



New Employee Induction Program

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Program Outline

Ensuring new employees;

- Complete all relevant Safety Training prior to going to the field
 - Schlumberger and Client/Rig/Regulatory specific
- Mentoring system
- Physical identification of new employees
- Meet managers
- Monthly, quarterly and annual review of progress

Safety Training

- Minimum Training Modules
 - Injury Prevention Training (1 day)
 - Stepping – Handling, Hands & Fingers
 - Driving Training (1 day)
 - QHSE Induction, First Aid, Hazard Identification (incl. JSA)
- Overview of QHSE resources, internal and external
 - Loss Prevention Team, QHSE reporting database, QHSE support personnel
- Job and Location Related Training
 - Offshore Survival Training
 - Cyclone Preparedness Training

Company Induction

- Presentations by:
 - General Manager, Operations Managers, Personnel, Finance, Marketing and QHSE
 - Basic understanding of Company; structure, support and vision
- 1.5 days of interactive presentations

Mentor Process

- Each new employee (12 months) assigned a mentor
 - Same as technical mentor
- Confirm participation in QHSE processes
 - Minimum reporting of hazardous situations
 - Ensure Training progress (QHSE and Technical)
 - Ensure active participation in safety meetings
- Prepare for going offshore
 - Pre-trip Hazard review, JSAs
- Mentor – list of responsibilities

Role of New Employees Manager

- Local induction
- Assign a mentor
- Arrange for attendance of minimum and job related safety training
- Confirm Client/Rig/Regulatory training needs are in requirements for new employee
- Review progress of new employee with mentor every quarter
 - Schlumberger specific
 - Client/Rig/Regulatory

Monitor Progress

- Monthly review with mentor (documented)
 - Training progress
 - QHSE database entries
 - Safety alerts
 - Improvement areas
- Quarterly review with manager (documented)
 - Objectives
 - Performance
 - QHSE Progress
 - QHSE Involvement
- Process monitored by QHSE

Summary

- Structured program ensures consistency
- Include Client/Rig/Regulatory Training
 - Reduce need for separate system for logging this internally
- Reduce time needed for initial training
- Mentor system key
- Get employee involved from day 1!
- Manager face-time with new employees
 - Induction program
 - Well site visits