

# SLICKLINE ASSISTANT WORKBOOK

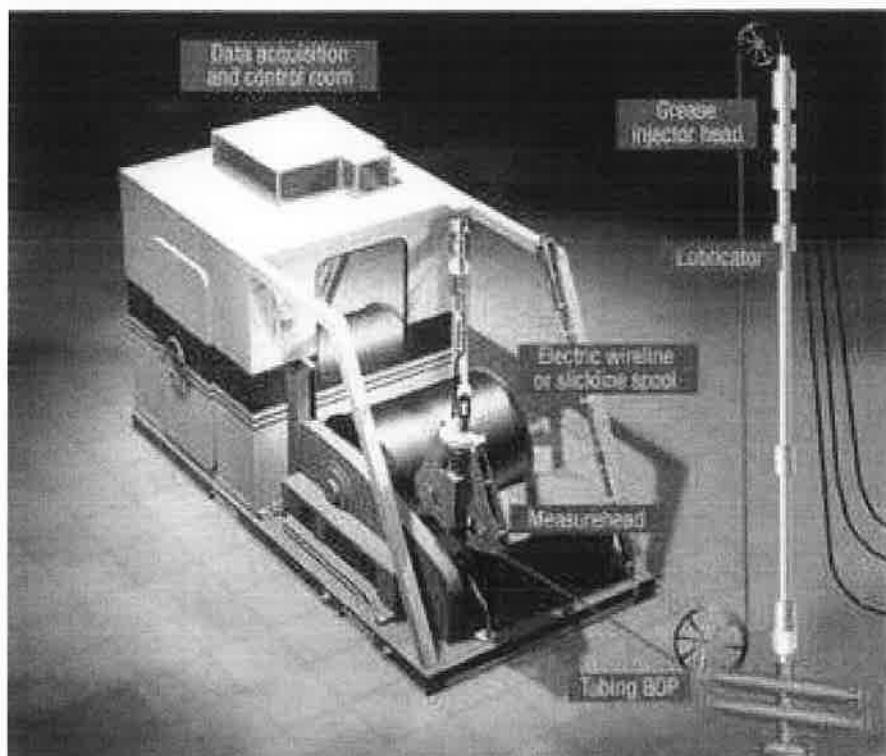
## IMPORTANT NOTE:

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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DATE OF JOIN	13/03/2022
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RECEIVED DATE	05/04/2022
DATE COMPLETED	24/9/23



## Module 1: Basic of Wireline - Equipment and Operation





## A. Wireline Operation Basic Safety Protection

### 1. Personal Protective Equipment

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

Person Protective Equipment (PPE) to protect the worker's body from hazard and injuries.

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

- \* Eye & face protection
- \* Respiratory protection
- \* Hearing protection
- \* Hand & Skin protection
- \* Body protection
- \* Foot protection

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

- \* Working on or around hot, wet or slippery surfaces.
- \* Working around overhead tools or machinery.
- \* Working with highly toxic chemicals or dusty environment.
- \* Working when electrical hazards are present

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

- \* gloves
- \* safety glasses
- \* hard hats
- \* safety shoes

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

- \* Coverall
- \* safety glasses
- \* Safety gloves
- \* Respiratory protection
- \* safety boots
- \* H<sub>2</sub>S detectors
- \* Safety hat

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## 2. Responsibility

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

- Comply ever HSE rule to avoid any accident.

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

- Ensure proper use of equipment, like coverall, ear plug, safety shoes and impact gloves.

### 2.3 When should we do housekeeping?

- After done our work, housekeeping is the process of cleaning the site and ensure all the materials or equipment are kept at their suitable place after have been used it.

### 2.4 Why housekeeping is important?

- To reduce illnesses and injuries and promotes positive behaviors, habits and attitudes.
- Improve productivity
- To reduce the hazard such as tripping and slipping
- More efficient equipment cleanup and maintenance

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

- Notice any potential hazard, unsafe acts or absence of suitable control measures.

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### 3. Policies

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

- |                                       |                            |
|---------------------------------------|----------------------------|
| 1. Driving policy                     | 8. smoking & vaping policy |
| 2. Drugs & Alcohol policy             | 7. Stop work Policy        |
| 3. Harassment In The workplace policy |                            |
| 4. HSE policy                         |                            |
| 5. PPE policy                         |                            |

#### ✓ 3.2 What is HSE Policies

- 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.

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

- STOP WORK policy is to gives personnel the authority and responsibility to require that work be stopped when a dangerous situation is observed.

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## 4 Hazard ID and Incident Reporting

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

All hazards that are found in the workplace should be reported immediately to a supervisor, the safety department or management.

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

- Make sure record any injury in 'Hazard Hunt Form'.

### 4.3 What is the incident reporting process?

1. Observe the unsafe act or unsafe condition 5. Follow up (if any)  
2. Intervene / Action 6. Closure  
3. Findings writing  
4. Agreed solution

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

An awareness campaign where our programs identify and report at least one hazard in their work area.

### 4.5 Please explain what is Near Miss

Near miss is any unplanned event that could've cause physical injury or property loss but didn't.

### 4.6 In case of emergency,

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

First check that I and casualty aren't in any danger. If possible, make the situation safe (assembly point) and call for help.

#### b) Where is DB assembly point (Base)?

Behind warehouse 41

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✓ 4.7 Where can you find the emergency contact Number?

At warehouse door

## ✓ 5. Operational Safety

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

- Attend morning meeting, attend toolbox talk and plan what want do.

✓ 5.2 What is the purpose of Safety Morning Meeting

To reinforce safety standards, introduce new safety requirements and increase employee awareness of potential risks.

✓ 5.3 What is the purpose of briefing and Debriefing

To improve communication and teamwork.

✓ 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?

JSA is systematic procedure that breaks each job/task into key training sequences, identifies safety elements of each job/task step and coaches the employee.

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

- First aid                      - Proper PPE  
- Fire safety  
- Work in group

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

- Safety material such as a gas tester, nose mask, ladder, eye goggles, ropes and act.

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

- PTW is a written record which authorized specific work at specific location for a specific period of time.
- The kind of safeguards required to protect the worker.

✓ 5.9 When do we apply the work permit

- Permit work is more formal system stating exactly work is to be done and when and which parts are safe, and we need a responsible person should access the work and check safety at each stage. The people doing the job sign the permit to show that they understand the risks and precautions.

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

- BOP should be enclosed in a protective cage during use and transportation and stored in the transport frame

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

- Ensure all valves are OFF / CLOSED and the air regulator is turned OFF (Anti-clockwise)

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

- Because involves identifying hazard, assessing risk control to improve people understanding of risks management process and everyone is clear on their roles and responsibilities and how it works by dividing work, good communication with other and follow the scope work.

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

- Report unsafe condition and inform other of the problem, if it is dangerous for you to remove the risk, notify a supervisor right away.

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

- The fitness and readiness to use of all the involved equipment must be tested
- Task - specific personal protective equipment / gear should be available at site and workers must be well - qualified on how to use clean, and store them properly
- All combustible and flammable materials should be kept away from workplace

## 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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