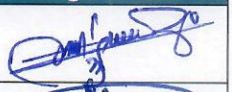
VALIDATION

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CHANGE HISTORY

VERSION	DATE	OBJECT OF THE MODIFICATION
00	06/09/2025	Initial documeny

OBJECTIF AND

This operating procedure describes the rules and responsibilities for managing the Health, Safety and Environment training program within ABIDJAN OFFSHORE.

FIELD OF APPLICATION

This document applies to all departments of ABIDJAN OFFSHORE.

RESPONSABILITIES

The application of the document is the responsibility of the QHSE responsible.

REFERENCE

- **AO-HR-PRO-01-TRAINING MANAGEMENT**

RELATED DOCUMENT

- ***AO-RH-BDD-01-TRAINING PLAN***
- ***AO-QHSE-BDD-11-Safety training***

RECIPIENTS

This procedure is distributed to all ABIDJAN OFFSHORE employees.

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1. OBJECTIVES OF THE PROGRAMME

The health and safety training programme aims to:

- Ensure the safety and health of employees in the workplace.
- Prevent workplace accidents, injuries, and occupational diseases.
- Promote a safety culture within the company.
- Train employees on safety best practices to minimize risks.

2. RESPONSIBILITIES

QHSE Manager	Develop, monitor, and update the training programme
Employers	Provide a safe working environment and ensure that all employees receive appropriate training
Employees	Actively participate in training and comply with safety protocols

3. TRAINING MODALITIES

Training will be provided in the following formats :

- Initial Training : All new employees must undergo health and safety training before starting their tasks.
- Ongoing Training : Regular refresher sessions will be held to remind employees of basic principles and inform them of new procedures or risks identified.
- Specific Training : Employees assigned to specific tasks (working at heights, handling specialized equipment, managing hazardous materials, etc.) will receive appropriate training.

4. TRAINING CONTENT

The training program will cover the following topics:

- Introduction to Health and Safety : Importance of health and safety in the workplace.
- Risk Assessment : Identifying hazards and risks associated with specific tasks.
- Accident Prevention : Measures to prevent accidents, use of Personal Protective Equipment (PPE).

- First Aid : Basic first aid training and emergency response.
- Emergency Evacuation : Procedures to follow in case of fire or other emergencies.
- Incident Reporting Systems : How to report accidents or near-misses.

5. EVALUATION AND MONITORING

Employees will be evaluated after each training session through written or practical tests to ensure knowledge retention.
A training register will be maintained to track the training of each employee ***(AO-QHSE-BDD-01-Safety Training)*.**

6. CONTINUOUS IMPROVEMENT

The program will be reviewed annually to ensure it remains compliant with the latest health and safety regulations and the specific needs of the company.