

# 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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## **A. WIRELINE OPERATION BASIC SAFETY PROTECTION**

### **A.1. PERSONAL PROTECTIVE EQUIPMENT**

#### **1.1 What is definition of Person Protective Equipment**

Equipment worn to minimize exposure to hazards that cause serious workplace injuries and illness.

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

- Eye & Face Protection
- Hearing Protection
- Hand & Skin Protection
- Body Protection
- Head Protection
- Foot Protection
- Respiratory Protection

#### **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**

- Safety Glass
- Gloves
- Hard Hat
- Safety Shoes
- Coverall
- Earplugs

#### **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





## A.2. RESPONSIBILITY

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

- Properly wear PPE as required at worksites.  
Attend PPE training.  
Care for, clean and maintain PPE.  
Inform supervisor or location HSSE of needs for replacement.

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

- Wear PPE
- Inspect Tools
- Use Proper Tools
- Follow Manufacturer Guidelines
- Clean Work Area
- Report Defects

### 2.3 When should we do housekeeping?

- Regularly
- After Work
- After Maintenance
- After Spills
- Before Inspections
- When Clutter Accumulates

### 2.4 Why housekeeping is important?

- To reduce illnesses and injuries and promotes positive behaviors, habits, and attitudes.  
Improve productivity (Tools and materials will be easy to find).  
To reduce the hazards such as tripping and slipping.  
Better hygienic conditions leading to improved health.  
Lower the worker exposures to hazardous products (Dusts, vapors, etc.)  
More efficient equipment cleanup and maintenance.

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

- Stay Calm
- Stop the Act
- Inform Them
- Report It
- Offer Help



### A.3. POLICIES

#### 3.1 List down all DB policies in regards to HSE

- Driving Policy
- Drugs & Alcohol Policy
- Harassment In The Workplace Policy
- HSSE Policy
- PPE Policy
- Smoking & Vaping Policy
- Stop Work Policy

#### 3.2 What is HSE Policies

HSE Policies (Health, Safety, and Environmental Policies) are guidelines set by a company to ensure the well-being of employees, protect the environment, and promote safe work practices.

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

The purpose of a "STOP WORK" policy is to empower employees to halt any work activity immediately if they believe it is unsafe or poses a risk to health, safety, or the environment.

### A.4. HAZARD ID AND INCIDENT REPORTING

#### 3.4 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.





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

If notice any potential hazards, unsafe acts or absence of suitable control measures, the employees must take appropriate action to prevent potential hazard from being realized.

### 3.6 What is the incident reporting process?

- Observe the unsafe act or unsafe condition.
- Intervene/Action
- Findings writing
- Agreed Solution
- Follow up(if any)
- Closure

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

The purpose of a Hazard Hunt is to actively search for and identify potential dangers or risks in the workplace before they cause harm. By spotting hazards early, you can take steps to fix or eliminate them, which helps prevent accidents and keeps everyone safe.

### 3.8 Please explain what is Near Miss

A Near Miss is an incident where no one was hurt, but it could have led to an accident. It's a close call that helps identify potential hazards to prevent future incidents.

### 3.9 In case of emergency,

#### a) Firstly what should you do?

In case of emergency, firstly, you should ensure your own safety by moving to a safe location and assessing the situation.



b) Where is DB assembly point (Base)?

\*Behind warehouse 41

3.10 Where can you find the emergency contact Number?

- At warehouse door

#### A.5. OPERATIONAL SAFETY

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

By performing Job Hazard Analysis.  
Identify hazards before they occur.

5.2 What is the purpose of Safety Morning Meeting

The purpose of a Safety Morning Meeting is to review safety protocols, discuss potential hazards, and share important safety information to ensure everyone is aware and prepared for the day's work.

5.3 What is the purpose of briefing and Debriefing

Briefing is to provide essential information and instructions before starting a task or project to ensure everyone understands their roles and safety procedures.

Debriefing is to review and discuss what happened after completing a task or project, including any issues or lessons learned, to improve future performance and safety.

5.4 What is Permit To Work (PTW)

PTW is a written record which authorized specific work at specific location for a specific period of time.





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

Job Safety Analysis (JSA) involves examining a task step-by-step to identify potential hazards and determine how to perform the task safely. By analyzing each step, you can implement controls and safety measures to prevent accidents, ensuring a safer work environment.

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

- Wear PPE
- Disconnect Power
- Inspect Tools
- Use Proper Tools
- Follow Guidelines
- Keep Area Clean
- Ensure Lighting
- Report Issues
- Store Tools Safely
- Train Workers

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

- Turn Off Equipment
- Use Proper Containers
- Avoid Spills
- Ventilation
- Check for Leaks
- Wear PPE
- Follow Procedures

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

A work permit is an official document that authorizes specific work activities and outlines safety procedures to ensure that tasks are performed safely.

- Ensure Safety
- Compliance
- Control Risks
- Communication
- Documentation



## 5.9 When do we apply the work permit

- Hot work permit
- Cold work permit
- Electrical work permit
- Radioactive work permit
- Lifting permit

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

- Follow Procedures
- Wear PPE
- Check Equipment
- Secure Area
- Test in Controlled Conditions
- Monitor Pressure
- Ensure Proper Ventilation
- Have Emergency Procedures
- Report Issues

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

- Turn Off Power
- Verify Isolation
- Use PPE
- Check for Damage
- Follow Procedures
- Ensure Proper Ventilation
- Monitor Conditions
- Have Emergency Plans
- Notify Personnel

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

- Ensure Understanding
- Identify Risks
- Clarify Roles
- Enhance Safety
- Improve Coordination

### How it works:

- Review
- Discuss Hazards
- Agree on Measures
- Assign Responsibilities
- Document and Implement





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

- Stop Work
- Notify Supervisor
- Report
- Take Precautions
- Follow Up

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

- Obtain a Hot Work Permit
- Inspect the Area
- Ensure Proper Ventilation
- Wear PPE
- Prepare Fire Extinguishers
- Communicate
- Follow Safety Procedures
- Monitor the Area

#### 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