



Oxy GoM Contractor,

Oxy USA Inc's Gulf of Mexico business unit (Oxy GoM) will now be tracking our *LiveSAFE* orientations through ISNetwork. The required orientations consist of the 1. **Introduction to LiveSAFE** orientation (video) through the Online Training tool and the 2. **LiveSAFE Orientation Course** (in person) tracked through Training Qualifications (TQ). Your company will also be required to acknowledge the **LiveSAFE Orientation Training Acknowledgement Form** in the Documents section of your account.

*Please note that the LiveSAFE orientations are not currently included within Oxy GoM's QuickChek requirements for offshore travel. **This will change in the near future and will be communicated once active.***

The following items are attached for your reference and details on both requirements below:

Online Training Tool QRG
TQ Step by Step Guide

1. Online Training Tool: Introduction to LiveSAFE (video) – annual requirement

Oxy is now requiring all contractor employees to complete the online orientation in ISNetwork. Please ensure your ISN admin user assigns the *LiveSAFE Online Training* to the applicable employees as soon as possible to ensure this deadline is met.

Attached is a Reference Guide should you need assistance with completing the requirement. Additionally, a list of Frequently Asked Questions and Troubleshooting Assistance can be found on the Bulletin Board within the Messages section of your ISNetwork account.

Steps below to assign employees to the Online Training Project:

1. From the left-hand navigation, Click **Employee Information & Training**
2. Click **Project Training Assignments**
3. Select **Oxy USA Inc** from the Hiring Client dropdown
4. Click **View Details/Assign Employees** next to the **Oxy GoM - Introduction to LiveSAFE** project
5. Use the filters to locate a specific employee or click **Search** to pull through all employees
6. Select the employee(s) you want to add to the Project from the "Available" box on the left and move them to the "Selected" box on the right by clicking "**Move Available Employees**"
7. Click **Save**

2. Training Qualifications: LiveSAFE Orientation Course (In Person) – every 5 years

Once your applicable employees have completed the in person LiveSAFE Orientation Course and received a certificate from Oxy, please login to ISNetwork to assign the applicable employees to the LiveSAFE TQ project and document the date this course was completed.

Please ensure your company employees have a digital copy of their Oxy LiveSAFE certificate available upon request.

3. Acknowledgement Form: LiveSAFE Orientation Acknowledgement

Please follow the instructions below to review and acknowledge the LiveSAFE Orientation document,

1. Login to ISNetwork
2. Click on **Document Center** in the left navigation bar
3. Click **Hiring Client Specific**
4. Click **Acknowledgement Form**
5. Filter to **OXY USA Inc**
6. Click the **pencil** icon next to the **LiveSAFE Orientation** form
7. Download and review the document
8. Select the **box on the bottom right of the page** to agree
9. Click "**I Agree**"

Your employees can also access their jobsite requirements, upload their certificate to the digital wallet and complete online trainings on-the-go through the Empower app. For more information on how Empower benefits you and your workers, please reference the attached one-pager and visit the Empower website [here](#).

If you need additional assistance, please reference the Help Center in your ISNetwork account or contact the ISN Customer Service Team at (800) 976-1303 or click [here](#) and select "Let's Chat."

Thank you for complying with Oxy GoM's Online Training requirement.

Sincerely,

HSE Director, US Offshore
