

# SLICKLINE ASSISTANT WORKBOOK

**IMPORTANT NOTE:**

1. Your point of reference to complete this workbook may be obtained from the following
  - Training Manual and any other training materials provided together with this workbook
  - Your Trainer, Assessor (Slickline Operator), Verifier (FSM) or senior colleagues
  - SOP / Quality Procedures & Processors
2. The completion of this Workbook is a joint effort and responsibility between you and your assessor therefore you have the obligation to request from your assessor to be assessed upon your completion of each topic
3. The completion of this Workbook is part of the MANDATORY requirements which you must fulfill to qualify for a promotion
4. Your training program is mostly self-driven, including this Workbook. It requires individual initiatives, dedication and commitment to complete the process.

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RECEIVED DATE	-
DATE COMPLETED	-



**A. Wireline Operation Basic Safety Protection**

**1. Personal Protective Equipment**

1.1 What is definition of Person Protective Equipment

- 1) All PPE must follow the specific specification and standard required in the industry.
- 2) PPE may include coverall, hard hat, safety glass, safety shoes, impact gloves and ear plug.

1.2 List out all compulsory PPE required to be worn while perform job offshore

- 1) Coverall
- 2) Safety Boots
- 3) Safety Glass
- 4) Safety Gloves / Impact Gloves
- 5) Earplug
- 6) Earmuff
- 7) Safety Hat

1.3 List the area where the PPE should be worn while working

- 1) Handling the hazardous substances and uncontained chemicals
- 2) Working around overheat tools or machinery
- 3) Working when electrical hazards are present.
- 4) Working at the high place or place with high tendency of falling object.

1.4 List the PPE should be worn while doing maintenance at tools and equipment

- 1) Safety Glass
- 2) Impact Glove
- 3) Safety Boots
- 4) Hard Hat

1.5 PPE should you wear while working in mercury and H<sub>2</sub>S are

- 1) Coverall
- 2) Safety Boots
- 3) Safety Gloves
- 4) Safety Glasses
- 5) Respiratory Protection
- 6) H<sub>2</sub>S Detectors.



## 2. Responsibility

### 2.1 Employee Responsibilities towards Health, Safety and Environmental (HSE)

- 1) Attend PPE training
- 2) Properly wear PPE as required at worksites.
- 3) Care for, clean and maintain PPE
- 4) Inform supervisor or location HSE of needs for replacement.

### 2.2 What are the safety precautions to be taken during tool maintenance at warehouse?

- 1) Area Barricade
- 2) Signages

### 2.3 When should we do housekeeping?

- 1) Housekeeping for site cleaning and ensuring that all materials or equipment are stored in the appropriate place after use. They need to be taken care of clearly, without obstacles that can pose a danger.

### 2.4 Why housekeeping is important?

- 1) To reduce the hazards such as tripping and slipping
- 2) Improve productivity (Tools and materials will be easy to find.)
- 3) To reduce illnesses and injuries and promotes positive behaviors, habits, and attitudes.

### 2.5 How should you react while seeing somebody committing into unsafe act/behavior?

- 1) Stop him and advice to always alert about hazard workers may think they dont need to follow safety precautions because their job is low risk, the precautions are uncomfortable, or they don't have time.



### 3. Policies

3.1 List down all DB policies in regards to HSE

- 1) Driving Policy
- 2) HSE Policy
- 3) PPE Policy
- 4) Stop work policy
- 5) Drug & Alcohol Policy
- 6) Harassment in the workplace policy
- 7) Smoking and Vaping policy

3.2 What is HSE Policies

Management is committed to provide a safe and healthy workplace and ensuring that all business activities are conducted in a manner that protects the environment.

3.3 What is the purpose of 'STOP WORK' policy?

Any employee at any level to halt a job or task when a hazardous situation appears imminent



## 4 Hazard ID and Incident Reporting

4.1 How can we report hazard or unsafe act?

All employees are required to immediately report all unsafe performance which can lead to hazards to Supervisor or location HSSE officers

4.2 If there is an incident happened at workplace what should we do?

- 1) First Step is make sure they are safe, call emergency or perform aid if necessary.
- 2) If we should witness an accident on any type of injury occurs even non-life threatening, they must report it to their Supervisor.

4.3 What is the incident reporting process?

- 1) Reporting by all potential's reporters
- 2) Screening include injury, equipment or property damage, fire, or explosion
- 3) Analysis of selected incident 4) Development of improvement.
- 5) implementation on improvement by management.

4.4 What is the purpose of Hazard Hunt? And how does that help to be safe?

- 1) To make sure our facilities and location for any unsafe act/condition hazard by write on hazard hunt form to report any issue requiring attention.

4.5 Please explain what is Near Miss

A near miss in workplace health and safety is commonly defined as an unexpected event when someone could have gotten hurt didn't.

4.6 In case of emergency,

a) Firstly what should you do?

First check that I and casualty aren't in any danger. If possible make the situation safe (assembly point) and call for help.

b) Where is DB assembly point (Base)?

Behind wavehouse 41



4.7 Where can you find the emergency contact Number?

Warehouse Door

## 5. Operational Safety

5.1 How to prevent an accident before executing certain job or activities

- 1) Create a Safety briefing, PPE
- 2) Identify safety concerns a hazard area.
- 3) Ongoing and effective training guide.
- 4) Encourage communication with order

5.2 What is the purpose of Safety Morning Meeting

Increase overall awareness of hazard that employees may face in the course of their work also allow employees an opportunity to relay safety concern or improvement quality of care.

5.3 What is the purpose of briefing and Debriefing

Briefing are used to update consultants and other staff with newest contextual information, debriefing to inform decision maker about specific situations, findings of evaluations or respective recommendations.

5.4 What is Permit To Work (PTW)

PTW is a written record which authorized specific location for a specific period.

5.5 Explain what do you understand from Job Safety Analysis and how does this help you to be safe?

Job Safety analysis is technique that focuses on job task as way to identify hazard before they occur and after I identify uncontrolled hazard, I will take steps to eliminate or reduce them to an acceptable risk level.

5.6 What are the safety precautions to be taken during tool maintenance at warehouse?

- 1) Wear personal Protective Equipment (PPE)
- 2) Clearly label designated hazardous zones, make sure work area is level and good balance when using tool
- 3) Be aware pinch point



5.7 What are the safety precautions to be taken during topping up the fuel into Power Pack Tank?

1) Safety material such as a gas tester, nose mask, ladder, eye goggles, ropes and act.

5.8 What is work permit & why do we need them?

Permit work is more formal system starting exactly what work is to be done and when and which parts are safe, and we need as responsible person should access the work and checks safety at each stage.

5.9 When do we apply the work permit

Before starting work.

5.10 What are the safety precautions to be taken during test lubricator and BOP?

BOP should be enclosed in a protective cage during use and transportation and stored in the transport frame.

5.11 What are the safety precautions to be taken during test Control Panel?

Ensure all valves are OFF (CLOSED) and the air regulator is turned OFF (anti-clockwise)

5.12 Why JSA, Risk Assessment and Job Plan need to be discussed among the team member? How does that work?

- Because involves identifying hazards, assessing risk control to improve people understanding of risks management process and everyone is clear on their roles and responsibilities and how it works by dividing work, good communication with other and follow the scope work.

5.13 While working, you found that there is something unsafe. What should you do?

- Report unsafe condition and inform other of the problem if it is dangerous for you to remove the risk, notify a supervisor right way.



5.14 Before performing a hot work, what must you do/ have to ensure the work is safe

- The fitness and readiness - to use of all the involved equipment must be tested.
- Task - Specific personal protective equipment/gear should be available at the site and workers must be well-qualified on how to use, clean and store them properly.
- All combustible and flammable materials should be kept away from the workplace.

1. Please attach the supporting documents that you participated in Dimension Bid's Safety program.

a) Job Safety Analysis for each activity that you involve during probation period

- Chipping
- Painting
- Lifting
- Spooling
- Pressure Test

b) Hazard Hunt

c) Safety Talk