Creating Orientation Programs for Personnel Going Offshore

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Creating Orientation Programs for Personnel Going Offshore

1 Scope

This recommended practice is intended to serve as a guide to develop orientation materials for personnel and visitors prior to their first trip offshore. The scope and applicability of this document concludes after check-in at the offshore facility and receipt of the facility-specific orientation.

2 Terms, Definitions, Acronyms, and Abbreviations

For the purposes of this document, the following terms and definitions apply.

2.1 Terms and Definitions

2.1.1
hitch
The length of time and typical daily work hours an employee will be working at the offshore facility.

2.1.2
offshore facility
Place of work offshore in the outer continental shelf or international waters.

2.1.3
orientation
A program of introduction for newcomers.

2.1.4
shorebase
The place an employee reports to before being transported to the offshore facility.

2.1.5
training
The action of teaching a person a particular skill or type of behaviour, including knowledge verification and documentation of completion.

2.1.6
U.S. outer continental shelf
All submerged lands lying seaward and outside of the area of lands beneath navigable waters, as defined in Section 2 of the Submerged Lands Act (43 U.S.C. 1301), subsoil and seabed of which appertain to the United States and are subject to its jurisdiction and control.

2.2 Acronyms and Abbreviations

BSEE	Bureau of Safety and Environmental Enforcement
FRC	fire-resistant clothing
GHS	Globally Harmonized System of Classification and Labelling of Chemicals
HAZCOM	hazard communication
HAZWOPER	hazardous waste operations and emergency response
HUET	Helicopter Underwater Egress Training
MARSEC	maritime security

PFD	personal flotation device
POB	personnel onboard
PPE	personal protective equipment
SDS	safety data sheet
SEMS	Safety and Environmental Management System
TWIC	Transportation Worker Identification Credential

3 Training Responsibilities and Records

Employers are responsible for training their employees. Documentation of training shall be maintained for employees. Training topics are dependent on worker duties and regulations applicable to the facility location. Prior to the employee's assignment, the employer shall evaluate training needs, including as a minimum each of topics below, and communicate to each employee whether these topics or additional topics are required:

a) hazard communication (HAZCOM) and Globally Harmonized System of Classification and Labelling of Chemicals (GHS);

b) Helicopter Underwater Egress Training (HUET) and offshore water survival;

c) Safety and Environmental Management System (SEMS) training;

d) marine trash and debris (as described in BSEE NTL No. 2012-G01);

e) job-specific training, skills, and knowledge verification including, but not limited to

- API 2D rigger training,
- API 2D crane operator training,
- NFPA 70E,
- fall protection,
- hot work,
- respiratory protection,
- confined space entry and attendant, and
- hazardous energy control, lock-out/tag-out.

4 Required Credentials

The employer shall be responsible for ensuring that the employee has required credentials in his or her possession. Some examples of required credentials are as follows.

a) Government-issued photo ID is required for all helicopter transportation.

b) Transportation Worker Identification Credential (TWIC) card is required for certain facilities.

c) Other credentials can be required based on the facility, operator, and job classification such as the following:

- crane operator and rigger certification based on API 2D,

- HUET and water survival card,
- certain medical clearance credentials depending on origination of travel,
- industry-specific offshore orientation.

5 Orientation Prior to Being Transported Offshore

Before personnel are sent offshore for the first time, the employer shall provide an orientation to personnel that includes but is not limited to the following topics:

a) the jobs, tasks, and activities prohibited for untrained offshore workers;

b) working conditions—length of hitch, typical work day, materials to bring, meals, laundry options;

c) transportation from the worker's home to the offshore facility as indicated in Section 6;

d) marine trash and debris training;

e) environmental awareness—deck drains, sumps, hydrocarbon containment;

f) check-in procedures at offshore facilities;

g) hazard recognition, to include

- platform movement and associated risks in doorways and on stairway travel,
- handrail movement,
- weather issues,
- hazards of cranes and suspended loads, and
- working at perceived heights and on open grating over water;

h) security and maritime security (MARSEC);

i) tobacco use, smoking, e-cigarettes, including designated smoking areas;

j) first aid resources and rules for handling personal medications;

k) personal protective equipment (PPE).

See Annex A for an example of orientation material.

6 Transportation to the Offshore Facility

6.1 Home to Shorebase

Employees should be prepared to live at the offshore facility for the duration of their hitch. Trip guidance shall be provided to the employee that includes transportation directions, parking instructions if applicable, expected duration of the hitch, and a suggested packing list. An example packing list can be found in Annex B.

The employer shall inform all personnel of the expectation to be prepared to work when the workers arrive at the shorebase, including approved clothing and footwear. This means they should be rested and

have all appropriate documents and paperwork for check-in at the shorebase, comparable to checking in at a commercial airport for a flight.

6.2 Shorebase to the Offshore Facility

6.2.1 Helicopter Transportation

Prior to going offshore for the first time, employees shall be given instructions including, but not limited to, the following.

a) Define authority of the pilot.

b) Describe manifest and weighing procedures.

c) State safe helicopter approach procedures, including making eye contact with the pilot, tail rotor hazards, and lightweight items that can be blown away or into the rotors.

d) Outline loading and unloading procedures, including use of approved life jackets, seating arrangements, seat belts, rules regarding headgear, luggage, cargo, procedures for handling long objects, and routes of egress.

e) State rules pertaining to pollution prevention and smoking.

f) Outline rules of safe conduct in flight.

g) Outline emergency procedures, inflight, and emergency landing.

6.2.2 Boat Transportation

Prior to going offshore for the first time, employees shall be given instructions including, but not limited to, the following.

a) Define authority of the boat captain.

b) Describe passenger manifest procedures.

c) Outline safe loading procedures, including use of U.S. Coast Guard–approved personal flotation devices (PFDs), seating arrangements, luggage, and cargo.

d) State rules pertaining to pollution prevention and smoking.

e) Outline rules of safe conduct during transit.

f) Describe safe unloading procedures, including swing ropes and/or personnel baskets, and handling of materials. If possible, demonstrate the use of swing ropes at the offshore disembarkation point.

g) Outline emergency procedures.

7 Site-specific Orientation at the Offshore Facility

7.1 General

The facility operator shall establish procedures for the person in charge, or that person's representative, to receive new personnel and conduct the offshore facility-specific orientation. The person in charge of the facility shall have a formal title that is conveyed to each person on the facility. If the person in charge

delegates ultimate authority for stopping and starting jobs, the identity of the ultimate authority shall be conveyed to each person on the facility.

7.2 Site Overview and Expectations

The facility-specific orientation should include the following topics as a minimum:

a) person in charge of the facility and delegated authority,

b) person(s) authorized to stop work in progress because of unsafe conditions,

c) the person ultimately responsible re-starting jobs that were stopped due to unsafe conditions,

d) facility overview for each level or deck including stairs and emergency travel routes,

e) emergency alarms and response procedures,

f) muster locations,

g) assigned life raft or other escape equipment,

h) living quarter and bed or bunk assignment,

i) eating arrangements,

j) transportation expectations,

k) smoking areas,

l) classified areas and designated hot work areas.

Annex A
(informative)

Example Orientation

Table A.1 is an example of orientation material in an outline format.

Table A.1—Example Orientation Material

Introduction	
Module	**Specific Topics**
Scope	This program is offered to personnel who work offshore in the U.S. oil and gas industry and is an orientation-level program that provides compliance with API 75, API T-1, Bureau of Safety and Environmental Enforcement (BSEE)-mandated SEMS, and U.S. Coast Guard requirements.
Purpose	To provide personnel working offshore with basic, essential knowledge necessary to enhance health, safety, and environmental protection.
	To enable each individual to recognize risks specific to the offshore oil and gas industry.
	To communicate safety-related requirements and to provide a basic awareness of the sources of these requirements: industry, regulatory bodies, contracts, company-specific policies, and skill-specific organizations.
Disclosure	This course is intended to provide an awareness of safety, health, and environmental issues for the new hire and first-time visitor to an onshore of offshore rig.
	As such, it is not intended to be all-encompassing, nor is it intended to serve as the only training needed for a new hire or first-time visitor.
Additional training	Additional training may be provided separately in the following areas, as needed, based on your role offshore: PPE (e.g. respiratory and fall protection) HUET and water survival HAZCOM Crane and rigging Fall protection competent person Scaffold competent person Firefighting and first aid Hot work Confined spaces Hazardous waste operations and emergency response (HAZWOPER) Lock-out/tag-out Job-specific training NOTE This orientation is NOT training, and it is not intended to replace any of the above training. Never exceed your level of training.
Company-specific training	It is the employer's responsibility to provide site- and company-specific orientation and training and to ensure that position-specific training has been completed.

Table A.1—Example Orientation Material (Continued)

Overview		
Module	**Specific Topics**	**Learning Objectives**
Definitions	Difference between "orientation" and "training" and between "regulations" and "industry standards"	Explain the difference between orientation and training.
	"Near miss"	Paraphrase the definition of "regulation."
	"Behavioral-based safety"	Give an example of a regulation for offshore workers.
Getting Ready		
Module	**Specific Topics**	**Learning Objectives**
Standard work clothes	Protective footwear (safety-toed boots)	List or describe the standard work clothes.
	Guidelines: No jewelry	Explain why workers are told not to wear jewelry.
Standard PPE	Hardhats, gloves (Level 3, high-impact, cut-resistant), fire-resistant clothing (FRC), and safety glasses	List the standard PPE.
		Explain when and why you are required to use standard PPE.
Activity-related PPE	Fall, hearing, and respiratory protection	List the activity-related PPE.
	NOTE Specific requirements for PPE will be covered in a separate "training."	NOTE Training on this type of PPE will occur separately.
Drug (illegal) and alcohol	The effects of drug and alcohol use in the workplace, specifically on offshore rigs	Explain why drugs and alcohol are prohibited on offshore rigs.
	Social responsibility (to report observed use of drugs or alcohol)	Describe the consequences of getting caught with drugs or alcohol at the work location.
	Drug testing policies	Describe your role in ensuring that the rig is drug-free.
	Searches/seizure	
	Consequences of violations	
	Types of drugs (including new drugs, such as bath salts and synthetic drugs)	
Legal medication (prescribed and over-the-counter)	The requirement to follow company- and site-specific protocol by notifying supervisors of prescription and nonprescription medication with possible side effects	Explain the consequences of not following the company- or site-specific policies.
	Consequences of possessing or using prescription drugs or over-the-counter medication	Explain why you should not take another person's prescribed medication.
	Consequences of taking another person's medication	Explain the reasoning behind the requirement to transport medication only in its original container.
	Transport medication in the original prescription bottle	

Table A.1—Example Orientation Material (Continued)

Contraband	Using, possessing, selling, manufacturing, distributing, concealing, or transporting on company and/or customer property any of the following items:	Explain the consequences of getting caught on location with contraband on your person or in your vehicle.
	Firearms, ammunition, explosives, and weapons and accessories, including firearm accessories (e.g. clips, magazines)	List several types of contraband.
	Illicit drug equipment or paraphernalia, as well as the possession of stolen property	
	Consequences of violations	
Training cards	Cards or credentials needed to verify orientation and training	Explain the potential consequence of not bringing evidence of credentials.
	TWIC vs. non-TWIC	Explain the difference between TWIC and non-TWIC.
Preparing to go offshore	Fatigue (do not party all night the night before), personal finances (bills paid), responsibilities (pets, legal documents), medications (refills), health (are you getting sick?), personal items (toiletries), vehicle maintenance (fuel), and court dates and other legal obligations (check your calendar)	List the potential consequences of not preparing sufficiently to go offshore for an extended period of time.
		Create a checklist that you can use to help ensure that you are prepared to go offshore.
Travel to the Shorebase		
Module	**Specific Topics**	**Learning Objectives**
Distracted driving	Do not use cell phones to make or receive a call or to text while driving	Explain the consequences of being distracted while driving.
	Park the vehicle before looking at a map or programming a GPS	
Driver fatigue	Arrange transportation in advance and know where you are going and how to get there. If you are driving, ensure that your vehicle is “travel-ready”	List ways to prevent driver fatigue.
	Be well rested	
	Obey all traffic laws	
Journey preparation	Vehicle maintenance, planning for the time needed to reach the destination	Explain the consequences of failing to prepare appropriately for your journey. Consideration of weather forecast, inclement (fog) weather.

Table A.1—Example Orientation Material (Continued)

Arrival at the Shorebase		
Module	**Specific Topics**	**Learning Objectives**
Security	Be prepared to provide proper legal identification and credentials	List several types of identification documents.
	Check in with security (or dispatcher)	Describe the types of carry-on baggage that are acceptable for taking offshore.
	Carry-on baggage	List several prohibited items.
	Prohibited items, including what you have in your vehicle in company-controlled areas	
	Watch the transportation safety video	
	Awareness of MARSEC and its levels	
Marine debris	Background	Explain how marine debris can be a safety issue when traveling offshore.
	Consequences	Explain your role in preventing and/or recognizing marine debris.
	Regulations	
	Responsibilities	
	NOTE You may also be required to review marine debris information at either the shorebase or the work location. Mention of Refresher (Annual).	
Transportation		
Module	**Specific Topics**	**Learning Objectives**
Boat transportation	Captain's authority and responsibilities	Define authority of the boat captain.
	Common rules for traveling by boat	Describe passenger manifest procedures.
	Procedures for embarking and disembarking	Outline safe loading procedures, including use of U.S. Coast Guard–approved PFDs, seating arrangements, luggage, and cargo.
	Passenger manifest	State rules pertaining to pollution prevention and smoking.
	Use of PFDs	Outline rules of safe conduct during transit.
	Pollution prevention and smoking	Outline emergency procedures.
	Personal conduct during transit	
	Emergency procedures	

Table A.1—Example Orientation Material (Continued)

Helicopter transportation	Preboarding, boarding, and landing procedures and hazards	Describe manifest and weighing procedures.
	Passenger manifests and weight guidelines/procedures	State safe embarking and disembarking procedures, including items such as tail rotor hazards, routes of egress, and proper procedures for handling long objects or light items that can be blown away or into the rotors.
	Use of life jackets	Outline loading procedures, including use of approved life jackets, seating arrangements, seat belts, luggage, and cargo.
	Seating arrangements	Define “pilot authorization.”
	Types and use of seatbelts/harnesses	State rules pertaining to pollution prevention and smoking.
	Storage of luggage and other cargo	Outline rules of safe conduct in flight.
	Pilot authorization to approach an aircraft	Outline emergency procedures, inflight, and emergency landing.
	Common rules for traveling by helicopter	
	Emergency procedures	
Arriving on Location Importance of site orientation by facility personnel Self-orientation via station bill, muster list, evacuation plan		
Module	**Specific Topics**	**Learning Objectives**
Site orientation	Reporting in to facility representative (e.g. person in charge or offshore installation manager)	Explain why it is important to report in to a specific person upon arrival at the offshore work location.
	Personnel onboard (POB) assignment examples: emergency evacuation station, work location, room, meals, etc.	Provide several examples of information you will receive upon arrival at the offshore work location.
	Current operations update, when services needed	List several types of site-specific policies you should learn upon arrival.
	Site-specific policy examples: PPE, hazards, smoking, etc.	Define “near miss.”
	Incident reporting: report all incidents immediately, including near misses	Explain the consequences of not reporting an incident immediately.
Self-orientation	Ways in which you can orient yourself upon arriving at the work location and reasons for doing so	List ways in which you can orient yourself upon arriving at the work location and explain the importance of doing so.

Table A.1—Example Orientation Material (Continued)

Emergency evacuation	Station bill/ muster list: located in living quarters or other strategic locations	List locations in which station bills and muster lists may be posted at an offshore work location.
	Alarms: fire, abandon, man overboard, gas, facility specify (nonemergency)	List the types of alarms with which you should familiarize yourself at the offshore work location.
	Responding to alarms with appropriate life-saving equipment	Describe types of life-saving equipment used on an offshore rig.
	Report to assigned station, muster in (list, T card, etc.) await instructions	Explain what you should do if you hear a fire alarm.
	Helicopter, vessel: leave the way you arrived when time allows	State the most preferable way of evacuating from an offshore rig.
	Lifeboats, life rafts, life floats: immediately available option when time is limited	List all possible evacuation options.
	Tertiary options: walkways to other facilities, ladders, escape systems (chutes, slides, rope descending devices), knotted ropes	Describe a 4-Step Water Entry procedure.
	Water entry: last option, get as close to water as possible, use 4-Step Water Entry procedures	
Swing rope	Locations	List several types of swing ropes and describe how they are used.
	Types	List several safety rules that shall be followed when using a swing rope.
	Use	
	Before you swing (safety rules)	
	Swing from boat to platform	
	Swing platform to boat	
Personnel basket	Disembarking procedures, including swing ropes and/or personnel baskets, and handling of materials; use of swing ropes at the offshore disembarkation point	Describe safe disembarking procedures, including swing ropes and/or personnel baskets, and handling of materials. If possible, demonstrate the use of swing ropes at the offshore disembarkation point.
	Boarding	
	Transfer	
	Exiting	
Weigh-in	Reasons for weight limits on an aircraft and consequences of exceeding those limits. NOTE Typically, there is not a set weight limit, but the pilot may need to set a limit.	Explain potential consequences of exceeding the weight limit on an aircraft.

Table A.1—Example Orientation Material (Continued)

Incident Prevention		
Module	**Specific Topics**	**Learning Objectives**
GHS	General statement about GHS	Define GHS and state its purpose.
	Right to understand	Explain your "right to understand."
	Safety data sheet (SDS)	List types of information provided on an SDS.
	Purpose	Describe where you might find an SDS.
	Standard format (16 sections)	Explain the reasons for color coding and the types of material for which it is used.
	Labeling requirements and color coding	Explain your role in using an SDS.
	The location and availability of an SDS	
	Use of an SDS	
	How SDS is applicable to their jobs	
Signs, tags, and barricades	Difference between signs & tags	Explain the difference between signs and tags.
	Barricades restricted access	List several types of information conveyed on each.
		State one reason for using barricades.
Dropped objects	Hazard assessment	Explain how to avoid being injured by a dropped object.
	Secondary retention requirements (i.e. double retention)	Avoid drops and recognizing overhead hazards (awareness of surroundings—signs, tags, and barricades). NOTE Use of case studies/photos in delivery.
	Consequences (use an example)	
Housekeeping	Importance of good housekeeping	Describe your role in housekeeping.
	Fire prevention	Explain the importance of housekeeping in terms of safety.
	Slips, trips, falls	List several common reasons for slips, trips, and falls. NOTE Use of case studies/photos in delivery.
Fall prevention	Trained and authorized	Describe your role in fall prevention.
	Identifying and eliminating fall hazards	List equipment that is used to minimize the risk of a fall.
	Ladders/scaffolding	
	Visual inspection of equipment to ensure integrity	

Table A.1—Example Orientation Material (Continued)

	Stairways	
Respiratory hazards	Trained and authorized	Describe potential hazards.
	Medical surveillance	
Weather and offshore environment	Incidents caused by heat, wind, cold, sea conditions, rain, lightening, fog, platform movement	Describe platform conditions affected by weather/offshore environment.
		NOTE Case studies/photos, etc.
Cranes/rigging hazards	Pinch points: define and identify	Provide examples of pinch points.
	Suspended load hazards	Provide case studies/photos/examples.
	Certified/trained/authorized required (rigger/crane operators, etc.)	Explain importance of being a certified trained and authorized crane operator or rigger.
SEMS Overview		
Module	**Specific Topics**	**Learning Objectives**
Introduction to SEMS	BSEE regulation known as SEMS is a federally mandated performance-based regulation (30 *CFR* 250 Subpart S).	Identify which regulatory agency drives SEMS.
Who drives SEMS	A BSEE official may land on a facility and ask you about your job and how it relates to SEMS.	Explain the purpose of SEMS.
	Employer may provide additional training on SEMS as it pertains to your specific duties.	Identify who is responsible for satisfying SEMS.
		Explain your role in satisfying SEMS requirements.

Table A.1—Example Orientation Material (Continued)

What is SEMS	Elements: Here are the elements from the SEMS program that will be discussed in this overview. General provisions—implementation, planning, and management review and approval of the SEMS program (why, what, when, and how) Safety and environmental information—safety and environmental information needed for the facility (i.e. flow diagrams, etc.) Hazard analysis—a facility-level risk assessment Management of change—program for addressing any facility or operational changes, including management changes, shift changes, contractor changes, etc. that are not like-for-like Operating procedures—evaluation of operations and providing written procedures Safe work practices (manuals, standards, rules of conduct, examples for the employee; define and provide examples)—permit to work, confined space, energy isolation, fall hazard, etc. Training—safe work practices and technical training; introduce them to Skills and Knowledge Mechanical integrity—preventive maintenance programs, quality control Emergency response and control—emergency evaluation plans, oil spill contingency plans, etc. in place and validated by drills Investigation of incidents—procedures for investigating incidents, corrective actions and follow-up Audits—requiring that the team lead for an audit be an independent and represent an accredited audit service provider Records and documentation—documentation required that describes all elements of the SEMS program; provide an example that affects the employee, i.e. JSA/JHA/JSEA maintained for 2 years	Describe the elements of SEMS that apply to YOU in your role.

Table A.1—Example Orientation Material (Continued)

	Stop Work Authority—creates procedures and authorizes any and all offshore industry personnel who identify and imminent risk or dangerous activity to stop work Ultimate Work Authority—requires offshore industry operators to clearly define who has the ultimate work authority on a facility for operational safety and decision making at any given time Employee participation—a plan that provides an environment that promotes participation by offshore industry employees as well as their management to eliminate or mitigate safety hazards (i.e. hazard hunts, drills, etc.) Establishing guideline for reporting unsafe working conditions—enabling offshore industry personnel to report possible violations or safety, environmental regulation requirements, and threat of danger directly to BSEE; provide BSEE contact information (BSEE number) JSA/JHA/JSEA—requirements to conduct job planning prior to performing a task; provide components of JSA/JHA/JSEA (i.e. steps of task, hazards, preventative actions to eliminate or minimize exposure to the hazards, and names of responsible individuals to ensure the preventative actions are performed)	

Annex B
(informative)

Example Packing List and Offshore Travel Guidance

B.1 General

This is an example provided as reference material to assist personnel traveling offshore.

B.2 Prohibited Items

The employer should advise all employees that under no circumstances are firearms, illegal drugs, or alcoholic beverages allowed on helicopters, vessels, or offshore platforms. Helicopter pilots or vessel captains may refuse to transport or board persons judged to be under the influence of drugs or alcohol.

B.3 Personal Hygiene

B.3.1 Bring enough personal hygiene products to last for the duration of hitch.

EXAMPLE Toothbrush, deodorant, shaving supplies, toothpaste, shampoo, body soap, etc.

B.3.2 Some employers may require you to be clean-shaven. Long hair should be secured.

B.3.3 If you take prescription medications, make sure you have enough for the entire hitch and ask where it can be safely stored. Consider bringing 2 to 3 days extra in case of a weather delay.

B.4 Documents

The following documents should be brought offshore by personnel:

a) a government-issued photo ID;

b) certifications for the facility you are going to (crane operator, etc.);

c) TWIC may be required (ask employer);

d) important training credentials, such as HUET, rigger/banksman, operator qualifications, etc.

B.5 Work Clothing

B.5.1 Personnel should report to work with long pants, short or long sleeved shirt, and closed toe footwear. Verify with the employer if they provide personnel with work shirts or coveralls to work in while you are aboard. If you can wear a work shirt, bring at least 3 changes. Many operators require FRC outer garments.

B.5.2 You will need casual clothes and shoes to wear while you are not working (Confirm with the facility). Most offshore facility operators do not allow tank tops, sleeveless shirts, short pants, or open toe footwear while in the galley, during crew change, or to and from the facility.

B.5.3 Typically work clothes are washed following each day's work (confirm with facility).

B.5.4 Safety toe boots (should be boots that go over the ankle; they can be lace-ups or slip-ons, but not safety-toe shoes).

B.5.5 Slicker suit or some type of rain gear to work in; verify FRC requirements.

B.5.6 Personnel should not wear any jewelry or piercings adornments while offshore at any time.

B.6 Safety Equipment

Verify with the facility what PPE will be provided and what should be brought.

B.7 Calling Home

B.7.1 Most facilities have a phone that the crews can use prepaid calling cards to call home with.

B.7.2 Most facilities have Wi-Fi or Internet connection in your room for personnel computers.

B.7.3 Cell phones can be used in some locations, but check with facility to find out if there will be cell service. Use of cell phones is prohibited during working hours.

B.8 Belongings

B.8.1 Personnel going offshore should bring a lock in case a locker is provided. A combination or key lock with approximately a ¼ in. shank should be adequate for most lockers.

B.8.2 Please do not bring valuables to the facility that cannot be replaced.

B.9 Tobacco Products

B.9.1 Personnel should bring enough to last for 2 weeks at the facility. There are no vending machines at the facility. Verify with the facility where the designated smoking areas are.

B.9.2 E-cigarettes will be treated the same as regular cigarettes. Some operators prohibit e-cigarettes.

B.9.3 Check with the facility to see if there are any rules about chewing and dipping tobacco.

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[4] NFPA [2] 70E, *Standard for Electrical Safety in the Workplace*

[5] United States Code [3], Title 43—Public Lands; Chapter 29—Submerged Lands; Subchapter I—General Provisions; Sec. 1301—Definitions

[1] U.S. Department of Interior, Bureau of Safety and Environmental Enforcement, 1849 C Street, NW, Washington, DC 20240, www.bsee.gov.

[2] National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471, www.nfpa.org.

[3] Office of the Law Revision Counsel, United States House of Representatives, H2-308 Ford House Office Building, Washington, DC 20515, http://uscode.house.gov.

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