

SAFELANDUSA
AGENDA FOR
APRIL 12, 2007

Time: 9:00am until 1:00pm

Place: ExxonMobil office, 396 West Greens Road (I-45 & Beltway 8) Room 317

Mission Statement

To monitor and continuously improve training standards for the US Land contractor community.

Present:

Joseph Hurt – IADC

Marvin Carter – Devon

Brenda Kelly – IADC

Charlie Carr – PEC

Earle Findley – WCS

Jennifer Koutny – Marathon Oil

Orval Williams – Occidental Oil & Gas

Marie Martin – TEEX

Dustin Hoffpauir – Anadarko Petroleum

Sonny Hedges – ASC

Roosevelt Smith – Tetra Tech

Pete Eustis – PEC

Milton Bell – ExxonMobil

Arthur Washington - ExxonMobil

1. Open: Facility Safety Moment

2. Introductions

3. Old Business

Accepting of last meeting's minutes:
ACCEPTED

4. New Business: (Action Items from last meeting)

a. Syllabus – SafeGulf acceptance of SafeLandUSA

SafeGulf meeting Tuesday in New Orleans: Milton Bell reported. Curriculum committee reviewed modules, made recommendations on reducing time, and found 2 hours of things that could be removed (slides and videos). The HAZWOPER video was cut. The JSEA topic was reduced from 90 to 45 minutes and could go further. The LOTO video was removed as redundant. The Hazcomm video was removed as duplicative. The offshore video was shortened by 10 minutes. The intent is to combine Hazmat, Hazcomm, and HAZWOPER together to avoid duplication.

Recommendations SafeGulf did not agree to: Bloodborne pathogens is to be reformatted to include first aid; they will keep the drug/alcohol video; they will keep in the marine debris. The total has been reduced to 8.5 hours. The timetable on implementation has not been determined. Some of the modules still have to be tweaked. Final modules will be prepared.

How to incorporate SafeLandUSA's added topics? Excavation, occupational health, animals? Occupational health and animals were adopted; excavation was left as nonmandatory for SafeGulf.

The SafeGulf and SafeLandUSA curriculum will have the same core modules. It will be possible to take both at once in about 10 hours, or it will be possible for people who have one card to take only the remaining modules to get the other card.

(RigPass has all but the trenching right now. Offshore endorsement is already separate; land endorsement would also be separate.) So either card is down to about 8 hours and may end up less than that. The total for both is about 10 hours. SafeGulf sends kudos to SafeLandUSA for finding components that will make SafeGulf better.

Question: Comparison between current SL and SafeGulf? Same except for onshore vs offshore modules.

Roosevelt Smith recommends that everyone sit in on one of these classes to understand what's being taught.

b. Test out:

The passing score was 80% but has been increased to 90% by SafeGulf. There has been some discussion of eliminating test out. It is always proctored by each training provider, and each has a pool of 300 questions and 4 tests. Just under 10% of the cardholders have been using the test out process. The test is written at the 6th-8th grade level. Each person gets only one shot at test out; if they fail, they must take the class. Cost varies by training provider. Preparation before test out isn't controlled – if someone wants to do a short class beforehand, they can... which may actually encourage short classes. Intent matters... training providers who are issuing test out certificates after short classes rather than orientation certificates may face consequences. Options for how to limit test out include only those requested by operators or those with a level of industry experience. Test-out limits were not voted on. Some individual companies (including PEC) have restrictions on who can test out.

c. Refresher:

SafeGulf plans to consider refresher options at next meeting. Incident data will inform new options. Right now, there is no expiration. Some companies already have refresher policies. A year seems too soon; 3 years may be palatable. Others think it's a waste of time – if the employees have had all the required training from the regulations. SafeGulf is orientation - training must happen annually. But does it always? Original intent had been competency training, but it was downsized for cost palatability. The intent of SafeGulf still is competency someday. There has been a suggestion to call it “awareness level training” and not “orientation”.

d. SafeLandUSA action:

SafeLandUSA did not vote on having additional modules in our syllabus to reflect the additional modules possible to obtain a SafeGulf certificate; we had already accepted the principle of the core with additional modules for either offshore or onshore use.

We now have: 3-part flexibility: Core, SafeLand specific modules, SafeGulf specific modules. The core has been accepted.

Each operator already has an exception process through a variance form.

On the question of whether to specify minimum total time: We have already adopted a time frame, in August. Any liability lies with the company that chooses to send their employees through test-out with or without abbreviated coaching.

Reiteration: We are working on a syllabus, not a curriculum. SafeLand is still not mandating materials, numbers of slides, or lengths for individual modules.

5. Discussion on how STAMP could function

STAMP, Safety Training Accreditation Management Process, is parallel to IADC/PEC's relationship with training providers.

STAMP provides management system auditors for contractors, and different level stamps of approval are available. Roosevelt Smith agreed to provide existing information about STAMP to the group. Their existing program is parallel to VPP: Contractors volunteer to be audited; operators accept that and don't audit them repeatedly on the same issues.

The contractor pays for the audit. There is an opportunity to improve and pay for another audit. The auditors can not help you fix the problems they identify.

Contractors could request either just the training stamp or the full evaluation. The SafeGulf/ SafeLandUSA auditing function is already part of the audit and would only need to be split out.

The June meeting will include a full presentation on STAMP, including the financial side.

Question: would some existing organizations accept STAMP audits as parallel?

Question: are there industry groups on the land side that we need to consider getting accredited parallel to IADC/ASC? Training centers and colleges were listed. Buy-in will be the hard part. People are going to want to know most importantly how much it costs.

6. Review of Power Point Slides outlining SafeLandUSA (online now)

SafeLandUSA needs to always have its USA attached.

We need to update or clarify the 70% and 80% pass rates for the course test and the test out.

An early reference to being based on SafeGulf was removed, but most references to SafeGulf will be kept.

Action item: Pete agreed to standardize SafeLandUSA. We need to send edits to Pete.

7. Discussion and election of an Executive Board/Committee

Milton Bell presented the SafeGulf Oversight Board Guidance Document, with history behind it. Operators reached out to others and figured out who represented a significant number of people, but without letting the group get too huge.

Idea: Do you need separate representatives from industry groups if someone can represent two groups? Inclusiveness is important. We could extend invitations out again. It is likely a committee function to revamp oversight board guidance document.

A memory exists of making a membership committee along with the curriculum committee.

Do we have the *commitment* of the operators? That can be asked for when product is stable – we're just about there.

Action item: Operators who do want to participate: be prepared to identify whether company is willing to sign letter. What is needed is a verbal commitment, not a signature

yet. For these discussions with management, we will need to supply the endorsement letter, a current syllabus with times, the oversight board guidance document, and a cost estimate. Commitment in this case means making a representative available for meetings & communication with groups, potentially in different regions. Milton Bell has offered to make his information for management available to the whole group, after it's been retooled for SafeLand. Over the next 60 days we need to get the package together to present to management.

Action item: Marie will reword the second quorum sentence.

It sounds like we have 5-6 operators on board. Their current representatives think this would be enough information to get support needed to set committees. Members can always be added later. How would we go about getting an endorsement from OSHA? Participation from state plans would also be very useful.

We don't have logos on the endorsement letter yet.

Action item: Milton Bell has agreed to share his letter to management with other operators. Includes benefit, costs... in 1-page letter. But first, Arthur will check it.

Action item: Marie will send out revamped SLUAB document.

8. Wordsmith - operator letter to contractors

This is being done; waiting on Billy Stidham's help?

Rick Ingram sends a message for operators getting buy-in: Somewhere, when presentation is made to management, communicate that this orientation would take the place of in-house orientation but not the site-specific portions.

Idea: Put together the document to address reasons someone wouldn't want to be a part of SafeLandUSA?

9. Databases – what choices are available

Tabled

10. Accreditation – how SafeGulf performs this function

Tabled

11. Pick New Rollout Date

Tabled - Need letter first. Need a spreadsheet of relevant timelines instead. Get verbal commitment over last 60 days. Billy was going to do that but then became unavailable.

Action item: Dustin Hoffpauir volunteered to take on the timeline, including log of action items, who assigned to, and status.

Request for next meeting: look at previous timeline information and revisit.

Question to training organizations: issues?

Problems with SafeGulf rollout included guard knowledge (guard training is necessary) and employee card loss/damage, including some who said they had never received their cards. One company was going to start charging employees for replacement cost; escalating cost for each replacement. Stick-on bar codes have also become damaged. Embedded bar codes worked better, or the option of the employee keying in a card number.

12. Next meetings decided:

May 15

June 28

13. Close

Action items:

Pete Eustis: Revise PPT

Arthur Washington: Revise letters

Dustin Hoffpauir: Develop timetable for rollout

Marie Martin: Edit and send out SafeLandUSA Advisory Board guidance document

(Rick Ingram: Figure out why people should want be a part of SafeLandUSA)

Marie Martin: talk to Region VI OSHA about how to get buy-in

Agenda items for next meeting:

Review timelines, action items, and status

Review verbal commitment status from operators and/or documents for management approval

Consider database choices

Review accreditation method of SafeGulf and its application to SafeLandUSA

Review/revise the PowerPoint presentation on SafeLandUSA

Review/revise SafeLandUSA Advisory Board guidance document

Review/revise operator letter to contractors

“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.”