



- 1. Incident Reporting and Investigation (Awareness)**
 - a. Time: 15 minutes
 - b. Materials: 27 PowerPoint Slides
 - c. Objectives: upon completions of this session the student will be able:
 - i. Describe the need and responsibility for reporting accidents and incident
 - ii. Define what an incident is
 - iii. List the various types of incidents
 - iv. Describe the purpose of incident investigation
 - v. Describe how incidents should be reported
 - vi. Explain why incidents need to be investigated
 - d. Description:
 - i. Need and responsibility for reporting accidents and incidents
 - ii. What is an incident
 - iii. Types of incidents
 - iv. Purpose of incident investigation
 - v. Why investigate

- 2. Accident Prevention Signs and Tags (Awareness)**
 - a. Time: 15 minutes
 - b. Materials: 32 PowerPoint slides
 - c. Objectives: Upon completion of this session the student will be able to:
 - i. Identify the types and meanings of signs and tags
 - d. Description:
 - ii. Types and meanings of signs and tags
 1. Definition and design
 2. Wording

- 3. Hand Safety (Awareness)**
 - a. Time: 15 minutes
 - b. Materials: 29 PowerPoint slides
 - c. Objectives: Upon completion of this session the student will be able to:
 - i. Describe things to consider regarding hand safety
 - ii. List the general safety rules regarding hand safety
 - iii. Describe the right tools for the job
 - iv. Describe the alternative tools
 - v. Describe how to use the knife
 - vi. Explain the various causes of hand injuries
 - d. Description:
 - i. Introduction
 - ii. Things to Consider
 - iii. General Safety Rules
 - iv. Right Tools for the Job
 - v. Alternative Tools
 - vi. How to use a Knife
 - vii. Causes of Hand Injuries
 - viii. Interactive Exercise



4. Back Injury Prevention (Awareness)

- a. Time: 30 minutes
- b. Materials: 35 PowerPoint slides
- c. Objectives: Upon completion of this session the student will be able to:
 - i. Relate statistics regarding back injuries
 - ii. Explain why back injuries occur
 - iii. Describe the mechanics of lifting safety
 - iv. Relate alternatives to lifting
 - v. Discuss safety tips for lifting
 - vi. Describe exercises for the back
- d. Description:
 - i. Introduction / Statistics
 - ii. Why Back Injuries Occur
 - iii. Lifting Safety
 - iv. Alternatives to Lifting
 - v. Safety Tips for Lifting
 - vi. Exercises for the Back

5. Behavioral Safety (Awareness)

- a. Time: 15 minutes
- b. Materials: 24 PowerPoint slides
- c. Objectives: Upon completion of this session the student will be able to:
 - i. Explain ABC Analysis
 - ii. Describe BSP's Foundation Principles
 - iii. Describe Management's Role in Behavioral Safety
 - iv. Relate the Goal of SafeGulf
- d. Description:
 - i. Overview
 - ii. ABC Analysis
 - iii. BSP's Foundation Principles
 - iv. Management's Role in Behavioral Safety
 - v. SafeGulf Goal

6. Bloodborne Pathogens (Awareness)

- a. Time: 10 minutes
- b. Materials: 7 PowerPoint slides
- c. Objectives: Upon completion of this session the student will be able to:
 - i. Describe who is covered by the standard
 - ii. Relate symptoms of HBV and HIV Diseases
 - iii. Explain universal practices for preventing transmission of disease
 - iv. Describe work practices/controls required to protect from disease transmission
- d. Description
 - i. Who is covered by the standard
 - ii. HBV and HIV Diseases
 - iii. Universal Practices
 - iv. Work Practices / Controls

7. Confined Space (Awareness)

- a. Time: 10 minutes
- b. Materials: 11 PowerPoint slides
- c. Objectives: Upon completion of this session the student will be able to:
 - i. Describe the hazards of Confined Spaces
 - i. Identify the Categories of Responsibility Regarding Confined Space
 - ii. Explain the Responsibilities of Different People as Regards Confined Spaces
 - iii. Discuss Permitting Requirements with Respect to Confined Space
- d. Description:
 - i. Hazards of Confined Spaces
 - ii. Responsibilities
 - iii. Categories
 - iv. Examples
 - v. Permitting

8. Lockout/Tagout (Awareness)

- a. Time: 30 minutes
- b. Materials: 22 PowerPoint slides
 - i. Video: Lockout / Tagout Awareness 18 Minutes
- c. Objectives: upon completion of this session the student will be able to:
 - i. Identify Sources of Hazardous Energy
 - ii. Define Terms Related to Lockout/Tagout
 - iii. Explain the Process by which Locks and Tags can be Removed
 - iv. Describe Lockout/Tagout Procedures
 - v. Explain the "Lockout Only" Process
 - vi. Explain the "Tagout Only" Process
 - vii. Describe "Group Lockout"
- d. Description:
 - i. Identifying Hazardous Energy
 - ii. Definitions
 - iii. Lockout Tagout
 - iv. Removal of Locks and Tags
 - v. Procedures
 - vi. Lockout Only
 - vii. Tagout Only
 - viii. Group Lockout

9. Drug and Alcohol (Awareness)

- a. Time: 15 minutes
- b. Materials: 21 PowerPoint slides
- c. Objectives: Upon completion of this session the student will be able to:
 - i. Relate the government regulations pertaining to drug and alcohol use in the workplace
 - ii. Explain the consequences of drug and alcohol use
 - iii. Explain the drug and alcohol testing process



SafeGulf Course Syllabus

- iv. Describe what Records are kept and for how long
- v. Discuss the responsibilities that supervisors have
- vi. Describe the things that employees must be aware of
- vii. Relate the things that drivers must be aware of
- d. Description:
 - i. Government Regulations
 - ii. Use and Testing
 - iii. Records
 - iv. Supervisor Training / Driver Awareness
 - v. Employee Awareness

10. HazCom (Awareness)

HAZWOPER (First Responder – Awareness)

- a. Time: 60 minutes
- b. Materials: 69 PowerPoint slides
 - i. Video: Hazardous Communications: Signs of Safety (19 min.)
- c. Objectives: Upon completion of this session the student will be able to:
 - i. HazCom
 - 1. Describe how Chemicals are Identified under the HazCom Standard
 - 2. Define key terms as they relate to HazCom
 - 3. Describe the employer requirements in establishing a Chemical Inventory
 - 4. Explain the elements of Material Safety Data Sheets (MSDS)
 - 5. Describe the requirements for Labels and Warnings
 - 6. Explain what Information must be related to Employees
 - 7. Outline the Training requirements associated with HazCom
 - 8. Describe the elements of a Written HazCom Program
 - ii. HAZWOPER
 - 1. First Responder
 - 2. Use the North American Emergency Response Guidebook
- d. Description:
 - i. HazCom
 - 3. Identification of Chemicals
 - 4. Definitions
 - 5. Chemical Inventory
 - 6. MSDS
 - 7. Labels and Warnings
 - 8. Employee Information
 - 9. Training
 - 10. Written Programs
 - ii. HAZWOPER
 - 1. First Responder Responsibilities
 - 2. North American Emergency Response Guidebook

11. Electrical Safety (Non-Qualified) (Awareness)

- a. Time: 20 minutes
- b. Materials: 24 PowerPoint slides

- i. Video: Electrical Safe Work Practices (14 min.)
- c. Objectives: Upon completion of this session the student will be able to:
 - i. Describe what the standard requires
 - ii. Relate the causes of electrical accidents
 - iii. Discuss the results of unsafe work practices
 - iv. Explain the difference between energized and de-energized
 - v. Discuss the hazards of working near exposed de-energized parts
 - vi. Describe overhead line safety
 - vii. Discuss the hazards of working near energized equipment
 - viii. Outline the requirements of working with portable electrical equipment
 - ix. Describe how to inspect welding leads
 - x. Describe what electrical PPE is required under what circumstances
- d. Description:
 - i. What the Standard Requires
 - ii. Causes of Electrical Accidents
 - iii. Results of Unsafe Work Practices
 - iv. Energized vs. De-Energized
 - v. Working Near Exposed De-Energized Parts
 - vi. Overhead Line Safety
 - vii. Working Near Energized Equipment
 - viii. Portable Electrical Equipment
 - ix. Inspecting Welding Leads
 - x. Electrical PPE

12. Intervention (Awareness)

- a. Time: 30 minutes
- b. Materials: 11 PowerPoint slides
 - i. Video: Speak-up and Listen-up (19 min)
- c. Objectives: Upon completion of this session the student will be able to:
 - i. Define key terms
 - ii. Relate examples of how intervention can improve safety
 - iii. Explain how interventions are used
 - iv. Describe an individual's responsibilities to do interventions
- d. Description:
 - i. Definitions
 - ii. Examples
 - iii. Use of Interventions
 - iv. Responsibilities

13. Fire Prevention and Portable Fire Extinguishers (Awareness)

- a. Time: 25 minutes
- b. Materials: 35 PowerPoint slides
- c. Objectives: Upon completion of this session the student will be able to:
 - i. Discuss fire protection, prevention and detection
 - i. Explain the elements of a fire
 - ii. Describe how fires are classified
 - iii. Explain methods of extinguishing fires

- iv. Describe types of extinguishers
- v. Explain the inspection and use of extinguishers
- d. Description:
 - i. Fire Protection, Prevention and Detection
 - ii. Elements of a Fire
 - iii. Fire Classification
 - iv. Extinguishing Methods
 - v. Types of Extinguishers
 - vi. Inspection and Use of Extinguishers

14. Walking Working Surfaces (Awareness)

- a. Time: 30 minutes
- b. Materials: 36 PowerPoint slides
- c. Objectives: Upon completion of this session the student will be able to:
 - i. Define what walking-working surfaces are and what the regulations say about them
 - ii. Describe general requirements regarding walking-working surfaces
 - iii. Identify methods of guarding floor and wall openings and holes
 - iv. Define key terms
 - v. Discuss the do's and don'ts of housekeeping
 - vi. Scaffolding
 - vii. Ladders
- d. Description:
 - i. Waking-Working Surfaces
 - ii. General Requirements
 - iii. Guarding Floor and Wall Openings and Holes
 - iv. Definitions
 - v. Do's and Don'ts of Housekeeping
 - vi. Scaffolding
 - vii. Ladders

15. Job Safety and Environmental Analysis (Awareness)

- a. Time: 90 minutes
- b. Materials: 54 PowerPoint slides (Shell Program)
- c. Objectives: Upon completion of this session the student will be able to:
 - i. Define key terms
 - ii. Complete a JSEA Form
 - iii. Discuss why JSEA Training is needed
 - iv. Describe how to perform a JSEA
 - v. List the steps involved in a JSEA
- d. Description
 - i. Introduction
 - ii. Definitions
 - iii. JSEA Form
 - iv. Why Train
 - v. JSEA Overview
 - vi. How to Perform a JSEA



- vii. JSEA Steps
- viii. JSEA Examples

16. Offshore Orientation and Emergency Evacuation (Awareness)

- a. Time: 30 minutes
- b. Materials: 56 PowerPoint slides
- c. Objectives: Upon completion of this session the student will be able to:
 - i. Describe what work clothes and PPE are required in order to work offshore.
 - ii. Identify what items are banned from offshore facilities
 - iii. Relate the information that new personnel must know in order to work offshore
 - iv. Describe the procedures involved in offshore transport
 - v. Identify what individuals are responsible for when reporting to work
 - vi. Describe the things that must be done if an emergency evacuation is required
- d. Description:
 - i. Work Clothes / PPE
 - ii. Banned Items
 - iii. New Personnel
 - iv. Offshore Transport
 - v. Reporting to Work
 - vi. Emergency Evacuation

17. Personal Protective Equipment (Awareness), Respiratory (Awareness)

- a. Time: 15 minutes
- b. Materials: 28 PowerPoint slides
- c. Objectives: Upon completion of this session the student will be able to:
 - i. Describe what is required in performing a PPE assessment
 - ii. Describe how PPE is used in controlling hazards
 - iii. Explain the Selection and Fit of various PPE
 - iv. Describe the adjustment of PPE
 - v. Discuss the re-assessing of hazards
 - vi. Relate eye and face protection requirements
 - vii. Describe the requirements regarding the use of hard hats
 - viii. Describe the requirements regarding the use of head, foot and hand protection
 - ix. Describe the requirements regarding the use of respiratory requirements
 - x. Identify the different types of respirators
- d. Description:
 - i. PPE Assessment/Controlling Hazards
 - ii. Selection and Fit
 - iii. Adjustment of PPE
 - iv. Re-assessing Hazards
 - v. Eye and Face Protection
 - vi. Hard Hats
 - vii. Head, Foot and Hand Protection
 - viii. Respiratory Requirements

- ix. Types of Respirators

18. Prevention of Workplace Violence (Awareness)

- a. Time: 10 minutes
- b. Materials: 12 PowerPoint slides
- c. Objectives: Upon completion of this session the student will be able to:
 - i. Define key terms
 - ii. Relate the “Zero Tolerance” rule as regards workplace violence
 - iii. Relate statistics associated with workplace violence
 - iv. Relate examples of workplace violence
 - v. Describe worker responsibilities as regards workplace violence
 - vi. Identify sources of assistance in dealing with workplace violence
- d. Description:
 - i. Definition
 - ii. Zero Tolerance
 - iii. Statistics
 - iv. Examples
 - v. Worker Responsibilities
 - vi. Sources of Assistance

19. Marine Debris (Awareness)

- a. Time: 15 minutes
- b. Materials: 19 PowerPoint slides
- c. Objectives: Upon completion of this session the student will be able to:
 - i. Relate how marine debris legislation came about
 - ii. Discuss the consequences of throwing trash into the sea
 - iii. Describe the regulations regarding marine debris
 - iv. Outline the responsibilities of companies and individuals regarding marine debris
- d. Description:
 - i. Background
 - ii. Consequences
 - iii. Regulations
 - iv. Responsibilities

20. Fall Protection: Introduction (Awareness)

- a. Time: 15 minutes
- b. Materials: 28 PowerPoint slides
- c. Objectives: upon completion of this session the student will be able to:
 - i. Relate statistics related to falls in the workplace
 - ii. Describe employer and employee responsibilities regarding fall protection
 - iii. Relate training requirements regarding fall protection
 - iv. Define key terms
 - v. Describe the various fall protection systems, the criteria for use and practices that must be applied for each
- d. Description:
 - i. Statistics



- ii. Responsibilities
- iii. Training Requirements
- iv. Definitions
- v. Systems Criteria and Practices

21. Permitting (Awareness)

- a. Time: 15 minutes
- b. Materials: 6 PowerPoint slides
- c. Objectives: Upon completion of this session the student will be able to:
 - i. Apply General Permitting
- d. Description:
 - i. General Permitting
 - i. Safe Work
 - ii. Confined Space
 - iii. Hot Work

22. SafeGulf Maritime Security (Awareness)

- a. Time: 10 minutes
- b. Materials: 5 PowerPoint slides
- c. Objectives: Upon completion of this session the student will be able to:
 - i. Identify need for Maritime Security
 - ii. Describe employee responsibilities
 - iii. Explain restricted access
 - iv. Describe prevention methods for a transport security incident
- d. Description:
 - i. Introduction to Maritime Security
 - ii. Employee Responsibilities
 - iii. Restricted Access
 - iv. Preventing a Transport Security Incident

Disclaimer:

The information contained in this document are subject to continuous improvements being made all the time, for the promotion of illness/injury prevention and to assist companies in complying with rules and regulations relating to General Safety and Awareness Orientation. It is not a comprehensive review of all actions, which may be taken to minimize damage, loss or to successfully comply with Federal regulations. The producer makes no representation or warranties, express, implied or statutory regarding the suitability of this material for use in developing a comprehensive illness/injury prevention and safety program. Consult with your legal advisor concerning matters involving legal issues. SafeGulf and its members assume no responsibilities and expressly disclaim liability for any injury, including death or any loss, damage or exposure arising out of, or in any way related to the use of this Syllabus/Training program or written materials accompanying this program. The company/person licensing this training program accepts understanding of this disclaimer by using the Syllabus/Training program.

Copyright Information:

No part of this Syllabus may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or by any information storage and retrieval system, without permission in writing from the copyright holder. SafeGulf does give permission to the current member in good standing organizations, to make copies of the above as necessary for their own in-house use. Selling, loaning, renting or giving any part of the SafeGulf program to others is a violation of copyright law and is infringement. It is also a violation of the SafeGulf Accreditation Policies. Any and all methods of enforcement will be pursued.