

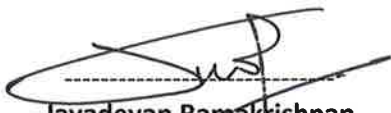




DIMENSION BID

WIRELINE INTERVENTION | PERFORATION SERVICES

ONSITE & FIELD HSSE TRAINING PROCEDURE DBSB-HSSE-25

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AMENDMENT RECORDS

This sheet will record all amendment of this Procedure. All particulars of the amendment shall be stated clearly. The HSSE Department of Dimension Bid (M) Sdn. Bhd. (DBSB) shall be responsible for the maintenance and update of this record sheet.

CLASSIFICATION	DATE	REVISION PART	REASON/PURPOSE OF REVISION
Original Issue	20/11/2015	Establishment of procedure	Nil

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1.0 ABBEREVIATIONS & DEFINITIONS

OSHA	Occupational Safety Health Act
OJT	On Job Training
PPE	Personal Protective Equipment.
HUET	Helicopter Underwater Escape Training
H2S	Hydrogen Sulfide

2.0 INTRODUCTION

Training is one of the most important components within our company's safety management system. It gives employees an opportunity to learn their jobs properly, bring new ideas into the workplace, reinforce existing ideas and practices, and it helps to put our Safety and Health Program into action.

Everyone in our company will benefit from safety and health training through fewer workplace injuries and illnesses, reduced stress, and higher morale. Productivity, profits, and competitiveness will increase as production costs per unit, turnover, and workers compensation rates lower.

3.0 MANAGEMENT COMMITMENT

We **DIMENSION BID (M) SDN BHD** will provide the necessary funds and scheduling time to ensure effective safety and health training is provided. This commitment will include paid work time for training and training in the language that the worker understands. Both management and employees will be involved in developing the program.

To most effectively carry out their safety responsibilities, all employees must understand (1) their role in the program, (2) the hazards and potential hazards that need to be prevented or controlled, and (3) the ways to protect themselves and others.

We will achieve these goals by:

- educating everyone on the natural and system consequences of their actions.
- educating all managers, supervisors and employees on their safety management system responsibilities.
- educating all employees about the specific hazards and control measures in their workplace.

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- training all employees on hazard identification, analysis, reporting and control procedures; and
- training all employees on safe work procedures and practices

Our training program will focus on health and safety concerns that determine the best way to deal with a particular hazard. When a hazard is identified, we will first try to remove it entirely. If that is not feasible, we will then train workers to protect themselves, if necessary, against the remaining hazard.

Once we have decided that a safety or health problem can best be addressed by training (or by another method combined with training), we will follow up by developing specific training goals based on those particular needs.

Employees.

At a minimum, employees must know the general safety and health rules of the worksite, specific site hazards and the safe work practices needed to help control exposure, and the individual's role in all types of emergency situations. We will ensure all employees understand the hazards to which they may be exposed and how to prevent harm to themselves and others from exposure to these hazards.

We will commit available resources to ensure employees receive safety and health training during the circumstances below.

- Whenever a person is hired – New Comers Safety Induction including an overview of company safety rules, and why those rules must be followed.
- Whenever an employee is given a new job assignment --during formal classroom training, and again, when the supervisor provides specific task training. It's extremely important that supervisors emphasize safety during initial task assignment.
- Whenever new work procedures are begun --during formal classroom training and supervisor on-the-job training.
- Whenever new equipment is installed --if new hazards are introduced.
- Whenever new substances are used --hazard communication program may apply by using signage and briefing to all employees.
- The bottom line --train safety whenever a new hazard is introduced to the employee.

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Employees must know they are responsible for complying with all company safety rules, and that most accidents will be prevented by their safe work practices. They must be very familiar with any personal protective equipment required for their jobs. They must know what to do in case of emergencies.

Each employee needs to understand that they are not expected to start working a new assignment until they have been properly trained. If a job appears to be unsafe, they will report the situation to their supervisor.

Supervisors.

Supervisors will be given special training to help them in their leadership role. They will be taught to look for hidden hazards in the work under their supervision; insist on the maintenance of the physical protection in their areas; and reinforce employee hazard training through performance feedback and consistent enforcement when necessary.

We will commit necessary resources to ensure supervisors understand the responsibilities below and the reasons for them:

- Detecting and correcting hazards in their work areas before they result in injuries or illnesses.
- Providing physical resources and psychosocial support that promote safe work.
- Providing performance feedback and effective recognition and discipline techniques.
- Conducting on-the-job training

Supervisors are considered the primary safety trainers. They will also receive training on how to apply fair and consistent recognition and discipline. Supervisor training may be provided by the supervisor's immediate manager, by the Safety Department, or by outside resources.

Managers.

All line managers must understand their responsibilities within our Safety and Health Program. This may require classroom training and other forms of communication. Formal classroom training may not be necessary.

The subject can be covered periodically as a part of regular management meetings.

Managers will be trained in the following subject areas:

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- the elements of the safety management system, and the positive impact the various processes within the system can have on corporate objectives.
- their responsibility to communicate the Safety and Health Program goals and objectives to their employees.
- their role that includes making clear assignments of Safety and Health Program responsibilities, providing authority and resources to carry out assigned tasks, and holding subordinate managers and supervisors accountable; and
- actively requiring compliance with mandatory Safety and Health Program policies and rules and encouraging employee involvement in discretionary safety activities such as making suggestions and participation in the safety committee.

Training will emphasize the importance of managers' visibly showing their commitment to the safety and health program. They will be expected to set a good example by scrupulously following all the safety and health rules themselves.

Incentives, Recognition and Reward

The purpose of an effective incentive/recognition process is to motivate employee involvement and build ownership in our safety culture. When employees make suggestions that improve our safety training, we will formally recognize their contributions.

When employees make a significant contribution that meets established criteria, we will recognize and award tangible rewards. Employees will submit all suggestions directly to immediate supervisors. Supervisors are authorized to recognize/reward employee's on-the-spot when the suggestion substantially improves the training process or content.

4.0 TRAINING AND ACCOUNTABILITY

We understand that training without accountability is ineffective. Our safety culture must support training. A culture of consequences is essential. To help make sure our efforts in safety and health are effective we have developed methods to measure performance and administer consequences. Supervisors and managers must understand that their first responsibility is to make sure they have met their obligations to their employees before considering disciplinary action.

Managers and safety staff will be educated on the elements (processes) within the safety accountability system. The safety committee will be trained on, and continually evaluate, our safety accountability system. Training will focus on improving the Safety and Health Program whenever hazardous conditions and unsafe or inappropriate behaviors are detected.

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Safety orientation will emphasize that compliance with safety policies, procedures, and rules as outlined in the safety plan is a condition of employment. Discipline will be administered to help the employee increase desired behaviors, not to in any way punish.

An explanation of the natural and system consequences of behavior/performance will be addressed in every safety training session.

5.0 TYPES OF TRAINING

Required rules-related training will be conducted according to guidelines detailed in OSHA Act, Environment Quality Act, Factories and Machinery Act, Atomic Energy Licensing Act and Fire Services Act.

DIMENSION BID (M) SDN BHD will ensure Safety and Health Program training is in full compliance with OSHA standards.

- **General Safety Induction:** General safety information is communicated to employees. No measurement of knowledge, skills, and abilities are required.
- **Specific Safety Training:** Specific safety information and instruction on performing safe procedures and practices. SKA's are measured/tested. Employees must meet established criteria for SKA's to successfully complete the course.

New Comers Induction.

The format and extent of orientation training will depend on the complexity of hazards and the work practices needed to control them. Orientation will include a combination of initial classroom and follow-up on-the-job training (OJT).

- For some jobs, orientation may consist of a quick review of site safety and health rules; hazard communication training for the toxic substances present at the site; training required by relevant OSHA standards, e.g., fire protection, lockout/tagout, etc; and, a run-through of the job tasks. This training will be presented by the new employee's supervisor or delegated employee.
- For larger tasks with more complex hazards and work practices to control them, orientation will be structured carefully. We will make sure that our new employees start the job with a clear understanding of the hazards and how to protect themselves and others.

We will follow up supervisory training with a buddy system, where a worker with lengthy experience is assigned to watch over and coach a new worker, either for a set period of time or until it is determined that training is complete.

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Whether the orientation is brief or lengthy, the supervisor will make sure that before new employees begin the job, they receive instruction in responding to emergencies. All orientation training received will be properly documented.

On-the-Job Training (OJT).

OJT training relates principles and theories to work skills that are then taught and applied in the work environment. OJT is designed to reinforce formal classroom training. All new-hire employees require training to perform their jobs effectively. In this regard, OJT is an essential supplement to formal classroom training. OJT assignments may be provided concurrently with formal training to emphasize and complement material covered in formal training courses.

Time allotted to accomplish OJT assignments should be compatible with the new hire's current knowledge, skill, and experience levels. The employee's supervisor should assess the employee's ability to successfully complete OJT training.

Contract workers.

Will receive training to recognize our specific workplace hazards or potential hazards.

DIMENSION BID (M) SDN BHD don't practice hire contract workers to work on site.

Experienced workers.

Will be trained if the installation of new equipment changes their job in any way, or if process changes create new hazards or increase previously existing hazards.

All workers.

Will receive refresher training as necessary to keep them prepared for emergencies and alert them to ongoing housekeeping problems.

Personal Protective Equipment (PPE).

Workers needing to wear personal protective equipment (PPE) and persons working in high risk situations will need special training. Supervisors and workers alike must be taught the proper selection, use, and maintenance of PPE. Since PPE sometimes can be cumbersome, employees may need to be motivated to wear it in every situation where protection is necessary.

Therefore, training will begin with a clear explanation of why the equipment is necessary, how its use will benefit the wearer, and what its limitations are.

Individual employees will become familiar with the PPE they are being asked to wear. This is done by handling it and putting it on. Training will consist of showing employees how to put the equipment on, how to wear it properly, and how to test for proper fit and how to

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maintain it. Proper fit is essential if the equipment is to provide the intended protection. We will conduct periodic exercises in finding, donning, and properly using emergency personal protective equipment and devices.

Vehicle Driving Awareness.

All workers operating a motor vehicle on the job (on or off premises) will be trained in its safe vehicle operation, safe loading and unloading practices, safe speed in relation to varying conditions, and proper vehicle maintenance.

We will emphasize in the strongest possible terms the benefits of safe driving and the potentially fatal consequences of unsafe practices.

Emergency Response.

We will train our employees to respond to emergency situations. Every employee at every worksite will understand:

- emergency telephone numbers and who may use them.
- emergency exits and how they are marked.
- evacuation routes; and
- signals that alert employees to the need to evacuate,

We **DIMENSION BID (M) SDN BHD** will practice evacuation drills at least semi-annually, so that every employee has a chance to recognize the signal and evacuate in a safe and orderly fashion. Supervisors or their alternates will practice counting personnel at evacuation gathering points to ensure that every worker is accounted for.

We will include procedures to account for visitors, contractors and employees. At sites where fire or any type of emergencies are reasonable possibilities, additional special instruction and drilling will be given.

Monthly Safety and Health Awareness Talk.

At worksites, complex work practices are necessary to control hazards. Elsewhere, occupational injuries and illness are common.

At such sites, we will ensure that employees receive periodic safety and health training to refresh their memories and to teach new methods of control. New training will also be conducted as necessary when OSHA standards change or new standards are issued.

Where the work situation changes rapidly, weekly meetings will be conducted as needed. These meetings will remind workers of the upcoming week's tasks, the environmental

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changes that may affect them, and the procedures they may need to protect themselves and others.

Identifying types of HSSE training.

Few basic HSSE trainings need to be apply by all the segments (Slick-Line Operation, E-Line Operation & Coiled Tubing Operation) as below:

- Offshore Safety Orientation – Offshore Crew.
- Sea Survivor – Offshore Crew.
- Basic Fire Fighting – All employees.
- Basic First Aider – All employees.
- H.U.E.T – Helicopter Underwater Escape Training – Offshore Crew.
- Permit To Work – Selected employees (as request by operating client).
- Basic H2S Training – Selected employees (as request by operating client).
- Basic Chemical Safe Handling Training.
- Noise Training.
- Forklift Training.
- Mechanical Lifting Training.
- Driving Training – Company vehicles drivers.

Monitoring the Training Program

Monitoring the employee's progress through the developmental period is critical to ensure success of the training program. Monitoring provides information to the supervisor regarding the benefits and effectiveness of the training received.

In addition, it provides information on the ability of the employee to achieve training goals and objectives. Both the employee's supervisor and training staff play major roles in the monitoring process. To ensure adequate monitoring of the safety training program the actions below must occur.

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- The supervisor will ensure that each employee has completed the necessary prerequisites before the start of work.
- The supervisor will review the employee's performance of task assignments.
- The supervisor will conduct a review with the new-hire employee following each required training activity. This review provides the supervisor with information on the progress of the employee and can assist in identifying areas requiring further training.
- When the supervisor determines that the new-hire employee has sufficient experience to successfully complete a task, the OJT review may be discontinued.
- The supervisor and employee will complete training documentation.

Safety and Health Training Program Evaluation

An evaluation of the effectiveness of the training program will be conducted once the employees complete the training with 3rd party approved vendors or consultants. Staff from HR department will interview managers, supervisors and employees who have participated in the program to determine the effectiveness of the training, and to obtain suggestions for program improvement.

Evaluation will help determine whether the training provided has achieved its goal of improving employee safety and performance. When carefully developed and carried out, the evaluation will highlight training program strengths and identify areas of weakness that need change or improvement.

- Evaluation will include analysis of employee attendance at training sessions. Training will not work for an employee who does not show up. Absenteeism can signal a problem with the worker, but it can also indicate a weakness in training content and presentation.
- We will determine whether the training provided has achieved its goal of improving employee safety performance. Evaluation will highlight training program strengths and identify areas of weakness that need change or improvement.

Reference

Attachment

Dimension Bid Coiled Tubing HSSE Training Appendix

Dimension Bid Course Evaluation Form

[illegible]

COURSE EVALUATION FORM

Course Name:	Session Start Date:
Course Location:	Session End Date:
Vendor / Instructor Name(s):	

Mark only one response per statement. The correct way to mark your response is shown below.

Correct Mark: ★

Incorrect Marks:   

NEU-DIMENSION SDN BHD: (Mark only one)

By Division

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> President's Office | <input checked="" type="checkbox"/> Legal | <input checked="" type="checkbox"/> Subsurface Data Services |
| <input checked="" type="checkbox"/> Supply Chain | <input checked="" type="checkbox"/> Corporate Services | <input checked="" type="checkbox"/> Subsurface Reservoir Studies |
| <input checked="" type="checkbox"/> Sales & Marketing | <input checked="" type="checkbox"/> Slickline Services | <input checked="" type="checkbox"/> Neural Oilfield Services |
| <input checked="" type="checkbox"/> Finance | <input checked="" type="checkbox"/> Cased Hole Services | <input checked="" type="checkbox"/> Well Test Services |
| <input checked="" type="checkbox"/> HSSE | <input checked="" type="checkbox"/> Coiled Tubing Services | <input checked="" type="checkbox"/> International Business |
| <input checked="" type="checkbox"/> Human Resource | <input checked="" type="checkbox"/> Subsurface Data Services | <input checked="" type="checkbox"/> Other _____ |

Your Department: _____

Your Length of Service with ND: (Mark only one)

- ☒ 0 - 6 mths
 ☒ 6 - 12 mths
 ☒ 1 - 2 years
 ☒ 2 - 5 years
 ☒ 5 - 10 years
 ☒ 10 - 15 yrs
 ☒ Above 15 yrs

PRE-COURSE COMMUNICATION (Answer this section for all training programs)

- My supervisor and I discussed the objectives of this course and what I am expected to learn and/or apply upon completion of this training.

<input checked="" type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
---	--
- The pre-course communications were clear.

<input checked="" type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
---	--
 - The pre-course communications were timely.

<input checked="" type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
---	--
- If "No" for questions 1 or 2 above, please explain: _____

COURSE EFFECTIVENESS & APPLICABILITY

Answer this section for **all training programs**

	To a Very Little Extent	1	2	3	4	5	To a Very Great Extent
4. The instructional methods were effective and appropriate for achieving the course objectives.	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
5. There were opportunities for meaningful interaction to test and reinforce my learning.	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
6. The course materials were appropriate and enhanced my learning.	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
7. The content was presented in a way that maintained my interest.	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
8. The training effectively addressed the objectives of this course.	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
9. I achieved the learning objectives of this course.	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
10. This training is applicable to my:							
a) Current assignment.	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
b) Next assignment and/or career development.	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
11. The location where I took this course provided a quality environment to support my learning experience.	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
12. This training was available to me:	<input checked="" type="checkbox"/>	Too soon	<input checked="" type="checkbox"/>	Too late	<input checked="" type="checkbox"/>	At about the right time	
13. The length of the course was:	<input checked="" type="checkbox"/>	Too long	<input checked="" type="checkbox"/>	Too short	<input checked="" type="checkbox"/>	About right	
14. The pace of the course was:	<input checked="" type="checkbox"/>	Too fast	<input checked="" type="checkbox"/>	Too slow	<input checked="" type="checkbox"/>	About right	

COURSE EFFECTIVENESS & APPLICABILITY

Answer this section for **instructor-led programs**
(e.g., Classroom, Virtual Classroom, NetMeeting, etc.)

	To a Very Little Extent	1	2	3	4	5	To a Very Great Extent
15. The instructor(s) were:							
a) Knowledgeable about the course topic.	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
b) Responsive to questions.	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
c) Effective in communicating course concepts	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Answer this section for **eLearning programs and/or modules**
(e.g., CD-ROM, Web Site, electronically delivered material, etc.)

16. The eLearning material was easy to use (e.g., clear instructions on how to access and use the eLearning tool, easy to navigate through the material, etc.).	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
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COURSE EFFECTIVENESS & APPLICABILITY		To a Very Little Extent					To a Very Great Extent				
Answer this section for all training programs		1	2	3	4	5					
17.	Overall, the course was a worthwhile learning experience.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
18.	My work environment will support the use of this training on the job.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
19.	Which course topics, concepts, tools, activities and/or presenters provided the most value for you?	<div><div></div><div></div><div></div><div></div><div></div></div>									
20.	How could this course be improved? (Please specify changes required for specific course topics/modules.)	<div><div></div><div></div><div></div><div></div><div></div></div>									
21.	When you return to work, what additional action (or change) is required in order for you to apply what you have learned in this course?	<div><div></div><div></div><div></div><div></div><div></div></div>									
22.	Additional comments:	<div><div></div><div></div><div></div><div></div><div></div></div>									

ATTENDED BY :	HOD/ IMMEDIATE SUPERIOR REVIEWED BY :
Signature :	Signature :
Name :	Name :
Designation :	Designation :
Date:	Date:

TO BE COMPLETED BY HOD/ IMMEDIATE SUPERIOR

Comment:			
Would you recommend this training? (tick v)	YES		NO