TASK 01	OPERATION BASIC SAFETY
TARGET POPULATION	Junior Field Engineers and Trainee Field Specialists

Objective:

The employee is expected to demonstrate basic knowledge in basic and operational Safety as well as Company HSSE Policy and Standards and able to apply them during Coiled Tubing Operations.

This task must be completed prior to field trip / On-the-Job Training

Task:

Please answer the following questions and schedule an assessment with the Safety Officer to complete the task

POLICIES	
1	Please list down all HSSE related policies in our organization and please identify which policy, in your opinion, is of the highest priority in the organization and why? **HSSE related policies:** 1. Driving Policy 2. Drugs & Alcohol Policy 3. Harassment in the workplace policy 4. HSSE Policy 5. PPE Policy 6. Smoking & Vaping Policy 7. Stop Work Policy In my opinion, **HSSE Policy** is the highest priority that should be implemented in the organization. In today's fast-paced and competitive business world, businesses and industries across the board are rapidly realizing the need of Health, Safety and Environmental (HSE) management. Implementing effective HSE standards has become a primary concern for businesses looking to safeguard their people, reduce risks, increase productivity, and maintain a good reputation. Health and safety in the workplace are critical for protecting employees' well-being and physical integrity. It involves identifying hazards, assessing risks, and taking appropriate actions to prevent accidents, injuries, and illness. The goal is to create a safe and healthy environment for employees, both physically and psychologically. Employers have a legal and moral responsibility to provide a safe workplace. Nowadays, many recognized training providers offer HSE Professional training courses, which provide detailed knowledge and understanding about implementing ISO 14001 and ISO 45001-based Health, Safety, and Environmental Management systems. Meanwhile, security in the workplace keeps your employees and physical offices safe from harm. Your workplace security strategy should defend your business's critical data and information from hackers and other cyber security threats. It also keeps you compliant with updated laws and regulations in your country or region.
2	Below statement is referring which policies? 'Is the last personal line of defence, but may not protect you if you fail to behave safely'

	Above statement is referring to the **PPE Policy**. PPE is the last line of defense due to the process begins with the most effective approach, which is eliminating hazards all together when possible, and offers other tactics in decreasing order of effectiveness, ending with PPE which can prevent and reduce the remaining hazards. Other than that, PPE will be the last resort it has its limitations: • PPE only protects the wearer. • It is ineffective if not working or fitted properly • Theoretical levels of protection are seldom reached in practice. • The use of PPE always restricts the wearer to some degree. • The psychological effect of PPE may be such that the individual wearing the PPE feels more protected than he or she actually is.
3	Please explain what is STOP Work policy? Employees of the company, contractors, and participating guests have the responsibility and authority to stop work IMMEDIATELY, without fear of reprisal, when the employee believes: • Conditions exist that pose an imminent danger to the health and safety of workers or the public; or • Conditions exist, that if allowed to continue, could adversely affect the safe operation of, or could cause serious damage to, a facility; or • Conditions exist, that if allowed to continue, could result in the release from then facility to the environment of radiological or chemical effluents that exceed applicable regulatory requirements or approvals. Reporting Unsafe Conditions: Employees are expected to report any activity or condition which he/she believes is unsafe. Notification should be made to the affected worker (s) and then to the supervisor or designee at the location where the activity or condition exists. Following notification, resolution of the issue resides with the responsible supervisor. Right to a Safe Workplace: Any employee who reasonably believes that an activity or condition is unsafe is expected to stop or refuse work without fear of reprisal by management or co- workers and is entitled to have the safety concern addressed prior to participating in the work. Stop Work Resolution: If you have a "stop work" issue that has not been resolved through established channels, immediately contact your Safety Representative.
RESPONSIBILITY	
1	What are employee responsibilities towards Health, Safety, Security and Environmental (HSSE) in the organization? Please provide 2 key points. Employers have legal responsibilities to ensure a safe and healthy workplace. However, as an employee we have rights and responsibilities for our own wellbeing which are: • to take reasonable care for the safety and health of himself and of other persons who may be affected by his acts or omissions at work • In other words, employees must not put others at risk by what they do or don't do at work. This covers the same broad public group that employers must protect – so not just the person on the next workbench or desk. Before beginning work, inspect the area and ensure that all PPE is in place, depending on the work activity to ensure ourself and all people near to the work place is safe. • to co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies.

	• For example, in Dimension Bid, they provide training such as BOSIET, H_2S, Ringing Slinging and etc. for the offshore crew in order to meet client's requirement and ensure their crew are well trained before conducting any jobs. The training is also mandatory for all employees/crews to provide an understanding and awareness of the hazards encountered when working on offshore installations.
2	SAFETY is everyone's responsibility. TRUE OR FALSE? Why? **TRUE**, safety is everyone's responsibility. All employees, whether permanent or temporary, should be concerned with safety and should work as safely as possible. Making excuses for not working safely or trying to bypass safety rules and standards can cause injury to you or someone else. You should keep safety at the top of your mental checklist, no matter what task you are performing. Everyone should be responsible for making sure that possibly harmful conditions are reported and fixed accordingly. When safety becomes a shared responsibility, it encourages a culture where everyone looks out for one another. Employees are more likely to take proactive measures to prevent accidents and hazards, as they know their actions impact their safety and that of their colleagues.
3	Housekeeping is important. Please explain what are your responsibilities and why? • My responsibilities in housekeeping activity are to keep my work place area neat and tidy before leaving. All apparatus needs to be return to the original place and clean if any spillage occurred. Effective housekeeping can help to control or eliminate workplace hazards. Poor housekeeping practices frequently contribute to incidents. If the sight of paper, debris, clutter and spills is accepted as normal, then other more serious hazards may be taken for granted. • Housekeeping is not just cleanliness. It includes keeping work areas neat and orderly, maintaining halls and floors free of slip and trip hazards, and removing of waste materials (e.g., paper, cardboard) and other fire hazards from work areas. It also requires paying attention to important details such as the layout of the whole workplace, aisle marking, the adequacy of storage facilities, and maintenance. Good housekeeping is also a basic part of incident and fire prevention. • Effective housekeeping is an ongoing operation: it is not a one-time or hit-and-miss cleanup done occasionally. Periodic "panic" cleanups are costly and ineffective in reducing incidents.
4	What do you do when you see someone committing an unsafe act/behaviour? Provide an example. • Take action immediately. For example, there is a person hammering a two-way swivel while another set of individuals rig up iron near the work station. I asked everyone to stop working because of the hammering person's risky actions. It is possible that the hammer slips from the worker's grasp and strikes a group of workers.
PERSONAL PROTECTIVE EQUIPMENT	
1	Which of the following statement is TRUE: Personal Protective Equipment is required when _____ a) Employers suffer an injury b) The employees suffer an injury c) An employee asks for it **d) Engineering, work practice, and administrative do not provide sufficient protection against hazards**
2	PPE is the last resort in the Hierarchy of control? **TRUE** or FALSE

3	List down all compulsory PPE required to be worn while performing job offshore and their respective purpose. • Gloves: Protective gloves shield hands from cuts, abrasions, and contact with hazardous substances. • Hard hats: Hard hats provide head protection, guarding against potential impacts from falling objects. • Safety goggles: Safety goggles help protect the eyes from dust, chemicals, and debris • Safety boots: Durable boots with reinforced toe covering often provide foot protection in harsh outdoor conditions. • Insulated clothing: Workers wear insulated jackets, pants, and coveralls to stay warm and shield themselves from the chilly temperatures inside the reefer containers.
HAZARD IDENTIFICATION AND INCIDENT REPORTING	
1	Please explain what is Incident, Accident & Near Miss • Incident: - According to ISO 45001, incidents are 'Occurrences occurring out of, or in the course of, work that might or does result in harm and ill health'. Unsafe circumstances or careless acts may result in incidents. Even if they are not destructive, they may be warning signs that more significant problems will arise if the situation is not addressed. • Accident: - According to ISO 45001, an incident that causes harm or illness is considered an accident. They frequently occur unexpectedly. Examples of accidents include car accidents, slips and falls, and industrial catastrophes. Accidents can occur due to carelessness, negligence, or a lack of knowledge. When an accident happens, it is critical to accept responsibility for the consequences and take steps to prevent such disasters in the future. • Near Miss: - According to ISO 45001, a near miss is an incident that has the potential to cause harm or illness but does not occur. Someone stumbling over a box, almost falling but stopping himself, is one illustration of this. Near misses are usually ignored since no harm was done, but they must be reported so that we may learn from the occurrence and take precautionary actions in the future.
2	How can we report unsafe condition or unsafe act? • By reporting in UAUC report form/ we can inform to supervisor for future action taken
3	If there is an incident happened at workplace, what should we do? • First thing first, we need to apply stop work. Then, we seek for medical attention if it is related to injury and report to superior/safety officer. We need to take action to eliminate the source of incident happened and alert other team members by having a safety sharing during morning meeting about the incident happened and the consequences.
4	What is the purpose of Hazard Hunt? And how does that help to be safe? • Hazard Hunt helps people that are working in a specific area to recognize any hazards that are potential to happen that can cause and accident/ incident/ near miss. It will help to control or eliminate hazards and prevent accident/ incident/ near miss to occur that might affect people, environment, property damage and lead downtime if major catastrophic occur.

OPERATIONAL SAFETY	
1	What are the prevention measures before executing certain job or activities? Provide an example • **Risk Assessment** - **Action**: Identify hazards related to the environment, equipment, and the task itself. - **Example:** Before performing a coiled tubing job in a well, a risk assessment might reveal risks such as high-pressure fluids, equipment failure, or confined space conditions. The team would evaluate these risks to implement appropriate controls like pressure monitoring and safe entry protocols. • **Equipment Inspection** - **Action**: Ensure that all coiled tubing equipment is in good working condition and properly calibrated. - **Example**: Prior to a coiled tubing operation, technicians should inspect the tubing reel, injector head, blowout preventer (BOP), and other equipment for signs of wear, damage, or malfunction. This includes checking for any leaks, ensuring proper hydraulic pressure, and confirming the coiled tubing is free from kinks or defects. • **Proper Training and Certification** - **Action**: Ensure all personnel involved in the coiled tubing job are trained in specific procedures, safety protocols, and equipment use. - **Example**: Operators should have specialized training in coiled tubing operations, such as how to manage the risks of wireline handling, deal with potential blowouts, and operate the coiled tubing unit. Certified personnel should supervise high-risk tasks, such as pressure testing. • **Personal Protective Equipment (PPE)** - **Action**: Ensure that all personnel are equipped with the appropriate PPE for the operation. - **Example**: Workers involved in coiled tubing jobs should wear flame-resistant clothing, steel-toed boots, hard hats, gloves, eye protection, and hearing protection. If working in a confined space, additional PPE such as respirators and harnesses may be required. • **Well Control Measures** - **Action**: Ensure proper well control procedures are in place to mitigate the risks of uncontrolled fluid or gas releases. - **Example**: Before commencing a coiled tubing operation, the team should ensure that the blowout preventer (BOP) is fully functional and tested. Procedures for well kill operations should be reviewed in case of an emergency, and emergency shutoff valves should be accessible. • **Safe Rigging and Handling Procedures** - **Action**: Follow proper rigging procedures to avoid accidents during coiled tubing deployment. - **Example**: When deploying or retrieving coiled tubing from a well, personnel should use the correct rigging techniques to prevent strain or injury. The team should confirm that all lifting gear is rated for the weight of the coiled tubing and that the equipment is positioned securely to avoid tipping or equipment failure. • **Weather and Environmental Considerations** - **Action**: Evaluate weather conditions to ensure safe working conditions. - **Example**: If the coiled tubing job is taking place in an outdoor environment, workers should assess weather conditions. High winds, rain, or extreme cold temperatures can affect the safety and efficiency of the operation. In harsh conditions, it may be necessary to delay the job or take additional precautions, such as weatherproofing equipment or using additional heating for pressure control equipment. • **Emergency Response Plan** - **Action**: Ensure that an emergency response plan is in place, and first-aid resources are accessible. - **Example**: Before starting the coiled tubing job, a site-specific emergency response plan should be reviewed, and all team members should be familiar with it. Emergency procedures should address well control events, equipment failure, fire hazards, and medical emergencies. First-aid kits and firefighting equipment should be readily available. • **Communication Protocols** - **Action**: Establish clear communication channels and protocols during the operation. - **Example**: During coiled tubing operations, there should be constant communication between the operators, rig supervisors, and safety officers. Clear hand signals, radio communication, or other

	methods should be established to ensure all personnel are aware of any potential hazards or changes in the operation. • **Pre-job Safety Meeting** - **Action**: Hold a pre-job safety meeting to review all safety procedures, risk assessments, and roles. - **Example**: Before beginning a coiled tubing job, the team should conduct a pre-job safety meeting (tailgate meeting) where they review the hazards, discuss the procedures, and confirm everyone understands their responsibilities. Any concerns or uncertainties should be addressed before starting the job.
2	What is Permit to Work (PTW)? Please explain the process of applying for a PTW • Permit to Work (PTW) is a formal, written system used in various industries (such as oil and gas, construction, and manufacturing) to ensure that specific high-risk work activities are carried out safely. • Process of Applying for a Permit to Work (PTW): 1. **Identify the Work Type:** - Determine if the task involves any high-risk activities, such as hot work, confined space entry, electrical maintenance, or lifting operations. PTWs are typically required for these types of work. 2. **Obtain the Permit Application:** - The person who will perform the work (the applicant) requests a permit to work from the safety officer or supervisor. This request could be in the form of a standard application or document, often available on-site or through a digital system. 3. **Risk Assessment:** - The applicant (worker) or supervisor conducts a risk assessment to identify the potential hazards associated with the task. This includes evaluating possible risks like fire, electrical hazards, toxic gases, physical injury, etc. - The necessary control measures are also outlined to mitigate these risks. 4. **Define Control Measures and Precautions:** - Based on the risk assessment, the appropriate safety measures are defined. This may include isolating energy sources (e.g., locking out electrical equipment), providing personal protective equipment (PPE), or setting up fire watches. - Ensure that all necessary equipment (e.g., fire extinguishers, gas detectors) is available and functioning. 5. **Approval from Supervisor/Management:** - The supervisor or safety officer reviews the risk assessment and safety measures. Once they verify that the controls are adequate, they approve the PTW. - The authorized personnel sign off on the permit, granting approval for the work to begin. 6. **Execution of the Work:** - The work can proceed under the conditions outlined in the PTW, with the necessary safety measures in place. In some cases, continuous monitoring of the work environment and conditions may be required. 7. **Work Completion and Permit Closure:** - Upon completion of the work, the permit is closed by the person who issued it or the supervisor. This step ensures that the area is returned to a safe condition, all equipment is shut down or deactivated as required, and any hazards are mitigated. - The closure should be documented, confirming that the work was completed safely, and any residual risks have been addressed.
3	Explain what do you understand from Job Hazard Analysis and why is it important? • Job Hazard Analysis (JHA) is a process used to identify and assess potential hazards associated with a specific job or task in the workplace. It involves breaking down a job into its individual steps, identifying potential safety risks associated with each step, and developing strategies to control or eliminate these hazards. • **Importance of Job Hazard Analysis:** - **Risk Mitigation:** JHA helps to identify potential hazards before work begins, allowing for proactive measures to reduce risks and prevent accidents or injuries.

	- **Improved Safety Culture:** It encourages workers and management to collaborate in identifying and addressing safety concerns, fostering a safer work environment. - **Compliance:** JHA helps organizations comply with health and safety regulations by identifying hazards and implementing appropriate control measures. - **Training Tool:** It serves as an educational tool, enabling employees to understand the risks associated with specific tasks and the safety procedures they must follow. - **Cost Savings:** By preventing accidents and injuries, JHA can reduce medical costs, workers' compensation claims, and downtime associated with workplace incidents. - **Continuous Improvement:** Regular JHAs encourage ongoing safety improvements, making the work environment safer over time.
4	What are the safety precautions to be taken during tool maintenance at warehouse? • Wear appropriate PPE such as safety goggles, gloves, hearing protection, steel-toed boots, and any other protective gear required for specific tasks. Dust masks or respirators may be necessary if working with power tools that produce airborne particles or fumes. • Check tools for damage or wear before performing maintenance. Do not use damaged tools as they can cause injury or further damage. Ensure all moving parts are properly lubricated and free from obstructions. Tighten any loose parts to prevent accidents. • Use lockout/tagout (LOTO) procedures when working with powered tools or equipment. This ensures that the power supply is turned off and cannot be accidentally restarted while maintenance is being performed. Clearly label and lock out equipment that is being serviced to prevent accidental operation. • Ensure the area is well-ventilated, especially when maintaining tools that may generate fumes or dust (e.g., when cutting, grinding, or using solvents). • Keep the work area clean and dry to prevent slips, trips, and falls. Ensure there are no unnecessary tools or materials lying around that could cause obstruction or accidents. • Ensure only trained personnel are performing tool maintenance and servicing. Follow manufacturer's guidelines for tool maintenance to ensure proper handling and safety standards. • Always use the correct tool for maintenance tasks, ensuring it's in good working condition and suitable for the job. • Always have a colleague present, or at least make sure someone knows that you are conducting maintenance, in case of an emergency. • If using solvents, oils, or other hazardous chemicals for maintenance, follow the safety data sheets (SDS) for proper handling and disposal. Store hazardous materials safely and dispose of waste properly. • For electrical tools, make sure to disconnect the power supply before starting maintenance. If working with battery-operated equipment, remove the battery before performing any maintenance or repairs. • After completing the maintenance work, test tools for proper functionality before returning them to service. Check for any unusual noises, vibrations, or other signs of malfunction. • If any tool is found to be defective or unsafe, tag it out of service and report it immediately to supervisors or maintenance staff. Ensure the tool is repaired or replaced before being used again. • Adhere to all warehouse-specific safety protocols, including emergency procedures, fire safety, and evacuation plans.
5	When do need to apply Stop Work authority? • Stop Work Authority should be applied when an employee, contractor, or team member observes a situation that they believe is unsafe or could result in harm to people, the environment, or property. It's a proactive safety measure that allows anyone involved in the work process to halt operations if they identify a hazard or risk that could lead to an incident or injury.
6	List down routine job and non – routine job in your operation? • Routine Job - Lifting Equipment by forklift, top pup engine diesel, start and run CTU equipment, troubleshooting unit, housekeeping and do maintenance on unit. • Non-Routine Job - Heavy lifting using crane, Working at Height, cleaning a Pyro ban or doing an EMC 3 ✓

OVERALL SCORE	STRONG			ADEQUATE			IMPROVEMENT NEEDED		
	10	9	8	7	6	5	4	3	2

Assessor's Comments & Recommendation (Safety Officer):			
personal was understood on the HSE related matter and able to explain the safety term accordingly.			
Signature		Assessment Date	**12/1/ 2025**
Name	**AHMAD BIN AB MAJID**	Position	**SNR. EXECUTIVE, HSSE & FACILITY HSSE DEPARTMENT**

FSM / OM Comments & Recommendation:			
- good understanding in term of policy & safety.			
Signature		Assessment Date	**12/1/ 2025**
Name	**KHAIRUL RIDHWAN AZIZAN**	Position	**FIELD SERVICES MANAGER (FSM)**