

# HSE Training Guideline for Contractor

A reference guide towards HSE Competency Excellence  
when performing works for PETRONAS

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## Introduction

'HSE Training Guideline for Contractor' is a document which outlines the list of HSE trainings that are generally required by Contractor when performing work(s) for PETRONAS. Contractor shall ensure they possess the necessary competencies following the relevant training standards and requirements.

## Objectives

To serve as reference guide for contractor on HSE training aimed to communicate and close the gap on HSE competency, helping to ensure competent contractor personnel when performing work(s) for PETRONAS.

## Note

This guideline is NOT in any way to be read as part of a tender requirement.

When reading this guideline, Contractor shall observe the following: -

- i. Not all training(s) listed in this guideline is compulsory for Contractor to attend. Contractor needs to identify training(s) that is applicable to the scope of work and based on agreement with Contract Owner.
- ii. This list of training(s) in this guideline may not be comprehensive and exhaustive. Contractor may need to identify other key trainings based on the scope of work / job function / legal requirement.

# HSE Training Guideline Listing - Safety

No	Training Programme	Training Applicability / Target Group	Intent / Objective of the Training	Required Content	Standards Applicable
1	Authorised Gas Testers & Entry Supervisor (AGTES)	Personnel responsible for performing gas tests on site and ensuring that atmospheres are safe to work in confined space	To equip Gas Testers and Entry Supervisor for confined space environment with the right knowledge to fulfil the DOSH registration requirement: 1. AGT - to conduct gas test and interpret the readings 2. Entry Supervisor: a) to conduct confined space entry risk assessment and document control b) to use and manage confined space equipment c) to assess and supervise confined space entry operation d) to conduct toolbox and safety briefing to confined space entrants.	1. Legal Requirements. 2. Hazards in Confined Space. 3. Procedures of entry. 4. Confined space risk assessment. 5. Gas detection system. 6. Ventilation system. 7. Respiratory protection devices. 8. Emergency preparedness and rescue plan.	1. DOSH Industry Code of Practice for Safe Working in a Confined Space 2010 2. PTS 18.52.08 Confined Space Entry
2	Authorized Entrant and Standby Person (AESP)	Personnel who are required to work inside confined space or on standby outside	To equip worker with the knowledge to qualify them as Authorised Entrant or Standby Person: a) to identify hazard while confined space work is performed and take corrective action b) to apply / comply with safety procedure for confined space entry c) To ensure use of right PPE and other related equipment.	1. Legal Requirements. 2. Hazards in Confined Spaces. 3. Entry Procedure & Equipment	1. DOSH Industry Code of Practice for Safe Working in a Confined Space 2010 2. PTS 18.52.08 Confined Space Entry

# HSE Training Guideline Listing - Safety

No	Training Programme	Training Applicability / Target Group	Intent / Objective of the Training	Required Content	Standards Applicable
3	Basic Offshore Safety Induction Emergency Training (BOSIET)	Offshore personnel	To equip personnel who are involved in offshore oil and gas industry with practical knowledge during emergency.	<ol style="list-style-type: none"> <li>1. Safety Induction</li> <li>2. Helicopter Safety and Escape (HUET)</li> <li>3. Sea Survival and First Aid</li> <li>4. Basic Fire Fighting / Self Rescue</li> <li>5. Lifeboat Evaluation</li> </ol>	As defined by OPITO
4	Coxswain Training	Offshore personnel	To equip the participants with practical knowledge and skill to perform duties as coxswain for offshore facilities abandonment via lifeboat.	<ol style="list-style-type: none"> <li>1. Coxswains Responsibilities</li> <li>2. Maintaining Operational Readiness</li> <li>3. Preparing Lifeboat for Launching</li> <li>4. Mustering and Boarding of Passengers</li> <li>5. Launching of Lifeboats</li> <li>6. Clearing Installation use of Compass</li> <li>7. Hook Release Systems</li> <li>8. Radio Communication</li> <li>9. Retrieval and Stowage of Lifeboat</li> <li>10. Launching into a Hazardous Environment</li> <li>11. Towing and Pacing of another Lifeboat</li> <li>12. Recovery of Persons in Water</li> </ol>	As defined by OPITO

# HSE Training Guideline Listing - Safety

No	Training Programme	Training Applicability / Target Group	Intent / Objective of the Training	Required Content	Standards Applicable
5	Defensive Driving - Heavy Vehicle	Personnel responsible in operating heavy vehicles more than 3.5 tonnes for contracted/ leased Heavy Goods Vehicles (HGV) and contracts which include the use of HGV for company business. This does not apply to customer/supplier collection/delivery of goods.	To equip personnel who are involved in driving heavy vehicles with a set of driving skills and safe behaviours that are proactively applied during any journey with the objective of preventing road traffic incident.	<ol style="list-style-type: none"> <li>1. Basic Fire Extinguisher Use &amp; Basic First Aid</li> <li>2. Emergency Response</li> <li>3. Cargo Securing</li> <li>4. Defensive Driving Techniques - Inclusive of Vehicle Roll Over &amp; Fatigue Awareness</li> <li>5. Journey Management - Inclusive of Near Miss &amp; Incident Reporting</li> <li>6. Product Knowledge &amp; Unloading at Customer Site</li> <li>7. Safe Handling of Chemicals (SHOC)</li> <li>8. Vehicle Inspection</li> </ol>	1. PTS 18.55.01 Land Transportation Safety Guiding Principles, Minimum Standards and Key Performance Indicators
6	Defensive Driving - Light Vehicle	Personnel responsible in operating light vehicles less than 3.5 tonnes as part of contract scope of work e.g. shuttle van driver, security patrol	To equip personnel who are involved in driving light vehicles with a set of driving skills and safe behaviours that are proactively applied during any journey with the objective of preventing road traffic incident.	<ol style="list-style-type: none"> <li>1. Act &amp; Regulations.</li> <li>2. Introduction to Vehicle.</li> <li>3. Road Hazard &amp; Safe Driving.</li> <li>4. Vehicle Handling &amp; Control.</li> <li>5. Accident &amp; Emergency Management.</li> <li>6. Vehicle Maintenance.</li> <li>7. Practical sessions.</li> </ol>	1. PTS 18.55.01 Land Transportation Safety Guiding Principles, Minimum Standards and Key Performance Indicators

# HSE Training Guideline Listing - Safety

No	Training Programme	Training Applicability / Target Group	Intent / Objective of the Training	Required Content	Standards Applicable
7	Basic Training for Excavation Works Supervision	Personnel responsible in managing and supervising excavation work.	To equip personnel involved with excavation work with the necessary knowledge as part of certification as a "Competent Person" to: a) Supervising excavation work for PETRONAS projects. b) Perform role as Approving Authority Certificate (AAC) for excavation activities.	<ol style="list-style-type: none"> <li>1. Excavation safety requirements which are applicable at individual sites</li> <li>2. Use of safety equipment required for the job</li> <li>3. Basic principles of working in excavation area</li> <li>4. Safe operating methods for the relevant equipment</li> </ol>	PTS 18.52.18 Excavation
8	Marine Safety for Ship (IMO requirement)	Offshore personnel working on maritime vessel	To provide offshore maritime personnel with the fundamental knowledge on Marine and ship facilities in Oil and Gas	<ol style="list-style-type: none"> <li>1. Offshore facilities</li> <li>2. Trading Ships</li> <li>3. Offshore Support Vessel (OSV)</li> <li>4. Marine Port and Terminal</li> </ol>	1. PTS 18.52.27 Marine Safety
9	Marine Safety for Terminal (OCIMF requirement)	Personnel working in maritime terminal Normally either permanent staff or direct hire	To equip personnel with fundamental knowledge: <ol style="list-style-type: none"> <li>1. Safety &amp; pollution prevention precautions procedures aboard oil, chemical &amp; gas tankers</li> <li>2. Duties &amp; responsibilities as loading master related to cargo or cargo equipment</li> </ol>	<ol style="list-style-type: none"> <li>1. Tanker History</li> <li>2. Effective Mooring</li> <li>3. Fire Awareness</li> <li>4. Flammability &amp; Explosion Hazards</li> <li>5. Enclosed Space Entry</li> <li>6. Pollution</li> <li>7. Human Error</li> <li>8. Ship / Shore Safety Checklist</li> </ol>	1. PTS 18.52.27 Marine Safety

# HSE Training Guideline Listing - Safety

No	Training Programme	Training Applicability / Target Group	Intent / Objective of the Training	Required Content	Standards Applicable
10	Permit to Work (PTW)	Personnel involved with work that requires Permit to Work.	To equip personnel involved in PTW system with detailed requirements such as risk assessment and mitigation, appointment of signatories with clear roles and responsibilities, review/approval process, hand back, audit and documentation.	<ol style="list-style-type: none"> <li>1. Legal requirements</li> <li>2. Workplace hazards and their associated risks</li> <li>3. Area classification</li> <li>4. Hierarchy of control</li> <li>5. Types of permits and certificates, and their respective functions</li> <li>6. The typical content of a PTW form</li> <li>7. The PTW procedure</li> <li>8. Hot work</li> <li>9. Roles of PTW and Certificate signatories</li> <li>10. JHA</li> <li>11. Communication and handovers at various stages of the work</li> </ol>	1. PTS 18.51.01 Permit to Work (PTW)

# HSE Training Guideline Listing - Safety

No	Training Programme	Training Applicability / Target Group	Intent / Objective of the Training	Required Content	Standards Applicable
11	Rope access training	Personnel involved in any type of rope access work for working at height	To equip the personnel involved in rope access work with practical knowledge and skills on the means of accessing remote or difficult work location safely and efficiently by using rope access techniques	<p>IRATA Rope Access Level 1: Several basic rope access techniques, equipment familiarization, the characteristics of a safe system, legal requirements, objective hazards, risk assessment, inspection, method statement conformity, emergency considerations and rescue procedures.</p> <p>IRATA Rope Access Level 2: Rigging working ropes, undertaking rescues and performing a variety of rope access tasks under the supervision of a level 3. Also, the detailed knowledge of legislation safety requirements, quality assurance procedures relating to rope access and more advanced rescue &amp; manoeuvre techniques.</p> <p>IRATA Rope Access Level 3: Qualification for supervision in any rope access workplace. Detailed knowledge of applicable legislation, competence in inspection and equipment care, casualty care, risk assessment method statement and site management requirements. Practical skills covered will include fall protection methods, advance rescue, lead climbing and application of pulley systems.</p>	<ol style="list-style-type: none"> <li>1. Industrial Rope Access Trade Association (IRATA)</li> <li>2. Factories and Machinery (Building Operations and Works of Engineering Construction) (Safety) Regulations 1986</li> <li>3. PTS 18.52.07 Working at Height</li> </ol>

# HSE Training Guideline Listing - Safety

No	Training Programme	Training Applicability / Target Group	Intent / Objective of the Training	Required Content	Standards Applicable
12	Self-Contained Breathing Apparatus (SCBA)	Personnel required to use SCBA	To equip the participants with practical knowledge and skills in the care, maintenance & use of the SCBA.	<ol style="list-style-type: none"> <li>1. Legislation</li> <li>2. Physiology</li> <li>3. Limitations</li> <li>4. Hazardous Environments</li> <li>5. Emergency Procedures for Loss of Air</li> <li>6. SCBA Components</li> <li>7. Pre-use Inspections</li> <li>8. Maintenance &amp; Operation of SCBA</li> <li>9. Donning Breathing Apparatus</li> <li>10. Doffing Breathing Apparatus</li> </ol>	<ol style="list-style-type: none"> <li>1. DOSH Industry Code of Practice for Safe Working in a Confined Space 2010</li> <li>2. PTS 18.52.08 Confined Space Entry</li> </ol>
13	Working at Height	Personnel responsible to manage and execute task with risk of falling from a height more than 2 metres	To equip personnel involve in work at an elevated level (2 meters and above) with knowledge and skill to perform their work safely.	<ol style="list-style-type: none"> <li>1. Theory:               <ol style="list-style-type: none"> <li>a) Legislation.</li> <li>b) WAH update.</li> <li>c) WAH principle.</li> <li>d) Equipment.</li> </ol> </li> <li>2. WAH Practical:               <ol style="list-style-type: none"> <li>a) Assignment 1&amp; 2.</li> <li>b) Assessment.</li> </ol> </li> <li>3. Debrief &amp; Discussion</li> </ol>	<ol style="list-style-type: none"> <li>1. Factories and Machinery (Building Operations and Works of Engineering Construction) (Safety) Regulations 1986</li> <li>2. PTS 18.52.07 Working at Height</li> </ol>
14	CIDB Green Card	Workers at construction sites	To equip personnel with basic knowledge on safety and health related to construction work site.	<ol style="list-style-type: none"> <li>1. Legal requirement in OSH</li> <li>2. Causation and prevention of incident</li> <li>3. Common hazards, activities in construction and their control measures</li> </ol>	OSHA, FMA and subsidiary regulations

# HSE Training Guideline Listing - Safety

No	Training Programme	Training Applicability / Target Group	Intent / Objective of the Training	Required Content	Standards Applicable
15	Oil and Gas Safety Passport (OGSP)	Contractor workers who wish to work inside PETRONAS facilities	To equip personnel with essential knowledge, as part of NIOSH safety passport certification. to work in oil and gas facilities (operating plants or brownfield project)	<ol style="list-style-type: none"> <li>1. Legal requirement in OSH</li> <li>2. Causation and prevention of incident</li> <li>3. Common hazards, activities in oil and gas industries and their control measures</li> </ol>	OSHA, FMA and subsidiary regulations
16	Site Safety Supervisor	Personnel responsible for supervising safety at workplace e.g. safety supervisor or foreman	To equip personnel with knowledge on OSH requirements for construction site and able to conduct risk management and site safety supervision	<ol style="list-style-type: none"> <li>1. OSH Legislation</li> <li>2. OSH Management System</li> <li>3. Consultation and Training</li> <li>4. Site Management</li> <li>5. Occupational Safety</li> <li>6. Occupational Health</li> <li>7. Site Visit</li> </ol>	NA
17	Fire Watcher	Personnel assigned as fire watch for hot works	To equip personnel with relevant knowledge and skill to perform the role of firewatcher effectively	<ol style="list-style-type: none"> <li>1. Duties and responsibilities of a fire watch</li> <li>2. Recognition and elimination of potential fire hazards</li> <li>3. Communication and implementing fire prevention control in PTW</li> <li>4. Inspection of fire extinguisher</li> <li>5. Emergency response</li> </ol>	NA

# HSE Training Guideline Listing - Safety

No	Training Programme	Training Applicability / Target Group	Intent / Objective of the Training	Required Content	Standards Applicable
18	HSE Induction	Contractor workers who wish to work inside PETRONAS facilities	To communicate on hazards and HSE procedures required to be complied with while working inside the facilities	<ol style="list-style-type: none"> <li>1. ZeTo Rules</li> <li>2. Hazards present at workplace</li> <li>3. Prohibition, Do's and Don'ts</li> <li>4. Permit to Work requirements</li> <li>5. Specific HSE rules and regulations</li> <li>6. Incident reporting and emergency response</li> </ol>	<ol style="list-style-type: none"> <li>1. PTS 18.52.24 Ignition Source Control</li> </ol>
19	Standard Training Certification for Watch Keeping (STCW)	Personnel working on commercial vessels that are over 24 meters long	Anyone wishing to work on commercial vessels that are over 24 meters long will have to obtain STCW qualifications/courses before they seek employment.	<p>Four basic STCW courses:</p> <ol style="list-style-type: none"> <li>1. Personal Safety and Social Responsibilities – This is a classroom-based course that focuses on teaching the essentials of basic safety.</li> <li>2. Basic Fire Prevention and Fire Fighting – This firefighting course covers both practical and theoretical situations that are taught by professional fire-fighters.</li> <li>3. Personal Survival Techniques – A theory and practical course, taught on how to abandon ship using life rafts and also how to don life jackets correctly.</li> <li>4. Elementary First Aid – A theory and practical training</li> </ol>	<ol style="list-style-type: none"> <li>1. International Convention on Standards of Training, Certification and Watch keeping for Seafarers (STCW), Manila amendments 2010</li> <li>2. International Convention for the Safety of Life at Sea (SOLAS), 1974</li> </ol>

# HSE Training Guideline Listing - Safety

No	Training Programme	Training Applicability / Target Group	Intent / Objective of the Training	Required Content	Standards Applicable
20	Job Hazard Analysis / Job Safety Analysis (JHA/JSA)	Personnel involved in JHA (e.g. JHA Team Leader or members) and work that requires JHA.	To provide personnel responsible to manage / conduct JHA / JSA with the necessary knowledge and skill to perform it in proper and consistent manner.	<ol style="list-style-type: none"> <li>1. JHA process flow, methodology and requirements</li> <li>2. Hazard identification, risk assessment, risk control</li> <li>3. Hierarchy of control and concept of ALARP</li> <li>4. JHA worksheet preparation and completion</li> </ol>	1. PTS 18.51.02 Job Hazard Analysis
21	HSE Orientation for Contractors' Management team	Contractors' Management team; during kick-off meeting	To engage and reiterate PETRONAS' emphasis towards HSE specifically to the management level of contractors, because we CARE for our contractors' HSE wellbeing.	<ol style="list-style-type: none"> <li>1. PETRONAS HSE &amp; Sustainability principles</li> <li>2. Key highlights of Contractor HSE requirement</li> <li>3. PETRONAS HSE governance structure</li> <li>4. PETRONAS HSSE Culture</li> <li>5. Consequence Management</li> </ol>	PETRONAS requirement; conducted during kick-off meeting

# HSE Training Guideline Listing - Environment

No	Training Programme	Training Applicability / Target Group	Intent / Objective of the Training	Required Content	Standards Applicable
1	Hazardous Waste	Personnel responsible for handling the hazardous waste at the process and non-process area.	To equip personnel with knowledge on regulatory requirements and management of hazardous waste.	<ol style="list-style-type: none"> <li>1. Introduction to waste and waste management</li> <li>2. Various types of waste</li> <li>3. Waste regulatory requirements</li> <li>4. Safe handling of hazardous waste</li> <li>5. Hazardous waste treatment and disposal techniques</li> <li>6. Waste minimization</li> <li>7. PETRONAS reporting system for hazardous waste.</li> </ol>	SKG 18 SGDP L2 Chemical Management Training (Hazardous Waste is part of the training)
2	Environment Management Awareness	Personnel responsible for performing tasks in the process and non-process area. The tasks may involve environmental aspects such as hazardous waste/wastewater/air emission generation or spill.	To equip personnel with knowledge on key requirements with regards to the key environment aspects.	<ol style="list-style-type: none"> <li>1. Definition of Environment and overview of Environment Impact.</li> <li>2. Environmental Management in PETRONAS.</li> </ol>	SKG 18 SGDP L2 EM Training

# HSE Training Guideline Listing – Industrial Hygiene

No	Training Programme	Training Applicability / Target Group	Intent / Objective of the Training	Required Content	Standards Applicable
1	Safe Handling of Chemicals (SHOC)	Personnel exposed to or handling hazardous chemicals	To equip personnel involved in managing / handling hazardous chemical with sufficient information for necessary precaution and protection.	<ol style="list-style-type: none"> <li>1. Introduction to SHOC</li> <li>2. Regulatory &amp; Company Requirements</li> <li>3. SHOC Approach</li> <li>4. Case Study</li> <li>5. Quiz</li> </ol>	As defined by OSH USECHH
2	Noise & Hearing Conservation Awareness	Personnel exposed to noise above exposure limit.	To equip personnel exposed to excessive noise to provide with sufficient information for necessary precaution & protection.	<ol style="list-style-type: none"> <li>1. What is Noise?</li> <li>2. Regulatory Requirements</li> <li>3. Company Limits</li> <li>4. Hearing Conservation Programme</li> <li>5. Noise Exposure Monitoring</li> <li>6. Noise Controls</li> <li>7. Noise in Projects</li> <li>8. Audiometry Testing</li> <li>9. Training Requirements</li> <li>10. Responsibilities &amp; Reporting</li> </ol>	As defined by OSH Noise Exposure
3	Respiratory Protective Equipment (RPE) training with fit testing.	Personnel required to utilise RPE.	To equip designated RPE wearer with necessary knowledge and skill on RPE as well to ensure adequate fit or respirator.	<ol style="list-style-type: none"> <li>1. Brief introduction on RFE</li> <li>2. Respirator fit testing for worker</li> </ol>	As defined by PTS/ PTG (PTS 18.33.01 Chemical Management)

# HSE Training Guideline Listing – Industrial Hygiene

No	Training Programme	Training Applicability / Target Group	Intent / Objective of the Training	Required Content	Standards Applicable
4	Radiation Protection Training for Supervisors / Officers	Personnel designated as Radiation Protection Supervisors / Officers.	To equip personnel tasked to supervise radiation work with necessary knowledge and skill as part of AELA Basic Safety Radiation Protection Regs requirements	<ol style="list-style-type: none"> <li>1. Module 1 has been established to cover all aspects of radiation safety related to the use of ionising radiation in various sectors leading to the good radiation protection practice at a workplace.</li> <li>2. Module 2 is to equip the candidate with the radiation protection aspects in a specific sector. Category 1: Radiation Processing, Category 2: Industrial Radiography, Category 3: NORM/TENORM, Nuclear Gauging</li> </ol>	Atomic Energy Licensing Board (AELB)
5	Radiation Protection Training for Workers	Personnel designated as Radiation Workers	To equip personnel tasked to conduct radiation work with necessary knowledge, skill and sufficient information for necessary precaution & protection.	<ol style="list-style-type: none"> <li>1. Basic Information on Ionising Radiation</li> <li>2. Principles of Radiation Protection</li> <li>3. Biological Effects of Radiation</li> <li>4. Methodology in Radiation Measurement and Monitoring</li> <li>5. Working Procedures in Handling Radiation Sources and Radioactive Materials</li> <li>6. Safe Transport of Radioactive Materials</li> <li>7. Management of Radioactive Waste</li> <li>8. Plan and Procedures for Radiological Emergencies</li> <li>9. Atomic Energy Licencing Act and Radiation Protection Regulation</li> <li>10. Security of Radioactive Material</li> </ol>	Atomic Energy Licensing Board (AELB)

# HSE Training Guideline Listing – Industrial Hygiene

No	Training Programme	Training Applicability / Target Group	Intent / Objective of the Training	Required Content	Standards Applicable
6	TENORM Awareness for Workers	Personnel exposed to Technologically Enhanced Naturally Occurring Radioactive Material (TENORM).	To equip personnel handling / exposed to TENORM with sufficient information for necessary precaution and protection.	<ol style="list-style-type: none"> <li>1. Basic Information on Ionising Radiation Emphasising on NORM/TENORM</li> <li>2. Principles of Radiation Protection</li> <li>3. Effects of Radiation on Man</li> <li>4. Basic Radiological Monitoring and Measurement</li> <li>5. Working Procedure in NORM/TENORM Processing</li> <li>6. Plan and Procedures for Radiological Emergencies in NORM/TENORM</li> <li>7. Legislative Requirements Pertaining to NORM/TENORM</li> </ol>	Atomic Energy Licensing Board (AELB)
7	Radiation Awareness for Person Responsible for Licence (OBTL)	Personnel designated as Radiation Work Licensee	To equip radiation work licensee with necessary knowledge and skill as part of AELA Basic Safety Radiation Protection Regs requirements	<ol style="list-style-type: none"> <li>1. Safety in The Workplace</li> <li>2. Security of Radioactive Sources</li> <li>3. Effect of Radiation On Man</li> <li>4. The Organizations' Safety Policy, Responsibilities and Liabilities</li> <li>5. Accident Prevention, Control and Reporting</li> <li>6. Regulatory Control</li> </ol>	Atomic Energy Licensing Board (AELB)

# HSE Training Guideline Listing – Occupational Health

No	Training Programme	Training Applicability / Target Group	Intent / Objective of the Training	Required Content	Standards Applicable
1	Certified First Aider & Automated External Defibrillator Training	Personnel to be identified and appointed as Designated First Aider	To equip relevant personnel to become Designated First Aider that have knowledge and skill on first aid treatment, basic life support, cardiopulmonary resuscitation (CPR) and AED.	<p>External Course</p> <ol style="list-style-type: none"> <li>1. Introduction: Principles of First Aid</li> <li>2. Provision of Basic Life Support (BLS) with use of Automated External Defibrillator (Automated External Defibrillator)</li> <li>3. Vital Signs</li> <li>4. Management of Specific Emergencies</li> <li>5. Dressings, Bandages and Slings</li> <li>6. Patient Handling, Immobilization and Patient Transfer</li> <li>7. Workplace First Aid               <ol style="list-style-type: none"> <li>a) Roles and Responsibilities</li> <li>b) Workplace First Aid Kit</li> <li>c) Medical Evacuation</li> <li>d) Medical Communication</li> <li>e) Material Safety Data Sheet (MSDS)</li> <li>f) Triage and Multiple Casualty Situations</li> <li>g) Legal Aspects of First Aid</li> </ol> </li> </ol>	American Heart Association

# HSE Training Guideline Listing – Occupational Health

No	Training Programme	Training Applicability / Target Group	Intent / Objective of the Training	Required Content	Standards Applicable
2	Medical Review Officer (MRO) certification	For Approved Medical Examiners (AME)	To equip Approved Medical Examiners (AME) and PETRONAS Health Advisors with knowledge and skill on Management of Substance Misuse, particularly on verification of positive confirmatory drug results.	<p>External course.</p> <ol style="list-style-type: none"> <li>1. Applicable laws and regulations governing activities related to Substance of Misuse testing.</li> <li>2. Common oil and gas/industry requirements and procedures on Substance Misuse testing.</li> <li>3. Issues and impacts of Substance of Misuse testing.</li> <li>4. Procedures on urine for drug testing sample collection, POC testing, packaging, storage and transportation to designated laboratory.</li> <li>5. Procedures on alcohol testing.</li> <li>6. Basic knowledge of Substance of Misuse chemistry and pharmacology.</li> <li>7. Interpretation of Substance of Misuse test results.</li> <li>8. Substance of Misuse test results verification and reporting procedures.</li> <li>9. Confidentiality requirements of information related to Substance of Misuse testing.</li> <li>10. Documentation and record keeping.</li> </ol>	Academy of Occupational and Environmental Medicine Malaysia (AOEMM)

# HSE Training Guideline Listing – Occupational Health

No	Training Programme	Training Applicability / Target Group	Intent / Objective of the Training	Required Content	Standards Applicable
3	Assistant Medical Review Officer (AMRO) certification	Personnel to be appointed as AMRO	To equip medical and non-medical personnel with knowledge and skill to perform substance misuse testing (urine drug and alcohol testing)	<p>External course</p> <ol style="list-style-type: none"> <li>1. Applicable laws and regulations governing activities related to Substance of Misuse testing.</li> <li>2. Common oil and gas/industry requirements and procedures on Substance Misuse testing.</li> <li>3. Issues and impacts of Substance of Misuse testing.</li> <li>4. Procedures on urine for drug testing sample collection, POC testing, packaging, storage and transportation to designated laboratory.</li> <li>5. Procedures on alcohol testing.</li> <li>6. Practical training on Substance of Misuse testing procedures.</li> <li>7. Confidentiality requirements of information related to Substance of Misuse testing.</li> <li>8. Documentation and record keeping.</li> </ol>	Academy of Occupational and Environmental Medicine Malaysia (AOEMM)
4	Safe Food Handling	Food handlers	To equip food handlers with awareness and knowledge on food and water safety and hygiene and critical factors for food poisoning	<p>External course.</p> <ol style="list-style-type: none"> <li>1. Topik 1 : Pengenalan Kepada Pengurusan Makanan Selamat dan Sihat</li> <li>2. Topik 2 : Kebersihan Makanan 14</li> <li>3. Topik 3 : Keselamatan Makanan 30</li> <li>4. Topik 4 : Faktor-Faktor Kritikal Keracunan Makanan 41</li> <li>5. Topik 5 : Penutup</li> </ol>	Ministry of Health Malaysia

# HSE Training Guideline Listing – Occupational Health

No	Training Programme	Training Applicability / Target Group	Intent / Objective of the Training	Required Content	Standards Applicable
5	Breathalyser Alcohol Tester (BAT)	Personnel to be appointed as Breathalyser Tester (BAT)	To equip medical and non-medical personnel with knowledge and skill to perform breathalyser alcohol testing to staff and contractors.	<p>External course.</p> <ol style="list-style-type: none"> <li>1. Introduction about Alcohol &amp; its Health Effects</li> <li>2. Procedures on alcohol testing.</li> <li>3. Practical training on alcohol testing procedures.</li> <li>4. Interpretation of results.</li> <li>5. Documentation and record keeping.</li> </ol>	Academy of Occupational and Environmental Medicine Malaysia (AOEMM)

# Frequently Asked Question (FAQ)

1) Q: Who is this HSE Training Guide applicable to?

A: HSE Training Guideline is applicable to PETRONAS Contractors. The guide serves as a non-exhaustive reference list of HSE related trainings applicable when carrying out their work with PETRONAS.

2) Q: Why is this HSE Training Guide important for me as a Contractor?

A: PETRONAS is committed to HSSE excellence and we CARE for our Contractor's safety and wellbeing. The guide aims to communicate and align PETRONAS' expectations on HSE training requirement for our Contractors, where we do not compromise on Contractor HSE capability.

3) Q: How will this HSE Training Guide affect the current tendering process?

A: The guide merely serves as a reference document on HSE related trainings when performing their work with PETRONAS. It does NOT in any way affect the tendering evaluation process and criteria.

4) Q: How do I determine which HSE Training is applicable to me?

A: The guide indicates 'Training Applicability and Target Group' for each HSE trainings listed to help identify the relevant HSE trainings by work. Nevertheless, Contractors are to consult the respective Contractor Owner for the specific HSE Training / Certification required for the scope of the contract.

## Frequently Asked Question (FAQ)

- 5) Q: Are we expected to attend the relevant trainings before, during or after the bidding / tendering process?  
A: The guide does not intend to govern the period of training attendance. Contractors are to follow the HSE capability requirement as per the agreed contract.
- 6) Q: Where can I attend and find out more about the trainings listed (e.g. cost, duration, schedule, etc.)?  
A: Contractor may refer to respective governing regulatory (e.g. DOSH) and international standard bodies (e.g. OPITO) to obtain the list of recognized training institution for training information.  
\*Note some trainings listed are internal PETRONAS trainings, Contractors are to liaise directly with Contract Owners for further arrangement.
- 7) Q: I have attended similar training before, is that suffice? How do I know if I need to re-attend the training?  
A: Contractors are to evaluate the applicability and relevancy of the HSE trainings attended in relation to the HSE work requirement. Depending on the training scope and validity, Contractors shall re-evaluate the need to re-attend the training in meeting regulatory and work requirement.
- 8) Q: Upon completing the trainings, what do I do next? Do I need to submit a copy to PETRONAS as reference?  
A: Upon completing the relevant trainings, Contractors are expected to document the relevant certificate of competency and shall be provided as evidence as and when required.

## Frequently Asked Question (FAQ)

- 9) Q: Who can I refer to on matters regarding HSE Training and Competent Personnel matters during my tendering / bidding process?
- A: All contracts are unique and the HSE training requirements are based on specific work. Thus, HSE training and Competent Personnel related matters are to liaise directly with respective Contract Owners.
- 10) Q: How often is this reference document updated? Will I be notified accordingly?
- A: This reference document will be updated in the website as and when required, subject to relevant training requirement changes. Note that this document is not binding in nature and it is the responsibility of Contractors to ensure valid HSE trainings attended following the latest regulatory and standards requirement.

For enquiries regarding HSE Training Guideline kindly contact: - [hssecm@petronas.com.my](mailto:hssecm@petronas.com.my)

For enquiries regarding contract specific HSE Training & Competent Personnel kindly contact your Contract Owner focal.



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