



GoM Orientation Program

1 Purpose/Scope

This Program outlines the initial job, health, safety and environmental orientation topics for discussion between new/transferred employees and their supervisors. Participating in an initial orientation is the beginning of a safety training program established to develop the employee's safety attitudes and knowledge of their job.

2 Definitions

New/transferred employees are BP badged personnel and contract individuals who provide services that would otherwise be provided by a BP badged employee.

3 General Requirements

New/transferred employees, regardless of work location and prior experience, will have their job duties outlined and explained by their supervisor or other designated employee upon arrival at their work location. Observation of the new/transferred employee's work performance should be maintained until the applicable supervisor is satisfied that he or she can fill the position in a safe and effective manner.

4 Key Responsibilities

The employee's supervisor or other designated employee is responsible for reviewing this Program with the employee.

5 Procedure/Process

All employees will be required to participate in a BP orientation. The type and duration of orientation will vary between office and offshore-based personnel.

5.1 Office Based Personnel

All new/transferred employees will be required to participate in the Westlake Facility Orientation training provided by Westlake Property Management Health, Safety, Security and Environmental (HSSE). Upon completion of the Orientation, the employee's Supervisor (or their designee) will be expected to go through the [GoM Houston Westlake Campus Checklist – Orientation of New or Transferred Employee](#) to confirm that the specific information outlined in the checklist has been provided to the new employee.

5.2 Offshore Personnel

All employees and/or non-routine personnel going offshore for the first time will be required to 1) complete the HUET Water Survival course with an approved provider, 2) complete the "Offshore Readiness Module" and 3) participate in the site-specific facility orientation once onboard a BP or BP-contracted platform or vessel. The TWIC is required to board a BP contracted helicopter for offshore travel.

All transferred/new or non-routine personnel and visitors will participate in a site-specific orientation on-board the facility when they first arrive. This orientation covers site-specific hazards associated with the facility, which include, but are not limited to, location of emergency response equipment such as lifeboats, eyewash stations, alarms, and the SDS book.

All short service employees (SSE), as identified in the [Short Service Employee SWP](#) will be assigned a mentor and required to wear an orange hard hat, and follow other requirements as laid out in that SWP.

6 Key Documents, Tools, References

Orientation checklists have been developed and are attached through links below. Each new/transferred employee, regardless of prior experience, and their supervisor should utilize the appropriate checklist to confirm that a thorough overview of the hazard(s) of the facility and the safeguards to take to mitigate the hazard(s) have been discussed. The supervisor and new/transferred employee shall initial and date each item when completed.

[GoM Houston Westlake Campus Checklist – Orientation of New or Transferred Employee](#)

[GoM Field Checklist – Orientation of New or Transferred Employee](#)

[Short Service Employee Program](#)

[GoM Induction Checklist](#)

In addition, new/transferred employees shall complete the applicable HSSE training as defined on the Required Training Matrix and scheduled via the [Virtual Training Assistant \(VTA\)](#).

Revision Log

Revision Date	Authority	Custodian	Revision Details
7/14/15	GoM HSE Manager	GoM Safety Programs Team Lead	Changed Authority and Custodian title. Section 5.2: Removed references to License to Go Offshore and replaced with Offshore Readiness Module, replaced MSDS with SDS. Updated hyperlinks.
12/5/12	GoM H&S Director	GoM Safety Programs Lead	Add link to GoM Induction Checklist in Section 6 Key Documents
07/15/12	GoM H&S Director	GoM Safety Programs Lead	Reformatted document to meet new GoM document control template standardization guidelines.
01/19/11	Tami Joslin - Org Capability Manager - Ops, HSE, Engr	R. Bush - HSSE Training and Dev Coordinator and R. Kerns - GoM Safety Programs Lead	Wording changes to match new organization structure and matching the processes that Westlake Property HSSE has in place for orientation. Offshore orientation has standardized their site specific information to all HUB's and referenced in this document. Matched the SPM and the documents mentioned in this document.
01/31/06	S. Garner/ S. Tink/ C. Jackson	Dennis Johnson	No content revisions. Changed CD # from 10059 to UPS-US-SW-GOM-HSE-DOC-00122-2 to conform to new numbering nomenclature in the GoM HSSE doc base. Changed 2 authorities. Changed the name of the chapter from New/Transferred Employee Safety Orientation Program to GoM Orientation Program. Revised GoM Field Checklist – Orientation of New or Transferred Employee Form. Changed revision date on GoM Houston Westlake Campus Checklist – Orientation of New or Transferred Employee form to match revision date of procedure.
09/08/03	S. Garner/ B. Herbert/ R. DeLeonardis/ S. Flynn	Kathy Kanocz	Added reference to short service employee program and orange hard hat program and Venice training center orientation and changed custodian.
03/07/03	S. Garner/ B. Herbert/ R. DeLeonardis/ S. Flynn	Ray Britt	Changed one authority; added the requirement in Section 6.0 Key Documents, of completing “applicable HSE training defined within the Virtual Training Assistant (VTA)”; modified the GoM Field Checklist and the GoM Houston WestLake Campus Checklist to comply with changing GoM training/ orientation courses.
02/04/02	S. Garner/ B. Herbert/ R. White/ S. Flynn	Ray Britt	Initial issue as controlled document. Prior revision history located in hard-copy consolidated manual.

Gulf of Mexico



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Document Details			
Special Instructions			
Document Number	UPS-US-SW-GOM-HSE-DOC-00122-2	Revision	7
Document Title	GoM Orientation Program		
Next Review Date	7/1/18		
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Custodian	Pam Tomme Programs Team Lead	<i>Pam Tomme</i>	7-1-15
	Kayla Thomas Safety Programs Advisor	<i>Kayla Thomas</i>	7/1/15
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