

FFPO Procedure Blue Sheet Form

A. Procedure Title (list manual, procedure series, or specific procedure #)

SPR Accident Prevention Manual^{rev.11}

Section 3 Safety Orientation And Training

B. Procedure Name/series type (i.e., operations, maintenance, etc.) E S & H

C. Check (✓) one of the following:

1. Procedure(s) accepted “as is” with terminology replaced as denoted in the Site Procedures Approved Terminology Replacement List for the FFPO SPR M&O contract.

2. In addition to the changes in approved terminology for the FFPO SPR M&O contract, improvements to the procedure are warranted:

Category 1 Finding (Resolution prior to contract start)

Category 2 Finding (Resolution within 90 days of contract start)

Category 3 Finding (Resolution to the Issues Management program)

D. Comments/Notes:

E. Forward a copy of this form to the FFPO Director, Business Management for revision tracking.

Signed

FFPO Reviewer Signature

02/25/14

Date

Steve Mahan

FFPO Reviewer Print Name

Site Procedures Approved Terminology Replacement List

Approved Terminology Replacements	
Terminology to be Replaced	Substituted Verbiage
AGSC	M&O Contractor or MOC
Boeing	M&O Contractor or MOC
Construction Management Services or CMS contractor	M&O Contractor or MOC
DynMcDermott or DM or Company	M&O Contractor or MOC
DM Contract No.	M&O Contract
Organizational Changes	
William Gibson or "Hoot"	DOE Project Manager or DOE PM
Robert (Bob) McGough or DM Project Manager or CEO	MOC Project Manager or MOC PM
Randy Sutton (Acting) or DM General Counsel	MOC General Counsel or MOC GC
Scott Landry or DM APM, O&M and COO	MOC APM, O&M
APM, Cavern Integrity	Senior Director, Cavern Integrity
Colleen Yates or DM APM, Business Operations and CFO	MOC APM, Business Operations and CFO
APM, Security and Emergency Preparedness or Director, Security and Emergency Preparedness Division	Senior Director, Security & Emergency Preparedness
Henry Schmidt, Jordan Jones, or Duane Johnson	Senior Director, Security & Emergency Preparedness
Leslie Williams or APM, Data Systems or Data Systems Director	Senior Director, Data Systems
William Bozzo or DM APM, ES&H	MOC APM, ES&H
Walt Newcomb or DM Director, Energy & Sustainability	Director, Environmental
J.P. Martinez or DM APM, Engineering	MOC APM, Engineering

ACRONYMS

- AGSC ASRC Gulf States Constructors
- APM Assistant Project Manager
- ASRC Arctic Slope Regional Corporation
- CAS Contractor Assurance System
- CFO Chief Financial Officer
- COO Chief Operating Officer
- ES&H Environment, Safety, and Health
- GC General Counsel
- M&O Management and Operating
- MOC Management and Operating Contractor
- O&M Operations and Maintenance
- PM Project Manager

3. SAFETY ORIENTATION AND TRAINING

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3.1. OVERVIEW

This section outlines the standard program for training employees on safety procedures, safe work practices, and safety rules and regulations. Appropriate training of all employees is a critical element of the DM Safety and Health Program. To encourage a culture of safety, DM established the Environmental, Safety and Health (ES&H) Orientation Video Program outlined in this section. No one can enter the SPR to perform work without viewing the video.

In addition, safety meetings must be conducted on a regular basis in all departments to ensure personnel are aware of and trained on information in this manual, as well as on potential hazards specific to their own work areas. Reports and attendance records regarding training courses are maintained and regularly submitted to management.

NOTE

Basic safety training is required of all employees, and additional training may be required according to an employee’s job duties. DM’s Performance and Development (P&D) Department will ensure personnel needing additional workplace education receive appropriate supplemental training.

3.2. JOB SAFETY INFORMATION FOR NEW EMPLOYEES

Each new employee (new hire, temporary, or transfer) will receive a safety orientation through Human Capital (HC), including initial “on-boarding,” followed by more specific on-the-job training (OJT) by their supervisor. * Supervisor training will be provided before being placed on any job assignment and will be documented as OJT. Safety orientation may be done at the site if necessary.

The receiving supervisor should make the new employee aware of any special rules or procedures in effect in the work area at the time of employment or transfer. Particular education should be provided regarding known causes of past accidents and how to avoid them. The following points should be covered:

- a. No one is expected to do a job that he or she does not understand, has not been trained to perform, or feels is unsafe.
- b. All accidents and near misses must be reported to the employee's supervisor and to the Control Room Operator (CRO). For accidents/injuries requiring ERT or medical response, notify the CRO first.
- c. Unsafe conditions, unsafe acts, and near misses must be reported to the supervisor or safety monitor and the site safety specialist. All levels of management must exercise the greatest degree of accident control possible.
- d. Each employee must know how to obtain personal protective equipment (PPE) and understand rules and procedures regarding its use.
- e. Employees shall never attempt to operate mechanical equipment without instruction and specific authorization from their supervisors.
- f. Willful violations of safety regulations, including failure to wear or use required safety equipment or PPE, will not be tolerated and are grounds for disciplinary action, up to and including termination.

3.3. ENVIRONMENTAL SAFETY AND HEALTH (ES&H) ORIENTATION VIDEO PROGRAM

3.3.1. Purpose, Scope, and Requirements

- a. All DM employees, contractors, subcontractors, vendors, and unescorted visitors at the Strategic Petroleum Reserve (SPR) Crude Oil Terminal or Storage Facilities are required to attend ES&H orientation video training and complete a Viewer's Confirmation Form afterwards. The official form (OSF95-0009) can be found in SharePoint, while a sample version can be referenced in the appendix of this manual.
- b. The purpose of this training is to enhance awareness and knowledge of established ES&H, fire protection, process hazard information, emergency notification, and security information for the SPR crude oil storage facilities (all sites except New Orleans).
- c. Employees and visitors who complete a Viewer's Confirmation Form verify that they understand the safety, health, environmental, fire protection, emergency notification, and security information presented in the training.
- d. Once individuals view the video and complete the Viewer's Confirmation Form, security clearance and identification badging can be completed, allowing unescorted access to the SPR sites.
- e. The DOE badge issued for unescorted access to an SPR site will be used to identify personnel who have received the video training and agree to comply with the ES&H requirements presented.

- f. Visitors who have not viewed the video and completed the Viewer's Confirmation Form will not be issued a badge for unescorted access to the SPR sites.

3.3.2. Procedures

3.3.2.1. Establishing the Active Force of Protection

By the authority of DM's Project Manager, the S&H Director will develop and implement administrative procedures for the Active Force of Protection.

3.3.2.2. Maintaining the Accuracy, Quality and Availability of the Video Program

- a. The S&H Director will ensure that this video program presents accurate information.
- b. The current version of the Active Force of Protection video is maintained on line and shall be accessible during normal business hours.
- c. Each site director will coordinate with responsible managers to ensure that the Active Force of Protection is adequately implemented at each site.

3.3.2.3. Processing Active Force of Protection Viewer Confirmation Form

- a. The Viewer's Confirmation Form (OSF95-0009) is to be filled out and signed by the person viewing the video and the authorized person showing the video. The form will be processed as follows:
 - 1. New Orleans site. The person showing the video will collect the signed copy and forward a copy to the New Orleans badging official for processing, and provide the hard copy of the form to the New Orleans training coordinator to be filed.
 - 2. Other sites. The person showing the video will collect the signed copy and forward a copy to the site security specialist for processing, and provide the hard copy of the form to the site training coordinator to be filed.
 - 3. Upon request, the person showing the video will provide a copy to the viewer for his or her personal record.
- b. After processing the Viewer's Confirmation Form, the site security specialist/New Orleans badging official will issue an appropriate badge and, if applicable, add the person's name to the Contractor Entry Control List for unescorted access to the SPR.

NOTE

The Viewer's Confirmation Form (Sample) can be found in the appendix of this manual.

3.3.3. Documentation

Signed Viewer's Confirmation Forms will be maintained on file indefinitely, or until regulations require a change in this procedure. These files will be maintained by the site training coordinator/New Orleans training coordinator at the site the original form was generated.

NOTE

This procedure applies to all signed Viewer's Confirmation Forms for DM Personnel, Construction Contractors, Subcontractors, Vendors, Visitors, and Service Contractors Supervised by SMTRs.

3.3.4. Verification of Viewing of Video

DM's badging official, responsible supervisor, or the site security specialist will verify that all persons requiring unescorted access to the SPR have completed the Viewer's Confirmation Form before they are cleared and badged for unescorted access at an SPR site.

3.3.5. Records of Employee Viewing of Video

Site training coordinators/New Orleans training coordinator will ensure that appropriate entries (course # ESSH0050) are made into the computerized training information system (SAP) for DM and DOE personnel who have completed the Viewer's Confirmation Form.

Site training coordinators will maintain copies of the Viewer's Confirmation Form for construction contractors, subcontractors, vendors, visitors, and service contractors supervised by SMTRs who are performing work on site in accordance with section 3.3.3.

3.3.6. Emergency Bulletins and Evacuation Information

Emergency Preparedness develops emergency procedures that describe the emergency warning signals and evacuation routes established for all SPR sites. These procedures are outlined in the site Emergency Response Procedures, and discussed briefly during Active Force of Protection. In addition, evacuation maps should be posted on site.

NOTE

As part of the video, construction contractors, subcontractors, vendors, visitors, and service contractors supervised by SMTRs who are performing work on site will be required to demonstrate knowledge and ability to physically notify the site control room during an emergency. This will be verified by the person showing the video and signing the form in accordance with the procedures outlined in this section.

3.4. ASSIGNMENT AND TRAINING OF AUTHORIZED, DESIGNATED, QUALIFIED, AND COMPETENT PERSONS

3.4.1. Background

OSHA 29CFR 1910 and 1926 standards require the training and assignment of specialized personnel for certain tasks and equipment operation. Specific training requirements are found in the section to which they apply.

3.5. CERTIFIED H₂S TRAINING REQUIREMENT FOR THE DEGAS PLANT

Prior to entering the Degas Plant, entrants must complete Certified H₂S Training or be escorted by a trained individual. Certified H₂S entrants must be retrained annually and recertified. Upon completion of the course, certification cards are provided.

3.6. BASIC ORIENTATION PLUS - ARSC RECIPROCAL TRAINING

3.6.1. Initial Training

Effective March 1, 2014, Basic Orientation Plus training will be a mandatory training requirement for all M&O personnel. Implementation of this requirement will also be added to subcontractor boilerplate language, and shall be phased in as new subcontracts are released. There will be a one year phase-in process in order to ensure all M&O personnel are trained prior to February 28, 2015. See the table below for specific roles and responsibilities pertaining to implementation of the Basic Plus training.

NOTE
 The protective force will not begin implementation of the Basic Orientation Plus training requirement until October 1, 2014. The protective force will have a similar one year phase in period.

3.6.2. Renewal Training

Renewal training shall be completed every year following the completion of the initial training course. Annual refresher training for subcontractor personnel shall be maintained at all times by the subcontractor.

3.6.3. ARSC Badge

Upon completion of the Basic Plus training, personnel are issued a photo ID badge, which has an expiration date on it. This badge shall be maintained at all times with the DOE badge.

3.7. TABLES: SAFETY ORIENTATION AND TRAINING

TABLE 3.1. ACTIVE FORCE OF PROTECTION VIDEO ROLES AND RESPONSIBILITIES	
Position or Department	Responsibility
Safety and Health Director	a. Perform "ownership" functions relating to this procedure (pursuant to director of responsible organization's authority): 1. Ensure accuracy of content, 2. Interpret and administer provisions, 3. Obtain concurrence on precedent-setting cases, 4. To the extent an exception is allowed, approve or deny requests for the exceptions, 5. Initiate revisions when required.
DM Directors	a. Ensure the Active Force of Protection is effectively implemented for all personnel working within the directorate. b. Ensure adequate records of Active Force of Protection activities are maintained to verify information is provided and understood by all DM employees, contractors, subcontractors, and unescorted visitors at the SPR.
Assistant Project Manager of ES&H	a. Ensure that the video program presents accurate information.
Site Director	a. Ensure the Active Force of Protection is effectively implemented at

TABLE 3.1. ACTIVE FORCE OF PROTECTION VIDEO ROLES AND RESPONSIBILITIES

Position or Department	Responsibility
	their SPR site. b. Ensure auditable records are maintained to verify information is provided and understood by all DM employees, contractors, subcontractors, and unescorted visitors at the SPR.
Site ES&H Managers	a. With the authority of the site director, coordinate with responsible managers to implement the Active Force of Protection at their site.
SMTR/Site Construction Managers	a. Coordinate with the site ES&H manager to implement the Orientation Video Program for construction contractors and subcontractors.
Site Security Specialist	a. Verify signed Viewer’s Confirmation Form before a badge is issued for unescorted access to any SPR site.
New Orleans Badging Official	a. Verify signed Viewer’s Confirmation Form before a badge is issued for unescorted access to any SPR site.
Site Training Coordinators	a. Access the Active Force of Protection in SharePoint as needed. b. Ensure that appropriate entries are made into the computerized training record for DM and DOE personnel who have completed the Viewer’s Confirmation Form. c. Maintain an auditable file of the signed copies of the form for site-based employees.
Responsible Supervisors	a. Ensure that personnel who require unescorted access to any SPR site complete the Viewer’s Confirmation Form to affirm they have viewed and understand the information presented by the Active Force of Protection video. b. Coordinate with the site ES&H manager to complete the form for personnel who require unescorted access to any SPR site.
Director of Emergency Management	a. Develop and maintain evacuation procedures and current information on site emergency warning signals and evacuation routes established for all SPR sites. b. Review video for current content related to emergency response or emergency operations.
New Orleans Training Coordinator	a. Coordinate with directors to schedule required video viewing by New Orleans-based employees. b. Ensure that appropriate entries are made into the computerized training record for each New Orleans-based employee who has signed the Viewer’s Confirmation Form. c. Maintain an auditable file of the signed copies of the form for New Orleans-based employees.

TABLE 3.2. BASIC ORIENTATION PLUS ROLES AND RESPONSIBILITIES

Position or Department	Responsibility
Safety and Health Director	a. Perform "ownership" functions relating to this procedure (pursuant to director of responsible organization’s authority): <ol style="list-style-type: none"> 1. Ensure accuracy of content, 2. Interpret and administer provisions, 3. Obtain concurrence on precedent-setting cases, 4. To the extent an exception is allowed, approve or deny requests for the exceptions.

TABLE 3.2. BASIC ORIENTATION PLUS ROLES AND RESPONSIBILITIES

Position or Department	Responsibility
DM Directors	a. Ensure the Basic Plus Program is effectively implemented for all personnel working within the directorate.
Site Director	a. Ensure the Basic Plus Program is effectively implemented at their SPR site. b. Ensure Basic Plus badge is worn or available at all times by site personnel and subcontractors.
Site ES&H Managers	a. With the authority of the site director, coordinate with responsible managers to implement the Basic Plus Program at their site.
SMTR/Site Construction Managers	a. Coordinate with the subcontractors to ensure compliance with the Basic Plus Program. b. Conduct periodic audits to ensure subcontractor personnel are complying with the Basic Plus program.
Site Training Coordinators	a. Schedule required training in a timely manner. b. Report on completion as requested.
New Orleans Training Coordinator	a. Schedule required training in a timely manner. b. Report on completion as requested.