SAFETY ASPECTS IN FUNCTIONAL TRAINING

OISD - STANDARD - 154
First Edition, October, 1993

Oil Industry Safety Directorate
Government of India
Ministry of Petroleum & Natural Gas
8th Floor, OIDB Bhavan, Plot No. 2, Sector – 73, Noida – 201301 (U.P.)
Website: www.oisd.gov.in
Tele: 0120-2593800, Fax: 0120-2593802
OISD-STANDARD - 154
First Edition
October 1993
Amended Edition,
September 2001

FOR RESTRICTED
CIRCULATION

SAFETY ASPECTS IN
FUNCTIONAL TRAINING

Prepared by
COMMITTEE ON TRAINING

OIL INDUSTRY SAFETY DIRECTORATE
8th Floor, OIDB Bhavan,
Plot No. 2, Sector - 73
Noida – 201301 (U.P.)
Preamble

Indian petroleum industry is the energy lifeline of the nation and its continuous performance is essential for sovereignty and prosperity of the country. As the industry essentially deals with inherently inflammable substances throughout its value chain – upstream, midstream and downstream – Safety is of paramount importance to this industry as only safe performance at all times can ensure optimum ROI of these national assets and resources including sustainability.

While statutory organizations were in place all along to oversee safety aspects of Indian petroleum industry, Oil Industry Safety Directorate (OISD) was set up in 1986 Ministry of Petroleum and Natural Gas, Government of India as a knowledge centre for formulation of constantly updated world-scale standards for design, layout and operation of various equipment, facility and activities involved in this industry. Moreover, OISD was also given responsibility of monitoring implementation status of these standards through safety audits.

In more than 25 years of its existence, OISD has developed a rigorous, multi-layer, iterative and participative process of development of standards – starting with research by in-house experts and iterating through seeking & validating inputs from all stake-holders – operators, designers, national level knowledge authorities and public at large – with a feedback loop of constant updation based on ground level experience obtained through audits, incident analysis and environment scanning.

The participative process followed in standard formulation has resulted in excellent level of compliance by the industry culminating in a safer environment in the industry. OISD – except in the Upstream Petroleum Sector – is still a regulatory (and not a statutory) body but that has not affected implementation of the OISD standards. It also goes to prove the old adage that self-regulation is the best regulation. The quality and relevance of OISD standards had been further endorsed by their adoption in various statutory rules of the land.

Petroleum industry in India is significantly globalized at present in terms of technology content requiring its operation to keep pace with the relevant world scale standards & practices. This matches the OISD philosophy of continuous improvement keeping pace with the global developments in its target environment. To this end, OISD keeps track of changes through participation as member in large number of International and national level Knowledge Organizations – both in the field of standard development and implementation & monitoring in addition to updation of internal knowledge base through continuous research and application surveillance, thereby ensuring that this OISD Standard, along with all other extant ones, remains relevant, updated and effective on a real time basis in the applicable areas.

Together we strive to achieve NIL incidents in the entire Hydrocarbon Value Chain. This, besides other issues, calls for total engagement from all levels of the stake holder organizations, which we, at OISD, fervently look forward to.

Jai Hind!!!

Executive Director
Oil Industry Safety Directorate
FOREWORD

The Oil Industry in India is 100 years old. Due to various collaboration agreements, a variety of international codes, standards and practices are in vogue. Standardisation in design philosophies, operating and maintenance practices at a national level was hardly in existence. This lack of uniformity, coupled with feedback from some serious accidents that occurred in the recent past in India and abroad, emphasized the need for the industry to review the existing state of art in designing, operating and maintaining oil and gas installations.

With this in view, the Ministry of Petroleum & Natural Gas, in 1986, constituted a Safety Council assisted by the Oil Industry Safety Directorate (OISD), staffed from within the industry, in formulating and implementing a series of self-regulatory measures aimed at removing obsolescence, standardising and upgrading the existing standards to ensure safer operations. Accordingly, OISD constituted a number of Functional Committees comprising of experts nominated from the industry to draw up standards and guidelines on various subjects.

The present Standard on “Safety Aspects in Functional Training” was prepared by the Functional Committee on “Training”. This standard is based on the accumulated knowledge and experience of Industry members and the various national and international codes and practices.

It is hoped that provisions of this standard if implemented objectively, may go a long way to improve the safety and reduce accidents in Oil and Gas Industry. Users are cautioned that no standard can be a substitute for the judgement of responsible and experienced engineer.

Suggestions are invited from the users after it is put into practice to improve the standard further. Suggestions for amendments, if any, to this standard should be addressed to:

The Co-ordinator,
Committee on
“Training”

OIL INDUSTRY SAFETY DIRECTORATE
8th Floor, OIDB Bhavan
Tower A, Plot No. 2
Sector 73, NOIDA-201 301

This standard in no way supersedes the statutory regulations of Chief Controller of Explosives (CCE), Factory Inspectorate or any other statutory body which must be followed as applicable.
NOTE

OIL INDUSTRY SAFETY DIRECTORATE publications are prepared for use in the Oil and gas industry under Ministry of Petroleum and Natural Gas. These are the properties of Ministry of Petroleum and Natural Gas and shall not be reproduced or copied and loaned or exhibited to others without written consent from OISD.

Though every effort has been made to assure the accuracy and reliability of the data contained in these documents, OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from their use.

These documents are intended to supplement rather than replace the prevailing statutory requirements.

Note 3 in superscript indicates the modification/changes/addition based on the amendments approved in the 19th Safety Council meeting held in September, 2001July, 1999
COMMITTEE
ON
TRAINING
List of Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation &amp; Organisation</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>S/Shri.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>S.R. Mishra</td>
<td>Sr.Mgr.(Corp.Plgn.&amp; Proj)</td>
<td>Leader</td>
</tr>
<tr>
<td></td>
<td>HPCL (Mktg)</td>
<td></td>
</tr>
<tr>
<td>O.Gopalakrishna</td>
<td>Sr.Ops.Mgr(Pipelines)</td>
<td>Member</td>
</tr>
<tr>
<td></td>
<td>IOCL (R&amp;P)</td>
<td></td>
</tr>
<tr>
<td>A.K. Govil</td>
<td>DGM (MS) IOCL (R&amp;P)</td>
<td>Member</td>
</tr>
<tr>
<td>R.J. Kambli</td>
<td>Mgr.(S &amp; PC) IOCL,(MKTG)</td>
<td>Member</td>
</tr>
<tr>
<td>G.C. Baruah</td>
<td>Suptdg.Engr(Prod). OIL</td>
<td>Member</td>
</tr>
<tr>
<td>S.K. Sil</td>
<td>Chief Mgr (Proj-Dept.)</td>
<td>Member</td>
</tr>
<tr>
<td></td>
<td>IOCL (R&amp;P)</td>
<td></td>
</tr>
<tr>
<td>P.K. Datta</td>
<td>DGM (SEM) ONGC</td>
<td>Member</td>
</tr>
<tr>
<td>S.K. Kudaisya</td>
<td>Sr.LPG Opns.Mgr; BPCL (Mktg.)</td>
<td>Member</td>
</tr>
<tr>
<td>M. Bhandari</td>
<td>Chief Engr.(Pipelines), OIL</td>
<td>Member</td>
</tr>
<tr>
<td>N.V. Mani</td>
<td>Joint Director (OISD)</td>
<td>Member Co-ordinator</td>
</tr>
</tbody>
</table>

In addition to the above, several other experts from industry contributed in the preparation, review and finalisation of this Standard.
# SAFETY ASPECTS IN FUNCTIONAL TRAINING

## CONTENTS

<table>
<thead>
<tr>
<th>SL. NO.</th>
<th>DESCRIPTION</th>
<th>PAGE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>INTRODUCTION</td>
<td>1</td>
</tr>
<tr>
<td>2.0</td>
<td>SCOPE</td>
<td>1</td>
</tr>
<tr>
<td>3.0</td>
<td>TRAINING TECHNIQUES</td>
<td>1</td>
</tr>
<tr>
<td>4.0</td>
<td>COURSE DIRECTOR &amp; FACULTY</td>
<td>2</td>
</tr>
<tr>
<td>5.0</td>
<td>COURSE OUTLINE</td>
<td>5</td>
</tr>
<tr>
<td>5.1</td>
<td>SAFETY IN REFINING</td>
<td>5</td>
</tr>
<tr>
<td>5.1.1</td>
<td>Fresh Entrants (Officers &amp; Supervisors)</td>
<td></td>
</tr>
<tr>
<td>5.1.2</td>
<td>All Officers and Supervisors (In Service)</td>
<td></td>
</tr>
<tr>
<td>5.1.3</td>
<td>Fresh Entrance Operators, Technicians and Other Skilled Workmen</td>
<td></td>
</tr>
<tr>
<td>5.1.4</td>
<td>All Skilled Workmen (In Service)</td>
<td></td>
</tr>
<tr>
<td>5.1.5</td>
<td>Semi-skilled &amp; Unskilled Workmen</td>
<td></td>
</tr>
<tr>
<td>5.1.6</td>
<td>Workmen (Operation &amp; Maintenance) in service in LPG Plants</td>
<td></td>
</tr>
<tr>
<td>5.1.7</td>
<td>Operators of Process Unit (In Service)</td>
<td></td>
</tr>
<tr>
<td>5.1.8</td>
<td>Plant Maintenance Personnel</td>
<td></td>
</tr>
<tr>
<td>5.1.9</td>
<td>Chemical Laboratory Personnel</td>
<td></td>
</tr>
<tr>
<td>5.1.10</td>
<td>Warehouse Personnel</td>
<td></td>
</tr>
<tr>
<td>5.1.11</td>
<td>Security Personnel</td>
<td></td>
</tr>
<tr>
<td>5.1.12</td>
<td>Contractor’s Supervisors</td>
<td></td>
</tr>
<tr>
<td>5.1.13</td>
<td>Rail Road Transport Personnel working in the Plant Area</td>
<td></td>
</tr>
<tr>
<td>5.2</td>
<td>SAFETY IN PIPELINE TRANSPORTATION</td>
<td>16</td>
</tr>
<tr>
<td>5.2.1</td>
<td>Fresh Entrant Officers and Supervisors</td>
<td></td>
</tr>
<tr>
<td>5.2.2</td>
<td>Officers (In Service)</td>
<td></td>
</tr>
<tr>
<td>5.2.3</td>
<td>Fresh Entrance Skilled Workmen (Operators, Technicians, Mechanics and Other Skilled Category)</td>
<td></td>
</tr>
<tr>
<td>5.2.4</td>
<td>All Skilled Employees (In Service)</td>
<td></td>
</tr>
<tr>
<td>5.2.5</td>
<td>Semi-skilled and Unskilled Workmen</td>
<td></td>
</tr>
<tr>
<td>5.2.6</td>
<td>Security Personnel</td>
<td></td>
</tr>
<tr>
<td>5.2.7</td>
<td>Contractor’s Supervisors</td>
<td></td>
</tr>
<tr>
<td>5.2.8</td>
<td>Operations Officers</td>
<td></td>
</tr>
<tr>
<td>5.2.9</td>
<td>Operators</td>
<td></td>
</tr>
<tr>
<td>5.2.10</td>
<td>Maintenance Engineers</td>
<td></td>
</tr>
<tr>
<td>5.2.11</td>
<td>Maintenance Mechanics/Technicians</td>
<td></td>
</tr>
<tr>
<td>5.3</td>
<td>SAFETY IN LPG STORAGE, BOTTLING &amp; DISTRIBUTION</td>
<td>25</td>
</tr>
<tr>
<td>5.3.1</td>
<td>Fresh Entrant Officers and Supervisors</td>
<td></td>
</tr>
<tr>
<td>5.3.2</td>
<td>Officers and Supervisors (In Service)</td>
<td></td>
</tr>
<tr>
<td>5.3.3</td>
<td>All Officers in Sales</td>
<td></td>
</tr>
<tr>
<td>5.3.4</td>
<td>Workmen</td>
<td></td>
</tr>
<tr>
<td>5.3.5</td>
<td>Security Personnel</td>
<td></td>
</tr>
<tr>
<td>5.3.6</td>
<td>Railway Officials</td>
<td></td>
</tr>
<tr>
<td>5.3.7</td>
<td>Drivers/Helpers</td>
<td></td>
</tr>
<tr>
<td>5.3.8</td>
<td>Delivery - Boys</td>
<td></td>
</tr>
</tbody>
</table>
5.3.9 LPG Mechanics  
5.3.10 Contractor’s Supervisors  

5.4 SAFETY IN GENERAL MARKETING (POL)  
5.4.1 Fresh Entrants (Officers & Supervisors)  
5.4.2 All Officers and Supervisors (Except those in Sales) In Service  
5.4.3 Officers from Aviation Department  
5.4.4 Officers from Sales Discipline  
5.4.5 Office Staff  
5.4.6 Tank Truck Crew  
5.4.7 Workmen at Field Location  

5.5 SAFETY IN LUBE BLENDING/GREASE MANUFACTURING  
5.5.1 Officers  
5.5.2 Office Staff  
5.5.3 Plant Workmen  

5.6 SAFETY IN DRILLING (ONSHORE)  
5.6.1 Driller/Chemist/Geologist/(New Entrants)  
5.6.2 Driller/Chemist/Geologist In Service  
5.6.3 Mines Manager/Installation Manager  
5.6.4 Officers Engaged in Perforation, Logging and Stimulation  
5.6.5 Drilling Crew - (New Entrants)  
5.6.6 Drilling Crew  
5.6.7 Skilled Workmen (Fresh)  
5.6.8 Skilled Workmen (In Service)  
5.6.9 Unskilled Workmen (Fresh)  
5.6.10 Unskilled Workmen (Fresh)  
5.6.11 Security Personnel  
5.6.12 Contractor’s Supervisors  

5.7 SAFETY IN PRODUCTION (ON SHORE)  
5.7.1 Fresh Entrant Officers  
5.7.2 Officers (in Service)  
5.7.3 Mines Managers & Installation Managers  
5.7.4 Skilled Workmen (Operators, Technicians In Service)  
5.7.5 Fresh, Semi-skilled and Unskilled Workmen  
5.7.6 Semi-skilled and Unskilled Workmen (In Service)  
5.7.7 Security Personnel  
5.7.8 Contractors’ Supervisors  

5.8 SAFETY IN DRILLING AND PRODUCTION (OFFSHORE)  
5.8.1 Personnel Going Offshore for the first time  
5.8.2 All Personnel who work Offshore (Course on Survival at Sea)  
5.8.3 All Personnel who work Offshore (Basic Fire Course)  
5.8.4 Persons working Offshore who are Members of Designated Fire Fighting Team  
5.8.5 Persons Required to Operate Lifeboat (Life Boatman’s Course)  
5.8.6 Crew of Standby Vessel  

6.0 EVALUATION OF SAFETY TRAINING PROGRAMME  
6.1 Basic Criteria  
6.2 Techniques
<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.3</td>
<td>Schedule of Evaluation</td>
<td>60</td>
</tr>
<tr>
<td>6.4</td>
<td>Records of Training</td>
<td>61</td>
</tr>
<tr>
<td>7.0</td>
<td>REFERENCES</td>
<td>61</td>
</tr>
</tbody>
</table>

**ANNEXURES**

- I. PARTICIPANT'S REACTION FORM 62
- II. COURSE REVIEW FOR OFFICER TRAINEES/PROBATIONERS 64
- III. TRAINING SESSION QUESTIONNAIRE 66
- IV. FACULTY RATING SHEET 67
- V. GUIDELINES FOR PREPARING OBJECTIVE TESTS 68
- VI. CHANGE IN ATTITUDE AND RESULTS 69
SAFETY ASPECTS IN FUNCTIONAL TRAINING

1.0 INTRODUCTION

Oil and gas operations like Drilling, Production, Refining, Transportation and Distribution are hazardous. Therefore, safety education and training receives great attention in the Oil Industry. A variety of training courses are conducted by the Oil Companies intended to develop the skills and safety consciousness of employees.

This document attempts to standardise the minimum Safety inputs which should be included in the Functional Training programmes. It is, however, recognised that there could be areas of training other than those identified in this document, where also the need to specify minimum safety inputs would arise. To that end, this document provides a basic framework for development of suitable training programmes.

Compliance with the requirements given in this Standard shall go a long way in ensuring safer operations of the installations in the Oil Industry.

2.0 SCOPE

The scope of this Standard covers the following areas:

(I) Refining (ii) Pipeline Transportation (iii) LPG Storage, Bottling & Distribution (iv) General Marketing (Pol) (v) Lube Blending/Grease Manufacturing (vi) Drilling (Onshore) (vii) Production (Onshore) and (viii) Drilling & Production (Offshore).

Functional training requirements intended to develop the skills for performance of jobs in the respective areas are excluded.

Guidelines on preparation and execution of typical training programmes, use of appropriate training techniques and evaluation of the effectiveness of training programmes are discussed.

Training requirements in the areas of Oil/Gas Exploration are excluded.

This document in no way supercedes the training requirements, stipulated by statutory bodies like the Chief Controller of Explosives, Director General of Mines Safety, Factory Inspectorate, Electrical Inspectorate or other government authorities.

3.0 TRAINING TECHNIQUES

Appropriate training techniques on the following basis should be selected and used in order to attain the objectives of the various training courses outlined in this document:

The techniques and their application are given below:

i) Demonstration

The right way to do a job shall invariably be demonstrated to the trainees in the first place. The right way is also the safe way. Hazards due to wrong procedures, short cuts and their adverse effects etc. should also be highlighted.

ii) Coaching:
This technique should be used to develop individual skills, knowledge and attitude of the participants. This technique is most effective when a one-to-one relationship exists between the trainer and trainee and progressively less effective as it increases to one-to-two, three etc.

iii) Do-it-Yourself Training

When the situation demands that the trainee needs to learn himself and gain confidence while doing the job, this technique should be used. The trainer should monitor the performance and provide help as and when necessary.

iv) Lecture:

This technique should be applied when it is required to transfer information to an audience with controlled content and time.

v) Case Study:

This is an effective technique based on the presentation of case of real events by Trainer/Trainee to highlight the relevant details of the subject matter.

vii) Simulation:

This technique should be used to explain the subject matter with the Simulators/using simulated condition close to the real life situation.

4.0 COURSE DIRECTOR & FACULTY

The guidelines provided in this Section shall be used by Fauly in preparation and execution of safety training courses whether separately or as part of functional training programmes.

4.1 GUIDELINES FOR COURSE DIRECTOR

I) COURSE OBJECTIVE:

Section 5.0 of this document shall be referred for the course objectives. The course objective should clearly and explicitly identify the outcomes a training programme is expected to produce. For example, the aim of basic safety course is:

a) To provide good understanding and identification of the hazards associated with the job.
b) To provide clear understanding of the safe way to perform the job.
c) To evoke correct and prompt response in any emergency situation.

The objective of the course will be that on completion of the course, the trainee should be able to:

a) Recognise hazardous condition at his place of work;
b) Perform his job in accordance with the safe operating procedure;
c) Help rectify an unsafe condition;
d) Escape safely in case of release of toxic gases;
e) Operate fire fighting equipment etc.,

“OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines.”
The more accurately and clearly the objective specifies the training outcome, the more helpful it will be to Course Directors and Faculties in designing their programmes. The objective of the programme should be written down and communicated to the participants in the beginning.

ii) **Target Group:**

The courses mentioned in this document are intended for different groups of persons. In a target group, the academic background, proficiency in language likely to be used in a course and levels of comprehension of subjects to be discussed may vary. Therefore, while inviting participants to a course, it should be clearly stated what is the expected level of knowledge/experience that one should have before he can derive full advantage of the intended course.

If the participants in a group are more or less at the same mental level of comprehension, then it is easier to select the training technique (See Section 3.0) that would be most useful for that target group.

iii) **Climate Setting:**

Effective learning requires setting a climate in a training situation that is conducive to learning. The following factors which help create such climate, should be considered:

a) Persons are more open to learning if they feel respected and not being talked down to, embarrassed or ridiculed.

b) Participation in group exercises where trainees see themselves as mutual helpers rather than rivals.

c) Mutual trust and friendliness between trainees & faculty.

d) Care of human needs such as peaceful environment, comfortable seats, adequate breaks between training sessions, proper lighting and ventilation.

iv) **Course Design:**

The course design should include following factors:

a) Programme layout

b) Selection of faculty

c) Arranging course material/training aids

d) Selection of training techniques (for details see Section 3.0)

e) Field Visits: In case of new entrants, safety devices & procedures should be explained at site also. Adequate time for field visits should be allotted. Field visits during refresher course may also be arranged wherever necessary.

f) Evaluation methodology (for details see Section 6.0)

**4.2 GUIDELINES FOR FACULTY:**

i) **Essential Factors:**

The faculty should take in to consideration following factors while preparing and presenting a topic:

a) Course objective

“OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines.”
b) Target group

c) Time available

d) Feedback from earlier programmes

e) Sequence and structuring of training material.

ii) Training/Lecture Notes

Well written notes are useful training materials and should be made available for ensuring easier learning by the trainees. Since a substantial portion of the course are to be covered in class rooms it is very essential that Training Notes are carefully prepared.

A Training Note should primarily comprise of three sections as follows:

* Introduction: Gets the trainees ready to learn & preview what is to be learned

*Explanation: Presents the information to be learned, including examples and practices.

*Summary: Reviews the information taught, and helps trainees remember and apply it.

The following matters should be considered while preparing a Training Note:

I) Introduction Section:

a) Tell the trainee how the content will help him.

b) Cite authors, research or industry practice on which the notes are based. This is to establish credibility.

c) Start the objectives in terms of skills the trainees will gain.

d) State how the information being taught is related to what trainees already know.

e) Present the information to be learnt in brief yet accurate in form.

II) Explanation Section:

a) Divide the total information into groups, each with a heading. Research shows that trainees can perceive not more than seven pieces of information at one time. Only the information that one needs to know, as related to the training objectives, should be included in the notes. Trainees must not be burdened with unnecessary information.

b) Combine text with illustrations, diagrams photographs etc.

c) Give examples, typical instances of the concepts being taught.

d) Use tables, charts, highlight key points, provide double space between typed lines that help rapid scanning, reading & retrieval.

e) Provide exercises or questions at the end for practice.

f) Include feedback to indicate whether the response to the exercise was correct or not.

*OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines.*
III) Summary Section:
   a) Give a summary of the information, but in a slightly different way. Highlight the key points.
   b) Give a job-aid/checklist/references of documents that can be used by trainees back on the job.

5.0 COURSE OUTLINE

This section specifies the minimum safety inputs to be included in safety or functional training course for various categories of employees in selected areas through individual Course Modules. Hazardous/high risk operation should be specifically highlighted indicating the risks and precautions.

The following points shall also be kept in view:

I) Safety Officers/Fire Officer’s Training:

It is likely that a new incumbent may not have been exposed to the type of safety training prescribed in this standard before taking up his assignment. It shall, therefore, be ensured that such persons are also exposed to the relevant training programmes.

ii) OISD Standards and recommended practices

The faculties shall use the relevant OISD Standards while presenting the topics listed in the course contents, as given in the reference at the end.

II) Refresher Courses:

A number of refresher courses are listed hereafter. However, organisations themselves should select the type of courses and decide how often the refresher courses should be held but the periodicity of a refresher course should not be later than four years. \(^3\)

iv) Offshore Safety Training:

The training courses listed at Section 5.8 are related to survival a sea and fire fighting only. However, the courses listed at Section 5.7 are equally valid for offshore personnel for similar functions.

v) Industrial First Aid

The Industrial First Aid mentioned in the contents is only an appreciation programme and employees may have to be sent for regular first aid programmes for development of necessary skills.

5.1 SAFETY IN REFINING

1. Course Module No.5.1.1

Area: Refineries
Area Code: 100
Course Code: 101
Intended For: Fresh Entrants (Officers & Supervisors)

"OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines."
Duration: Five days

Objective:

To provide knowledge on hazards associated with the job and the safe way to perform the job.

To evoke correct & prompt response in any emergency situation.

Course Content:

I) Principles of Petroleum Refining

ii) Classification Identification of Hazardous Areas.

iii) Knowledge of Petroleum Products, Chemicals Used & their Hazardous Properties.

iv) Safety in Petroleum Industry, Safety Regulations (Statutory & In-company) Accident Prevention

v) Fire-causes, Prevention and Control

vi) Disaster Management Plans, Emergency Procedures & Drills

vii) Safe Handling of Materials and Lifting Equipment.

viii) Supervisor’s Role in Safety

ix) Safety Instruments & Tools

x) Work Permit System

xi) Industrial First Aid

xii) Safe Storage & Handling of Petroleum Products, including Chemicals and Waste Treatment

xiii) Personal Protective Equipment

xiv) Electrical Safety

xv) Housekeeping

xvi) Occupational Health Hazards


2. Course Module No.5.1.2

Area: Refineries

Area Code: 100

Course Code: 102

Intended For: All Officers and Supervisors (in service)
Duration: Three days

Objective:

To refresh and update knowledge on safety and handling emergencies.

Course content:

i) Principles of Petroleum Refining

ii) Classification and Identification of Hazardous Areas.

iii) Knowledge of Petroleum Products, Chemicals Used & their Hazardous Properties.

iv) Safety in Petroleum Industry, Safety Regulations (Statutory & In- company) & Accident Prevention.

v) Fire - Causes, Prevention and Control


vii) Safe Handling over of Equipment Unit for Maintenance

viii) Safe Startup and Shutdown

ix) Safety Instruments & Tools

x) Safe Operation and Maintenance of Critical Equipment

xi) Role of Preventive Maintenance in Safety

xii) Safe Operation and Maintenance Practices

xiii) Personal Protective Equipment.

xiv) Electrical safety

xv) Safety Audit

xvi) Housekeeping

xvii) Occupational Health Hazards

xviii) Work Permit System

Course Module No.5.1.3

Area: Refineries

Area Code: 100

Course Code: 103

Intended for: Fresh Entrant Operators, Technicians and Other Skilled Workmen

Duration: Five days

"OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines."
Objective:
To provide knowledge on the hazards associated with the job and safe way to perform the job.
To evoke correct and prompt response in any emergency situation.

Course Content:

I) Basic Principles of Petroleum Refining.
ii) Classification of Hazardous Areas.
iii) Knowledge of Petroleum Products, Chemicals Used & their Hazardous Properties.
iv) Safety in Petroleum Industry, Safety Regulations (Statutory & In-Company) & Accident Prevention.
v) Fire-Causes Prevention and Control
vi) Work Permit System
vii) Industrial First Aid
viii) Safe Storage and Handling of Petroleum Products, including Chemicals & Waste Treatment
ix) Personal protective Equipment
x) Emergency Procedures & Drills
xi) Safety Instruments and Tools
xii) Safe Handling of materials & Lifting Equipment
xiii) Housekeeping
xiv) Electrical Safety
xv) Occupational and Health Hazards

4. Course Module No.5.1.4

Area: Refineries
Area Code: 100
Course Code: 104

Intended For: All Skilled Workmen (in service)

Duration: Three days

Objective:
To refresh and update knowledge on safety and handling emergencies

Course Content:

“OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines.”
I) Knowledge of Petroleum Products, Chemicals used and their hazardous properties.

ii) Classification of Hazardous Areas.

iii) Fire - Causes, Prevention & Control

iv) Safety in Petroleum Industry, Safety Regulations (Statutory & In-Company) & Accident Prevention.

v) Fire - Causes, Prevention and Control.

vi) Safe Storage and Handling of Petroleum Products, Including Chemicals & Waste Treatment.

vii) Personal Protective Equipment.


ix) Work Permit System

x) Industrial First Aid

xi) Work Permit System

xii) Housekeeping.

xiii) Occupational Health Hazards.

xiv) Electrical Safety.

5. Course Module No.5.1.5

Area: Refineries

Area Code: 100

Course Code: 105

Intended For: Semi-Skilled & Unskilled Workmen

Duration: Two days.

Objective:

To educate about hazards & prevention of fire/accidents and awareness of emergency procedures.

Course Content:

i) Knowledge of Petroleum Products, Chemicals Used and Their Hazardous Properties.

ii) Housekeeping.

iii) Fire - Causes, Prevention & Control.

iv) Safe Storage and Handling of Petroleum Products, Including Chemicals & Waste Treatment.


"OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines."
vi) Personal Protective Equipment.
viii) Safety Instruments and Tools.
ix) Industrial First Aid.
x) Safe Handling of Materials.

6. **Course Module No.5.1.6**

Area: Refineries
Area Code: 100
Course Code: 106

Intended For: Workmen (Operation & Maintenance) in service in LPG Plants.

Duration: Two days

Objective:
To impart specific knowledge about safe operation and maintenance.

**Course Content:**

i) Layout of the Plant

ii) Characteristics of LPG and Associated Hazardous.

iii) Safe Operating and Maintenance Practices.

iv) Fire - Causes, Prevention & Control.

v) Emergency Procedures & Drills.

vi) Safe Operation and Maintenance of Critical Equipment.

vii) Safe Start up and Shutdown.

viii) Statutory Rules and Regulations in Handling LPG.

ix) Safety in Handling LPG in Bulk.

x) Housekeeping.

xi) Work Permit System.

xii) Personal Protective Equipment.

xiii) Industrial First Aid.

xiv) Electrical Safety.

7. **Course Module No.5.1.7**

"OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines."
Area: Refineries
Area Code: 100
Course Code: 107
Intended For: Operators of Process Unit (in service)
Duration: Two days
Objective:
To impart specific knowledge about safe operation of process units.

**Course Content:**

1) Safe Operating Practices.
2) Safe Start up and shutdown
3) Safe Operation of Critical Equipment like Heaters, Columns & Exchangers.
4) Fire-Causes, Prevention & Control.
5) Emergency Procedures & Drills.
6) Safe Handing Over of Equipment for Maintenance
7) Safety in Sampling.
8) Safety in Tank Cleaning
9) Housekeeping
10) Work Permit System
11) Industrial First Aid
12) Electrical Safety
13) Handling/Exposure to Dangerous Chemicals
14) H2S Safety

**Course Module No.5.1.8**

Area: Refineries
Area Code: 100
Course Code: 108
Intended for: Plant Maintenance Personnel.
Duration: Two days
Objective: To impart knowledge of safe maintenance practices.

*OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines.*
Course Content:

I) Work Permit System

ii) Safe Practices in Carrying out Maintenance Works

iii) Safety Instruments and Tools.

iv) Role of Preventive Maintenance & Control.

v) Fire - Causes, Prevention & Control.


vii) Personal Protective Equipment

viii) Special Care in the Maintenance of Critical Equipment

ix) Electrical Safety

x) Industrial First Aid

xi) Housekeeping

xii) Occupational Health Hazards

xiii) Statutory Regulations in Maintenance of Lifting Tackles, Hoists etc.,

9. Course Module No.5.1.9

Area: Refineries

Area Code: 100

Course Code: 109

Intended for: Chemical Laboratory Personnel.

Duration: Two days

Objective:

To impart knowledge of safe handling of chemicals and petroleum products.

Course Content:

I) Safe Sampling

ii) Safe Carrying of Samples

iii) Safe Storage and Handling of Chemicals Used for Testing.

iv) Safety Precautions During Testing

v) Fire - Causes, Prevention & Control.

"OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines."
vi) Personal Protective Equipment.
vii) Industrial First Aid.

viii) Emergency Procedures & Controls.

ix) Work Permit System

x) Housekeeping

ix) Occupational Health Hazards.

10. **Course Module No.5.1.10**

Area: Refineries

Area Code: 100

Course Code: 110

Intended for: Warehouse Personnel

Duration: Two days.

Objective:

To educate about safe storage & handling of materials and chemicals.

**Course Content:**

i) Safe Material Handling Procedures

ii) Hazardous Properties of Chemicals.

iii) Safe Handling & Maintenance of Hauling & Lifting Equipment.

iv) Housekeeping.

v) Fire - Causes, Prevention & Control.

vi) Industrial First Aid.


viii) Personal protective equipment.

ix) Emergency Procedures & Drills.

11. **Course Module 5.1.11**

Area: Refineries

Area Code: 100

Course Code: 111

"OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines."
Intended For: Security Personnel

Duration: Two days.

Objective: To educate about hazards associated with petroleum industry & handling emergencies.

Course Content:

i) Role of Security Personnel in Safety.

ii) Layout & Visit to the Plant.

iii) Safety in Petroleum Industry, Safety Regulations (Statutory & In-company) & Accident Prevention.


v) Knowledge of Fire Protection Facilities & Locations.

vi) Handling of Petroleum Fires.

vii) Industrial First Aid.


ix) Personal Protective Equipment.

x) Housekeeping.

xi) Work Permit System.

12. Course Content No.5.1.12

Area: Refineries.

Area Code: 100

Course Code: 112

Intended For: Contractor’s supervisors

Duration: One day.

Objective:

To educate about hazards associated with petroleum industry & evoke prompt response in emergency.

Course Content

i) Supervisor’s Responsibility for Safety of his Workmen and Work Area.

ii) Knowledge of Petroleum Products, Chemicals Used and their Hazardous Properties.

*OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines.*
iii) Prevention of Fire/Accidents & Safety Precautions.
iv) Use of Fire Extinguishers & Fire Hoses
vi) Work Permit System.

vii) Housekeeping.

viii) Use of Personal Protective Equipment.


x) Industrial First Aid

xi) Electrical Safety.

xii) Safety Regulations (Statutory & In-company)

13. **Course Content No.5.1.13**

Area: Refineries

Area Code: 100

Course Code: 113

Intended For: Rail Road Transport Personnel Working in the Plant Area.

Duration: One day

Objective:

To educate about hazards associated with petroleum industry & evoke prompt response in emergency.

**Course Content:**

i) Knowledge of Petroleum Products and Chemicals Used and Associated Hazards.


iii) Safe Driving

iv) Emergency Procedure and Drills.

v) Safety Regulations (Statutory and In-Company)

vi) Up Keep of Safety Equipment Provided in Motor Vehicles/Locomotives.

vii) Prevention of Fire/Accidents.

viii) Industrial First Aid.

ix) Safety Aspects in Shunting of Loco and Maintenance.

x) Housekeeping.

*OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines.*
xi) Work Permit System.

xii) Occupational Health Hazards.

5.2 SAFETY IN PIPELINE TRANSPORTATION

1. **Course Module No.5.2.1**

**Area:** Pipelines.

**Area Code:** 200

**Course Code:** 201

**Intended For:** Fresh Entrant Officers and Supervisors.

**Duration:** 3 days.

**Objective:**

To provide knowledge on the hazards associated with the job and the safe way to perform the job and to evoke correct and prompt response in emergency situations.

**Course Content:**

i) Characteristics of Petroleum and its Products.

ii) Classification and Identification of Hazardous Areas.

iii) Basic Safety in Design, Construction, Operation and Maintenance.

iv) Potential Hazards - Preventive/Control Measures.

v) Safety Regulations (Statutory and In-company) & Accident Prevention.

vi) Supervisor’s Role in Safety.

vii) Knowledge and use of Proper Tools.

viii) Safety Instruments for Detection of Hazardous Atmosphere

ix) Electrical Safety.


xi) Personal Protective Equipment.

xii) Work Permit System.

xiii) Safe Handling of Materials and Lifting Equipment.

xiv) Fire Causes, Prevention and Control.

xv) Housekeeping.

xvi) Industrial First Aid.

"OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines."
xvii) Occupational Health Hazards.

xviii) Condition monitoring of pipeline. Note 3

xix) Ergonomics Note 3

2. **Course Module No.5.2.2**

Area: Pipelines

Area Code: 200

Course Code: 202

Intended For: Officers (in service)

Duration: 3 days.

Objective:

To update and refresh the knowledge on safety and handling emergencies.

**Course Content:**


iii) Potential Hazards - Preventive-Control Measures.

iv) Supervisor’s Role in Safety.

v) Use of Proper Tools.

vi) Safety Instruments for Detection of Hazardous Atmosphere

vii) Safety Inspection and Audit.

viii) Work Permit System.

ix) Electrical Safety.

x) Disaster management Plan, Emergency Procedures and Drills.

xi) Safe Handling of Materials & Lifting Equipment.

xii) Personal Protective Equipment.

xiii) Housekeeping.

xiv) Fire Fighting Equipment and Their Applications.

xv) Industrial First Aid.

xvi) Occupational Health Hazards.

xvii) Risk Analysis. Note 3

xviii) Conditioning Monitoring Note 3

*OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines.*
3. **Course Module No.5.2.3**

**Area:** Pipelines

**Area Code:** 200

**Course Code:** 203

**Intended For:** Fresh, Entrant Skilled Workmen. (Operators, Technicians, Mechanics and other Skilled Category).

**Duration:** 3 days.

**Objective:**

To provide knowledge on the hazards associated with the job and the safe way to perform the job. To evoke correct and prompt response in any emergency situation.

**Course Content:**


ii) Safety in Classified Hazardous Areas.

iii) Safety Regulations (Statutory and In- company)

iv) Safe Handling of Materials.

v) Personal Protective Equipment.

vi) Potential Hazards - Preventive/Control Measures.

vii) Use of Proper Tools.


ix) Work Permit System.

x) Electrical Safety.

xi) Fire - Causes, Prevention and Control.

xii) Emergency Procedures and drills

xiii) Housekeeping.

xiv) Industrial First Aid.

xv) Occupational Health Hazards.

4. **Course Module No.5.2.4**

**Area:** Pipelines.

**Area Code:** 200

*OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines.*
Course Code: 204

Intended For: All Skilled Employees in Service.

Duration: 3 days

Objective:

To refresh and update knowledge on safety and handling emergencies.

Course Content:

ii) Safety Systems and Safety Regulations.
iii) Potential Hazards - Preventive/Control Measures.
iv) Work Permit System.
v) Safe Handling of Materials & Lifting of Equipment.
vi) Personal Protective Equipment.
vii) Use of Proper Tools.
viii) Electrical Safety.
x) Housekeeping.
xi) Fire Protection Facilities.
xii) Emergency Procedures and Drills.
xiii) Industrial First Aid.
exiv) Occupational Health Hazards.

5. Course Module No.5.2.5

Area: Pipelines

Area Code: 200

Course Code: 205

Intended For: Semi-skilled and Unskilled Workmen.

Duration: 2 days.

Objective:

To educate about the hazards associated with the job and the safe way to perform the job. To evoke correct and prompt response in any emergency situation.

Course Content:

"OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines."

ii) Knowledge of Proper Tools.


iv) Work Permit System.

v) Safety Regulations (Statutory and In-company)

vi) Safe Handling of Materials & Lifting of Equipment.

vii) Personal Protective Equipment.

viii) Housekeeping.

ix) Petroleum Fires, Causes, Prevention and Control.

x) Fire Fighting Equipment and their Applications.

xi) Emergency Procedures and Drills.

xii) Industrial First Aid.

xiii) Occupational Health and Ergonomics. Note 3

6. Course Module No. 5.2.6

Area: Pipelines

Area Code: 200

Course Code: 206

Intended For: Security Personnel.

Duration: 1 day

Objective:

To educate about the hazards associated with petroleum industry and handling of emergencies.

Course Content:

I) Layout of Plant and Facilities - Explanation of Vulnerable Locations.

ii) Safety Regulations (Statutory and In-company)

iii) Fire Protection Facilities and Locations.

iv) Handling of Petroleum Fires.


vi) Personal Protective Equipment.

"OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines."
vii) Housekeeping

viii) Work Permit System

ix) Industrial First Aid


7. **Course Module No.5.2.7**

Area: Pipelines

Area Code: 200

Course Code: 207

Intended For: Contractor's Supervisors

Duration: 1 day

Objective: To educate about the hazards associated with petroleum industry and handling of emergencies.

**Course Content:**

1) Safety Regulations (Statutory and In-company)
   

   iii) Work Permit System.

   iv) Potential Hazards - Preventive/Control Measures.

   v) Use of Fire Extinguishers and Fire Hoses

   vi) Response During Emergencies.

   vii) Personal Protective Equipment.

   viii) Use of Proper Tools.

   ix) Industrial First Aid.

   x) Housekeeping.

8. **Course Module No.5.2.8**

Area: Pipelines

Area Code: 200

Course Code: 208

Intended For: Operations Officers.

"OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines."
Duration: 2 days.

Objective: To update knowledge of safe operation of plant and equipment.

Course Content:


iii) Safety Checks Before Start up of the Station/Tankfarm/Tanker Operations.

iv) Safe Operating Practices During Normal and Abnormal Conditions.

v) Potential Hazards - Preventive and Control Measures.


vii) Work Permit System.

viii) Electrical Safety

ix) Safe Handling of Materials.

x) Personal Protective Equipment

xi) Safe Instruments for Detection of Hazardous Atmosphere

xii) Housekeeping.

9. Course Module No.5.2.9

Area: Pipelines

Area Code: 200

Course Code: 209

Intended For: Operators.

Duration: 2 days

Objective: To update knowledge on safe operation of plant and equipment.

Course Content:


ii) Review of System Safety.

iii) Safe Operating Practices During Normal and Abnormal Conditions.

iv) Safety Precautions During Sampling/Gauging of Tanks.

"OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines."
v) Potential Hazards - Preventive and Control Measures.

vi) Safety Checks Before start up of the Station/Tank Farm and Tanker Operations.

vii) Work Permit System.

viii) Safe handling of Materials.

ix) Personal Protective Equipment.

x) Housekeeping.

xi) Emergency Procedures and Drills.

xii) Occupational Health and Ergonomics. 

10. Course Module No.5.2.10

Area: Pipe lines

Area Code: 200

Course Code: 210

Intended For: Maintenance Engineers.

Duration: 2 days

Objective:
To update knowledge on safe maintenance of plant and equipment.

Course Content:

i) Work Permit System


iii) Safety in Maintenance of Special Pipeline Equipment.

iv) Use of Proper Tools.


vi) Safety Regulations (Statutory and In-company)

vii) Electrical Safety.

viii) Personal Protective Equipment.

ix) Safety Precautions During work in Confined Spaces.

x) Potential Safety Hazards - Preventive and Control Measures.


*OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines.*
xii) Safe Handling of Materials.

xiii) Housekeeping.

xiv) Industrial First Aid.

11. Course Module No.5.2.11

Area: Pipelines

Area Code: 200

Course Code: 211

Intended For: Maintenance Mechanics/Technicians

Duration: 2 days

Objective: To update knowledge on safe maintenance of plant and equipment.

Course Content:

i) Work Permit System

ii) Safe Maintenance Procedures and Practices

iii) Safety in Maintenance of Specialised Pipeline Equipment.

iv) Use of Proper Tools.

v) Safety Precautions During Work in Confined Spaces

vi) Potential Safety Hazards - Preventive and Control measures.

vii) Personal Protective Equipment.

viii) Emergency Procedures and Drills.

ix) Safe Handling of Materials.

x) Housekeeping.

xi) Industrial First Aid

5.3 SAFETY IN LPG STORAGE, BOTTLING & DISTRIBUTION

1. Course Module No.5.3.1

Area: LPG storage, bottling & distribution

Area Code: 300

Course Code: 301

Intended For: Fresh Entrant Officers and Supervisors.

Duration: 3 days

*OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines.*
Objective: To provide knowledge on the hazards associated with LPG operations / maintenance and safe way to perform job. To evoke correct and prompt response in any emergency situation.

Course Content:

I) Characteristics of LPG and Associated Hazards.

 ii) Safety Regulations (Statutory & In-company) and accident prevention.


 vii) Supervisor’s Role in Safety.

 viii) Work Permit System

 ix) Industrial First Aid

 x) Electrical Safety

 xi) Housekeeping

 xii) Occupational Health Hazards.

 xiii) Personal Protective Equipment.

2. Course Module No. 5.3.2

Area: LPG storage, bottling & distribution

Area Code: 300

Course Code: 302

Intended For: Officers and Supervisors (in service)

Duration: 3 days

Objective:

To refresh & update knowledge on safety in LPG operations/maintenance, handling emergencies.

Course Content:

I) Characteristics of LPG and Associated Hazards.

 ii) Safety Regulations (Statutory & In-company) and Accident Prevention.

*OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines.*
iii) Fire Fighting Facilities/Equipment & Their Application.


v) Work Permit System

vi) Electrical Safety

vii) Responsibility of Supervisors in Implementing Safety Regulations.

viii) Safety Audit

ix) Personal Protective Equipment.

x) Housekeeping.

xi) Industrial First Aid

xii) Occupational Health Hazards.

3. **Course Module No.5.3.3**

   **Area:** LPG storage, bottling & distribution  
   **Area Code:** 300  
   **Course Code:** 303  
   **Intended For:** All Officers in Sales  
   **Duration:** 3 days

   **Objective:**

   To provide knowledge on hazards associated with LPG sales & to evoke correct and prompt response in any emergency situation.

   **Course Content:**

   I) Characteristics of LPG and Associated Hazards.

   ii) Safety Regulations (Statutory & In-company)

   iii) Fire Fighting Equipment and their Applications

   iv) Safety Aspects in Design of LPG Cylinders Including "SELF CLOSING" Valve/Pressure Regulators and Fittings.

   v) Accidents: Prevention & Control

   vi) Customer Education on Safety

   vii) Industrial First Aid.

   viii) Housekeeping

"OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines."
4 Course Module No. 5.3.4

Area: LPG Storage, bottling & distribution
Area Code: 300
Course Code: 304
Intended for: Workmen
Duration: 2 days
Objective:

To familiarize with safety aspects of LPG handling and emergency procedures.

Course Content:

i) Characteristics of LPG and associated hazards.
ii) Safety regulations (statutory and in-company)
iii) Safe operating and maintenance practices in:
   a) Bulk handling and storage
   b) Bottling
   c) Despatch of cylinders
iv) Fire prevention and control
v) Disaster Management Plan, Emergency Procedures and Drills
vi) Industrial First Aid
vii) Housekeeping

5 Course Module No. 5.3.5

Area: LPG Storage Bottling and Distribution
Area Code: 300
Course Code: 305
Intended for: Security Personnel
Duration: 1 Day
Objective:

To educate about hazards associated with LPG and to evoke correct and prompt response in any emergency situation.

Course Content:

I) Characteristics of LPG and Associated Hazards.

ii) Safety Regulations (Statutory and In-company)

"OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines."
iii) Role of Security Personnel in Safety

iv) Fire Prevention and Control


vi) Industrial First Aid

6. **Course Module No.5.3.6**

Area: LPG storage, bottling & distribution

Area Code: 300

Course Code: 306

Intended For:: Railway Officials

Duration: 1 day

Objective:

To educate on safety in LPG transportation by rail and handling of emergencies.

**Course Content:**

1) Characteristics of LPG and Associated Hazards.

2) LPG Tank Wagon Fittings.

3) Tank Wagon Fitness Checking, Safety in Loading & Unloading Operations.

4) Fire Prevention and Control

5) Handling of Emergencies

6) Industrial First Aid

7. **Course Module No.5.3.7**

Area: LPG storage, bottling & distribution

Area Code: 300

Course Code: 307

Intended For: Drivers/Helpers

Duration: 1 day

Objective:

To educate on safety in LPG transportation by road and handling of emergencies.

**Course Content:**

1) Characteristics of LPG & Associated Hazards

"OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines."
ii) Safety in LPG Transportation by Road, Do’s & Don’ts

iii) Tank Fittings and Their use.

iv) Safe Loading/Unloading Practices

v) Use of Fire Extinguishers

vi) Handling of Emergencies

vii) Industrial First Aid

8. Course Module No.5.3.8

Area: LPG storage, bottling & distribution

Area Code: 300

Course Code: 308

Intended For: Delivery Boys

Duration: 1 day

Objective:

To train in safe handling of LPG cylinders and handling of emergencies.

Course Content:

I) Characteristics of LPG and Associated Hazards.

ii) Equipment and Appliances

iii) Common Defects in Cylinders and Sources of Leakage in Domestic/Commercial Installations. Table top Demonstration.

iv) Checking for Spurious Cylinders and Pressure Regulators.

v) Accidents: Prevention and Control with Case Histories.

vi) Safe Handling of Cylinders;
   a) At Godown
   b) In Transit
   c) At Customer’s Premises

vii) Guidance to Customer on Safety Aspects

viii) Use of Fire Extinguisher

ix) Handling of Emergencies

x) Industrial First Aid
9. **Course Module 5.3.9**

**Area:** LPG storage, bottling & distribution  
**Area Code:** 300  
**Course Code:** 309  
**Intended For:** LPG Mechanics  
**Duration:** 2 days  

**Objective:**
To educate on maintenance of LPG cylinders & associated equipment and handling of emergencies.

**Course Content:**
1) Characteristics of LPG & Associated Hazards.  
2) Equipment and Appliances: viz, Cylinder, Pressure Regulator, Rubber Tube, Hot Plate etc.  
3) Industrial/Commercial Burners - Common Defects and Their Rectification.  
4) Testing of Pressure Regulators.  
5) Checking for Spurious Cylinders and Pressure Regulators.  
6) Guidance to customers on safety aspects  
7) Accidents: Prevention and control  
8) Use of Fire Extinguishers  
9) Handling of Emergencies  
10) Industrial First Aid

10. **Course Module No.5.3.10**

**Area:** LPG storage, bottling & distribution  
**Area Code:** 300  
**Course Code:** 310  
**Intended For:** Contractor’s Supervisors  
**Duration:** 1 day  

**Objective:** To inculcate safety consciousness and to evoke correct and prompt response in any emergency situation.

**Course Content:**
*OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines.*
I) Hazards Associated with LPG & Preventive Measures.
ii) Safety Regulations (Statutory and In-company)
iii) Work Permit System
iv) Basics of Fire Fighting
v) Response During Emergencies.
vii) Use of Personal Protective Equipment
viii) Industrial First Aid
ix) Housekeeping.

5.4 SAFETY IN GENERAL MARKETING (POL)

1. Course Module No.5.4.1

Area: General Marketing (POL)
Area Code: 400
Course Code: 401
Intended For: Fresh Entrants (Officers & Supervisors)
Duration: 2 days
Objective: To provide knowledge on hazards associated with the job and safe way to perform the job & to evoke correct & prompt response in any emergency situation.

Course Content:

I) Industrial Safety & Accident Prevention.
ii) Safety Regulations (Statutory and In-Company)
iii) Classification of Hazardous Areas
iv) Work Permit System
v) Hazardous Properties of Petroleum Products
vi) Fire - Causes, Prevention & Control
vii) Fire Protection Facilities - Operation & Maintenance
viii) Personal Protective Equipment
ix) Safety Instruments for Detection of Hazardous Atmosphere

*OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines.*
x) Safety in Transportation of Petroleum Products
xi) Safe Operation and Maintenance Procedures
xii) Housekeeping
xiv) First aid session should be with simulated demonstration. Note 3
xv) Supervisor’s Role in Safety
xvi) Electrical Safety
xvii) Occupational Health Hazards

2. Course Module No.5.4.2

Area: General Marketing (POL)
Area Code: 400
Course Code: 402
Intended For: All Officers and Supervisors (except those in sales) in Service
Duration: 3 days
Objective:
To refresh and update knowledge on safety and handling of emergencies.

Course Contents:

i) Industrial Safety in Petroleum Industry & Safety Regulation.
ii) Safety Regulations (Statutory and In-company) & Accident Prevention.
iii) Classification of Hazardous Areas
iv) Work Permit System
v) Hazardous Properties of Petroleum Products.
vi) Fire - Causes, Prevention & Control
vii) Fire Protection Facilities Operation & Maintenance
viii) Personal Protective Equipment
ix) Safety Instruments for Detection of Hazardous Atmosphere
x) Safe Operation and Maintenance Procedures
xi) Safe Practices in Tank Cleaning
xii) Safety Audit

*OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines.*
xiii) Housekeeping
xiv) Disaster Management Plan/Emergency Procedures / Drills
 xv) Industrial First Aid
 xvi) Supervisor’s Role in Safety
 xvii) Electrical Safety
 xviii) Occupational Health Hazards.

3. Course Module No.5.4.3

Area: General Marketing (POL)
Area Code: 400
Course Code: 403
Intended For: Officers from Aviation Department.
Duration: 1 day
Objective: To update & refresh the knowledge on safety in Aviation Operations

Course Content

1) Course Contents of Course Code 402

2) Hazardous Properties of Aviation Fuel

3) Safe Operation and Maintenance Procedures with Special Reference to the Following:
   a)  Receipt Operations.
   b)  Refueling
   c)  Work Permit System
   d)  Tank Cleaning.

4. Course Module No.5.4.4

Area: General Marketing (POL)
Area Code: 400
Course Code: 404
Intended For: Officers from Sales Discipline
Duration: 1/2 day
Objective: To update & refresh the knowledge on safety at retail outlets

*OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines.*
Course Content

i) Hazardous properties of petroleum products
ii) Fire – causes, prevention and control
iii) Fire protection facilities – operation and maintenance
iv) Safety regulations (statutory & in-company)
v) Disaster Management Plan/Emergency procedures/drills
vi) Housekeeping

5. Course Module No.5.4.5

Area: General Marketing (POL)
Area Code: 400
Course Code: 405
Intended For: Office Staff
Duration: 1/2 day
Objective: To provide knowledge on hazards associated with the job and safety to perform the job.

To evoke correct and prompt response in any emergency situation.

Course Content:

i) Hazardous Properties of Petroleum Products
ii) Fire-Causes, Prevention and Control
iii) Fire Fighting Facilities Operation & Maintenance
iv) Safety Regulations (Statutory and In-company)
v) Disaster management Plan/ Emergency Procedures/ Drill
vi) Industrial First Aid

6. Course Module No.5.4.6

Area: General Marketing (POL)
Area Code: 400
Course Code: 406

"OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines."
Intended For: Tank Truck Crew
Duration: 1 day
Objective:
To educate on safe driving and prevention of road accidents.
To evoke correct and prompt response in any emergency situation.

**Course Content:**

1. Hazards of Petroleum Products.
2. Safety in Transportation of Petroleum Products by Road
3. Do’s & Don’ts in Transportation.
4. Use of Fire Extinguishers, First Aid
5. Action in Emergency
6. Safety in Loading/ Unloading Operations
7. Tank Truck Fittings and Their use
8. Upkeep of Safety Equipment Provided with Transport Vehicle

7. **Course Module No.5.4.7**

Area: General Marketing (POL)
Area Code: 400
Course Code: 407
Intended For: Workmen at Field Location
Duration: 1 day
Objective: To provide knowledge on hazards associated with the job and safe way to perform the job.
To evoke correct and prompt response in any emergency situation.

**Course Content:**

2. Safe Operating Procedures
3. Fire-Causes, Prevention and Control
5. Personal Protective Equipment

*OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines.*
vi) Housekeeping.

vii) Emergency Procedures / Drills

viii) Industrial First Aid

5.5 SAFETY IN LUBE BLENDING/GREASE MANUFACTURING.

1. Course Module No. 5.5.1

Area: Lube

Area Code: 500

Course Code: 501

Intended For: Officers

Duration: 2 days

Objective:

To provide knowledge on hazards associated with the job. Safe way to perform the job and to evoke correct & prompt response in any emergency situation.

Course Content:

i) Principles of Lube Blending/Grease Manufacturing.

ii) Classification of Hazardous Areas

iii) Knowledge of Lubricants / Greases and Chemicals Used and Their Hazardous Properties.

iv) Safety in Lube Blending/Grease /Manufacturing and Safety Regulations (Statutory & In-Company) & Accident Prevention.

v) Safety in Filling & Packaging

vi) Occupational Health Hazards

vii) Housekeeping

viii) Personal Protective Equipment

ix) Work Permit System

x) Fire - Causes, Prevention & Control

xi) Electrical Safety

xii) Safe Operation and Maintenance Procedures

"OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines."

xiv) Industrial First Aid

2. **Course Module No.5.5.2**

   **Area:** Lube
   
   **Area Code:** 500
   
   **Course Code:** 502
   
   **Intended For:** Office Staff
   
   **Duration:** 1/2 day

   **Objective:** To provide knowledge on hazards associated with the job and safe way to perform the job, to evoke correct & prompt response in any emergency situations.

   **Course Content:**
   I) Hazardous Properties of Lubricant/Grease/Chemical
   II) Fire-Causes, Prevention and Control
   III) Fire Protection Facilities - Operation & maintenance
   IV) Safety Regulations (Statutory and In-company)
   V) Disaster Management Plan/Emergency Procedures/Drills
   VI) Industrial First Aid

3. **Course Module No.5.5.3**

   **Area:** Lube
   
   **Area Code:** 500
   
   **Course Code:** 503
   
   **Intended For:** Plant Workmen
   
   **Duration:** 1 day

   **Objective:**
   To provide knowledge on hazards associated with the job and safe way to perform the job, to evoke correct & prompt response in any emergency situation.

   **Course Content:**
   I) Hazardous Properties of Lubricant/Grease/Chemical
   II) Safety in Filling & Packaging.

---

"OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines."
iii) Safe Handling and Maintenance of Handling and Lifting Equipment.
iv) Safe Operating Procedures
v) Fire - Causes, Prevention and Control

5.6 SAFETY IN DRILLING (ONSHORE)

1. Course Module No.5.6.1

Area: Drilling (Onshore)
Area Code: 600
Course Code: 601
Intended For: Driller/Chemist/Geologist-New Entrants
Duration: 5 days

Objective:
To provide knowledge on hazards associated with drilling, safety control system and management of emergencies at drill site.

Course Content:

i) Introduction to Drilling Equipment, Operations & Maintenance
ii) Safe Operating Procedures.
iii) Safety Regulations (Statutory and In-company)
iv) Blowout Prevention & Control.
v) Hazards in Drilling Operations.
vii) H2S Safety
vii) Fire-Causes, Prevention. Fire Fighting Equipment & Their Use
vii) Personal Protective Equipment
ix) Emergency Procedures and Drills
x) Housekeeping

"OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines."
xi) Industrial First Aid

xii) Field Visit: Demonstration of Safety Devices & Procedures.

xiii) Exposure of hazardous chemicals, Note 3
xiv) Safety in handling of drilling chemicals, Note 3
xv) Occupational health, Note 3
xvi) Waste Management, Note 3

2. Course Module No.5.6.2

Area: Drilling (Onshore)

Area Code: 600

Course Code: 602

Intended For: Driller/Chemist/Geologist-in service

Duration: 2 days

Objective:

To refresh and update knowledge on drilling safety control system and emergency procedures

Course Content:

i) Drilling Equipment, Operating & Maintenance Procedures.

ii) Classified Hazardous Areas, Safety of Electrical Equipment & Diesel Engines

iii) Safety Regulations (Statutory & In- company)

iv) Fire Prevention & Control Measures

v) Safe Handling of Drilling Mud & Chemicals

vi) Kick Control & H2S Safety


viii) Housekeeping

ix) Industrial First Aid

x) Personal Protective Equipment

xi) Overview of EMS based on ISO 14000, Note 3
xii) Occupational health, Note 3
xiii) Maintenance of safety devices, Note 3

3. Course Module No.5.6.3

Area: Drilling (Onshore)

*OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines.*
Area Code: 600

Course Code: 603

Intended For: Mines Manager/Installation Manager.

Duration: 2 days

Objective:

To refresh and update knowledge on statutory duties & responsibilities relating to safety.

Course Content:

1) Safety Management System (SMS) at Drill Site.

2) Role of Mines Manager/Installation Manager Under Mines Act & OMR-1984 & SMS

3) Duties & Responsibilities Under Mines Act/(Oil Mines Regulation) OMR 1984 & Other Statutory Provisions relating to Safety e.g. Electricity Rules, Explosives Act, Gas Cylinder Rules etc.

4) Investigation & Analysis of Accidents.

5) Rig Safety Inspection & Audit

6) Safety Education & Training

7) Safety Committees

8) Workmen’s Inspectors - Role & Responsibilities.

9) Disaster Management Plan.

10) OMR 1996 Note 3

4. Course Module No.5.6.4

Area: Drilling (Onshore)

Area Code: 600

Course Code: 604

Intended For: Officers Engaged in Perforation, Logging and Stimulation.

Duration: 1 day

Objective:

To provide knowledge on hazards associated with the job & safe ways of performing it.

To evoke correct and prompt response in any emergency situation.

Course Content:

“OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines.”
I) Hazards in Perforation Logging & well Stimulation Operations, with Case Studies

ii) Safety Control System.

iii) Safety Regulations (Statutory & In- company)

iv) Management of Complications During Operations.


vi) Industrial First Aid

vii) Personal Protective Equipment.

viii) Risk assessment

ix) Investigation and analysis of accident should include total loss preventive measures.

5. Course Module No. 5.6.5

Area: Drilling (Onshore)

Area Code: 600

Course Code: 605

Intended For: Drilling Crew - New Entrants

Duration: 5 days

Objective:

To provide knowledge on hazards associated with the job & safe ways of performing it.

To evoke correct and prompt response in any emergency situation.

Course Content:

i) Introduction to Drilling Equipment Operations & Maintenance

ii) Hazards in Drilling Operations

iii) Safety Control System with Special Reference to well Control.

iv) Safe Operating & Maintenance Procedures.

v) Safety Regulations (Statutory & In-company)

vi) H2S Safety

vii) Management of Complications During Drilling

viii) Classification of Hazardous Areas, Use of Electrical Equipment

ix) Work Permit System

x) Fire Prevention & Control Measures

"OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines."
xii) Handling of Chemicals, Cement & Drilling Mud
xiii) Personal Protective Equipment
xv) Housekeeping.
xvi) Industrial First Aid
xvii) Field Visit: Demonstration of Safety Devices & Procedures

6. **Course Module No.5.6.6**

Area:

Area Code: 600
Course Code: 606

Intended For: Drilling Crew

Duration: 2 days

Objective:

To refresh and update knowledge on safe operating & maintenance procedures and Emergency Procedures.

**Course Content:**

i) Hazards in Drilling Operations & Maintenance with Case Studies.

ii) Safety Control System in General & well Control in Particular.

iii) Safety Regulations (Statutory & In-company)

iv) H2S Safety Practices

v) Management of Complications During Drilling.

vi) Fire Prevention & Control Measures, Work Permit System with Case Studies

vii) Contingency Plans, Emergency Procedures & Drills

viii) Housekeeping

ix) Industrial First Aid

x) Preventive maintenance of safety devices. \(^\text{Note 3}\)

xi) Occupational health hazards. \(^\text{Note 3}\)

7. **Course Module No.5.6.7**

Area: Drilling (Onshore)

"OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines."
Area Code: 600

Course Code: 607

Intended For: Skilled Workmen - Fresh

Duration: 3 days

Objective:

To provide knowledge on hazards associated with the job & safe ways of performing it

To evoke correct and prompt response in any emergency situation.

Course Content:

i) Introduction to Drilling Equipment/Operation & Maintenance

ii) Hazards at Drill Site

iii) Safe Operating & Maintenance Procedures

iv) Knowledge & Use of Proper Hand Tools

v) Safe Handling of Materials & Chemicals

vi) Safety Regulations (Statutory & In-company)

vii) Fire Prevention, Fire Fighting Equipment & its Application

viii) Work Permit System

ix) Personal Protective Equipment

x) Contingency Plan, Emergency Procedures & drills

xi) Housekeeping

xii) Industrial First Aid

xiii) Field Visit

8. Course Module No.5.6.8

Area: Drilling (Onshore)

Area Code: 600

Course Code: 608

Intended For: Skilled Workmen - in service

Duration: 2 days

"OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines."
Objective:

To refresh & update knowledge on safe operating & maintenance procedures & emergency procedures.

Course Content:

I) Hazards at Drill Site with Case Studies

ii) Safe Operation & Maintenance Procedures.

iii) Safety Regulations (Statutory & In-company)

iv) Fire Protection System with Case Studies

v) Work Permit System

vi) Contingency Plan, Emergency Procedures & Drills

vii) Housekeeping

viii) Industrial First Aid

ix) Personal Protective Equipment

9. Course Module No.5.6.9

Area: Drilling (Onshore)

Area Code: 600

Course Code: 609

Intended For: Unskilled Workmen - Fresh

Duration: 3 days

Objective:

To provide knowledge on hazard associated with the job & safe ways of performing it.

To evoke correct and prompt response in any emergency situation.

Course Content:

I) Introduction to Drilling Equipment, Operations & Maintenance.

ii) Hazards at Drill Site.

iii) Safe Operating Procedures

iv) Safety Regulations (Duties of Employees) Statutory & in Company.

v) Personal Protective Equipment.

“OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines.”
vi) Safe Handling of Materials & Chemicals.

vii) Fire Fighting Equipment & Its Use

viii) Emergency Procedures & drills.

ix) Housekeeping

x) Industrial First Aid

xi) Field Visit: Demonstration of Safety Devices & Procedures.

10. **Course Module No.5.6.10**

Area: Drilling (Onshore)

Area Code: 600

Course Code: 610

Intended For: Unskilled Workmen - in Service

Duration: 2 days

Objective:

To refresh & update knowledge on safe operating procedure & emergency procedures.

**Course Content:**

1) Hazards at Drill Site with Case Studies.

2) Safe Operating & Maintenance Procedures

3) Safety Regulations (Duties of Employees) Statutory & in Company.

4) Fire-Fighting Equipment & Their Use, with Case Studies.

5) Safe Handling of Materials & Chemicals.


7) Housekeeping.

8) Industrial First Aid.

11. **Course Module No.5.6.11**

Area: Drilling (Onshore)

Area Code: 600

Course Code: 611

*OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines.*
Intended For: Security Personnel

Duration: 1 day

Objective:

To provide knowledge on role of security personnel in safety at drill site.

To evoke correct and prompt response in emergency situation.

**Course Content:**

i) Familiarisation with Drills site & Fire Fighting Facilities.

ii) Role & Responsibilities of Security Personnel in Safety of Installations.

iii) Hazardous Properties of Petroleum and other Chemicals.


v) Disaster Management Plan

vi) Industrial First Aid

**12. Course Module No.5.6.12**

Area: Drilling (Onshore)

Area Code: 600

Course Code: 612

Intended For: Contractor’s Supervisor

Duration: 1 day

Objective:

To provide knowledge on hazards at drill site and safe procedures. Role and responsibilities of supervisors for safety.

To evoke correct & prompt response in emergency.

**Course Content:**

i) Hazards at Drill Site.

ii) Safe Procedures Relevant to Contractor’s Area of Work.

iii) Safety Regulations (Statutory and In-company)

iv) Work Permit System

v) Supervisor’s Responsibility for Safety.

vi) Personal Protective Equipment.

vii) Use & Knowledge of Proper Tools.

*“OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines.”*
viii) Fire Fighting Equipment & Their Use
ix) Response During Emergencies
x) Industrial First Aid
xi) Housekeeping.

5.7 SAFETY IN PRODUCTION (ONSHORE)

1. Course Module No.5.7.1

Area: Production (Onshore)
Area Code: 700
Course Code: 701
Intended For: Fresh Entrant Officers
Duration: 3 days

Objective:

To provide knowledge to recognise hazardous condition of work places and perform jobs in accordance with safe operating and maintenance procedures.

To evoke correct and prompt response in any emergency situation.

Course Content:

i) Introduction to Production Installations, Operations and Maintenance.
ii) Hazards in Production Operations and Maintenance Safety Precautions.
iii) Safety Regulations (Statutory and In-company)
iv) Safe handling of Materials.
v) Use and Knowledge of Proper Tools
vi) Personal Protective Equipment

ix) Work Permit System
x) Electrical System.

xii) Supervisors’ Role in Safety.

xiii) Housekeeping.

“OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines.”
xiv) Industrial First Aid

xv) H2S Safety

xvi) Occupational Health Hazards.

xvii. Accident reporting investigation and analysis.  Note 3

xviii. Overview of SMS  Note 3

2. Course Module No.5.7.2

Area: Production (Onshore)

Area Code: 700

Course Code: 702

Intended For: Officers (in Service)

Duration: 2 days

Objective:

To refresh and update knowledge on safe operating and maintenance procedures and manage emergency situations.

Course Content:

i) Production Operations & Maintenance.

ii) Hazards - Prevention and Control.

iii) Safety Inspection and Audit

iv) Safety in Storage & Handling of Petroleum and Chemicals.


vi) Fire Fighting Equipment and Their Applications.


viii) Electrical Safety.

ix) Responsibilities of Supervisor in Implementing Safety Regulations.

x) Housekeeping.

xi) Industrial First Aid

xii) Occupational Health Hazards.

xiii) H2S Safety

xiv) Safe operating procedure.  Note 3

"OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines."
xv) Accident analysis, Note 3

xvi) Overview of SMS Note 3

3. **Course Module No.5.7.3**

Area: Production (Onshore)

Area Code: 700

Course Code: 703

Intended For: Mines Managers & Installation Managers

Duration: 2 days

Objective:

To update knowledge on duties & responsibilities under Oil Mines Regulations.

**Course Content:**

I) Safety Management System (SMS) in Production Installation.

ii) Duties and Responsibilities Under Mines Act/Oil Mines Regulation

iii) Role of Mines Manager & installation Manager Under Mines Act & OMR 1984 & SMS

iv) Other Relevant Statutory Regulations Relating to Safety e.g Electricity Rules, Explosives Act, Gas Cylinder Rules etc.

v) Safety Education and Training.

vi) Accident Investigation & Analysis.

vii) Safety Inspection and Audit

viii) Safety Committees

ix) Disaster Management Plan.

x) Workmen’s & Inspectors’ Role and Responsibilities.

xi) Occupational Health Hazards.

4. **Course Module No.5.7.4**

Area: Production (Onshore)

Area Code: 700

Course Code: 704

Course Code: Skilled Workmen (Operators, Technicians in Service)

"OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines."
Duration: 2 days

Objective:
To refresh and update knowledge on safety and emergency response.

Course Content:
ii) Safety in Classified Hazardous Areas
iii) Safety Regulations (Statutory and In-company)
iv) Workmen’s Role in Safety, Fire Fighting Equipment and Their Applications
v) Emergency Procedures, Fires & H2S Contingency Plans and Drills
vi) Handling of Materials and Chemicals.
vii) Housekeeping.
viii) Industrial First Aid
ix) Electrical Safety
x) Occupational Health Hazards.

5. Course Module No.5.7.5
Area: production (Onshore)
Area Code: 700
Course Code: 705
Intended For: Fresh, Semiskilled and Unskilled Workmen
Duration: 2 days
Objective:
To provide knowledge on hazards associated with the job and safe way to perform the job.
To evoke correct and prompt response in any emergency situation.

Course Content:
I) Introduction to Production Operations and Safety Precautions
ii) Safety Regulations (In-company and Statutory) and Accident Prevention.
iii) Emergency Procedure and Drills Including H2S Safety.
iv) Personal Protective Equipment

"OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines."
v) Use of Proper Tools

vi) Safe Handling of Materials and Chemicals.

vii) Fire Fighting Equipment and Their Use

viii) Housekeeping.

ix) Industrial First Aid.

6. Course Module No.5.7.6

Area: Production (Onshore)

Area Code: 700

Course Code: 706

Intended For: Semiskilled and Unskilled Workmen (Already in Service)

Duration: 2 days

Objective:

To refresh and update knowledge on safety and emergency response.

Course Content:

i) Production Operations and Maintenance.

ii) Workmen’s Role in Safety.

iii) Hazards Associated with Production Operations & Maintenance.

iv) Safety Regulations (Statutory and In-company) & Accident Prevention.

v) Safe Handling of Materials & Chemicals.


vii) Personal Protective Equipment.

viii) Fire Fighting Equipment and Their Applications

ix) Housekeeping

x) Industrial First Aid

7. Course Module No.5.7.7

Area: Production (Onshore)

Area Code: 700

Course Code: 707

"OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines."
Intended For: Security Personnel

Duration: 1 day

Objective:

To educate about hazards associated with production installation and practices and handling emergencies.

Course Content:

I) Role of Security Personnel in Safety of Installations.

ii) Safety Regulations (Statutory & In-company)

iii) Familiarisation with Production Installations, Wells.

iv) Knowledge of Fire Fighting Facilities & Their Locations.

v) Hazardous Properties of Petroleum, and Other Chemicals.

vi) Emergency Procedures and Drills Including H2S Safety.

vii) Disaster Management Plan.

viii) Personal Protective Equipment.

ix) Industrial First Aid.

x) Housekeeping.

8. Course Module No.5.7.8

Area: Production (Onshore)

Area Code: 700

Course Code: 708

Intended For: Contractor’s Supervisors

Duration: 1 day

Objective:

To educate about hazards associated with production installation/practices and handling emergencies.

Course Content:

I) Hazards in Production Installation & Classified Hazardous Areas.

ii) Safety Regulations (Statutory and In-company & Accident Prevention)

iii) Work Permit System.

iv) Supervisors’ Responsibility for Safety of his Workmen and Their Place of Work.

“OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines.”
v) Use of Personal Protective Equipment.

vi) Use of Proper Tools.

vii) Use of Fire Extinguishers and Fire Hoses.

viii) Response During Emergencies.

ix) Industrial First Aid.

x) Housekeeping.

5.8 SAFETY IN DRILLING & PRODUCTION (OFFSHORE)

1. Course Module No.5.8.1

Area: Offshore

Area Code: 800

Course Code: 801

Intended For: Personnel Going Offshore for the First Time

Duration: 1 day

Objective:

To prepare the personnel to protect themselves during transit to the offshore installation.

Course Content:

i) Work Clothes and Personal Protective Equipment.

ii) Prohibited Items: Firearms, Illegal Drugs, Alcoholic Beverages.


vi) Survival Note 3

2. Course Module No.5.8.2

Area: Offshore

*OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines.*
Area Code: 800
Course Code: 802
Intended For: All Personnel Who Work Offshore.
Duration: 2 days

Objective:

Course on Survival at sea; to provide basic working knowledge of life saving appliances and evoke correct & prompt response in any emergency situation.

Course Content:

i) Life Jackets, Work-Vests, Inflatable Life Rafts and Totally Enclosed Motor-Propelled Lifeboats;
ii) Design, Construction, Maintenance & Storage
iii) Servicing & Launching.
iv) Use of Lifesaving Appliances, Including Demonstration and Practice,
v) Emergency Signals/Alarms, Escape Routes, Muster Points & Response.
vii) Use of Scramble Nets, Ladders and Jumping Ropes.
viii) Search and Rescue; Standby Vessel Functions
ix) Emergency Procedures at Offshore Rigs/Platforms.
x) Effect of Wind & Weather.
xi) Responsibility towards Others.

3. Course Module No.5.8.3

Area: Offshore
Area Code: 800
Course Code: 803
Intended For: All Personnel Who Work Offshore.
Duration: 4 days.

Objective: Basic Fire Course;

To train people to operate fire fighting and fire protection equipment on an offshore installation to a basic standard of competency and to instill an awareness of confidence in fire prevention & fire fighting arrangements.

Course Content:

"OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines."
I) Fire risks on Offshore Installations and the Methods of Fire Fighting.


iii) Safe Escape from Smoke-Filled Areas Without the use of Breathing Apparatus (BA)

iv) Identification & Operation of Portable Fire Extinguishers.

v) Extinguishing, Together with Other Personnel, Pressure fed & Spilled Fuel Fires in the Open and in a Simulated Offshore Installation Using Foam, Powder and Water Spray.

vi) Breathing Apparatus (BA); Donning, & Maintenance; Search, Rescue and Fire Fighting Operation in Smoke & Toxic Atmospheres Wearing BA.

vii) Housekeeping Standards to Minimise the Risk of Fire.

viii) Work Permit System.


x) H2S Safety.

4. Course Module No.5.8.4

Area: Offshore

Area Code: 800

Course Code: 804

Intended For: Persons Working Offshore who are Members of a Designated Fire Fighting Team. All should have Completed Satisfactorily the Basic Fire Course No.803

Duration: 4 days

Objective:

Offshore Fire Team Course:

To train fire fighting teams to handle emergency situations of offshore installations.

Course Content:

i) Operate Offshore Fire Fighting Equipment to a Greater Degree of Competence than Previously Reached on the Basic Fire Course

ii) Checks for Functional Reliability of Fire Fighting Equipment.

iii) H2S Safety.


v) Search & Rescue Procedures While Wearing in Breathing Apparatus (BA) Under Severe Smoke Conditions.

"OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines."
vi) Extinguishing Pressure Fed & Spilled Fuel Fires.

vii) Dealing with Electrical and Gas Fires.


5. **Course Module No. 5.8.5**

**Area:** Offshore

**Area Code:** 800

**Course Code:** 805

**Intended For:** Persons Required to Operate Lifeboat

**Duration:** 3 days

**Objective:**

Life Boatman’s Course to train people to operate lifeboat in different weather conditions to a basic standard proficiency.

**Course Content:**


ii) Use of Lifeboat Emergency-Communication Equipment Both Radio an Emergency Position Indicating Radio Beacon Equipment (EPIRB)

iii) Launch, Handling and Recovery of Lifeboats; Recovery in Foul Weather.

iv) Steering by Compass and use of Lifeboat Equipment.

v) Transferring Persons from Lifeboat to Standby Vessel.

**Note:** Trainees to be Given Instructions Both at the Training Platform & at Sea.

6. **Course Module No. 5.8.6**

**Area:** Offshore

**Area Code:** 800

**Course Code:** 806

**Intended For:** Crew of Standby Vessel

**Duration:** 3 days (Two thirds of the time to be spend in the craft)

**Objective:**

Fast Rescue Craft (FRC) Course:

To provide knowledge of handling and operation of fast rescue crafts to pick up persons from the water in different conditions.

**Course Content:**

"OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines."

ii) Use of VHF Radio & Rescue Equipment.

iii) Launch & Recovery Techniques.

iv) Handling of FRC in Different Situations, Bringing Alongside Standby Vessel, Other Boats etc.

v) Casualty Handling, Care of Injured & Able-bodied Survivors.

vi) Search Patterns as Part of Total Search and Rescue Plan.

vii) Transferring Persons from FRC to Standby Vessel.

6.0 EVALUATION OF SAFETY TRAINING PROGRAMME.

The evaluation of safety training programmes in terms of their overall effectiveness towards attainment of course objectiveness and changes necessary for improvement, should be based on the criteria and techniques explained in this section.

6.1 BASIC CRITERIA

The following basic criteria should be adopted for evaluation of any training programme.

i) Participant’s reaction

Participant’s reaction should be obtained in respect of the course content, training methods/techniques used by the faculty, quality of course material etc.

ii) Change in participant’s learning.

It should be ascertained whether participants’ learning in terms of knowledge and skills in specific areas or activities e.g. safe operating and maintenance procedures, fire prevention and control etc. have improved after the training.

iii) Change in Participant’s attitude

It should be checked in what ways and to what degree/extent the attitude of the participants (Values or beliefs) have been influenced by the training programme. An evaluation of their behaviour on the job is necessary for this purpose.

iv) Change in job performance

Change in participants’ performance at their place of work as a result of the training, should be evaluated.

v) Performance of Faculty.

The effectiveness of faculty in each training programme should be evaluated (Refer guidelines for selection of faculty as detailed in Section 4.0 of this document) and necessary changes if need be, should be made in subsequent training programmes.

vi) Attainment of Safety Objectives

"OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines."
The impact of the training programmes on the performance standards of the organisation and attainment of tangible results with respect to safety should be evaluated.

6.2 TECHNIQUES

I) Participants’ Reaction

Typical course review/participant reaction forms for evaluating classroom type training, e.g. induction/refreshers’ courses are given in Annexures I to III which should be filled in by each participant at the end of training programmes or reactions may be gathered periodically (say after each session) and the trainer or course director should make desirable changes/modifications in the content, instructional techniques, as required. In addition, the training department of the organisation should also design a follow-up questionnaire and obtain feedback about on-the-job application of knowledge and skills imparted. The questionnaire should be filled in by the participants about three months after the programme. It is recommended that participants’ reactions be kept anonymous to obtain honest reactions.

ii) Change in Participant’s Learning.

The following guidelines should be used in assessing the extent of learning:

a) The learning of each participant should be assessed through tests so that quantitative results are obtained.

b) A before- and- after approach should be used so that any change in learning can be related to the training programme.

c) The performance of the trained group should be compared with that of a control group comprising of persons not exposed to such training programmes.

d) The results obtained from these assessments should be analysed statistically so that learning can be evaluated in terms of level of competence achieved.

iii) Change in Participant’s Attitudes

The following guidelines should be used in evaluating the training programmes in terms of behavioural changes:

The technique of “Objective test” including rating scales, disguised information quizzes, questionnaires, etc. should be used. Typical Guidelines for preparing objective tests are given in Annexure V. In addition, interview, projective techniques and behavioural observations are also recommended.

A statistical analysis should be made to compare the performance before and after, to relate the changes to the training programme. A control group should be used for this purpose.

Typical format for evaluation is given in Annexure VI.

This evaluation should be made by one or more of the following groups (the more the better).

a) The person receiving the training (This appraisal may be called “Self-assessment”)

b) The person’s superior or superiors;

c) the person’s subordinates;

d) the person’s peers or other people thoroughly familiar with his or her performance.

“OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines.”
The evaluation should be taken up three months after the training programme, which is considered a reasonable period to reflect the behavioural chances.

vi) **Change in Job Performance**

The following general approaches are recommended for obtaining data about job performance and training effectiveness:

a) Direct assessment of the individual’s job performance by the immediate superior.

b) Comparative assessment of trained and non-trained persons by the Line management.

c) Evaluation by those with whom the individual works.

The following key factors should be assessed:
1. Whether the person performs his job the right way (as per safe procedures) at all times.

2. Whether the person responds correctly during emergency drill/exercises consistently.

The assessment should be included in the Training record of the employee.

v) **Performance of Faculty**

It is recommended that participant’s reaction together with Course Director’s assessment of each faculty should be taken into consideration for evaluating performance of the faculty.

Typical Faculty Rating Sheet is given in **Annexure IV** for the use of Course Director.

vi) **Attainment of Safety Objectives**

The impact of training programmes should be evaluated in terms of overall Safety Objectives achieved, some of which are listed below:

a) Increased Safety awareness;

b) Reduction in accidents (both minor and lost time accidents)

c) Reduction in number of near-misses, fires/explosions.

d) Reduction in release/leakage of hazardous materials.

e) Faster and correct response during emergencies.

f) Increased reliability of safety systems of plant and facilities.

g) Overall improvement in housekeeping and efficiency of the plant.

6.3 **SCHEDULE OF EVALUATION**

The following time table is recommended for evaluation of various phases of a training programme:

<table>
<thead>
<tr>
<th>TIMING</th>
<th>ACTIVITY</th>
<th>BY WHOM</th>
</tr>
</thead>
</table>

"OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines."
6.4 RECORDS OF TRAINING.

Safety training needs of persons can be assessed only if relevant information is readily available. Records of training, therefore, should be maintained in respect of every employee indicating the types and the period of training programmes attended, performance evaluation (Ref. Clause 6.1 (iv) and the need for future training).

7.0 REFERENCES

The following Codes, Standards and Publications have either been referred to or used in the preparation of this Standard and the same shall be read in conjunction with this Standard:

1) “Training & Development” Handbook R.L. Craig
2) Training Manuals of Oil Companies
3) Mines Act/Oil Mines Regulations
4) Statutory & In-company Safety Regulations
5) OISD Standards & Recommended Practices

"OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines."
ANNEXURE-I

PARTICIPANT’S REACTION FORM

(Class room training course for Officers/Probationers)

Program:_________________________ Date:_______

We would appreciate your sharing with us before feeling and reactions to this program so that we can evaluate it and, where appropriate, make changes, to improve its usefulness. Please answer the questions below, as frankly as possible and use the, “comments” spaces provided for any additional thoughts of suggestions you may have.

1. Overall, how would you rate this programe in terms of its value to you? (Please circle one number reflecting your feeling).

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poor</td>
<td>Fair</td>
<td>Average</td>
<td>Good</td>
<td>Excellent</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. For each of the items below, please place an (X) in the appropriate column.

   Excellent  Good  Average  Fair  Poor

   a) How well was the program content organised?

   b) How well was the material presented by the instructor?

   c) How well did the instructor keep your interest?

   d) How well did the instructor respond to questions or issues raised by participants?

   e) How did you feel about the physical facilities(e.g. conference room, furniture, etc.)

   Cont..
3. Please rate the various methods or techniques used during the program in terms of how helpful they were:

<table>
<thead>
<tr>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Fair</th>
<th>Poor</th>
</tr>
</thead>
</table>

Lectures

Reading Materials & Assignments

Films

General Class Discussion

Small Group Work Periods.

Role-Playing

Cases

COMMENTS

4. a) How would you feel about recommending this program to others?

   --Would strongly recommend it.

   --Would recommend with some reservations.

   --Would not recommend.

b) Give reasons for recommendations of 4(a)

5. In what way could the program be improved?

Other Comments

"OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines."
ANNEXURE - II

COURSE REVIEW FOR OFFICER TRAINEES/PROBATIONERS

Name ........................................................................ Course ..............................................................
Designation .......................................................... Location .........................................................
Div/Dept .................................................................
Date .........................................................................

As part of our drive for excellence we seek to improve the quality and practical application of the training organised. For the benefit of future participants in this course we would appreciate your answers to the following questions. Please put a tick on the scales provided, or a brief note where requested.

1.0 Objectives of Course

1.1 Were all objectives, as stated in the Course note covered.

Not at all ......................................................... Fully ..............................................................

1.2 Please note any training needs you have, relevant to the course which were not included in the list of objectives.

..........................................................................................................................................................
..........................................................................................................................................................
..........................................................................................................................................................

2.0 Entry to Course

2.1 How much of the content of the course was new to you?

None of it .................................................. All of it ...........................................................

2.2 To what extent did the course fulfill your expectations?

Not at all .................................................. completely .........................................................

3.0 Learning Event

3.1 How did you find the level of training provided?

Too advanced ........................................ About right ....................................................
About right ........................................ Too advanced ....................................................
Too elementary .................................. Too short ....................................................

3.2 How did you find the time allotted for session

Too much ................................................ About right ....................................................
About right ........................................ Too short ....................................................

3.3 How effectively were queries answered?

Poor .......................................................... Excellent ......................................................

3.4 How effective were the Visual aids?

*OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines.*
3.5 How satisfactory did you find the practical work, if any?

   Very unsatisfactorily
   Very satisfactory

3.6 How much benefit do you think you will get from the handouts provided?

   Very little
   a great deal

4.0 Assessment

4.1 Generally speaking, how much do you think you have learned about the topic of the course?

   Very little
   a great deal

4.2 Do you feel your Dept./Div. will benefit from what you have learnt?

   Not very much
   a great deal

5.0 Further comments on Specific Sessions:

Please add any further notes that you consider may be helpful in

<table>
<thead>
<tr>
<th>Name of faculty</th>
<th>Session</th>
<th>Specific comments</th>
</tr>
</thead>
</table>

6.0 As part of the learning offered to you during this programme we would like you to write out some of your thoughts, experience, evaluations and your participation in this program.

7.0 This course would be effective when you translate what you have learnt into action. Therefore, state at least one idea as a result of this programme which you would implement at your work place in the next 6 months.

Please ensure that this is handed over to the Training Manager/Course Coordinator.
ANNEXURE - III

TRAINING SESSION QUESTIONNAIRE
(For Non-Officers)

1. Please circle your overall reaction to the training session just completed:
   Very Good       Good       Fair       Poor

2. How well did the material presented relate to your job?
   Very Much       Quite a Bit    Some       Very Little

3. Will you be able to use and apply the material presented in your daily duties?
   Very Much       Quite a Bit    Some       Very Little

4. Would you please give overall reaction to the way the instructor presented the session?
   Very Good       Good       Fair       Poor

5. What is your reaction to the visual aids which were used?
   Very Good       Good       Fair       Poor

6. What suggestions do you have for improving this session?
   ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
   ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
   ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
   ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
   ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
   ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
ANNEXURE - IV
FACULTY RATING SHEET

Name of Faculty......................................................Subject.............................................Date..............

<table>
<thead>
<tr>
<th></th>
<th>Very Much so</th>
<th>To Some Extent</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Preparation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. How Well Prepared</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Preparation geared to group?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Conducting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Held interest of group?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Was enthusiastic?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Used audiovisual aids?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Presented material clearly?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Helped the group apply the material?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Adequately covered subject?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Involved the group?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Summarised during and at end?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

C. Suggestions to improve future sessions?

"OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines."
ANNEXURE-V

GUIDELINES FOR PREPARING OBJECTIVE TESTS

1. Use objective items e.g. Multiple-choice or True-False rather than essay questions.

2. Use items that are important in terms of the knowledge the participant should have. Again items should reflect specific learning objectives.

3. Items should get at the participants’ understanding of material no just rote memory.

4. Keep the reading level relatively simple so that the participants' scores reflect their knowledge of the subject rather than their level of reading comprehension.

5. Make sure that there is only one correct answer in a True False or Multiple-choice item.

6. Use random pattern of correct answers; that is, do not have a set pattern of correct answers (e.g Five True items followed by five False ones).

7. Vary the items in difficulty - a few relatively simple, a few failure difficult - with most somewhere in between.

8. Keep the items discrete; the answer to one item should not signal the answer to another, nor should answering one item correctly be contingent upon answering a previous one.

9. Beware of giving clues to the correct answer. In a Multiple-choice item for instance, do not give away the correct answer by making it clearly longer or shorter than the other alternatives.

10. Make responding to the items as mechanically simple as possible. Keep in mind that you are trying to measure to Individual’s knowledge of the subject and not the ability to follow complex directions.
ANNEXURE - VI

CHANGE IN ATTITUDE AND RESULTS

<table>
<thead>
<tr>
<th>Trained Employees</th>
<th>Always</th>
<th>Sometimes</th>
<th>Never</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Since the time the employee attended the training programme.

a) Does he seek information on hazards.

b) Does he share such information with colleagues/subordinates.

c) Does he follow the laid down safe procedures.

d) Does he take keen interest in emergency drills and exercises.

e) Does he contribute suggestions for improvement of safety.

f) Does he react to unsafe conditions/acts.

g) Does he take active interest in safety promotional activities.

h) Does he guide his colleagues/subordinates in safe performance of the job.

Name: ___________________________ Course: ________________

Designation: _________________ Location: _________________

Div./Dept.: _________________ Date: _________________

“OISD hereby expressly disclaims any liability or responsibility for loss or damage resulting from the use of OISD Standards/Guidelines.”