

## FACILITY ORIENTATION CHECKLIST

This form is to be completed by any personnel visiting an Anadarko GOM offshore facility for the first time or any personnel, other than assigned core personnel, who have not completed a full orientation within the past 1 year on this facility.

### Safety Expectations: { by Facilitator, Mentor, and/or Supervisor }

- Welcome** to this Anadarko facility. Ensure that you have signed into the arrival log. The facility specific orientation video will be shown. For your safety and safety of others, please pay close attention to all the instructions that will be provided.
- Personal Protective Equipment:** FRC, hard hat with lanyard or chin strap, safety glasses, safety footwear, gloves and hearing protection are the minimum PPE required outside the quarters. Other required PPE are to be worn dependent on the job task.
- Safety Meetings & Emergency Drills:** You are required to attend and participate in scheduled safety meetings and emergency drills.
- Stop Work Authority:** It is your right, your obligation, and your RESPONSIBILITY to stop work when you observe an unsafe condition or act that could affect your safety, the safety of other personnel or the environment. There will never be repercussions for any Stop Work Authority that is utilized.
- Ultimate Work Authority:** The OIM is the Ultimate Work Authority. For major SWAs utilized, the Ultimate Work Authority must be notified and approve work to continue.
- Incident Reporting:** Immediately report all incidents (spills, leaks, injuries/illnesses, near misses, etc.), no matter how minor, to your supervisor and the OIM.
- Anadarko Safe Work Practices:** All personnel are required to follow all applicable Anadarko Safe Work Practices while on board any Anadarko facility. For information, copies or guidance on safe work practices see your supervisor or the OIM.
- 20/20/20:** Every 20 minutes, take 20 seconds, to look 20 feet around you. For information or guidance on 20/20/20 see your supervisor or the OIM.
- LiveSAFE:** It is about the genuine care and concern for each individual in our lives and treating everyone with dignity and respect.

### Emergency Information: { by Facilitator, Mentor, and/or Supervisor }

- Station Bill:** Review the station bill to identify your muster station and alternate station in the event of an emergency. Ensure you are fully capable of performing all emergency duties.
- Emergency Alarms:** Understand what each alarm sound indicates.
- Escape Routes and Lifesaving Equipment:** Identify all routes of exit/egress and lifesaving equipment to be used in the event of an emergency. (Capsules, rings, floats, rafts, ropes and stairs)

### Hazard Information: { by Facilitator or Mentor }

- Job Safety Analysis (JSA):** A JSA shall be completed before starting a job to identify and mitigate potential hazards. You will be expected to participate in Anadarko's JSA Process.
- Safety Data Sheet (SDS):** SDS are available online and can be accessed when needed. Before handling any chemical, review the Safety Data Sheet (SDS). The SDS contains health hazard information, PPE requirements, storage requirements, and environmental considerations.
- Electronic Devices:** The use or possession of personal portable non-intrinsically safe equipment (cell phones, cameras, iPads, laptops, smart watches, etc.) is prohibited outside of the living quarters unless approved by the OIM. Their use will then be controlled under the Permit to Work Program. *\*Make sure that all charge cords are in good condition and do not leave electronic devices plugged in unattended or on soft surfaces (bedding etc.).\**
- Designated Smoking Areas:** Smoking is ONLY permitted in a designated smoking area. Cigarette butts must be disposed of in approved containers. **DO NOT THROW CIGARETTE BUTTS OVERBOARD OR ON THE DECK!** Pressurized lighters and E-cigarettes are prohibited offshore. Matches shall not be carried into production, drilling, or work areas.

### General: { by Facilitator or Mentor }

- Housekeeping, Stairs, and Doors:** Be mindful to maintain good housekeeping in and around your work area. While ascending or descending stairways maintain three points of contact at all times. Use CAUTION when opening/closing building doors.
- Personal Hygiene:** During your stay at this facility, you will be required to practice good personal hygiene. Wash your hands and use hand sanitizer regularly, keep your living area clean and disinfected. Shower, launder and change clothing

daily. Only provided toilet paper should be flushed. Sleeved shirts and closed-toed shoes must be worn at all times while in common areas of the facility.

- Mealtimes and Laundry:** Ensure you know when mealtimes are and how to get your laundry cleaned.
- Drug/Alcohol and Prohibited Substance Search and Seizure Policy:** All personnel on Anadarko property are subject to random drug and alcohol screening as well as baggage searches for illegal drugs, alcoholic beverages, prohibited substances, firearms or property belonging to Anadarko. Anyone refusing to comply with this policy will be removed from Anadarko facilities.
- Prescription Medication:** All personnel traveling offshore are expected to notify the medic of any medications upon arrival. However, for your safety and the safety of everyone on the facility, it is mandatory to report any medications which have warning labels indicating they might cause you some type of impairment. All prescription medications must be in the user's own name within expiration date and in original container. **Sharps (needles, syringes, etc.) shall be disposed of in the provided sharps containers located throughout the facility. See facility Medic for additional information.**
- Job Skills and Knowledge:** Work shall only be conducted by personnel that have adequate skills and knowledge to perform their assigned duties while on board this facility. If you have not been trained or qualified to perform a certain task do not proceed with the job and/or task.
- Short Service Employee (SSE):** If the employee/contractor is new to facility and/or OXY, they have been assessed for SSE status, and the OIM has decided if they are exempt from the SSE Program. Yes  No
- One time or infrequent visitors:** A visitor may be considered an SSE by definition of the SSE program, however, will not require assignment of a mentor and the SSE documentation is not required. The visitor **shall** be required to wear a green hard hat unless their company SSE program complies with the identification requirements of the OXY SSE Program.

**Acknowledgement:**

The above information was explained to me in detail and all points of reference (muster stations, alarms, evacuation routes/procedures etc.) on this facility were explained and visually observed by me. I understand this orientation and agree to abide by the above stated information. I have had the opportunity to ask the facilitator of this orientation for further clarification of any item above that I do not understand.

**Personnel receiving this orientation:**

Signature: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Employer: \_\_\_\_\_  
 Employer Phone Number: \_\_\_\_\_

**In case of an emergency please notify:**

Print Name: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Alternate Number: \_\_\_\_\_

**Facilitator of this orientation:**

Signature: \_\_\_\_\_  
 Facility/Position: \_\_\_\_\_ / \_\_\_\_\_  
 Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Supervisor of Personnel receiving orientation:**

Signature: \_\_\_\_\_  
 Facility/Position: \_\_\_\_\_ / \_\_\_\_\_  
 Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Mentor of Personnel receiving orientation (If required):**

Signature: \_\_\_\_\_  
 Facility/Position: \_\_\_\_\_ / \_\_\_\_\_  
 Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Facility OIM/Designee/UWA:**

Signature: \_\_\_\_\_  
 Print Name: \_\_\_\_\_

Date: \_\_\_\_\_