



DCN Drilling **Drilling and Geotechnical Drilling Specialist**



HSE-05 Employee Induction & Training Program Checklist





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1 PURPOSE

To ensure new and existing employees undertake appropriate induction, orientation and are supervised until competency training has been completed.

2 SCOPE

This employee induction and training checklist is to be completed for all new DCN Drilling employees. Existing employees are to sign off as having undertaken, understood been provided with and trained in all of the following induction and training programs:

- New employee induction presentation
- HSE Management Systems programs
- HR Policy Documents
- DCN Drilling facilities, yard and rig orientation program
- Site safe induction
- First aid training
- On-site orientation drilling operations
- DCN Drilling SOPs
- DCN Drilling JHAs
- Training logs
- Competency based training program

3 RESPONSIBILITIES AND DUTIES

- | | |
|-------------------------------|---|
| Senior Management | <ul style="list-style-type: none">• Ensure all employees complete this employee induction & training program as part of their commencement of works.• Ensure existing employees complete and sign off on all required competencies |
| Drillers / Supervisors | <ul style="list-style-type: none">• Provide adequate supervision and instruction for new employees• Ensure employees undertake required training programs |
| Employees | <ul style="list-style-type: none">• Complete all training as required• Only carry out works that are within your level of competence |
| HSE Personnel | <ul style="list-style-type: none">• Ensure appropriate training material is up to date and available• Ensure this system is fully implemented |



4 EMPLOYMENT PROCESSES

Related documents	Description	Competent/ Approved	Employee Signature	Supervisors Signature
Pre-employment medical	Employee has completed a pre-employment medical including a clear drug screen assessment			
HSE-01 DCN Drilling Employment Agreement	Employee has reviewed agreed and signed off on Individual Employment Contract			
HR Policies Document	Employee has reviewed, agreed and signed off on the Company HR Policies			
Licenses and Certificates (List all certificates)	Copies have been taken of all licenses held by employee			
	Licence / Certificate	Date	Expiry	

5 INITIAL INDUCTION AND ORIENTATION

Related documents	Description	Competent/ Approved	Employee Signature	Supervisors Signature
HSE-01 DCN Drilling Employee Commitments	Employee has reviewed and agreed and signed off on Employee commitments			
HSE-05 Induction Presentation	Employee has undertaken the induction program presentation and is familiar with: <ul style="list-style-type: none"> • HSE Programs • HSE Policies • Risk Management & Hazard ID • Legislation responsibilities • Training and Competency • Communication & Consultation 			



Related documents	Description	Competent/ Approved	Employee Signature	Supervisors Signature
	<ul style="list-style-type: none">• Fitness for Work• PPE Requirements• SOPs & JHA Requirements• Pre-start equipment and workplace inspections• Emergency Response• Accident Incident Reporting			
DCN Drilling Orientation	The employee has been shown around the DCN Drilling Facilities, been introduced to relevant supervisors and has been shown through yard rules and provided an equipment overview.			
Completion of Site Safe Certification	Employee has successfully completed Site Safe / If not date booked for attendance.			
First Aid Training	Employee is scheduled for first Aid Training at next available training date			



6 DRILL TRAINING & ON THE JOB FAMILIARISATION

Related documents	Description	Competent/ Approved	Employee Signature	Supervisors Signature
DCN Drilling Orientation	<p>Driller has walked employee through the drill site set up including:</p> <ul style="list-style-type: none"> • Drill rig emergency shut offs • Fire suppression equipment • Alarms, rig guards & safety equipment • Chemicals & hydrocarbon storage and handling • Drill rig off loading • Drill rig set up & stabilization • Pre-start equipment checks • Pre-work hazard ID • Job JHAs • Client JHAs • Underground services • Hazard identification & awareness 			
SOP-100 Rigging Up & Drilling Operations V3	<p>Employee has read through, understood and carried out functions of this procedure on site.</p> <p>Employee has signed off procedure.</p> <p>Supervisor has signed employee out as competent</p>			
SOP-101 Underground services Identification Procedure V2	<p>Employee has read through, understood and participated in the functions of this procedure on site.</p> <p>Employee has signed off on procedure.</p> <p>Supervisor has signed employee out as competent.</p>			
HSE-02 Job Hazard Analysis Template	<p>Employee has been shown how to complete a Hazard Identification and Job Hazard Analysis process and participated in the development of a JHA on site.</p>			
HSE-02 JHA Forms	HSE-02 JHA CPT			
	HSE-02 JHA – Vacuum Trailer Unit			



Related documents	Description	Competent/ Approved	Employee Signature	Supervisors Signature
	HSE-02 JHA – 6P10			
	HSE-02 JHA – EP26			
	HSE-02 JHA – JD12			
	HSE-02 JHA – JD15			
	HSE-02 JHA – Morooka			
	HSE-02 JHA – YDX-3L			

7 CERTIFICATE 4 DRILL NON- HYDROCARBON DRILLING

Related documents	Description	Competent/ Approved	Employee Signature	Supervisors Signature
Mandatory Unit Standards				
15189 Implement a health and safety plan for work	Employee has completed unit standard			
17602 Apply hazard identification and risk assessment procedure in the work place	Employee has completed unit standard			
28313 Identify & minimize environment hazards in a drilling environment	Employee has completed unit standard			
28315 Respond to local emergencies and incidents in a drilling environment	Employee has completed unit standard			
Further Competency Training shall be completed as the Specific Competency Training Program is Elected for the Employee.				



Related documents	Description	Competent/ Approved	Employee Signature	Supervisors Signature
DICAT Theory Modules				
Practical Assessments				

8 DOCUMENT CONTROL

Version	Date	Description	Author	Approved
V1	May 2017	HSE-05 Employee Induction & Training Program Summary	D. Penney / C. Penney	