



DOCUMENT NUMBER

ALASALA CO.-16

A- HSE- 003

DOCUMENT TITLE

H.S.E

SAFETY INDUCTION AND TRAINING PROCEDURES

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CONTENTS

- 1.0 PURPOSE
- 2.0 SCOPE
- 3.0 RESPONSIBILITIES
- 4.0 APPROACH
- 5.0 APPENDICES



1.0 PURPOSE

The purpose of the document is to provide a consistent and effective safety induction and training procedure.

2.0 SCOPE

This Procedure is applicable to all situations where the H.S.E Management Team is responsible for the implementation of a HSE Management System at site.

3.0 RESPONSIBILITY

The H.S.E sector Manager is responsible for its authorization and implementation in co-ordination with the Project HSE Manager.

4.0 APPROACH

4.1 NEW EMPLOYEE SAFETY ORIENTATION

4.1.1 General Orientation

Each employee hired to work in the Project will receive a safety orientation, which shall include the following:

- Local safety regulations that apply
- Basic Fabrication Project HSE rules
- Hazard communication program
- Project Emergency Preparedness Plan

Each new employee shall be provided a copy of the information package presented at the orientation and be given sufficient time to review its contents.

A designated person shall verbally review the orientation with the new employees and give said employees a chance to question items they do not understand.

At the end of the orientation each new employee shall sign and date an acknowledgement sheet stating they received a copy of the subject matter presented, that they were given a chance to question its contents and that they understand their responsibility in regards to safety. The signed acknowledgement shall be placed in each employee's personnel folder. Also, the Training Log Sheet shall be filled in to this effect.

An ID photograph (HSE ID Card) will be issued to the employee after the attendance of the Company Safety Induction. The same card shall be used to record any further HSE Initial or Refresher training that are required to be given in accordance with the Projects Department HSE Training Standard Matrix.

4.1.2 Departmental HSE Orientation

Each Line Manager orientates its new employees assigned to their department in rules



and regulations specific to their type of work activities.

Line Managers shall document the contents of their orientation and furnish copies to the HSE Department.

Line Managers shall keep attendance records of said HSE Orientations.

4.2 HAZARD COMMUNICATION

All employees will receive training about hazardous chemicals they use or may be exposed to during the course of their jobs.

This training should be done at the same time as the "New Employee Safety Orientation." Furthermore, initial and refresher training shall be done in accordance with the Training Standard Matrix.

Records of training shall be kept at the HSE Office.

4.3 TRAINING FOR SPECIFIC OPERATIONS/ACTIVITIES AND DISCIPLINES

Specific HSE Training is mandatory and shall be conducted in accordance with the Training Standard Matrix .

Written records must be maintained documenting all training performed during the contract of personnel. These records must be maintained by the HSE Department till the end of the individual contract and then transferred to the Archiving Unit for retention as per the Company Policy.

All training noted above shall be conducted by a competent person designated in writing with the approval of the HSE General Manager .

5.0 APPENDICES

5.1 Training Standard Matrix

5.2 Training Log Sheet



STRUCTURED H.S.E TRAINING PROGRAM

JOB TITLE	INDOCTRI NATION	EMERGENC Y PROCED.	FIRST AID	FIRE FIGHTING	HAZARD. MATERIAL	PPE	LIFTING & SLINGING	DEFENSIVE DRIVING	ACCIDENT REPORTING	WORK PERMIT	Offshore Survival
MANAGERS	X	X	X		X	X			X	X	
ENGINEERS	X	X	X	X	X	X			X	X	
FOREMEN	X	X	X	X	X	X			X	X	
TECHNICIANS	X	X	X	X	X	X			X	X	
CRANE OPER & RIGGERS	X	X	X	X	X	X	X	X	X		
WELDERS & FABRICATOR	X	X	X	X	X	X			X	X	
SCAFFOLDERS	X	X	X	X	X	X	X		X	X	
FORK LIFT OPERATORS	X	X	X	X	X	X	X	X	X		
DRIVERS	X	X	X	X	X	X	X	X	X		
SERVICES	X	X	X	X	X	X	X		X		
SKILLED/UNSKI LLED LABOR	X	X	X	X	X	X			X		
CONCRETE WORKERS.	X	X	X	X	X	X	X		X	X	



STRUCTURED H.S.F TRAINING PROGRAM

JOB TITLE	INDOCTRINATION	EMERGENCY PROCED.	FIRST AID	FIRE FIGHTING	PPE	LIFTING & SLINGING	DEFENSIVE DRIVING	ACCIDENT REPORTING	HAZARD. MATERIAL	WORK PERMIT
MANAGERS										
ENGINEERS										
CHEMISTS										
FORMEN										
CRANE OPER & RIGGERS										
DRIVERS										
LAB TECHS										
WELDERS & FABRICATOR										
PLANT OPER										
STROEKEEPERS										
SERVICES										
SKILLED LABOR										
UNSK LABOR										

FREQUENCY LEGEND:

JOB TITLE			
SIGNATURE			
DATE			



Training Log Sheet

Date:-

Location:-

Course Title:-

Course Duration :-

Participants

<i>S.N.</i>	<i>Name</i>	<i>I.D. No.</i>	<i>Job. Title</i>	<i>Signature</i>
1				
2				
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Inspector's Name:

Designation :

Signature :

Distribution:

	Prepared by	Reviewed by	Authorized by	Approved by
Job Title				
Signature				
Date				