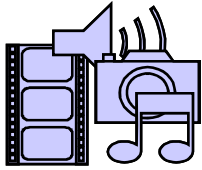




# Training & Development Appliance

A Solutions Tour of the Training  
Delivery and Development System.



# System Setup

Unscrew  
Bottom Tap –  
Insert into  
Stand and  
Screw in tap.



USB Plugs



Optional-Audience Response Devices must be  
purchased separately...

<http://www.turningtechnologies.com>



# Software List & Use

Microsoft Office- Use PowerPoint for training presentation development... Word is used to create/edit test... Excel is for record keeping

TurningPoint Audience Response Software- Use to develop training presentations using Audience response technology. Construction 10 hour package utilizes the technology. Devices must be purchased separately. Add tests which are scored and reported remotely.

EZLMS Plug-in for PowerPoint for Course Creation - EZ LCMS PowerPoint Plug-in Use the new Free EZ LCMS PowerPoint Plug-in to create your courses with a tool you already know how to use!

Audacity Audio Recorder- Audacity® is free, open source software for recording and editing sounds. It is available for Mac OS X, Microsoft Windows, GNU/Linux, and other operating systems.

Build Folder



# Software List & Use

Alchemy Graphic Software – Graphic and pic editing software

Komopzer HTML Editor – Html editor for the creation of new Menus to launch courses or to edit the current menus.

AVSVideo Converter- Converts video for use in PowerPoint and Media Player.

AVSVideo Editor- A Simple Video editing and production tool for video clip creation for your presentations

Windows Media Maker- Another video editing tool for you to use.

Pdf Printer – To be use to print documents to a pdf file for secure use.

Template Folder: Folder containing PowerPoint Templates for your course creation.

Build Folder



# Desktop



Links to Training Menus- Or Straight Play course.Be sure to View the Help Items on each menu

Build Folder



# Courses

# OSHA

## (OSHA) Occupational Health & Safety Courses

Access to Medical Records  
Accident Investigation  
Arsenic Awareness  
Back Safety  
Behavioral Based Safety Awareness  
Benzene Awareness  
Blood borne Pathogens  
Carcinogens  
Compressed Gas Cylinders  
Confined Space Course  
Cranes  
Driving Safety  
Driving Skills  
Drug & Alcohol - Reasonable Suspicion Testing  
Drug & Alcohol Employee  
Drug & Alcohol Supervisor  
Egress, Evacuation & Fire Safety Awareness  
Electrical Safety(Unqualified)  
Emergency Planning  
Ergonomics  
Eye Safety  
Fall Protection  
Fire Prevention & Safety  
First Aid  
Flammables Awareness  
Forklift Training (Classroom)  
Hand & Power Tool Safety  
Hand, Wrist & Finger Safety  
HAZCOM (Right To Know)  
HAZWOPER (Introduction)  
Hearing Protection & Safety  
Heat Stress  
Hot Work Permits  
Hydrogen Sulfide (H2S)  
Introduction to OSHA  
Job Safety & Environmental Awareness  
Lockout / Tagout  
Machine Guards  
Material Handling Awareness Training  
NIOSH Workplace Stress  
NIOSH Workplace Violence  
NORM  
Office Hazards  
Personal Hygiene  
Personal Protective Equipment  
Portable Fire Extinguishers  
Process Safety Management  
Respiratory Protection  
Rigging Safety  
Root Cause Analysis  
Safe Work Practices  
Safety and Health Programs-WHY?  
Safety Housekeeping  
Safety Orientation | New Hires  
Scaffolds  
Slips, Trips & Falls  
Stairs & Ladders Awareness Training  
Toxic Metal-Chromium  
Toxic Metals-Lead  
Trenching & Shoring Safety  
Welding Safety

# Courses

## Environmental

## DOT

## Spanish

### **Environmental**

EMS Awareness  
EMS Awareness-Field  
EMS Awareness-Manager  
SPCC  
Storm Water

### **(DOT) Dept of Transportation Oilfield Offshore Version**

CDL HazMat Primer  
DOT Driver Wellness  
DOT HazMat215  
Part 396 Drivers Inspection  
Tanker Driving  
Highway Watch  
TWIC Notification

### **Spanish**

Caiga la Prevencion (Fall Prevention)  
Carcinogens  
Despida la Prevencion y la Seguridad (Fire Prevention and Safety)  
El cierre patronal Tagout (Lockout Tagout)  
El Conocimiento del Sulfuro del hidrogeno (Hydrogen Sulfide Awareness)  
El Equipo Protector personal (PPE)  
El Trabajo caliente (Hot Work)  
Electrico sin titulo (Electrical Unqualified)  
HAZCOM " el Derecho de Saber" (HAZCOM " Right to Know")  
La Conservacion que oye (Hearing Conservation)  
La droga y el Alcohol para Empleados  
La droga y el Alcohol para Supervisores  
La mano y la Seguridad de la Herramienta del Poder (Hand and Power Tool Safety)  
Los Espacios limitados (Confined Spaces)  
Los Patogenos de Bloodborne (Bloodborne Pathogens)

### **Templates**

PowerPoint Course Template ( 200+ Some With Audio)

# Packages

## **OSHA Outreach Program**

### **General Industry 10 Hour Program**

- Part 1 : Introduction to OSHA (locked)
- Part 2: Safety & Health Program (locked)
- Part 3: Personal Protective Equipment
- Part 4: Walking & Work Surfaces
- Part 5: Hazcom - Your Right to Know
- Part 6: Egress, Evacuation & Fire Safety
- Part 7: Blood borne Pathogens
- Part 8: Electrical (General)
- Part 9: Machine Guarding
- Part 10- Flammables

### **Construction Industry 10 Hour Program**

- Part 1 : Introduction to OSHA
- Part 2: Safety & Health Program
- Part 3: Personal Protective Equipment
- Part 4: Material Handling
- Part 5: Power & Hand Tool
- Part 6: Ladders & Stairs
- Part 7: Fall Protection
- Part 8: Electrical (General)
- Part 9: Cranes
- Part 10- Scaffolds
- Part 11- Excavations

### **HazWoper 8 Hour Classroom**

- Part 1 : Introduction
- Part 2: Regulatory Overview
- Part 3: Substance Identification
- Part 4: Personal Protective Equipment
- Part 5: First Aid
- Part 6: Emergency Planning
- Part 7: Confined Space Entry
- Part 8: HazMat 215
- Part 9: Hydrogen Sulfide

### **Hazardous Materials Transportation Modules**

- Introduction Study
- HazMat Tables [ HMT ]
- Shipping Papers Study
- Marking & Labeling Study
- Placards Study
- Packaging Study
- Carrier Highway Study
- Carrier Air Study
- Carrier Rail Study
- Carrier Water Study

### **Oilfield - Based on IADC RigPass Standard (Land)**

- Part 1 : General Safety
- Part 2: Personal Protective Equipment
- Part 3: HAZCOM & Materials Handling
- Part 4: Service Contractor | Other
- Part 5: Specialized Work Procedures
- Part 6: Fire Safety
- Part 7: Materials Handling
- Part 8: First Aid | BBP
- Part 9: Rig Platform Environment
- Part 10: Emergency Response
- Part 11: Rig Environment Video Review

# Packages

## Oilfield Based on SAFELANDUSA

### Quiz Bank-500+ Questions for Use

Test Banks - | Test 01 | Test 02 | Test 03 | [Needs Trainer Revision]  
Quiz Folder with Additional Banks of Question for Use.  
Student Quiz Answer Sheet (pdf)  
Sign-Up Sheet [Excel]  
Training Survey  
Certificate

### Trainer Tools & Help

Safety Outreach Train the Trainer Video - Teaching Method  
Safety Outreach PowerPoint - Teaching Method  
Safety Outreach Trainer's Guide  
Accreditation Help

### How to Obtain Accreditation (Readme Text)

SAFELANDUSA Requirements and Process  
IADC Process  
SAFELANDUSA Accreditation Documents Folder  
IADC RigPass Accreditation Documents Folder

### Accreditation Site Links [Internet Connection Required] e Links

SAFELANDUSA  
IADC

### Required & Useful Software

Audacity Audio Software Install  
Excel Training Records Worksheet  
pdf Printer  
Extras Which May Be Useful (Folder with Files)

### Updates & Developer Link [Internet Connection Required]

Check for Updates  
Consolidated Digital Publishing

## Training Content

### Section 001

#### I. General Safety

##### A. Principles

1. Employee safe work practices are a condition of employment
2. Workplace Injuries are preventable
3. Lead through example
4. Safety is important both on and off the job
5. Each individual's safety performance has a direct bearing on his/her employer's ability to work in the industry
6. Workplace injuries are costly
7. Attitude is contagious

##### B. Alcohol and Drug Policies

1. Defined/where posted
  - a. Service Contractor
  - b. E&P Operator (if different)
2. Searches and seizures
3. Testing
4. Reporting of prescription medications

##### C. Firearms and Weapons Policy

##### D. Personal Conduct

1. No horseplay or practical jokes
2. Observe smoking restrictions
3. Practice respect for co-workers
  - a. No ethnic, racial, religious or sexual harassment or jokes
  - b. No profanity
  - c. No excessive noise
  - d. Proper dress on and off duty
  - e. Attend to personal hygiene

##### E. General Worksite Safety

1. Pre-job planning meeting
2. Site and unit specific orientation
3. Signs and placards

# Packages

## Oilfield Based on SAFELANDUSA (Continued)

- F. Housekeeping
  - 1. Importance
  - 2. Proper storage
  - 3. Walkways and aisles
  - 4. Spills and trip hazards
  - 5. On the job
  - 6. Signs, cones, banners and barricades
- G. Communications, Chain of Command
  - 1. Service contractor supervisor
  - 2. Operator supervisor
- H. Reporting and Investigating Incidents
  - 1. General procedures
    - a. Bodily injury and first aid
    - b. Property damage
    - c. Vehicle accidents
    - d. Near miss events
    - e. Uncontrolled and/or unauthorized release to the environment
    - f. Potential hazardous conditions
  - 2. Purpose of incident investigation
- I. Land Transportation (As Applicable)
  - 1. Vehicle condition
  - 2. Driving practices
    - a. Motor vehicle laws
    - b. Defensive driving
    - c. Vehicle safety restraints
    - d. Parking
- J. Company Specific for Section  
Other- JSEA Exercise

## Section 001 SafeLandUSA Supplements

- Behavior Based Safety
- Drug & Alcohol (DOT)
- Reasonable Suspicion Testing
- Incident Reporting and Investigation
- Signs & Tags
- JSEA
- Intervention
- Safe Work Practices
- Land Transportation (Driving)
- Walking Working Surfaces

Total Time Allocation – Section 001

## Section 002

### Personal Protective Equipment (PPE)

- A. Determining What PPE Is Needed
  - 1. Employee orientation
  - 2. Job planning orientation
  - 3. Site specific orientation
  - 4. Operator's and Contractor's safety policies
  - 5. Personal preferences
  - 6. Elimination of uncertainties – asking co-workers or supervisors
- B. Head Protection
  - 1. Types
  - 2. Inspection
  - 3. Care and use
- C. Face and Eye Protection
  - 1. Types
    - a. Protection
    - b. Limitations
    - c. Use in combination
  - 2. Inspection
  - 3. Care and use

# Packages

## Oilfield Based on SAFELANDUSA (Continued)

- D. Hearing Protection
  - 1. Types
    - a. Protection
    - b. Limitations
    - c. Use in combination
  - 2. Inspection
  - 3. Care and use
- E. Foot Protection
  - 1. Types
  - 2. Inspection
  - 3. Care and use
- F. Hand Protection
  - 1. Types
  - 2. Inspection
  - 3. Care and use
- G. Respiratory Protection
  - 1. Medical Questionnaire/test
  - 2. Fit testing
  - 3. Types of respirators
  - 4. Types of canisters
  - 5. Inspections
  - 6. Care and use
- H. Fall Protection
  - 1. Types
  - 2. Inspection
  - 3. Care and use
- I. Other PPE
  - 1. Specialty clothing
  - 2. Care and use

### J. Company Specific for Section

#### Other- JSEA Exercise

#### Section 002 SafelandUSA Supplement

- Respiratory Safety
- Hearing Conservation
- Hand & Power Tool
- Rig Hand Safety (video)
- Electrical Safety (Unqualified)

Total Time Allocation – Section 002

## Section 003

### Hazard Communications and Materials Handling

- A. Types of Hazards
  - 1. Hazard communications
  - 2. Written plan
  - 3. Chemical inventory hazardous materials
  - 4. Container labeling
  - 5. Material safety data sheet
    - a. Definition
    - b. Location
  - 6. Safety equipment and employee responsibilities
- B. Transportation of Hazardous Materials
  - 1. Must be accompanied by material safety data sheet
  - 2. Container must be properly labeled
  - 3. Must be accompanied by a properly completed manifest
- C. Uncontrolled/Unauthorized Release of Hazardous Materials
  - 1. Report the incident to the person in charge
  - 2. Do not respond to the release unless properly trained

### D. Company Specific for Section

#### Other- JSEA Exercise

#### Section 003 SafelandUSA Supplement

- Environmental Awareness
- Environmental -FIELD
- Environmental - Manager
- HazWoper Overview
- SPCC
- Storm water

Total Time Allocation – Section 003

# Packages

## Oilfield Based on SAFELANDUSA (Continued)

### Section 004

#### Occupational Health

- A. Employee's Responsibilities in Dealing With Industrial Hygiene Hazards
  - 1. Know the hazards
    - a. Do not handle or dispose of health hazards unless specifically trained or certified
    - b. Report any suspicion of a health hazard to the person in charge
  - 2. Potential hazards at the work site
    - a. Hydrogen sulfide (H2S)
    - b. Diesel mist (oil-based mud)
    - c. Noise
    - d. Others

B. Company Specific for Section

Other- JSEA Exercise

Section 004 SafelandUSA Supplement

Lead Exposure

Benzene

H2S

Carbon Dioxide

NORM

Nitrogen

Hot/ Cold Stress

Personal Hygiene

Total Time Allocation – Section 004

### Section 005

#### Specialized Work Procedures

- A. Hazardous Energy Control (Lock-out/Tag-out)
  - 1. Define
  - 2. Coordination with authorized persons
    - a. Operator/contractor safety manual
    - b. Job planning meeting
    - c. Site and unit specific objectives
  - 3. Lock-out, tag-out, verify
- B. Work Permits (Confined Space and Hot Work)
  - 1. Define
  - 2. Types
    - a. Confined space
    - b. Hot work
    - c. Other
  - 3. Employee responsibility

C. Company Specific for Section

Other- JSEA Exercise

Section 005 SafelandUSA Supplement

Lockout Tagout

Permitting

Confined Space(3)

Fall Protection (2)

Excavation (2)

Total Time Allocation – Section 005

# Packages

## Oilfield Based on SAFELANDUSA (Continued)

### Section 006

#### Fire Safety

- A. Prevention
- B. Employee Responsibilities
  - 1. Report all fires and fire hazards immediately
  - 2. Be familiar with onsite fire protection
  - 3. Don't obstruct or block fire escape routes
  - 4. Don't tamper with fire extinguisher/apparatus
  - 5. Use fire extinguisher only if trained and authorized to do so
  - 6. Observe all precautions and procedures
  - 7. Participate in site specific fire drills
  - 8. Be aware of location and position of exit routes
  - 9. Know your responsibilities, station bill (muster list) and/or emergency evacuation plan
- C. Company Specific for Section

Other- JSEA Exercise

Section 006 SafelandUSA Supplement

Flammables

Fire Extinguishers

Total Time Allocation – Section VI

### Section 007

#### Materials Handling

- A. Mechanical Equipment
  - 1. Rules to follow when working around cranes/cherry pickers/forklifts
    - a. Do not stand/walk under a suspended load
    - b. Do not position yourself between a suspended load and an immovable object
    - c. Always maintain communication with the operator
    - d. Always stand clear of lines and rigging
    - e. Never ride on a load
    - f. Be aware of your surroundings and always have a way out
    - g. Pay attention to backup/movement alarms
    - h. Understand dangers associated with electrical lines in close proximity
    - i. Never operate a crane or forklift unless you are certified and authorized to do so
    - j. Always use tag lines
    - k. Inspect slings & rigging before each use
- B. Personal Lifting Technique

- 1. Review of lifting techniques

C. Company Specific for Section

Other- JSEA Exercise

Section 007 SafelandUSA Supplement

Back Safety

Total Time Allocation – Section VII

# Packages

## Oilfield Based on SAFELANDUSA (Continued)

### Section 008

#### First Aid

- A. General
  - 1. In the event of injury, call for help and report injury to the person in charge
  - 2. Be familiar with site specific first aid station locations
  - 3. Respond to the extent that you are trained
  
- B. Bloodborne Pathogens
  - 1. Definitions
  - 2. Precautions
    - a. Avoid contact with blood or bodily fluids
      - i. Use latex gloves or CPR barrier kits
      - ii. Use care when handling used razor blades, needles or other sharp objects
      - iii. Contaminated first aid materials (biohazards) must be properly handled in accordance with the site specific plan
    - b. Report all exposures immediately

C. Company Specific for Section

Other- JSEA Exercise

Section 008 SafelandUSA Supplement

Defibrillators

Total Time Allocation – Section

### Section 009

#### Rig/Platform Environment

- A. Platform or Location Arrival Procedures
    - 1. Use caution when using walkways (maintain good footing and balance)
    - 2. Keep one hand free to hold handrails
    - 3. Get help with baggage or make multiple trips
    - 4. Sign in at checkpoint with person in charge or dispatcher
  
  - B. Home Away From Home
    - 1. Be prepared for unexpected extended stays
    - 2. Bring sufficient quantities of personal items
  
  - C. Understand the Site-specific Orientation (Ask Questions If You Do Not Understand)
  
  - D. Company Specific for Section
- Other- JSEA Exercise
- Section 009 SafelandUSA Supplement
- Video Walk thru
- Field Safety
- Driving in the Field Video
- Total Time Allocation – Section IX

# Packages

## **Oilfield Based on SAFELANDUSA (Continued)**

### **Section 010**

#### **Emergency Response**

##### A. Alarms

###### 1. Types

- a. Fire
- b. Blowout
- c. Abandon rig
- d. H2S gas (if applicable)
- e. Combustible gas (if applicable)
- f. Man overboard (if applicable)
- g. All clear

##### B. Company Specifics

##### C. Other- Tabletop Exercise Exercise

Total Time Allocation – Section X

#### **SafelandUSA Supplement Course Selection**

Blood borne Pathogens

Cranes

Machine Guarding

Powered Platforms

Rigging

Catheads & Air Hoists [Video]

Rig Down Operations [Video]

HazWoper 8 Hour Classroom

Scaffolds

Stairs & Ladders

Materials Handling

Egress Fire Protection

Machine Guarding

Company Specific for Section

Updates & Support Page:

[www.smmr01.com/SL/update.htm](http://www.smmr01.com/SL/update.htm)