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**TRAIN THE TRAINER**

# PEC BASIC | SAFEGULF | SAFELANDUSA ORIENTATION TRAIN THE TRAINER

This Train the Trainer program provides authorization to teach PEC Safety's orientation-level safety training, called Basic Orientation, which is a SafeLandUSA and SafeGulf accredited program. This program was designed to take the place of multiple owner/operator/client orientation courses and to give each student a general idea of safety issues in the oil and gas industry: upstream, downstream, onshore, and offshore; as well as any additional industry this orientation pertains to.

This course meets API RP 75 and API RP T-1 requirements. Students will learn about hazards they may encounter in the workplace and become familiar with various practices to mitigate those hazards. Students will also gain understanding of their rights under OSHA and how those rights apply to their workplace.

The Train the Trainer class is a 2-day class for you, the Instructor with the first day covering administrative duties and PEC Safety's Training Policies and Procedures. During the second day of class, you will teach a section of the Basic Orientation module while being evaluated by a Master Trainer. The Master Trainer will provide tips and suggestions on how to give students a great classroom experience.

**Basic Orientation is a 1-day, 6.5-7 hour course for the student and can provide both SafeLandUSA and SafeGulf credentials.** Upon completion of the course, students will be issued a PEC ID card with their name, company name, picture, barcode and completed courses list. All students are entered into PEC Safety's Advanced Training Tracker database. These records are accessible industry wide through [www.peccard.com](http://www.peccard.com).

Students will also receive a physical photo ID card as well as a digital photo ID card which can be accessed through the PEC App scheduled for release early 2016. The PEC App will be free of charge and will be available for download in the Apple and Google app stores. Students will be able to view their training history, including which courses are expired, within 30-day of expiration, and active. They will also have the opportunity to apply our safety programs to the worksite by downloading reference materials straight to their smart phones.

## TRAINER QUALIFICATIONS AND PRE-REQUISITES

- At least 50% of work with current employer dedicated to providing services related to the company HSE program(s)
- Employed as safety professional or trainer
- Experience in classroom instruction
- Minimum of 1 year experience in providing HSE related services or an HSE-related college degree from an accredited institution
- Minimum of 6 months related experience in oil and gas industry

## MATERIALS INCLUDED

You will receive classroom training and the following materials:

- Basic Orientation Instructor Manual which includes tests and answer keys in spiral bound manual
- Basic Orientation Student Workbook
- Basic Safety Awareness USB
- Blue Backdrop
- Emergency Response Book
- Instructor Resource Folder including Training Policies and Procedures and other Handouts

## PEC BASIC ORIENTATION COURSE COMPONENTS

### Orientation Level

- SafeGulf
- SafeLandUSA

### Awareness Level

- Alcohol and Substance Abuse Awareness
- Back Safety
- Confined Space
- Defensive Driving
- Electrical Safety
- Emergency Response
- Fall Protection
- Fire Protection
- Forklift Safety
- Hazard Communication (Including the Globally Harmonized System (GHS))

### Awareness Level (Continued)

- Hazmat (HM 126)
- Hazwoper
- Hearing Conservation
- Hydrogen Sulfide (H<sub>2</sub>S)
- Lockout/Tagout
- Medical Records
- Offshore Safety
- Offshore Transportation
- Personal Protective Equipment
- Process Safety Management
- Respiratory Protection
- Rigging
- Safety and Environmental Management Systems (SEMS)
- Terrorism Response Awareness Program (TRAP)

For more information about PEC Basic Orientation, please visit our website at:

**[WWW.PECsAFETY.COM/BASIC-ORIENTATION](http://WWW.PECsAFETY.COM/BASIC-ORIENTATION)**



PEC Safety | 866.647.2338 | [www.pecsafety.com](http://www.pecsafety.com)

# PEC CORE COMPLIANCE AND CORE REFRESHER TRAIN THE TRAINER

This Train the Trainer program provides authorization to teach PEC Safety's training called Core Compliance. The Core Compliance Train the Trainer course prepares you to deliver instruction and then test student's understanding in the safety topics most commonly required by owners/operators/clients in their pre-qualification surveys and training matrices.

You will learn to create a mindset in each student that will help them play an active role in the safety program at their work facility. The Train the Trainer is a 4-day class, with the first day covering administrative duties and PEC Safety's Training Policies and Procedures. During class, you will teach chapters of the Core Compliance curriculum while being evaluated by a Master Trainer. You are also given the tools to teach PEC Basic Orientation and PEC Core Refresher.

**Core Compliance is a 3-day course designed to engage students and build knowledge, security, and personal recognition of safety practices and prevention of on the job injury and illness.** Students will learn to recognize, prevent, avoid and reduce safety and health hazards in the workplace. PEC Safety's Core Compliance provides full or awareness level classroom instruction on more than 40 health, safety, and environmental (HSE) topics. This in-depth training program can ensure that your employees are compliant with your customers' OSHA and BSEE safety training requirements. Accredited by both SafeLandUSA and SafeGulf, Core Compliance also has a yearly refresher to keep your employees' certifications up to date.

Upon completion of the course, students will be issued a PEC ID card with their name, company name, picture, barcode and completed courses. All students are entered into PEC Safety's Advanced Training Tracker database. These records are accessible industry wide through [www.peccard.com](http://www.peccard.com).

Students will also receive a physical photo ID card as well as a digital photo ID card which can be accessed through the PEC App scheduled for release early 2016. The PEC App will be free of charge and will be available for download in the Apple and Google app stores. Students will be able to view their training history, including which courses are expired, within 30-day of expiration, and active. They will also have the opportunity to apply our safety programs to the worksite by downloading reference materials straight to their smart phones.

## TRAINER QUALIFICATIONS AND PRE-REQUISITES

- At least 50% of your job with current employer dedicated to providing services related to the health and safety program(s) for your company
- Employed as safety professional or trainer
- Experience in classroom instruction
- Minimum of 1 year related experience in oil and gas industry
- Minimum of 2 years experience providing HSE related services or an HSE-related college degree – from an accredited institution
- Other HSE related trainer certifications

## MATERIALS INCLUDED

You will receive classroom training and the following materials:

- Basic Orientation Instructor Manual including tests and answer keys
- Basic Safety Awareness USB
- Blue Backdrop
- Core Compliance Student Manual
- Core Instructor Kit
  - Binder
  - Test and Answer Keys
  - USB Drive
- Core Refresher Instructor Manual
- Emergency Response Book
- Instructor Resource folder including Training Policies and Procedures and other handouts

## PEC CORE COMPLIANCE COURSE COMPONENTS

### Orientation Level

- SafeGulf
- SafeLandUSA

### Awareness Level

- Access to Medical Records
- Back Safety
- Behavior Based Safety
- Bloodborne Pathogens
- Communication
- Control of Hazardous Energy (Lockout/Tagout)
- DOT Hazardous Materials
- Drugs and Alcohol
- Electrical Safety
- Emergency Response
- Excavation and Trenching
- Fall Protection
- Fire Safety
- First Aid
- Forklift
- Hand Safety
- Hazard Communication (Including the Globally Harmonized System (GHS))
- Hazard Identification
- Hazardous Waste Operations and Emergency Response (Awareness and Operations Level)
- Hearing Conservation

### Awareness Level (Continued)

- Housekeeping
- Hydrogen Sulfide (H<sub>2</sub>S)
- Incident Reporting and Investigation
- Job Safety Analysis (JSA)
- Marine Trash and Debris
- Motor Vehicle Safety
- Occupational Health Hazards
- Office Safety
- Offshore
- OSHA Recordkeeping
- Permit Required Confined Space (Entrant, Attendant, Supervisor)
- Personal Protective Equipment
- Powered Industrial Trucks (Forklifts)
- Process Safety Management (PSM)
- Respiratory Protection
- Rigging
- Safety and Environmental Management Systems (SEMS)
- Scaffolding
- Short Service Employees
- Stop Work Authority
- Terrorism Response Awareness Program
- Walking Working Surfaces and Elevated Work
- Welding, Cutting, and Brazing (Full Classroom Training)
- Work Permits
- Workplace Violence

For more information about PEC Core Compliance, please visit our website at:

[WWW.PECsAFETY.COM/CORE-COMPLIANCE](http://WWW.PECsAFETY.COM/CORE-COMPLIANCE)

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## PEC H<sub>2</sub>S CLEAR (4-HOUR END USER) TRAIN THE TRAINER

This Train the Trainer program provides authorization to teach PEC H<sub>2</sub>S Clear (4-hour End User). Instead of preparing you to create your own program, PEC Safety offers you the unique opportunity to teach a standardized program developed by the leader in safety training for the oil and gas industry.

This program is designed to meet the requirements of ANSI Z390.1-2006 (R2010), API RP 55, and 30 CFR 250.490. This course also includes the new TLV from ACGIH. Upon completion of the H<sub>2</sub>S Clear Train the Trainer, you will be able to prepare students to gain the necessary knowledge of the dangers of H<sub>2</sub>S, the precautions necessary when working in an H<sub>2</sub>S environment, and the appropriate tools and protections necessary in the H<sub>2</sub>S environment.

The PEC H<sub>2</sub>S Clear Train the Trainer class is a 1-day add on class to the PEC Basic Orientation or the PEC Core Compliance Train the Trainer. During the PEC H<sub>2</sub>S Clear Train the Trainer the Master Trainer will go over all necessary information to give you the appropriate knowledge to instruct your future students. The Master Trainer will also provide tips and suggestions on how to give students a great classroom experience.

**Please Note:** If you are a current PEC Basic Orientation or the PEC Core Compliance Instructor, you are eligible to take the new PEC H<sub>2</sub>S Clear Train the Trainer. You do not have to repeat the PEC Basic Orientation or PEC Core Compliance Train the Trainer.

**PEC H<sub>2</sub>S Clear (4-hour End User) is a 4-hour standalone course for the student.** Upon completion of the course, students will be issued a PEC ID card with their name, company name, picture, barcode and completed courses. All students are entered into PEC Safety's Advanced Training Tracker database. These records are accessible industry wide through [www.peccard.com](http://www.peccard.com).

Students will also receive a physical photo ID card as well as a digital photo ID card which can be accessed through the PEC App scheduled for release early 2016. The PEC App will be free of charge and will be available for download in the Apple and Google app stores. Students will be able to view their training history, including which courses are expired, within 30-day of expiration, and active. They will also have the opportunity to apply our safety programs to the worksite by downloading reference materials straight to their smart phones.

### TRAINER QUALIFICATIONS AND PRE-REQUISITES

- At least 50% of work with current employer dedicated to providing services related to the company HSE program(s)
- Employed as safety professional or trainer
- Experience in classroom instruction
- Minimum of 1 year experience in providing HSE related services or an HSE-related college degree – from an accredited institution
- Minimum of 6 months relevant experience in a related field
- PEC Basic Orientation or Core Compliance Instructor Authorization, or enrollment in a concurrent PEC Basic Orientation or PEC Core Compliance Train the Trainer program

## MATERIALS INCLUDED

You will receive classroom training and the following materials:

- H<sub>2</sub>S Clear Instructor Manual
- H<sub>2</sub>S Clear USB Drive

## PEC H<sub>2</sub>S CLEAR (4-HOUR END USER) COURSE COMPONENTS

- Acute and Chronic Health Effects
- Administrative Controls
- API Hazard Conditions
- Buddy System
- Burning, Flaring, and Venting
- Characteristics of Hydrogen Sulfide
- Chemical and Physical Properties
- Company and Worker Responsibilities
- Contingency Plans
- Corrective Actions and Shutdown Procedures
- Detection and Monitoring Methods
- Dispersion Models
- Effects of Hydrogen Sulfide on Metals
- Emergency Response and Evacuation
- Emerging Technology
- Engineering Controls
- First Aid and Post-exposure Evaluation
- Hydrogen Sulfide in Confined Spaces
- Hazard Communication for Hydrogen Sulfide
- Hazards of Hydrogen Sulfide and Sulfur Dioxide
- Ignition Sources
- Immediate Action Plans
- Methods for Detecting and Monitoring
- Operation of Safety Equipment and Life Support Systems
- Personal Protective Equipment
- Process Safety Management of Highly Hazardous Chemicals
- Recommended Practices for Hydrogen Sulfide Service
- Operations, Drilling and Servicing Operations, Production
- Facilities/Fluid Transfer and Maintenance, Offshore
- Operations, and Gas Processing Plants
- Rescue Techniques
- Respiratory Protection
- Routes and Limits of Exposure
- Safe Work Practices
- Sensitivity and Acute and Chronic Health Effects
- Sources of Hydrogen Sulfide
- State and Federal Regulatory Requirements
- Training Requirements
- Transportation
- Ventilation
- Warning Signs and Alarms
- Wind Direction

For more information about PEC' H<sub>2</sub>S Clear (4-hour End User), please visit our website at:  
**[WWW.PECSAFETY.COM/H2S](http://WWW.PECSAFETY.COM/H2S)**



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# LOCATIONS OF PEC SAFETY TRAIN THE TRAINER CLASSES

- Denver, CO
- Houston, TX
- Lafayette, LA
- Mandeville, LA
- Midland, TX
- Oklahoma City, OK
- Pittsburgh, PA
- San Antonio, TX
- Williston, ND

Please visit our website at [www.pecsafety.com/ttt-calendar](http://www.pecsafety.com/ttt-calendar) for a complete list of Train the Trainer course dates and locations.

## IMPORTANT INFORMATION

### EVALUATIONS

The SafeGulf and SafeLandUSA Instructor and Training Provider Evaluations are operator requirements that verify PEC Safety's training material is taught correctly, consistently, and at a suitable facility.

### INSTRUCTOR EVALUATION

Your Instructor evaluation will be conducted during your Train the Trainer. The PEC Master Trainers will have you demonstrate your teaching capabilities to the other Instructors using a module from PEC Basic Orientation or Core Compliance. You will be evaluated on your performance, presentation skills, and knowledge of PEC Safety's training material.

### TRAINING PROVIDER EVALUATION

PEC Safety will conduct an Evaluation of your facility, either electronically or in person to verify the classroom atmosphere is a suitable learning environment and to ensure PEC Safety's Training Policies and Procedures are being followed. A Training Provider Evaluation will be conducted at least once every three years.

The costs for your Training Provider Evaluation are as follows:

- \$750.00 for your first active location (good for three years)
- \$100.00 for each additional active location

## TYPES OF TRAINING PROVIDERS

### IN-HOUSE INSTRUCTOR/IN-HOUSE TRAINING PROVIDER

An In-house Instructor is employed by an In-house Training Provider. An In-house Training Provider is a PEC Safety authorized organization that provides PEC Safety's training courses and whose primary mission is something other than teaching or delivering safety training. In-house Instructors may present PEC Safety's training materials only to their own employees or their subsidiaries. This does not include subcontractors. In-house Training Providers may use Third Party Training Providers to supplement their training when necessary.

### THIRD PARTY INSTRUCTOR/THIRD PARTY TRAINING PROVIDER

A Third Party Instructor is employed by a Third Party Training Provider. A Third Party Training Provider is a PEC Safety authorized organization that delivers training as its primary mission and offers training services for compensation. Third Party Instructors may present PEC Safety's training



materials to their own employees, employees of oil and gas contractors and operators, or any other individuals or organizations requiring these services. Instructors who teach for schools fall into this category. Third Party Instructors are expected to carry Professional Liability Insurance.

## PROFESSIONAL LIABILITY (ERRORS AND OMISSIONS) INSURANCE

Third Party Instructors are expected to carry Professional Liability Insurance (Errors and Omissions). Limits should be \$500,000 per incident and \$1,000,000 aggregate. PEC Safety currently provides this coverage to our entire network of active Instructors. However, PEC Safety's policy strictly covers Instructors while teaching PEC Safety's training materials, so additional insurance may be required if you teach programs outside of PEC Safety's training programs. Please contact Instructor Administration at 985.801.4157 for more information.

**Note:** Existing PEC Safety Training Providers have been determined to be either In-house or Third Party. Each Third Party Training Provider is provided one web listing on PEC Safety's Instructor Map for their main training facility. Additional web listings may be provided for other company locations after required Training Provider Evaluations have been performed.

## INSTRUCTOR UPDATE

To maintain an active Instructor status, you must update annually. Annual Instructor Update requirements include:

- Accept terms of End User License Agreement (EULA) through your Instructor Portal
- Instructor fee of \$495.00
- Refresher exam based on your course of instruction
- Satisfy Activity Credit requirement based on your level of authorization

Every year you will need to acquire Activity Credits. Activity Credits are earned by teaching PEC Basic Orientation and PEC Core Compliance classes, earning Instructor authorizations or professional certifications, attending HSE training classes, and attending various industry meetings and conferences.

If applicable, H<sub>2</sub>S Clear (4-hour End User) Instructors are required to complete an additional H<sub>2</sub>S-only Annual Update consisting of the following steps:

- Complete H<sub>2</sub>S-Only Annual Update Exam
- Conduct a minimum of (2) H<sub>2</sub>S Clear classes each calendar year. In lieu of conducting these classes, PEC Safety will offer a refresher webinar and possible quiz which will be available throughout the year.

PEC H<sub>2</sub>S Clear Instructors who attend the PEC H<sub>2</sub>S Clear Train the Trainer class on October 1, 2015 are exempt from the H<sub>2</sub>S-only annual Update until after the next calendar year concludes.

## STUDENT INFORMATION TEST ANSWER SHEETS (SITAS)

In order to conduct a PEC Safety training class, Instructors are required to purchase student materials, including Student Information Test Answer Sheets (SITAS). Each student records test answers on a SITAS which contains a unique PEC number and a barcode assigned to the student.



After conducting a PEC Safety training class, Instructors submit the PEC Class Roster, SITAS, and a head shot of each student to PEC for validation. PEC Safety's Training Validation Team enters records into our industry approved Advanced Training Tracker database and prints a permanent photo ID card for each student as well as an electronic photo ID that can be accessed through the PEC App. The cost of the cards and associated shipping fees to return cards to Instructors is included in the initial purchase price of the SITAS.

## REGISTRATION FEE

After Instructor application approval is obtained, a non-refundable, non-transferrable registration fee of \$100 is required to reserve a position in the Train the Trainer class. Registration priority is based on the order in which PEC Safety receives registration payment from approved applicants. Registration is limited due to small class size so each participant receives individual attention and feedback from the Master Trainer. The registration fee, payable by credit card, will not be applied to the cost of the Train the Trainer program. In the event a class is canceled by PEC Safety, registration fees will be refunded.

## MATERIAL PRICES

DESCRIPTION	PRICE
Basic Orientation Student Workbook With SITAS*	\$40.00
Core Compliance Student Workbook with SITAS*	\$55.00
Core Compliance Refresher SITAS*	\$35.00
Core Compliance Refresher Student Manual with SITAS*	\$45.00
H <sub>2</sub> S Clear Student Manual with SITAS*	\$35.00
SEMS II DVD	\$295.00
Blue Backdrop	\$30.00
Emergency Response Guidebook	\$7.55

\*SITAS (Student Information Test Answer Sheet)

## PROGRAM FEES

DESCRIPTION	PRICE
Annual Instructor Fee (Prorated Based on Month of Class Attendance)	\$495.00
Class Registration Fee	\$100.00*****
New Training Provider Evaluation Fee	\$750.00***
Basic Orientation Instructor Train the Trainer	\$1395.00*
Basic Orientation and H <sub>2</sub> S Clear Instructor Train the Trainer	\$2090.00*
Core Compliance Instructor Train the Trainer	\$2495.00*
Core Compliance and H <sub>2</sub> S Clear Instructor Train the Trainer	\$3190.00*
Core Compliance Upgrade Train the Trainer Course (3 days)	\$1795.00**
Core Compliance Upgrade and H <sub>2</sub> S Clear Instructor Train the Trainer	\$2490.00**
H <sub>2</sub> S Clear Instructor Train the Trainer (Existing PEC Instructors Only)	\$695.00****

\*Plus the prorated portion of the \$495 annual Instructor fee.

\*\*Available to Basic Orientation Instructors that wish to upgrade to Core Compliance. Must have completed Annual Update to apply for upgrade.

\*\*\*Current PEC Training Providers are already in a 3-year evaluation cycle.

\*\*\*\*\$695 for H<sub>2</sub>S Clear Train the Trainer includes the non-refundable, non-transferable registration fee of \$100.

\*\*\*\*\*Class registration fee for Basic Orientation/Core Compliance/Core Compliance Upgrade not including H<sub>2</sub>S Clear.

# FINAL NOTE

PEC Safety is dedicated to upholding the highest levels of safety training. Please know that all of our Instructor Policies and Procedures were made to maintain the original integrity of our programs as a standard program recognized by the industry. If you have any questions or concerns, please do not hesitate to contact us.

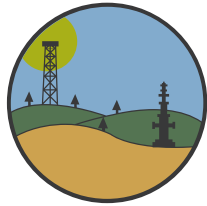


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SafeLandUSA™



SafeGulf