

# Creating Orientation Programs for Personnel Going Offshore

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# Creating Orientation Programs for Personnel Going Offshore

## 1 Scope

This recommended practice is intended to serve as a guide to develop orientation materials for personnel and visitors prior to their first trip offshore. The scope and applicability of this document concludes after check-in at the offshore facility and receipt of the facility-specific orientation.

## 2 Terms, Definitions, Acronyms, and Abbreviations

For the purposes of this document, the following terms and definitions apply.

### 2.1 Terms and Definitions

#### 2.1.1 hitch

The length of time and typical daily work hours an employee will be working at the offshore facility.

#### 2.1.2 offshore facility

Place of work offshore in the outer continental shelf or international waters.

#### 2.1.3 orientation

A program of introduction for newcomers.

#### 2.1.4 shorebase

The place an employee reports to before being transported to the offshore facility.

#### 2.1.5 training

The action of teaching a person a particular skill or type of behaviour, including knowledge verification and documentation of completion.

#### 2.1.6 U.S. outer continental shelf

All submerged lands lying seaward and outside of the area of lands beneath navigable waters, as defined in Section 2 of the Submerged Lands Act (43 U.S.C. 1301), subsoil and seabed of which appertain to the United States and are subject to its jurisdiction and control.

### 2.2 Acronyms and Abbreviations

BSEE	Bureau of Safety and Environmental Enforcement
FR	fire-resistant clothing
GHS	Globally Harmonized System of Classification and Labelling of Chemicals
HAZCOM	hazard communication
HAZWOPER	hazardous waste operations and emergency response
HUET	Helicopter Underwater Egress Training
MARSEC	maritime security