



# 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.

NAME	MUHAMMAD HAHMI BIN SHAMSUL BAHRI
DATE OF JOIN	04/07/2022
CONTACT NO.	018-9704660
RECEIVED DATE	04/07/2022
DATE COMPLETED	23/08/2023



**A. Wireline Operation Basic Safety Protection**

**1. Personal Protective Equipment**

1.1 What is definition of Person Protective Equipment

equipment worn to minimize exposure to hazard that cause serious workplace injuries and illness

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

coverall, hard hat, safety glasses, safety shoes, impact gloves ear plug

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

- working on or around hot, wet or slippery surfaces
- working when electrical hazards are present
- handling the hazardous substances and uncontained chemicals
- working at the high place or place with high tendency of falling objects
- working around overhead tools or machinery
- working with highly toxic chemicals or dusty environment

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

- coverall
- hard hat
- safety glasses
- safety shoes
- impact gloves

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

- coverall
- safety gloves
- safety boots
- safety hat
- safety glasses
- respiratory protection
- H<sub>2</sub>S detectors

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**2. Responsibility**

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

- Taking care of your own health and safety and that of others
- Not putting anyone at risk through what you do or neglect to do.

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

- wear full PPE
- Doing work with the right skill and careful

**2.3 When should we do housekeeping?**

- Cleaning the site and ensure all the materials or equipment are kept in their suitable place after have been used.

**2.4 Why housekeeping is important?**

- To prevent injuries and illnesses at work place
- To prevent or minimize accident and incident

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

- Tell him to stop the work first then teach him the right skill
- make sure they are working in safe condition.

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### 3. Policies

3.1 List down all DB policies in regards to HSE

- Driving Policy
- Drugs & Alcohol policy
- Harassment in the workplace policy
- HSE policy
- PPE policy
- Smoking & Vaping policy
- Stop work policy

3.2 What is HSE Policies

- work with zero damage to assets and towards prevention of pollution
- create a culture for only safe, healthy and environment friendly work practices
- protect the environment by prevention of pollution reduce waste and minimize the consumption of resources.

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

- The purpose of this procedure to establish a culture when all employees are provided with the authority to stop work
- situation when there is a belief that: people including colleagues, co-worker, other personnel are at risk or in danger.

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**4 Hazard ID and Incident Reporting**

4.1 How can we report hazard or unsafe act?

write at Hazard Hunt card / UCUX.

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

- inform person in charge
- Get help
- Investigated incident

4.3 What is the incident reporting process?

- near miss
- incident
- accident

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

Purpose to reduce any incident or accident when happen and to make sure all people to be aware with safety anytime.

4.5 Please explain what is Near Miss

unplanned event that has the potential to cause injury.

4.6 In case of emergency,

a) Firstly what should you do?

inform other around, and assemble at assembly point

b) Where is DB assembly point (Base)?

near open yard gate

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4.7 Where can you find the emergency contact Number?

at white board or information board. / emergency board

## 5. Operational Safety

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

- recognize hazard
- perform assessment
- Discribe hazard

5.2 What is the purpose of Safety Morning Meeting

- to know what job to do
- current operation
- safety talk to people to be aware about safety

5.3 What is the purpose of briefing and Debriefing

- TO discuss work program
- Debriefing after job complete to inform person in charge about program.

5.4 What is Permit To Work (PTW)

- permit to work is formal written system used to control certain type of work
- TO identify hazard before do the work

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

- job safety analysis is to identify hazard, control ~~before do the w~~ barrier at work site before do the work.

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

- use correct hand tool
- wear correct PPE

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

- Engine must offline
- use correct hand tool
- use stairs when diesel tank is high area.

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

- document giving permission to perform a job

5.9 When do we apply the work permit

- Before start the work

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

- Test at safe area
- Barricade area test
- make announcement before start the test

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

- check any leak at connection
- Do not stand at line at fire
- secure hose with whip check

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

- To ensure team members understand job scope, safety and responsibility each other

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

- Stop work and inform person in charge.

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

- Get permit approval
- identify hazard at work area
- connection of equipment
- Hose leaking

**Others**

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

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