



NEW HIRES TRAINING PROGRAM

Trainer and Trainee must sign off and return to office for Management Approval

Young Worker? YES / NO	Green Hand Sticker Provided for Hard Hat? YES / NO
TRAINEE NAME:	TRAINER NAME:
START DATE:	COMPLETION DATE:

DAY 1: IN-HOUSE TRAINING & ORIENTATION (to be completed at the main branch)				
TASK	Date Completed	Trainer Initial	Trainee Initial	NOTES
Copy of current operators license				
Copy of First Aid Certificate				
Copy of Enform PST / eGSO Certificate				
Copy of H2S Alive! Certificate				
Copy of any other applicable oilfield training tickets provided				
Is the trainee wearing appropriate PPE?				
New Hire Packet given to trainee				
Trainee given an Employee Handbook				
Swab Master General Orientation				
Swab Master WHMIS 2015 Training				
Swab Master TDG Training				
Swab Master PPE Training				
Swab Master Hazard Identification Training				
Swab Master FEHM Training				
Swab Master Inspections Training				
Shop / Yard / Facility Tour Complete				
Emergency Procedures Reviewed				
First Aid Kits location identified				
Documentation Training				
Driver Evaluation				
Drug Test Complete				
Hearing Test Complete				
Mask Fit Test Complete				

OFFICE USE ONLY				
Drivers abstract on file				
Pre-Employment Testing Pass				
Paperwork Complete				

FOLLOW UP REQUIREMENTS:

MANAGEMENT APPROVAL: _____ DATE: _____



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DAY 2: FIELD LEVEL TRAINING & ORIENTATION (to be completed with a Supervisor)				
TASK	Date Completed	Trainer Initial	Trainee Initial	NOTES
Expectations Explained				
Safety Requirements & Use of PPE				
- Smoking Area				
Tour of Equipment: Pickup, Tank Truck & Rig				
On Site Hazards Identified & Controlled				
- Physical				
- Chemical				
- Biological				
- Harmful Substance				
On Site Emergency Plan Explained				
Driving & Travel Procedures Explained				
Backup Procedure				
Reporting Processes Explained				
- Drivers Daily Logs				
- Accident / Incident / Illness				
- Hazard Identification				
- Opportunity Reports				
TDG Regulations Reviewed - Grounding & Bonding Procedure				
Accident Prevention				
- Environmental Policy				
- Spill Prevention				
- Fatigue Management Policy				
Equipment Inspections				
Maintenance Policy				
Harassment & Violence Prevention				
Lockout / Tag out - Machine Guarding				
On Site Emergency Drills Explained				
Methanol and Other Hydrocarbons (FEHM)				
Fire Extinguisher Locations & Use				
Extreme Weather Procedures				
Propane - Use and Care				
Wash Bay Procedure				
Gas Detection Procedure				
- Personal Gas Monitor - Location - Use				
Scott Packs - Location - Inspection - Use				

* Declaration	
I have fully explained all items on this list to the above and believe the noted trainee to be competent in all areas.	
TRAINEE: _____	TRAINER: _____

MANAGEMENT APPROVAL: _____ DATE: _____



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FIELD LEVEL TRAINING & ORIENTATION (to be completed with a Supervisor)				
* Due to the nature of the business - It may take up to 3 months to complete this section.				
SPECIALIZED TASKS	Date Completed	Trainer Initial	Trainee Initial	NOTES
Tank Truck Procedure				
Hose Reel Procedure				
Pre-Welding Inspections Procedure				
Welding Equipment Procedure				
Loading & Unloading Procedure				
Brake Adjustment Procedure				
Pipe Wrench Procedure				
Swabbing Procedure - General				
Derrick Raising & Lowering				
Tool Retrieval - Side Entry Procedure				
Slant Wells				
Pouring Rope Socket Procedure				
Sand Line Inspection Procedure				
Slip & Cut Sand Line Procedure				
Caisson Entry Procedure				
High Pressure & Critical Well Swabbing				
Pipeline Blow Down				
Broaching Tool Procedure				
Setting Bumper Spring Procedure				
Gauge Ring Procedure				
Hydrostatic Lubricator Pressure Test				
Impression Block Procedure				
Magnet Use Procedure				
Plug Retrieval Procedure				
Plunger Retrieval Procedure				
Running Blind Box Procedure				
Sample Bailer				
Sand Bailing				
Wax Knife				

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TRAINEE: _____ TRAINER: _____

MANAGEMENT APPROVAL: _____ DATE: _____



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RIG SUPERVISORS ASSESSMENT	Date Completed	Trainer Initial	Trainee Initial	NOTES
Trainee is equipped with the following PPE				
- CSA Fire Retardant Coveralls				
- CSA Approved Hard Hat (Green Hand)				
- CSA Approved Safety Boots				
- CSA Approved Safety Glasses				
- CSA Approved Hearing Protection				
- Appropriate Gloves				
Trainee knows when to don equipment and the proper use and care of each piece				
Vehicle Inspection Assessment				
- Proper walk around and fluid check				
- Test & Checking Brakes (using chock blocks)				
- Proper use of Daily Logs, Daily Inspection				
- Properly documenting fluid transfers				
- Properly documenting Kilometers & Fuel				
Driving Assessment				
- Shifting (if manual)				
- Speed				
- Engine Kill (various vehciles)				
- Proper Gear Selection				
- Courtesy				
- Vehicle Spacing				
- Ability to find locations				
- Use of proper access roads				
Lease Entry Assessment				
- Knows the location of the Scott Paks				
- Knows when to refuse work				
- Has appropriate Client Orientation				
- Right of Way / Lease Access				
- Levelness of Ground & Obstructions				
- Notes wind direction				
- Position of the well				
- Local Wildlife identified				
- Muster point identified				
- Emergency Response plan noted				
Backing Up Assessment				
- Proper Hand Signals				
- Rig Distance				
- Use of cones if required				

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RIG SUPERVISORS ASSESSMENT	Date Completed	Trainer Initial	Trainee Initial	NOTES
Maintenance Assessment				
- Greasing, Location of all nipples				
- Air Filter Checks				
- Brake Adjustments				
- Reporting Deficiencies				
- Check tire air levels				
- Drip trays under pump drains				
Rigging In & Wellhead Procedures				
- Body position (safe distance)				
- Hooking up grounding and bonding cables				
- Isolate and bleed well				
- Flow tee and valve assembly				
- Lubricator placement				
- Gas monitor operation				
Spooler Operation Assessment				
- Running out hose				
- Hose wheel security				
- Spooling hose				
- Disabling the PTO				
- Daily Maintenance				
Cargo Assessment				
- Tank Dips				
- Dumping				
- Fluid Transfer Documentation				
- Placarding				
** All tank trucks should have: MSDS; Employee Hand Book; All appropriate forms; Registration & Insurance Copy of current CVIC				
Rigging Out Assessment				
- Disassemble the wellhead				
- Bring the well back on line				
- Lockout / Tag out				
- Ensure lease is the way it was when you arrived				

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TRAINEE: _____	TRAINER: _____
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