




# 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	SEAMUS SAGING	 GAZALI MEHRY Operation Manager Dimension Bid (M) Sdn Bhd Labuan Warehouse Slickline Services 7/3/25
DATE OF JOIN	15.04.2024	
CONTACT NO.	014-9984803	
RECEIVED DATE	25.02.2025	
DATE COMPLETED	07.03.2025	



## A. WIRELINE OPERATION BASIC SAFETY PROTECTION

### A.1. PERSONAL PROTECTIVE EQUIPMENT

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

Personal Protective Equipment (PPE) refers to any clothing, gear, or equipment designed to protect individuals from potential hazards in the workplace or other environments. PPE is intended to minimize exposure to risks that could cause injuries or illnesses.

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

1. Coverall ✓
2. Safety boots ✓
3. Safety glove ✓
4. Hearing protection ✓
5. Safety glasses ✓
6. Safety hat ✓

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

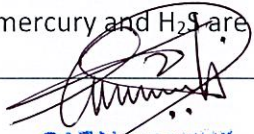
1. ✓ Working on or around hot, wet or slippery surfaces
2. ✓ Working when electrical hazard are present
3. ✓ Handling the hazardous substance and uncontaminated chemical
4. ✓ Working at the high place or place with high tendency of falling objects
5. ✓ Working around overhead tools or machinery
6. ✓ Working with highly toxic chemicals or dusty environment

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

1. ✓ Coverall
2. ✓ Safety boots
3. ✓ Safety glove
4. ✓ Hearing protection
5. ✓ Safety glasses
6. ✓ Safety hat
7. ✓ Respiratory protection

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

1. ✓ Coverall
2. ✓ Safety boots
3. ✓ Safety glove
4. ✓ Safety glasses
5. ✓ Safety hat
6. ✓ Respiratory protection
7. ✓ H<sub>2</sub>S detectors

  
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## A.2. RESPONSIBILITY

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

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. ✓

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

1. Ensure safety equipment are being used ✓
2. eliminate any potential safety hazards and ✓
3. making sure environment are in the best conditions for work ✓

### 2.3 When should we do housekeeping?

1. At the Start of Each Shift. Begin each day by checking work areas for cleanliness and potential hazards. ✓
2. During the Shift. Housekeeping should be an ongoing process throughout the day. Employees should tidy their work areas as they go, keeping tools and materials organized to avoid clutter that can lead to accidents. ✓
3. At the End of Each Shift: Before leaving, employees should ensure that their workspace is clean, tools are returned to their proper places, and materials are safely stored or disposed of. ✓

### 2.4 Why housekeeping is important?

Housekeeping is important because it prevents accidents, promotes health and hygiene, improves productivity, boosts employee morale, ensures compliance with safety regulations, extends equipment life, enhances workplace aesthetics, reduces environmental impact, and supports emergency preparedness. ✓

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

1. Speak up and tell them why the behavior is a safety risk ✓
2. Immediately tell supervisor or employer about it so they can take action to address the situation, act or behavior. ✓
3. Make a report in hazard hunt form or also known as ACT card / UCUA card ✓

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### A.3. POLICIES

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

1. ✓ Driving policy
2. ✓ Drugs and alcohol policy
3. ✓ Harassment in the workplace policy
4. ✓ HSE policy
5. ✓ PPE policy
6. ✓ Smoking and vaping policy
7. ✓ Stop work policy

#### 3.2 What is HSE Policies

HSE policies are a set of guidelines, rules, and procedures developed by an organization to ensure the health, safety, and well-being of employees, visitors, and the environment. These policies outline the organization's commitment to maintaining a safe and healthy workplace, preventing accidents, minimizing environmental impact, and complying with relevant laws and regulations.

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

The purpose of a stop work policy is to provide employees with the authority and responsibility to halt any work or activity that they believe poses an immediate danger to health, safety, or the environment.

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

#### 3.4 How can we report hazard or unsafe act?

Workers can raise health and safety issues by:

1. Talking to a manager or supervisor.
2. Completing a hazard/incident report form.
3. Raising it at a staff meeting.



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

Attend to anyone who got hurt and get medical attention and care immediately. Then file an incident report as soon as possible and inform everything to person in charge

3.6 What is the incident reporting process?

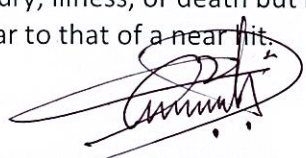
The process of recording worksite events, including near misses, accident and injuries.

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

The purpose of hazard hunt is to inspect all our facilities and locations for any unsafe act/condition hazards. It is very useful to help a company to monitor and take action where control measures need to be improved.

3.8 Please explain what is Near Miss

A near miss is a safety incident that did not result in injury, illness, or death but had the potential to do so. This near miss definition is similar to that of a near hit.

  
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3.9 In case of emergency,

a) Firstly what should you do?

In case of an emergency, stay calm, assess the situation, alert others, activate the emergency response plan, call for help, evacuate if necessary, provide first aid if trained, and follow up with instructions from emergency responders. Help the person involves in emergency if any can be help.

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b) Where is DB assembly point (Base)?

In front of DB front gate

✓

3.10 Where can you find the emergency contact Number?

Near to first aid box

✓

#### A.5. OPERATIONAL SAFETY

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

Done a risk assessment, regulate inspections, wear proper PPE, ongoing and effective training, use safe lifting techniques and create a safe work area.

✓

5.2 What is the purpose of Safety Morning Meeting

The purpose of a Safety Morning Meeting is to discuss and reinforce safety protocols, raise awareness of potential hazards, review any recent incidents or near misses, and ensure that all employees are informed and prepared to work safely throughout the day.

✓

5.3 What is the purpose of briefing and Debriefing

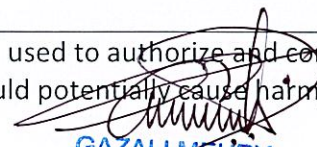
Briefing is to gain important information or instructions, then debriefing is to allow to reflect on their experience as a participant in study and give feedback

✓

5.4 What is Permit To Work (PTW)

A Permit to Work (PTW) is a formal, written system used to authorize and control specific types of high-risk work or activities that could potentially cause harm, such as working with hazardous materials.

✓

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

Job Safety Analysis is commonly called as Job Hazard Analysis (JHA) which is to identify safety elements of each job/task by step and teach the employee on how to avoid potential safety hazard. Its help me to be safe in safety and health awareness, which communication between workers and supervisors is improved, and acceptance of safe work procedures is promoted.

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

Wearing complete protective equipment (PPE), such as gloves, eye protection, safety helmets, safety boots, and coveralls, is a precautionary measure during tool repair. Always be on the lookout for pinch points that could cause pain or injuries. Make sure you handle tools with care. To maintain safety, it is a good idea to maintain housekeeping following tool maintenance.

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

Wearing latex gloves and complete PPE, such as eye protection, safety helmets, safety boots, and coveralls, is a precautionary measure when topping off fuel in a Power pack. Keep fuel and diesel away from your eyes, skin, and other body parts. Make an effort not to breathe in fuel or diesel mists or vaporous. Always mop up any fuel or diesel spills on the floor. After fuel is finished, continue with housekeeping and cleaning.

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

A work permit is a formal document that authorizes high-risk activities, ensuring safety, compliance with regulations, clear roles and responsibilities, and the implementation of necessary precautions to prevent accidents and ensure controlled work environments. We need work permits to ensure safety, control high-risk activities, comply with legal and regulatory requirements, clarify roles and responsibilities, prevent accidents, and promote effective communication in the workplace.

5.9 When do we apply the work permit

Work permit should be apply before we are going to specific location for a specific work.

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

Examine the replacement or condition If the hose is damaged, pressurize gradually and carefully. Make sure all of the connections are tight. Work using both hands, try to do tasks correctly.

✓

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

Check condition/replacement if hose damaged then pressurized slowly and gradually. Ensure whip check is installed. Ensure that all needle valves and air regulator are close, then make sure "0" pressure prior to disconnect hose. Make sure pressure gauge in good condition and verify that test pressure doesn't exceed working pressure.

✓

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

The purpose of all those is to ensure consistent and safe work method. During team meetings, we can identify every potential risk and work together to create an effective course of action to mitigate or eliminate it. By this way, injuries are decreasing, a safe environment is provided, and teamwork allows for optimal performance

✓

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

Report any unhealthy or unsafe situation right away to our supervisor or the HSSE, Fredoline are in charge immediately. I also strive to take responsible measures, such taking reasonable care of myself and others, to avoid doing anything risky.

✓

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

Wear appropriate PPE and ensure all PPE are followed to prevent exposure to flammable gases or vapors. Wear face shield, safety glasses, leather gloves, safety boots, and RFC coverall. Then try to inspect the work area thoroughly before starting. Always test for flammable gases and vapors in the work area before starting hot work.

  
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## 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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## CERTIFICATE OF ATTENDANCE

This Certifies That

**Seamus Saging**

*from Dimension Bid (M) Sdn. Bhd.*

has successfully attended the comprehensive:

**Schedule Waste Awareness Training (SWAT)**

Date: 3<sup>rd</sup> January 2025

*The participant had learned about the Environmental Quality (Scheduled Wastes) Regulations 2005 – P.U. (A) 294/2005 including 17 Regulations, 7 Schedules, Offshore and Logistic schedule waste management, as well as summarization on the Environmental Quality (Amendment) Act 2024 – Act A1712*



**Katheza Binti Abd Taufik**

Trainer

COMPETENT PERSON

Certified Environmental Professionals In Schedule Waste Management (CePSWaM)

Serial No: CePSWaM/06543

