



Common Induction Process

Employing Company Induction (ECI) - a mandatory requirement

The objective of this note is to provide guidance in three areas:

- 1) *To clearly explain the ‘generic’ Employing Company Induction (On-line Course), and also, the remaining ‘specific’ Employing Company Induction that each company will be required to provide (not in the On-line Course).*
- 2) *Suggest ways that companies can implement the Employing Company Induction, and other issues that should be considered.*
- 3) *To explain how Employing Company Induction achievements are captured in Vantage.*

1) Generic and Specific learning outcomes

A.1 Introduction

The OPITO approved guidelines for an Employing Company Induction requires candidates to demonstrate a level of knowledge and understanding to meet specified learning outcomes.

This document will assist those involved in the delivery and assessment of an Employing Company Induction using the Step Change E-learning programme (On-line Course). This document identifies the gap between the generic material contained in the course and the knowledge required to meet the learning outcomes.

B.1 Programme content

The OPITO approved guidelines for an Employing Company Induction suggest that an induction should begin with an **introduction by an appropriately Senior Manager.** Employing companies will still be required to do this, as this is not provided through the on-line course.

The OPITO guidelines stress the importance of recapping on certain items, which should be brought forward from the BOSIET module. These are identified as:

Offshore Hazards, Organisation for Safety, Safety Management System, Permit to Work System, Environmental Awareness, Personal Commitment to Safety.

The first six of these items combined with another; titled **Working Offshore**, are included in the course. Assessment on each section is conducted using multi choice type questions; these must be answered correctly in order to proceed through the programme.

To meet the learning outcomes fully, some specific information relating to the employing company must be given and a knowledge assessment conducted using suitable means, e.g. oral/written questioning.

B.2 Learning Outcomes

Each of the following 8 learning outcomes from the OPITO approved guidelines are preceded by the words: *Attendees should be able to describe:*

1. The main hazards associated with company operations

The programme defines the terms *hazard* and *risk* and lists the following Hazards which could be met offshore:

Hydrocarbons under pressure, working at height, lifting equipment, hazardous substances, confined space, electricity, overside work, noise, manual handling, hydrogen sulphide, radiation, extreme weather.

To comply with OPITO guidelines and meet the stated learning outcome, employees should also be given an overview of *the Business and Company's operations* including **information on any hazards specific to Company operations or the employees' workplace.**

2. How the Company Safety Policy affects the individual

In the section *Organisation for Safety*, information is given on the typical content of a safety policy and what it means to the individual. The importance of workforce involvement in ensuring the effectiveness of the policy is also stressed.

In the section *Safety Management System*, the Health and Safety Policy is seen to form the first step in effectively managing and improving safety.

3. The procedure for reporting safety/personal concerns and accidents/ incidents offshore

The programme encourages the reporting of safety/personal concerns in the section *Organisation for Safety*. It advocates initial reporting to the Line Supervisor, but also lists the further options of *Safety Representative, Safety Advisor, OIM or HSE*.

In this section, safety communication is also advocated through safety meetings and toolbox talks.

In the section *Safety Management System* the importance of following the installations accidents/incidents reporting procedure is emphasised. This procedure must of course be detailed during the installation induction.

4. The company's alcohol and substance abuse policy

Generic information regarding alcohol and substance abuse policies is given in the section *Organisation for Safety*. This includes the total ban on alcohol/illegal substances offshore and the possibility of heli-port searches. The procedure of declaring prescribed medicines at the heli-port and to the medic offshore is brought forward from BOSIET into this section also.

To fully meet the learning outcome, **Employing companies are required to provide employees with further details of their own specific policy in respect of alcohol and substance abuse.**

5. The company's offshore safety requirements and their expectations of the individual

The OPITO approved guidelines list company expectations of the individual as:

Observation of all safety rules/ procedures and permit conditions, stopping the job if worried about safety, reporting of incidents and unsafe conditions immediately, knowing what to do in an emergency, working safely.

All these topics are addressed in the programme and the user is reminded that *working safely* is a condition of employment and a legal responsibility.

6. The requirements for personal luggage when travelling offshore and identification of the prohibited items

During the programme the user is told not to exceed the baggage allowance although an exact weight is not given. They are also informed that hand baggage is not allowed in the cabin and must all be contained in their holdall.

Prohibited items are listed in the programme and examples are given of other items that may be restricted by rules offshore. These include cameras and battery operated or electrical appliances.

Employing companies must provide employees with further information on any specific requirements regarding baggage/items being taken offshore.

7. The Company's safety rules

The programme ends with offshore personnel speaking about their own personal commitment to safety. These generic topics are those listed in the OPITO approved guidelines. They include both *what the individual can expect from the company* and *what the company expects of the individual* and include the observation of safety rules.

Employing companies must provide employees with further information on any specific policies, procedures and safety rules which they have in place.

B.3 Summary of what should be covered in addition to completing the on-line course.

The following supplementary information topics are the minimum required to meet the learning outcomes in addition to the on-line course.

- 1. Introduction by appropriately Senior Manager.**
- 2. Information on any hazards specific to Company operations or the employees' workplace.**
- 3. Specific policy details in respect of alcohol and substance abuse policies.**
- 4. Specific requirements regarding baggage and restrictions on items being taken offshore.**
- 5. Company specific policies, procedures and safety rules.**

2) Implementation

As outlined in the CIP guidelines, the Employing Company Induction targets **'New Starts'** coming into the Oil & Gas industry and those who are returning to the industry after a period of absence.

The Employing Company Induction 'generic' (On-line Course) can be delivered either individually-using a computer or in groups using a facilitator, computer and projector.

Regardless of how the induction is delivered, the person responsible for the induction will ADDITIONALLY need to cover and assess for the Employing Company 'specific' learning outcomes (detailed in 1 above).

Depending on the detail and volume each company intends to cover there are a number of options for this part of the delivery -'Chalk & Talk', a small leaflet, a few power point slides etc – **However it should be stressed that this 'specific' element should be kept as short and concise as possible, given that the majority of the learning outcomes are covered within the on-line course programme.**

For existing employees who are not new to the industry yet will be required to have their Employing Company Induction competence captured within Vantage, there are different options available for companies:

- a) Individuals can complete the programme in the same way as a 'new start'.
- b) The employee can select the 'fast track' option on the on-line course (this takes the individual through the required assessment sections only).

For further information on the Employing Company Induction please refer to: www.stepchangeinsafety.net additional information can be accessed under the Resources / Ownership Channel. All resources are listed alphabetically.

(NOTE: The Employing Company may have to (as a 1 off), demonstrate to Opito that their previous or current Employing Company Induction fully meets the learning outcomes detailed in the Guidelines (1 above).

3) Accessing The Step Change Employing Company On-line Course

The Employing Company On-line Course is available at:-

www.ecistepchange.co.uk