



AzSPU Offshore Sea Survival Training and Medical Policy Procedure

Document number:

AzSPU-HSSE-DOC-00046-2

Title of Document:	AzSPU Offshore Sea Survival Training and Medical Policy	CD #:	
Authority:	HSE & Eng Org Capability Manager	Custodian:	HSE L&OD Advisor / Learning Ops Manager
Scope:	SPU Offshore Operations	Doc. Admin.:	HSSEMS Coordinator
Issue Date:	01/08/05	Issuing Dept:	HSE & Engineering
Revision Date:	02/08/10	Control Tier:	2 – AzSPU Regional
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1.0 Purpose/Scope

The purpose of this document is to describe the minimum standards for offshore water survival training and medical fitness evaluations for the Azerbaijan Strategic Performance Unit (AzSPU). This controlled procedure applies to AzSPU Performance Unit employees, contractors, and visitors engaged in offshore operations.

2.0 Definitions

BOSIET: Basic Offshore Safety Induction and Emergency Response Training

FOET: Further Offshore Emergency Training

GoM: BP Gulf of Mexico Guidelines for Medical Aspects of Fitness for Offshore Work

IASST: International Association for Safety and Survival Training

MoW: Most of the World

Offshore Medical: OGUK or other BP accredited Medical Fitness for Offshore Work

OGUK: Oil and Gas, UK

OIM: Offshore Installation Manager

OPITO: Offshore Petroleum Industry Training Organization

PUL: Performance Unit Leader

US: United States of America

Visitor: BP or contract personnel traveling to an offshore facility for the purposes of attending a meeting or audit and will not be engaged in operational work activities.

3.0 General Requirements

3.1. Offshore Medical Policy

A health assessment for non US based offshore workers, pipeline, terminal and marine base operators, other operations and construction staff is to be performed as per OGUK Medical Aspects of Fitness for Offshore Work guidelines or equivalent approved by the BP Occupational Health Advisor. The AzSPU offshore fitness assessments for employees in Fitness for Task Health Management Program can be found at URL: <http://baku.bpweb.bp.com/dep/hse/health>.

3.2 Offshore visitors' medical assessment

The health risks associated with offshore work relate to the geographical location of the installation rather than the purpose of the visit. Although, to a lesser extent, the time to be spent there may affect the risk associated with work offshore, even for offshore visit planned to be of short duration, individuals may unavoidably have the length of their stay extended due to weather or operational reasons.

All visitors should therefore be assessed under Oil and Gas UK or other BP accredited Medical Guidelines, irrespective of the purpose or duration of their planned trip.

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The simplified scope of medical screening will include:

- Photographic ID of the examinee
- Offshore Workers form - GHF34 filled in / signed
- Audiometria
- Urine analysis
- Visual Acute
- Body Mass Index
- Appropriate clinical examination
- Further investigation (e.g. blood tests, ECG, spirometry) may be required to clarify clinical findings but are not a routine requirement.
- Drug test (Amphetamines, Phencyclidine (PCP), Opiates, Cannabis, Cocaine)

Offshore Workers form attached to the given policy (Appendix A) should be completed and submitted to the examining doctor during the assessment.

Medical Dispensation will only be permitted with approval of Performance Unit Leaders (PULs) under special circumstances and is not intended for general operational reasons but can be considered in urgent situations. Additionally a personal dispensation must be signed by each individual indemnifying BP against any possible health consequences (refer to Appendix B).

3.3. Offshore Water Survival Training

Valid certificate of OPITO approved or IASST accredited Offshore Water Survival and Emergency Training is required for core BP and contractor employees traveling to the offshore facilities.

All BP and contractor personnel are required to have valid OPITO approved or company specific water survival training provided by IASST recognized training institution refreshed every 4 (four) years.

Short term visitors who make a maximum of two round trip visits or a total of 10 days offshore per year will not be required to take the training, but must be accompanied by AzSPU BP personnel while traveling over water and during their stay offshore. Training Dispensation letter should be obtained from Offshore Installation Manager of the platform (refer to Appendix D). If any exceptions to the above, approval of Vice-President is required.

The minimum requirements required for training providers to provide BOSIET for BP employees and its contractors can be found in [Virtual Training Assistant](#) (course HSEEMR101).

3.4. Training Enrolment Policy, Standards and Duration

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In order to comply with the AzSPU offshore water survival training standard requirements, personnel should undertake:

FIRST-TIME ATTENDEES:

- a) Company specific 1-day offshore water survival training at IASST recognized Training Center.

REFRESHERS:

- a) either company specific 0,5-day offshore water survival training at IASST recognized Training Center;
- b) or OPITO approved 1-day offshore water survival refresher training (FOET) at OPITO approved Training Center.

NOTE:

1. In order to ensure consistency with MoW offshore survival training standards, it is recommended that employees, other than UK nationals in a view of maintaining UK standard certificates, take priority attending company specific offshore survival course over OPITO approved offshore survival training.
2. Employees nominated to perform Emergency Response duties as Coxswains and Helideck Team members subsequently undertaking OPITO approved Helideck Team member and Coxswain trainings, will need to maintain OPITO water survival training certificates as pre-requisite to above-mentioned programs.

If employee's OPITO approved certificate gets expired and requires attending 3-day OPITO approved Basic Offshore Survival & Emergency Response training (BOSIET), VP approval will be required.

4.0 Key Responsibilities

Supervisors are requested to ensure that affected personnel are informed of this procedure.

All appropriate medical and offshore water survival training documents should be submitted to Logistics Department at least 10 (ten) days prior to the offshore travel day. Completed forms not received 10 (ten) days in advance may be subject to delays in approval.

5.0 Procedure

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OPITO and IASST accredited basic offshore survival training is available in Baku, Azerbaijan. Consult [Virtual Training Assistant](#) for scheduled sessions or Learning Coordinator supporting respective team.

6.0 Key Documents, Tools, References

AzSPU HSSE & Social Training, Awareness and Competence Procedure

AzSPU HSSE Training Requirements Matrix

AzSPU HSSE Training Foundation Competency Guidelines

Virtual Training Assistant Learning Management System

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APPENDIX A

This is a copy of the Offshore Workers Form, which should be filled in by regular workers or visitors prior to medical assessment and submitting to examining doctor.



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APPENDIX B

This is a copy of the Medical Dispensation Form, which should be filled in by offshore visitors prior to traveling on a platform, a copy of which needs to be submitted to Occupational Health department.

Name.....
Position.....
Company.....
Address.....
Contact No.....
Email address

To:
Date:

I, (name).....will be visiting BP Azerbaijan Strategic Performance Unit offshore facilityplatform on(d/m/y) and would like to verify that I am in good general health and have no following clinical problems to prevent me from traveling offshore:

- Current infection
- Significant Hearing or visual impairment
- Impairment of mobility
- Fear of Flying or confined spaces
- Insulin dependent diabetes
- Epilepsy/fainting or loss of consciousness
- History of heart or circulatory problems
- Asthma
- Current Peptic ulcer disease
- Recent Major Surgery (within 6 weeks)
- Pregnancy
- Any medication needing to be carried on person

I realize that the platform visit will involve flying on helicopter, climbing of stairs and other physical activities and have no health related concern in that regard.

Respectfully, (print name)..... signature.....

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APPENDIX C

Visiting Offshore Locations and Your Health

The Offshore Environment

Travel to and staying on an offshore location requires the traveler to experience a wide variety of physical and environmental challenges to which they may not be accustomed.

You should report all **medications** and unidentified substances such as herbal medications, dietary supplements or similar to BP Occupational Health Adviser. On arrival on the platform inform the medic that you are carrying medications and he will register them, whether prescribed or non prescribed that you are taking, and that you have reason to believe may impair your ability to function or be fully alert during your visit, to the same BP authorities.

You can be assured that medical confidentiality will be observed.

If you are taking regular medication, please ensure that you bring an adequate supply in a properly marked container.

BP is committed to providing a safe and healthy working environment for all employees, contractors and visitors. This means an environment which protects well-being and is free from the effects of alcohol and drug abuse. In this connection Contractors, subcontractors of any tier, agents or visitors who perform labor or provide services on BP premises must comply with BP's

Substance Abuse policy <http://docs.bpweb.bp.com/dkAzSPU:/content/hse/spu/documents/AZSPU-HSSE-DOC-00079-2>

In the context of this policy, "substance" includes alcohol, illicit drugs, prescription and over the counter medication or any other substance which when used can impair an individual's ability to perform his / her Professional duties.

BP reserves the right to test all visitors for substance abuse in the following circumstances: Post-Incident, Reasonable Suspicion, Site/Location Unannounced Testing, and Safety Assurance (Random or in 100% of cases).

If you require **spectacles**, remember to take these and take a spare pair in case of loss or breakage.

The purpose of this document is to protect individuals and employers from predictable medical emergencies which may arise in an isolated location.

The pregnancy is a normal physiological state but appropriate to consider any additional medical risks faced by the **pregnant** visitor in an offshore environment.

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The employer of any employee who wishes to visit offshore whilst **pregnant** should conduct a risk assessment and discuss the findings with the employee. On the basis of the consideration of this risk a decision about the suitability of offshore visit whilst pregnant should be recorded in writing.

After a risk assessment it may be reasonable to consider offshore visit but in all cases the following must be satisfied:

- The pregnancy has been assessed and confirmed at ultrasound by a physician as low risk.
- The employee understands and accepts the additional risks entailed in visiting offshore whilst pregnant.
- The BP Occupational Health Adviser has been informed and agrees to offshore visiting for named worker

Contraindications to visit offshore for pregnant women are indicated in OGUK and will be considered by medical provider's examined doctor.

Should you have any questions on your Health status please contact an appropriate BP management representative or the AzSPU Occupational Health Advisor **prior** to your visit at OccupHth@bp.com

Occupational Health Advisor Contact Details:

Office 994 12 437-69-48

Mobile 994 50 255-05-33

Fax 994 12 437-69-97

The purpose of any medical review is to ensure any special health needs you have can be accommodated during your trip and that medical emergencies can be effectively dealt with.

Have a safe and pleasant trip offshore.

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Appendix D

AzSPU Offshore Water Survival Dispensation

Name of Individual(s):	
Company Name:	
Date of Dispensation:	Start Date: Stop Date:
Dispensation Type:	Offshore Water Survival Training

Reason for Dispensation:

Signature: _____
Offshore Installation Manager

Asset: _____

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Revision Log

Revision Date	Authority	Custodian	Revision Details
Aug 23 2005	Holmes – Training Farzali - Medical	Holmes	Replaced AzBU with AzSPU; Deleted AzBU ESMS Contractor HSE Training Requirements Procedure under 6.0 Key Documents, Tools, References
Aug 23 2005	Holmes – Training Farzali - Medical	Holmes	Replaced definition for visitors in article 3 into “non-AzSPU BP and BP”;
Sep 16 2—6	Holmes – Training	Holmes	Added web link to complete list of OPITO approved training establishments. Link is maintained by COGENT
Feb 1 2006	Holmes – Training	Holmes	Updated with IASST
Feb 14 2006	Almaz Agazade	Holmes	Added GoM's Guidelines for Medical Aspects of Fitness for Offshore Wor
30 March 2006	Yelena Mirtagavi	Holmes	Deleted words “non-AzSPU BP and AzSPU-BP” shown in the brackets for Visitors in Section 3.0 General Requirements
30 March 2006	Yelena Mirtagavi	Holmes	Added words “As part of medical dispensation procedure they must submit filled out questionnaire (<u>Offshore Workers form - GHF34</u>) to the offshore medic and Almaz Aghazada, Occupational Health Advisor prior to their visit” in Section 3.0 General Requirements
30 March 2006	Yelena Mirtagavi	Holmes	Added requirement to obtain OIM agreement to dispense offshore survival training requirement for visitors
30 March 2006	Yelena Mirtagavi	Holmes	Removed Medical dispensation words from Appendix A form
25 April 2007	Gunther Newcombe	Mirtagavi	Made changes to the title of custodian
15 May 2007	Alan McNulty	Mirtagavi	Updated language in Section 3 to include equivalent IASST accredited training. Revised visitor threshold to three roundtrips and <10 days offshore. Revised Section 5 to include equivalence language.
20 May 2008	Alan McNulty	Mirtagavi	Updated need of separate part of training on the use of re-breathers, preferably through OPITO approved course or as separate training at Heliport.

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05 June 2008	Alan McNulty	Mirtagavi	Updated health assessment process.
26 September 2008	Alan McNulty	Y Mirtagavi	Updated health assessment process with attachment of offshore worker form and clarity on the process of assessment
17 November 2008	Alan McNulty	Y Mirtagavi	Clarity around health dispensation to be approved by PULs
02 December 2008	Alan McNulty	Y Mirtagavi	Clarity around health dispensation to be approved by PULs and health dispensation form to be filled
13 January 2009	Yuliy Zaytsev / Almaz Agazade	Y Mirtagavi	IASST accreditation acceptable as offshore survival training certification
20 July 2009	Greg Mattson	Y Mirtagavi	IASST company specific acceptable as offshore survival training certification for first attendees. VP approval should be required for 3-day OPITO BOSIET training.
13 October 2009	Greg Mattson	Y Mirtagavi	OPITO FTM/FTL trainings do not require OPITO BOSIET as pre-requisite and therefore company specific program is sufficient
02 August 2010	Eva Wasilewska	Y Mirtagavi	Added requirement of VP approval if any exceptions to the rules

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