



## HSE Advisor Site Services

### Orientation of All Personnel Visiting the Job Site

- Review Operator/Contractor's General Safety Rules.
  - Have Personnel sign a copy of the General Safety Rules and file this document.
- Inform personnel of onsite emergency procedures and well site evacuation plan.
- Review Operator/Contractor's contraband policies (firearms, ammunition, drugs, and alcohol).
- Review prescription/non-prescription drug policy (if applicable).
  - Go over any prohibited medications and/or restricted medications.
  - Review drug container policy for prescription drugs.
  - Document any drugs brought onto location and file these documents.
  - Procure doctor's release forms for any prescription drugs (if required) and file these documents.
- Check to ensure personnel have proper PPE (head, eye, foot, clothing, & ear protection)
- Check to ensure personnel have proper fall protection PPE, if needed.
- Review JSA policy with all personnel.
  - Make sure personnel have a current JSA for the task(s) they will perform.
- Instruct personnel in JSA preparation procedures if they need help.
  - Make sure you a copy of their JSA in your records or in your computer.
- Review 'Short Service Employee (SSE) policy with all effected personnel.
  - Identify any SSE's and make sure they have any applicable SSE form filled out.
  - Make sure all SSE's have an assigned mentor and file their SSE forms.
- Inform personnel of the weekly safety or leadership meetings.
  - Make sure they have a representative from their company attend.
- Review Operator/Contractor's Hazard Communications program with all personnel.
  - Inform personnel of location of SDS books.
  - Procure SDS sheets from visitors who are bringing chemicals onto site.

### Safety Meetings at the Location

- Procure, if possible, a copy of the well prognosis to help prepare for upcoming meetings.
- Attend and participate in all pre-task safety meetings conducted on site (where duties allow).
  - Ensure that documentation of these meetings is completed and filed.
- Attend and participate in all weekly safety meetings for the Operator and/or the drilling contractor.
  - Document these meetings and file documents.
  - Scribe the minutes from these meetings and maintain a file of the same.
  - Review any 'Safety Bulletins' & contractor safety notices in meetings).
- Attend and participate in all pre-tour safety meetings.
  - Document these meetings.
  - Provide reference material for these meetings (JSA's, procedures from safety manuals, etc.)

## Job Safety Analysis

- Assist in preparation and review of all JSA's from contractor and service companies.
  - Ensure that the number of JSA's reviewed per day is entered in the statistical scorecard (CSS provided).
  - Update base JSA's in the computer as the personnel performing the tasks alter them.
- Maintain JSA manuals accessible to all personnel on site.
  - Develop and maintain a current index in the front of these manuals.
- Perform periodic JSA audits to verify compliance with the JSA process and any trending at risk behaviors.
  - Enter audits into our computer program (associated with the appropriate JSA's).
  - Track problems noted in these audits for possible unsafe trends and assign corrective actions.

## Incident Investigation and Root Cause Analysis

- Document all injuries, illnesses and near misses and enter into required reporting systems.
  - Assist the Operator supervisor in identifying the proper classification of the injury/illness.
  - Maintain files of all incidents and enter into computer and associate with applicable JSA.
- Maintain a database of personnel on site in the computer to assist in completion of incident reports.
- In conjunction with Operator & Contractor reps, prepare a 'Root Cause Analysis' of all incidents.
  - Enter into computer, associate with applicable incident/JSA, and maintain file of same.
  - Follow all corrective actions through all the way to completion.
  - Champion the sharing of lessons learned through meetings, Safety Alerts, or management reviews.

## Personnel Tracking

- Maintain a current record of all personnel on site at all times.
  - Enter all personnel assigned to well site into roster in computer.
  - Deliver printouts of roster to Operator representative on site as requested.
  - Maintain Visitor's Log for all visiting personnel on site.
  - Maintain crew roster for all contractor personnel on rotation on site.
- Maintain a database of information on personnel on site in the computer.

## Hazard Communication

- Assure the presence of SDS sheets for all chemicals on site.
- Maintain a current SDS manual, accessible to all personnel on site.
  - Update SDS manual as needed.
  - Index SDS manual for easy reference.
- Develop a listing of all mud chemicals being used on site and the associated hazards and PPE.
  - Post laminated copy of this form in mud mixing and mud storage areas.

## Inspections and Rig Audits

- Perform daily 'walk-about' inspections of the site to ensure safe practices and identify hazards.
  - Review discrepancies with Operator and/or contractor representatives.
- Observe work crews while performing non-routine tasks for safe work habits and procedures.
  - Perform periodic audits of task performance and JSA adherence. Document same.
- Assist contractor rep in performing periodic inspections of the site to ensure compliance with OSHA.
  - Document these in-depth inspections and file properly.

## Environmental

- Assist the contractor's rep in monitoring the site for chemical spills, upsets, overflows, etc.
- Inspect the mud chemical storage area for spills resulting from torn sacks or ruptured drums.
  - Report any problems to contractor's rep for remediation.
  - Ensure proper segregation of reactive chemicals and proper labeling of all chemicals on site.
- Assist Operator rep and mud engineer with NPDES reports and tests (on offshore sites).
  - Document on proper forms and file. Ensure that forms are submitted to Operator's office.

## Communications

- Maintain open communications with Operator rep and contractor rep on site on a daily basis.
- Ensure that Operator rep has all safety data and forms needed for transmittal to his office.

## Training and Recordkeeping

- Schedule and facilitate available safety training for personnel on site (as per available training media).
  - Maintain records of all training of personnel.
- Assist contractor in providing Behavioral Based Safety training for new employees.
  - Maintain documentation on training in files.
- Maintain records of work histories, and oilfield experience on all contractor personnel.
- Provide instruction on JSEA preparation, hazard communication training, etc. as needed.
- Assist operator in complying with SEMS requirements.

## Site Specific Services

- H2S monitoring and logging
- Respiratory Questionnaires and fit testing
- Benzene monitoring
- Industrial Training