## Offshore Safety Representative Training Standard

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<th>Standard Title</th>
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<td>Offshore Safety Representative Initial Training Standard</td>
<td>7080</td>
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<tr>
<td>Offshore Safety Representative Further Training Standard</td>
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OPITO STANDARDS

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The contents of this document were developed by an industry workgroup facilitated and supported by OPITO. The workgroup consisted of representation from a cross section of oil and gas industry employers, discipline experts working within the industry and members of the OPITO Approved Training network.

This standard has been verified and accepted through the governance and integrity management model for OPITO standards.

Guidance on this standard is available by contacting OPITO at: Standards Enquiries

This standard has been designed to accommodate global variations in national legislation and regulations. In the absence of relevant national legislation and regulations, OPITO approved centres should use legislative and regulatory criteria specified within this Standard

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### AMENDMENTS

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| Full review of the Standard completed on 19 Nov 2010  
**New Revision: Rev 05**                                                       | All   | M. Carr         | L. Anderson| J. Cameron  |
| 1 Replaced Course Code with Standard Code in Title Page and amended reference to  
‘course identification code’ with ‘OPITO registration code’ under section D.3  
Certification, inserted amended Appendix 3 to include more relevant OPITO information - to align with other OPITO standards  
Revision 5 Amendment 1  
10-January 2013                                                                | Title page, page 23, page 26 | M. Foo      | M. Carr    | P. Lammiman |
| 2 Rebranded and updated following formal IWG during September 2016                | All   | SA              | SM         | SAA         |

Any amendments made to this standard by OPITO will be recorded above.
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Introduction

This standard sets out the minimum level of training that safety representatives, who have been elected under the Safety Representatives and Safety Committees Regulations - SI 1989/971, should receive to assist them to fulfil their functions as defined in those regulations.

The training covers generic skills and knowledge and should be supplemented with training on the specific skills and knowledge required by individual installations and relevant health and safety policies, management systems and supporting processes and resources (Appendix 1). This additional training should be supplied by the duty holder as defined by the Management and Administration Regulations (MAR). It is also up to the duty holder to ensure that safety representatives are provided with company specific information and instruction.
Section A  Initial Training Programme

A.1  Target group for Initial Training

Delegates will be elected safety representatives.

A.2  Delegate pre-requisites for Initial Training

There are no delegate pre-requisites for this training.

A.3  Physical and stressful demands of Initial Training

There are no identified physical or stressful demands of the delegate for Initial Training. All personnel who participate in offshore safety representatives’ training should be medically fit and capable of participating fully. The responsibility for the individual completing the course, without any adverse effects to their present state of health, lies with the delegate and/or the company sponsoring the delegate. Where doubt exists regarding the medical fitness of any delegate the training establishment should seek the advice of a medical officer.

A.4  Aims and Objectives of Initial Training

The aim and objectives of the Initial Training are to equip the delegates with the minimum level of training that safety representatives, who have been elected under the Safety Representatives and Safety Committees Regulations - SI 1989/971, should receive to assist them to fulfil their functions as defined in those regulations.
A.5 Learning Outcomes of Initial Training

The delegate’s learning outcomes are set out below:

To successfully complete this training programme, delegates must be able to **know** and **understand**:

1. The role of the Safety Representative, their powers, functions and rights of access as defined by SI971
2. The role and functions of the Safety Committee as defined by SI971
3. Other workforce engagement, safety and environmental regulations that affect Safety Representatives
4. The Safety Case and its underpinning legislation, principles, structure and the role of the Safety Representative in its preparation and its review
5. Appropriate legal terms such as, SFAIRP ALARP and Test of Reasonableness
7. The structure of a Safety and Environmental Management System (SEMS), the SEMS requirements of the Safety Case and workforce involvement in SEMS
8. Valid sources of health and safety information
9. Role of Regulatory Inspectors and factors which can prompt Regulator action
10. How the Safety Representative can effectively engage with regulatory Inspectors and other influential platform visitors
11. The theory of accident causes and prevention
12. An overview of the major accident hazards and safety and environmental critical elements existing offshore and legislative requirements relating to control of these hazards
13. The purpose of Performance Standards, assurance schemes and verification and right of access to these as Safety Representatives and questioned if not met
14. An awareness of human factors, safety culture and behavioural/organisational failure types
15. The safety representative’s potential involvement in operational risk assessment
16. The safety representative’s role and involvement in accident/incident investigation
17. The safety representative’s right to conduct independent proactive safety inspections and the skills and techniques required.
18. The principles of personal effectiveness and how to communicate effectively with constituents, OIMs and Supervisors
To successfully complete this training programme, delegates must **practice**:

(19) Extracting relevant information from a Safety Case
(20) Accessing relevant legislative safety information and web research
(21) Preparing for regulatory inspections
(22) The principles of hazard identification and preparing a risk assessment
(23) Reviewing a case study in which human factors were the causal factor in a major accident
(24) Analyse effectiveness of a task-based risk assessment in relation to a major accident hazard
(25) Effective interviewing skills and techniques
(26) The skills needed to negotiate and collaborate effectively
(27) Carry out an accident/incident investigation using effective note taking and recording methods
(28) Carry out a safety inspection using effective note taking and recording methods
(29) Dealing with a range of constituents’ complaints and potential actions
(30) Challenging risk assumptions and identifying where expert advice is required
(31) Delivering a formal presentation
(32) Preparing an agenda for a constituency meeting.
(33) Organise and effectively participate in safety meetings (including SI 971 meetings)
(34) Developing an action plan to demonstrate personal commitment to Safety Representative role
A.6 Performance evaluation of Initial Training

Delegates attending this Initial Training Programme will be given a series of explanations and demonstrations which will identify what they are expected to know and do in their role as Offshore Safety Representative. This will be followed by practical exercises which will allow delegates to demonstrate their skills, knowledge and understanding of their role.

Note: Delegates must complete all modules of the course before a certificate can be awarded.

A.7 Duration and Timing of Initial Training

The optimum ‘contact time’ for this training is **30 hours**. The total contact time per day must not exceed **8 hours** and the total training day must not exceed **10 hours**. The total training day includes contact time, refreshment and meal breaks and travel between training sites where applicable.
A.8 Initial Training Programme

During the initial training programme delegates will gain an understanding of the roles and responsibilities of an offshore safety representative.

To make efficient use of time and ensure effective learning, there should, wherever practicable, be an integration of the three phases of explanation, demonstration and practise. Full use should be made of audio aids, visual aids and course handout material.

Prior to the start of each module, the following must be included as part of the introduction by training staff:

- **Aim**: The main purpose of the module
- **Learning Outcomes**: What the delegates are expected to learn
- **Timetable**: Training module duration and timing
- **Assessment**: How delegates will be assessed and what they will be assessed against
- **Staff**: Who will be delivering the training and roles of training support staff.

The Offshore Safety Representative Initial Training Programme comprises the following **modules** and **elements**:

**Module 1** Workforce Engagement Framework
- Element 1.1 Key Safety Representative Regulatory Roles and Functions
- Element 1.2 Asset Safety Legislation
- Element 1.3 Regulatory Inspector Engagement

**Module 2** Major Accident Hazards
- Element 2.1 Major Accident Hazard Prevention
- Element 2.2 Human Factors in Major Accident Hazards
- Element 2.3 Risk Analysis and Investigation
- Element 2.4 Proactive Safety Inspections

**Module 3** Proactive Safety Representative Involvement
- Element 3.1 Personal Effectiveness
- Element 3.2 Personal Commitment to Safety Representative Role
Module 1 – Workforce Engagement Framework

Element 1.1 – Key Safety Representative Regulatory Roles and Functions

Note: It is not intended that the legislation should be covered in detail. The main points should be emphasised and the terminology explained.

Training Staff to explain:

1.1.1 The role of the Safety Representative, their powers, functions and rights of access as defined by SI971
1.1.2 The role and functions of the Safety Committee as defined by SI971
1.1.3 Other workforce engagement, safety case regulations and major environmental impacts within the Safety case that will affect Safety Representatives including:
   (a) SI 971 (1989)
   (b) Offshore Safety Directive (2015), Schedule 6
   (c) Health and Safety at Work Act (1974) Sections 2,3 and 28.8

Delegates to practice:

1.1.4 Group discussion and providing feedback on workforce engagement experiences to date

Element 1.2 – Asset Safety Legislation

Training Staff to explain:

1.2.1 The Safety Case and its underpinning legislation, principles, structure and the role of the Safety Representative in its preparation and its review
1.2.2 Appropriate legal terms such as, SFAIRP, ALARP and Test of Reasonableness
1.2.3 The Offshore Safety Directive in relation to the Safety Case
1.2.4 The structure of a Safety and Environmental Management System (SEMS), the SEMS requirements of the Safety Case and workforce involvement in SEMS
1.2.5 Public Interest Disclosure (protection for ‘whistle blowers’)
1.2.6 Valid sources of health and safety information, including:
   (a) Regulatory bodies
   (b) Employing company
   (c) Step Change in Safety
   (d) Energy Institute
Delegates to practice:

1.2.7 Extracting relevant workforce engagement and management of major accident hazards (safety and environmental) related information from a Safety Case
1.2.8 Accessing relevant legislative safety information and web research
Element 1.3 – Regulatory Inspector Engagement

Training Staff to explain:

1.3.1 Role of Regulatory Inspectors and factors which can prompt Regulator action
1.3.2 How the Safety Representative can effectively engage with regulatory Inspectors and other influential platform visitors including:

(a) Employing company representatives
(b) Operating company representatives

1.3.3 The Safety Representatives’ right to access intervention plans and agendas supplied by Inspectors

Delegates to practice:

1.3.4 Identifying different types of influential platform visitors and the key information they can provide
1.3.5 The Safety Representative’s role in preparing for a regulatory inspection
Module 2  Major Accident Hazards

Element 2.1 Major Accident Hazard Prevention

Training Staff to explain:

2.1.1 The theory of accident causes and prevention
2.1.2 An overview of the major accident hazards and safety and environmental critical elements existing offshore and legislative requirements relating to control of these hazards
2.1.3 The purpose of Performance Standards, assurance schemes and verification and right of access to these as Safety Representatives and question if not being met

Delegates to practice:

2.1.4 Identifying and controlling major accident hazards using the bow-tie model

Element 2.2 Human Factors in Major Accident Hazards

Training Staff to explain:

2.2.1 An awareness of human factors, safety culture and behavioural/organisational failure types

Delegates to practice:

2.2.2 Reviewing a relevant case study where human factors was a causal factor in a major accident
Element 2.3  Risk Assessment and Investigation

Training Staff to explain:

2.3.1  The safety representative’s potential involvement in operational risk assessment
2.3.2  The safety representative’s role and involvement in accident/incident investigation

Delegates to practice:

2.3.3  Analysing the effectiveness of the execution of a task-based risk assessment in relation to a major accident hazard
2.3.4  Effective interviewing skills and techniques
2.3.5  Challenging risk assumptions and identifying when expert advice is required
2.3.6  Carrying out an accident/incident investigation including effective notetaking and recording methods

Element 2.4  Proactive Safety Inspections

Training Staff to explain:

2.4.1  The safety representative’s right to conduct independent proactive safety inspections and the skills and techniques required.

Delegates to practice:

2.4.2  Carrying out a safety inspection including effective notetaking and recording methods
Module 3  Proactive Safety Representative Involvement

Element 3.1  Personal Effectiveness

Training Staff to explain:

3.1.1 The principles of personal effectiveness
3.1.2 How to proactively engage and communicate effectively with:
   (a) Constituents and colleagues
   (b) OIMs and Supervisors

Delegates to practice:

3.1.3 Dealing with a range of constituents’ complaints and potential actions including the following outcomes relative to the severity/relevance/circumstances:
   (a) Resolution
   (b) Referral to safety committee
   (c) Referral to other line of communication

3.1.4 The skills needed to negotiate and collaborate effectively with OIMs and Supervisors and potential actions including the following outcomes relative to the severity/relevance/circumstances:
   (a) Representation to OIM
   (b) Representation to Supervisor (s)

3.1.5 Preparing an agenda for a constituency meeting
3.1.6 Delivering a formal presentation
3.1.7 Organise and effectively participate in safety meetings (including SI 971 meetings)
Element 3.2 Personal Commitment to Safety Representative Role

Delegates to practice:

3.2.1 Developing an action plan to demonstrate personal commitment to Safety Representative role (See Appendix 2)
Section B     Refresher Training Programme

B.1     Target group for Refresher Training

Refresher Training is intended for re-elected safety representatives who have previously attended an Initial Training course.

B.2     Delegate pre-requisites for Refresher Training

Attendance on this programme is open to delegates who are in possession of an Offshore Safety Representative certificate.

B.3     Physical and stressful demands of Refresher Training

There are no identified physical or stressful demands of the delegate for Refresher Training. All personnel who participate in offshore safety representatives’ training should be medically fit and capable of participating fully. The responsibility for the individual completing the course, without any adverse effects to their present state of health, lies with the delegate and/or the company sponsoring the delegate. Where doubt exists regarding the medical fitness of any delegate the training establishment should seek the advice of a medical officer.

B.4     Aims and objectives of Refresher Training

The aim of the Refresher Training Programme is to enable training providers to provide training for Offshore Safety Representatives who wish to reinforce and update their knowledge and skills following re-election after their initial two years in office.

Note: The specific timing of refresher training should be mutually agreed by the Installation Duty Holder and the prospective delegate.
B.5 Learning Outcomes of Refresher Training

The delegate’s learning outcomes are set out below:

To successfully complete this training programme, delegates must **know** and **understand**:

1. Any updates to the role of the Safety Representative, their powers, functions and rights of access as defined by SI971 and any updates to any other workforce engagement, safety and environmental regulations that affect Safety Representatives
2. Any updates to the role and functions of the Safety Committee as defined by SI971
3. Valid sources of health and safety information
4. The role of Regulatory Inspectors and factors which can prompt Regulator action and how the Safety Representative can effectively engage with regulatory Inspectors and other influential platform visitors
5. An overview of the major accident hazards and safety and environmental critical elements existing offshore and legislative requirements relating to control of these hazards and the purpose of Performance Standards, assurance schemes and verification and right of access to these as Safety Representatives and questioned if not met
6. An awareness of competence and human factors, safety culture and behavioural/organisational failure types
7. The safety representative’s role and involvement in accident/incident investigation
8. The safety representative’s right to conduct independent proactive safety inspections and the skills and techniques required.

To successfully complete this training programme, delegates must **practice**:

9. Accessing relevant legislative safety information and web research
10. Preparing for regulatory inspections
11. Using a relevant case study carry out an accident/incident investigation using effective note taking and recording methods, where competence and human factors were the causal factor
12. Carrying out a safety inspection using effective note taking and recording methods
13. Preparing an agenda for a constituency meeting.
14. Organising and effectively participate in safety meetings (including SI 971 meetings)
15. Developing an action plan to demonstrate personal commitment to Safety Representative role
B.6 Delegate performance evaluation for Refresher Training

Delegates attending the further training programme will be given a series of explanations and demonstrations which will identify what they are expected to know and do in their role as Offshore Safety Representative. This will be followed by practical exercises which will allow delegates to demonstrate their skills, knowledge and understanding of their safety representative role.

Delegates must complete all modules of the course before a certificate can be awarded.

B.7 Duration and timing of Refresher Training

The optimum duration of the further training course is 14 hours.

The total contact time per day must not exceed 8 hours and the total training day must not exceed 10 hours. The total training day includes contact time, refreshment and meal breaks and travel between training sites where applicable.
B.8 Refresher Training Programme

During the refresher training programme delegates will update their understanding of the roles and responsibilities of an offshore safety representative.

To make efficient use of time and ensure effective learning, there should, wherever practicable, be an integration of the three phases of explanation, demonstration and practise. Full use should be made of audio aids, visual aids and course handout material.

Prior to the start of each module, the following must be included as part of the introduction by training staff:

(a) **Aim** The main purpose of the module
(b) **Learning Outcomes** What the delegates are expected to learn
(c) **Timetable** Training module duration and timing
(d) **Assessment** How delegates will be assessed and what they will be assessed against
(e) **Staff** Who will be delivering the training and roles of training support staff.

The Offshore Safety Representative Refresher Training Programme comprises the following **modules** and **elements**:

**Module 1** Workforce Engagement Framework
- Element 1.1 Key Safety Representative Regulatory Roles and Functions
- Element 1.2 Asset Safety Legislation
- Element 1.3 Regulatory Inspector Engagement

**Module 2** Major Accident Hazards
- Element 2.1 Major Accident Hazard Prevention
- Element 2.2 Human Factors in Major Accident Hazards
- Element 2.3 Risk Analysis and Investigation
- Element 2.4 Proactive Safety Inspections

**Module 3** Proactive Safety Representative Involvement
- Element 3.1 Personal Effectiveness
- Element 3.2 Personal Commitment to Safety Representative Role
Module 1 – Workforce Engagement Framework

Element 1.1 – Key Safety Representative Regulatory Roles and Functions

Training Staff to explain:

1.1.5 Any updates to the role of the Safety Representative, their powers, functions and rights of access as defined by SI971
1.1.6 Any updates to the role and functions of the Safety Committee as defined by SI971
1.1.7 Any updates on other workforce engagement, safety case regulations and major environmental impacts within the Safety case that will affect Safety Representatives

Element 1.2 – Asset Safety Legislation

Training Staff to explain:

1.2.9 Valid sources of health and safety information, including:
    (a) Regulatory bodies
    (b) Employing company
    (c) Step Change in Safety
    (d) Energy Institute

Delegates to practice:

1.2.10 Accessing relevant legislative safety information and web research

Element 1.3 – Regulatory Inspector Engagement

Training Staff to explain:

1.3.6 Role of Regulatory Inspectors and factors which can prompt Regulator action
1.3.7 How the Safety Representative can effectively engage with regulatory Inspectors and other influential platform visitors including:
    (a) Employing company representatives
    (b) Operating company representatives

Delegates to practice:

1.3.8 The Safety Representative’s role in preparing for a regulatory inspection
Module 2  Major Accident Hazards

Element 2.1 Major Accident Hazard Prevention

Training Staff to explain:

2.1.2 An overview of the major accident hazards and safety and environmental critical elements existing offshore and legislative requirements relating to control of these hazards

2.1.3 The purpose of Performance Standards, assurance schemes and verification and right of access to these as Safety Representatives and question if not being met

Element 2.2 Human Factors in Major Accident Hazards

Training Staff to explain:

2.2.3 An awareness of human factors, safety culture and behavioural/organisational failure types

Element 2.3 Risk Assessment and Investigation

Training Staff to explain:

2.3.7 The safety representative’s role and involvement in accident/incident investigation

Delegates to practice:

2.2.1 Using a relevant case study carry out an accident/incident investigation where competence and human factors were the causal factor, including effective note taking and recording methods

Element 2.4 Proactive Safety Inspections

Training Staff to explain:

2.4.3 The safety representative’s right to conduct independent proactive safety inspections and the skills and techniques required.

Delegates to practice:

2.4.4 Carrying out a safety inspection including effective notetaking and recording methods
Module 3  Proactive Safety Representative Involvement

Element 3.1  Personal Effectiveness

Delegates to practice:

3.1.8 Prepare an agenda for a constituency meeting
3.1.9 Organise and effectively participate in safety meetings (including SI 971 meetings)

Element 3.2 Personal Commitment to Safety Representative Role

Delegates to practice:

3.2.1 Developing an action plan to demonstrate personal commitment to Safety Representative role (See Appendix 2)
Section C  Resources for Initial and Further Training

In order that a training programme may be delivered successfully it is essential that appropriately qualified and experienced people are there to deliver and support the programme and that the appropriate facilities and equipment are in place.

C.1  Training Staff

It is important that all staff involved in the delivery of training and support activities have the appropriate qualifications.

Training staff will:

(a) Have the appropriate knowledge and instructional techniques in representational roles.

(b) Have the knowledge and understanding of safety regulations related to the Offshore Safety Representative.

(c) Be trained in instructional/assessment techniques and have proven instructing/teaching experience.

(d) Be included in an ongoing training and development programme, which ensures they are aware and knowledgeable of changes to relevant legislation and industry requirements.

All staff will have the appropriate competencies to conduct or assist (as appropriate) with the element of training being undertaken.

C.2  Trainer/Delegate Ratio

The following ratios specify the minimum and maximum number of delegates that must be supervised by one instructor at any one time during each training event.

The **minimum** number of delegates per instructor/trainer must be **4**

The **maximum** number of delegates per instructor/trainer must be **15**
C.3 Facilities and Location of Training

The training centre should have in place:

(1) **Administration arrangements** appropriate for enrolment and certification of delegates

(2) **Designated areas** that will not be used simultaneously for any other activity and which provides sufficient space for delegates to participate fully in the instruction and validation process

(3) **Demonstration areas** in which the techniques can be delivered and practised safely during training including:

   (a) A work area, preferably where manual work takes place for use as a site for the inspection exercise (initial training only)

   (b) Internet access facility for demonstration of web based resources

All facilities must be maintained and where appropriate, inspected and tested in accordance with current standards/legislation and manufacturers recommendations.

Location of Training

It is recognised that the restricted range of resources and facilities required makes this course suitable for on-location training. However, prior to any courses being delivered remotely, training providers must comply with the following requirements:

(a) Prior to initial approval, the training provider will specify a single ‘approved site’ and advise OPITO of its intention to deliver training remotely.

(b) The training provider will advise OPITO of the location of any remote training in advance of each delivery.

(c) The training provider shall ensure the suitability of facilities and arrangements prior to delivery.

(d) Documented evidence will be retained by the training provider to show that delivery of training at the remote site meets the criteria detailed in this OPITO standard including, but not limited to, facilities, equipment and qualification of instructional & assessment staff.

(e) Documented management procedures shall be retained which record any measures required to assure the quality and safety of on location training.

(f) All records and associated documentation must be retained at a single, specified location, mutually agreed with OPITO, and made available at time of audit.

(g) OPITO reserves the right to physically audit any or all of the remote sites operated by the training provider.
C.4 Equipment (Materials)

Approved Training Providers must ensure that, as a minimum, the following materials and documents are available for use on the course.

1. SI 1989/971 & Health and Safety Executive (HSE) Guidance
2. A brief guide to controlling risk in the workplace (INDG 163, Rev4)
3. Step Change in Safety presentation and handout information
4. Examples of safety policies, safety case(s), guidance documents/leaflets etc.
5. List of useful web-sites for safety representatives
6. Examples of current legislation applicable to safety representatives
7. Handouts of Acts SIs, ACoPs, HSE and industry guidance
8. Examples of safety committee meeting minutes
9. Prepared case histories, role player notes, checklists etc. as required for practical scenarios and exercises
10. Risk Assessment Guidance and Templates available from relevant sources, i.e:

   (a) HSE (http://www.hse.gov.uk)
   (b) Oil and Gas UK - Guidance on the Conduct and Management of Operational Risk Assessment
   (c) Step Change Task Risk Assessment Guide
Section D  Administration & Certification

An OPITO certificate will be issued to all delegates who have completed the Offshore Safety Representative course or Refresher Training.

D.1  Joining instructions

The OPITO approved assessment centre should draw attention to the content of the training standard by providing the candidate with a copy of the relevant training standard or by providing a link to the standard on the OPITO website.

D.2  Periodicity

Although there will be no expiry date for The OPITO Approved Safety Representative’s Initial and Refresher Training certificates, the following regulatory criteria still applies:
A person shall cease to be a safety representative for the purposes of the Safety Representative and Safety Committee Regulations 1989 –

(a) On the election of another safety representative for his constituency in accordance with regulations 8 to 13

or

(b) if he/she resigns,

or

(c) if his/her employment is terminated,

or

(d) if he/she has been absent from the installation for which he/she is a safety representative for a continuous period of twelve weeks

Note: The OPITO approved Refresher Training Programme exists to enable training providers to provide training for Offshore Safety Representatives who wish to reinforce and update their knowledge and skills following re-election after their initial two years in office.

The specific timing of refresher training should be mutually agreed by the Installation Duty Holder and the prospective delegate.
D.3 Certification

An OPITO certificate will be issued to all delegates who have completed an Offshore Safety Representative’s course which covered the content of the initial or refresher training specified in this Standard.

Training establishments are responsible for issuing a certificate direct to the delegate completing the programme and to the sponsoring company - when required. Each certificate must contain the following:

(a) Training Establishment name  
(b) Full OPITO course title stating that it is OPITO approved  
(c) OPITO registration code  
(d) Delegate’s name  
(e) Course dates  
(f) Unique Certificate Number (UCN) – Refer to OPITO UCN Guidance doc. for details  
(g) Training Establishment Signatory

D.4 Course administration

Each delegate attending any OPITO approved programme must be registered with the Central Register (CR) operated by OPITO. Registration must be made by the training establishment to OPITO within one week following the course.

OPITO confirms that information on the registration form will be contained in a computerised register which will be available to employers, prospective employers and training providers in the oil and gas industry to verify training records. At all times use of this data will be strictly in accordance with principles laid down in relevant data protection legislation.
Glossary

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<tbody>
<tr>
<td>ALARP</td>
<td>As Low as Reasonably Practicable</td>
</tr>
<tr>
<td>BROA</td>
<td>British Rig Owner’s Association</td>
</tr>
<tr>
<td>CAA</td>
<td>Civil Aviation Authority</td>
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<tr>
<td>PFEER</td>
<td>Prevention of Fire and Explosion and Emergency Response</td>
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<td>HCA</td>
<td>Helicopter Certification Agency</td>
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<td>H&amp;S</td>
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<td>Health and Safety at Work Act</td>
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<tr>
<td>IADC</td>
<td>International Association of Drilling Contractors</td>
</tr>
<tr>
<td>IUOOC</td>
<td>Inter-Union Offshore Oil Committee</td>
</tr>
<tr>
<td>MCA</td>
<td>Maritime Coastguard Agency</td>
</tr>
<tr>
<td>OCA</td>
<td>Offshore Contractors Association</td>
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<tr>
<td>OIAC</td>
<td>Offshore Industry Advisory Committee</td>
</tr>
<tr>
<td>OGUK</td>
<td>Oil &amp; Gas UK</td>
</tr>
<tr>
<td>OSR</td>
<td>Offshore Safety Representative</td>
</tr>
<tr>
<td>SFAIRP</td>
<td>So Far As Is Reasonably Practicable</td>
</tr>
<tr>
<td>SI</td>
<td>Statutory Instrument</td>
</tr>
<tr>
<td>SEMS</td>
<td>Safety and Environmental Management System</td>
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</table>
Appendix 1 OPITO Information

The topics listed below are to be delivered as part of the introduction to this course and included in the Lesson Plans/Instructor guides/Exercise Plans. Additional introduction topics may include training centre layout and alarms, emergency actions, first aid and domestic arrangements

Mandatory OPITO Information:

a) Medical Fitness
b) Certification Periods
c) CR/Vantage (provided by OPITO)
d) OPITO Customer Service Statement (provided by OPITO)
e) The roles of employers and training providers (provided by OPITO)
f) What is OPITO’s role in industry? (provided by OPITO)
g) Current Global Network of training providers (provided by OPITO)
h) Emergency Response Framework (provided by OPITO – applicable for ER Training Providers)
i) OPITO DVD (BOSIET/TBOSIET only) provided by OPITO
# Appendix 2 Action Plan

**Offshore Safety Representative Action Plan**

<table>
<thead>
<tr>
<th>Delegate Name:</th>
<th></th>
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<td>Company:</td>
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**Please complete the below table with three actions that you wish to undertake upon returning to your place of work as an active Safety Representative:**

<table>
<thead>
<tr>
<th>Action (refer A.5, LO34 and B.5, LO15)</th>
<th>Date of Completion</th>
<th>Comments</th>
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<td>3</td>
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**Delegate Signature**

<table>
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<th>Completion Date</th>
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