <p>Show pictures of STOPP card, OBS card, HSE card and the like</p> <p>Show picture of incident report (RUH).</p>	<p>identify the causes of such events so that we can prevent them happening again, and thereby avoid personal injuries and serious incidents.</p> <p>The Norwegian government requires operators on the NCS to work continuously to report on and follow up undesirable conditions and incidents. Analysing reports can reveal potentially hazardous operations and thereby reduce the probability of serious incidents.</p> <p>A number of different forms and systems exist for reporting, including report cards and various conversation cards. Circumstances will also arise where a conversation is conducted before starting a job in order to identify what might happen during the operation.</p> <p>The companies also have a lower reporting level which involves notifying small deviations in order to prevent big incidents later. These are known, for example, as “STOPP”, “OBS” and HSE cards. Completed cards are placed in a box or given to your immediate superior, and passed to the HSE leader to assess whether possible action is needed.</p> <p>To apply lessons learnt from undesirable incidents, a system of incident reports – known as RUHs – has been introduced. These are entered in the system for consideration when an unplanned incident or undesirable condition has arisen. The purpose of the reports is to analyse the position in order to identify the causes of the incident/condition so that measures can be taken.</p>	
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MODULE 4: EMERGENCY PREPAREDNESS

Animation notes	Text for voice-over	Further information
	<p>In this module, you’ll learn how emergency preparedness is organised offshore and become more familiar with the alarm instructions.</p>	
<p>Text: - emergency response organisation</p>	<p>Emergency preparedness means being ready to respond to undesirable conditions. To prevent harm to people, the environment and material assets, the primary goal is to prevent accidents and hazards. Should an accident or a</p>	

<p>- response equipment - plan for notification - plan for combating - plan for rescue</p> <p>Illustrations: - First-line response on board and at the site where an undesirable incident has occurred. - Images to illustrate second and third lines (classic response centres)</p>	<p>hazard nevertheless occur, it is important to handle it as efficiently as possible in order to limit harm.</p> <p>Preparedness encompasses plans for responding to various circumstances. Their main elements are as follows.</p> <ul style="list-style-type: none"> • <u>The preparedness organisation</u> will ensure that trained personnel are available to perform certain tasks in the event of a hazard or accident. Response teams are established on the platform for handling various assignments in an emergency. • <u>Response equipment</u> is used for notification, combating, rescue or evacuation. • <u>Plan for notification</u>: in the event of a hazard or accident, notification will be given at various levels. The same alarm instructions are used by all operators on the NCS, and will be covered in more detail later in this programme. • <u>Plan for combating</u> will ensure that hazards don't develop into accidents. In the event of an accident, measures will be initiated to limit harm and pollution. • <u>Plan for rescue</u>: rescue involves initiating searches for missing personnel, bringing people to safe areas and giving medical treatment to injured people. • Plan for evacuation: possible personnel evacuation must be done safely and efficiently. Helicopters, lifeboats and escape chutes are among aids used. • Plan for normalisation: when a hazard or accident is over, conditions must be normalised. This means personnel receive the necessary treatment, damage to the facility is stabilised and operation resumes. <p>The emergency response organisation must be sufficiently robust to handle all hazards and accidents effectively. It comprises personnel associated with resources available directly, at area level, externally and regionally.</p> <p>Many response teams play a part in the event of a hazard or accident offshore. On the installation, the organisation is divided into teams handling different roles in an emergency. The response leadership, the incident command, the fire team, the first aid team and the search and rescue team are</p>	
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	<p>examples. This is called the first-line response. The first line is the local response on board and located where an undesirable incident has occurred.</p> <p>In addition to response teams on the installations, the various operator companies have other resource groups which form part of their internal response organisation. These land-based support units provide advice on managing a crisis, and are known as the second- and third-line response. The second line is the area response and supports the first line with personnel and material resources. It also handles collaboration and relations with government, next of kin, partners and the media. The third line is the strategic function.</p> <p>The operator must ensure that its emergency response is coordinated with the official rescue service, the other health and care services on land, and the local authority's emergency response, so that measures for rescued, sick or injured personnel form an unbroken and professionally acceptable chain.</p> <p>Overall responsibility for coordinating response teams in the event of serious accidents rests with the government. The joint rescue coordination centre coordinates the various teams responding to serious accidents offshore.</p>	
<p>Replicate the sound (siren) of the alarms (general and prepare evacuation).</p> <p>Show the common alarm instructions.</p>	<p>Notification is an important part of an emergency response. The person who observes an emergency must notify this by calling the 112 emergency number. Further notification is transmitted via alarms and announcements over the public address or PA system.</p> <p>Common alarm instructions cover all installations on the NCS. It's important that everyone on a facility is familiar with these instructions to ensure that they're effective. They are posted in very visible positions and provide important information on how you'll be notified in an emergency and how to respond. So it's important that you study the instructions carefully and familiarise yourself with what to do in an emergency.</p>	

	<p>There are two types of alarm signal. A “general alarm” is an intermittent signal, while “prepare evacuation” is a continuous two-tone (high-low) signal. The alarm instructions provide information on what to do if an alarm sounds.</p> <p>If you hear an intermittent signal, you must:</p> <ul style="list-style-type: none"> • secure your workplace • listen to announcements and follow orders • take your personal survival suit with you if it’s readily available • go to the muster station. <p>If you hear a continuous two-tone signal, you must:</p> <ul style="list-style-type: none"> • secure your workplace • listen to announcements and follow orders • go to the muster station • put on your survival suit. <p>If you are the first person to arrive at the scene of an accident, your most important job is to stay calm and sound the alarm. Personnel in the response organisation will take charge.</p>	
	<p>Emergency response resources include both equipment and personnel, such as rescue helicopters, standby ships and clean-up gear for oil spills. The government has overall responsibility for coordinating response teams in the event of serious accidents. Public emergency services comprise the fire brigade, the police and health personnel, as well as dedicated teams for oil-spill response. The joint rescue coordination centre coordinates various teams responding to large accidents offshore.</p>	

MODULE 5: PROTECTIVE EQUIPMENT AND CHEMICAL HEALTH RISK

Animation notes	Text for voice-over	Further information
	<p>In this module, you’ll learn about personal protective equipment, also known as PPE, and chemical health risk.</p>	
<p>Show example of an HSE data</p>	<p>Correct use of PPE is a key part of preventive safety work. Your work supervisor is responsible for training you in the use of PPE, while you are personally responsible for using it</p>	

sheet	<p>and ensuring that yours is in good condition.</p> <p>Minimum requirements are set offshore for the PPE you must wear when outside the living quarters. It includes work garments covering the whole body, hard hat, safety footwear, safety glasses and ear protectors in noisy areas. Such items must be worn by everyone not in the living quarters. Work gloves or gauntlets dimensioned for the tasks to be done must also be used at all times.</p> <p>In addition to PPE, certain jobs call for special protective equipment. One example is work at a height. Specific procedures for such operations provide guidelines on the safety equipment to be used.</p> <p>Chemicals are used offshore during drilling, in production processes and for maintenance. Working with chemicals is a special job which requires specialist protective equipment.</p> <p>When working with chemicals, you can be exposed to hazards in various ways. Breathing in or swallowing chemical substances, for example, can cause bad reactions.</p> <p>You must always check the relevant HSE data sheet when working with chemicals. This can answer any questions you might have about health risks and how to protect yourself – including the protective equipment to use. Look in particular for hazard symbols and warnings. It’s important to be aware that many chemical substances can be harmless on their own but dangerous when combined. Don’t use substances which aren’t approved.</p>	
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MODULE 6: HELICOPTER TRANSPORT

Animation notes	Text for voice-over	Further information
	In this module, you’ll learn what you must take on your first trip offshore, what you can’t take with you and what needs special permission.	
Images of prohibited items	Rules you ought to know apply when you travel offshore, covering such matters as arrival at the heliport, what you can	

	<p>and can't take with you, and what needs special permission.</p> <p>You must arrive at the heliport in good time and no later than 60 minutes before departure. When checking in, you must identify yourself and document that the necessary courses have been completed. You must show that you have taken the necessary HSE training. You're required to show the certificate from a basic safety training course, a health declaration and valid identity papers, such as a passport or driving licence.</p> <p>The main rule for luggage is that no item must weigh more than 10 kilograms or measure more than 60 x 50 x 30 centimetres.</p> <p>Rules apply for what you can take with you on an offshore flight. The following items are banned:</p> <ul style="list-style-type: none">- pagers- any form of alcohol or drugs- cigarette lighters- e-cigarettes- spray cans (except for personal hygiene)- explosives- chemicals- knives, weapons or ammunition. <p>Some operators allow you to take a mobile phone.</p> <p>Certain items require a carry permit. These include a camera or similar equipment.</p> <p>If you need to bring medicines, they must be packed in a sealed envelope which is opened in the presence of the nurse after you arrive on the installation</p> <p>Everyone flying offshore by helicopter is issued with a suitably sized survival suit. It's important this is the right size so that it works properly. You must also wear ear protectors during the flight.</p>	
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KNOWLEDGE TEST

Animation notes	Text for voice-over	Further information
	In the last part of this e-learning programme, what you've learnt will be tested. This test comprises 20 questions from the course. At least 16 must be answered correctly for a passing grade	

CONCLUSION

Animation notes	Text for voice-over	Further information
	Congratulations. You've now completed the knowledge part of the basic safety training course and demonstrated that you have enough prior knowledge to take the remaining course subjects.	

PROPOSED QUESTIONS FOR THE KNOWLEDGE TEST

Questions	Answer options	Correct
Which parts of the HSE regulations govern petroleum operations?	<ul style="list-style-type: none"> a) The framework, facilities and management regulations b) The framework, management, activities, facilities, and technical and operational regulations c) The facilities, framework and management regulations 	b)
What is the safety delegate's job?	<ul style="list-style-type: none"> a) See to it that the operator does not pollute the environment b) Look after the employee's interests in relation to the employer c) Look after the employee's interests in matters affecting the working environment 	c)
Can the safety delegate halt work?	<ul style="list-style-type: none"> a) No b) Yes c) Yes, if they believe life and health are in danger 	c)
What is the most important reason for reporting incidents?	<ul style="list-style-type: none"> a) To identify causes so that we can prevent incidents happening again b) To report personnel who have done the work in an unsafe way c) To satisfy government requirements 	a)
How does the general alarm sound?	<ul style="list-style-type: none"> a) Intermittent signal b) Loud signal c) Continuous two-tone signal 	a)
What is the purpose of a work permit?	<ul style="list-style-type: none"> a) Ensure that all conditions related to risk are taken into account when planning, approving, preparing, implementing and completing a job b) Describe the work to be done, relevant risks and applicable procedures c) Document safety measures and correct approvals 	a)
Which methods are used to control risk elements which could arise in a work operation?	<ul style="list-style-type: none"> a) Safe job analyses and work permits b) Procedures, work permits and safe job analyses 	b)

	c) Procedures	
You have to be at the heliport in good time before departure. When the latest time you must arrive?	a) 60 minutes before departure b) 45 minutes before departure c) 30 minutes before departure	a)
What is the maximum permitted weight for each item of luggage when you fly offshore?	a) 15 kilograms b) 12 kilograms c) 10 kilograms	c)
Can you take a mobile phone with you when flying offshore?	a) Yes b) Yes, if permitted by the operator c) No	b)
What should you do if you need to take medicines with you offshore?	a) Taking medicines with you offshore is not permitted b) Pack them in a sealed envelope c) Nothing in particular	b)
Who is responsible for ensuring that you use the right PPE for the applicable procedure?	a) Employer b) Safety delegate c) You personally	c)
Are work gloves part of PPE?	a) Yes b) No	a)
Where do you find guidelines for using the correct PPE in accordance with the relevant procedure?	a) Working Environment Act b) Placards on the installation c) Procedures	c)
What is the purpose of the system for incident reports (RUHs)?	a) Reassuring an employee that HSE work is being taken care of b) Analysing the position to identify the cause of the incident, so that measures can be implemented c) Assessing the effect of measures	b)
How can you as an employee submit issues to an HSE meeting?	a) Contact the platform management, safety adviser or nurse b) Contact the safety delegate, union officer or working environment committee c) Contact the safety delegate or supervisor	b)
How is the zero mindset usually formulated offshore?	a) the goal is zero harm to people and the environment from operations. b) Accidents don't happen, but are caused c) All accidents can be prevented, so	a)

	that the goal is zero injuries and accidents	
What is the purpose of the alarm instructions?	<ul style="list-style-type: none"> a) The alarm instructions describe how emergency response on the facility is organised b) The alarm instructions give you information on what to do in an emergency c) The alarm instructions provide important information how you will be notified in an emergency and how you should respond 	c)
Where do you find information on protective equipment when using chemicals?	<ul style="list-style-type: none"> a) Guidelines b) HSE data sheets c) Procedures for special work operations 	b)
What is the first-line emergency response?	<ul style="list-style-type: none"> a) The local response on board, where an undesirable incident has occurred b) The area response, which provides support in the form of personnel and material resources c) The response organisation on land, responsible for collaboration and relations with the government, next of kin, partners and the media 	a)