

SafeLandUSA Minutes

May 29, 2008

Time: 9:00 AM-2:30 PM

Location: TETRA TECHNOLOGIES, THE WOODLANDS

Attendees:

Roosevelt Smith-Tetra (Facilitator)
Elizabeth Haley-TEEX (Scribe)
Rick Ingram-BP
Eric Rosemann-Gray Wireline
Pete Eustis-PEC
Larry Jones-Highmount E&P
John Vidrine-Key
Merle Hellickson-Key
Charlie Carr-PEC
Jennifer Greaves-Marathon Oil
Damon Buster-Shell E&P
Jeff Ostmeyer-Anadarko
Dustin Hoffpauir-Anadarko
Joe Hurt-IADC
Brenda Kelly-IADC
Virginia Markey-Tetra
Arthur Washington-ExxonMobil (Co-Facilitator) (joined in via teleconference)

Open/Introductions:

***Roosevelt Smith-Tetra opened meeting at 9:15 am.
Emergency Action Plan covered by Roosevelt Smith.
Mission Statement Read.
Safety moment video shown on Echo Location.***

Committee Updates:

Brenda opened....

SafeGulf CR&R meeting 2 wks ago in Lafayette. CBT topic. Needed to be a separate subcommittee function. Criteria, testing-joint effort with SafeLandUSA. CBT for specific modules, not entire program, does not need to be proctored. Specifically topic content-appropriate/not appropriate? Parts of the orientation would be accepted as CBT-might be a problem if not all accepted (online issues). Logistical issues. Does it include web-based? Cross-reference issues b/w SafeGulf & SafeLandUSA.

Training ahead of time to reinforce knowledge...at the end, test IS the test. Doesn't need to be proctored. Combine to make live-training go faster. Interaction necessary...augmentation possible. One certification/one auditing process. Bottom line: Does he/she (participant) have the knowledge?

Motion made to combine SafeGulf & SafeLandUSA effortmotion accepted.

Discussion:

- *Support for SafeLandUSA:*
BP has buy-in. Invitations into Colorado. Strong interest everywhere.
- *Commitment issues:*
SafeGulf may accept CBT. Contractors ready to go forward, just need operator buy-in.
Brenda had done power-point presentation, but no updates done.
We need to be following through on updates.
We need to stay as close to SafeGulf as possible. Contractor issues...got to lay something down to implement it.
This will get us out of orientation business. Three salaries/yr spent on doing orientations. Lots of time and \$'s spent...too confusing for person on the ground. How is the O&G worker affected on the ground (?)...whole reason for us being here.
- *Consistency...standardization.*
SafeGulf has said "no" at this point to CBT. Quality issues vs. instructor lead. Proctor would help with quality concerns.
Must be manageable. Must check "checkers".
As we go forward, add back in as accepted.
CBT will take upward of 6 mos-end of yr.
SafeGulf has been in ops for awhile without CBT. Let's not hold up process. Already being done...industry, production wants it.
- *Delivery method*
Go ahead and roll it out, but CBT decision later. Customer has knowledge. Let's not wait on CBT...let's move forward on what we have.
- *Grand-fathering & CBT*
Documentation states our delivery methods...if not, we need to fix.
Whatever is written today, is what we accept. This is what we should be expecting.
On website, accreditation should be live, not CBT.
We have what we need, it's time to get going.
It's going to take awhile...this is a future issue on CBT.

Motion made to go forward with classroom...if CBT accepted later, then we will look at that then...motion accepted.

Continued Discussion: Wording not clearly laid out that acceptable delivery method is classroom.

(break called to review rear-view)...active discussion:

- *Final decision on CBT*
Let's look at SafeGulf & SafeLandUSA. Accrediting or content-why do we care about?

Don't have workers repeat training. Keep consistency b/w SafeGulf & SafeLandUSA on CBT.

Instructor-led may be only training workers get. Committee will be a "go" or a "no go" and SafeLandUSA will follow on CBT acceptance.

- **Decision: No more committee updates.**
- *Card discussion was opened...Rig Pass, SafeGulf, & SafeLandUSA:* SafeGulf requires a card, so shouldn't we? Will there be a SafeLand card when rolled out?
Training cards bar-coded w/photos (?)...we have bounced this around 2 yrs ago. SafeGulf does not all have photos.

Action item from 4/23/08 SafeLand USA meeting completed: Reviewed SafeLandUSA slides & looked at bullet points in details. Corrections made & discussion as follows:

Slide #2: Changed to Orientation cards required.

Photo ID card discussion:

No additional cost to have photos.

Reviewing Document: Accreditation requirements-photo ID required (?)

Action Item: Photo ID card issue to be voted on next month.

Cards good forever-no expiration date

Strong support shown on photo ID.

Slide #9: Change to contractor employees.

Suggestion made: Make documents-booklets for everyone to have latest copies of meetings.

Note: On 6/24/08 email sent out: It is in the best interest of all voting members to review (for pertinent information) what will go into SafeLandUSA document binders.

Question on slide #10-reviewed.

Slide #11: SafeGulf standards for Safeland for test outs.

Agenda: Grandfathering-to be discussed at next meeting.

Slide #12: Security issue-Rick to meet with attorney regarding adding security.

Slide #16: Change on Excavation line.

(lunch served at 11:45-break taken until 1:00 pm)

Roosevelt opened vote on agenda items from last meeting.

Add additional slide to show mgmt grandfather issue

Show track record-not starting from ground zero, not a brand new program.

Talking Point: (Milton Bell may have presentation already) Separate slides for OK?

Decision: Should be a talking point...no slide needed.

Roosevelt opened webpage updates discussion.

Pete was asked to give brief PEC presentation:

No charge to admin ops to run site. PEC gathers new subscriptions.

Offered at no charge. Offerings include: Housing & archiving including web, audits, archives, notifications.

No charge on database. Money derived from subscriptions or info packets (\$10-\$35.00).

Administrative proposal introduced-PEC reps recused themselves.

Discussion items:

I. Admin of SafeLandUSA

II. Database proposal

Distinction made b/w PEC rules and SafeGulf and SafeLandUSA (blur of lines b/w trainer and accreditor).

Proposal: Document to be provided before vote on what PEC will provide (and what SafeLandUSA will require).

Motion approved: Another meeting to vote on PEC maintenance.

Need to come up with list of bullet items such as:

1. Anonymity-website distinctly SafeLandUSA ?
2. What holes do we have in written documents (rearview mirror, PowerPoint)?
3. Control process for documents (and gap analysis)
4. Remove any references to PEC (being revised/remove off web)
5. 3rd party hired to maintain web?

Motion approved: For next meeting, Agenda items only. Written document approval on PEC (and only one version). Table database discussion.

Due to vacations and conflicting schedules, no June meeting scheduled. Elizabeth (Scribe) will also send out agendas in future.

Next SafeLandUSA meeting at Anadarko NEXT MEETING DATE: 07/23/08

Action Items:

- Photo ID card issue to be voted on next month.
- Vote on PEC maintenance.

Proposed Agenda For Next Meeting:

- Grandfathering to be discussed.
- Elizabeth asked to give short presentation on TEEX.

Meeting drawn to close at 2:30 pm.

Mission Statement

To monitor and continuously improve the HSE orientation standards for the US land contractor community.

“All meetings must have a written agenda that is circulated and reviewed prior to the meeting. Attendees must strictly follow the agenda. Topics not on the agenda must be deferred until the next meeting. An attendee shall be assigned to record and distribute the minutes of each meeting. The minutes shall include a record of who attended the meeting. Under no circumstances shall attendees discuss: Price, production decisions, marketing decisions, and the person with whom, and the terms on which, each company conducts business. These matters are to be decided unilaterally by each company without agreement or even communication with competitors.”