



Smith Mason & Co



LEARNING AND
DEVELOPMENT

PORTFOLIO

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ABOUT **SMITH MASON & COMPANY**

For over 40 years, Randy Smith has been respected around the world for delivering state-of-the-art well control training and safety leadership courses to the oil and gas industry.

In 2014, Randy joined Marcus Mason and Larry Schmermund to form Smith Mason & Co. Marcus, CEO and Larry, COO, bring more than 40 years of training industry knowledge and experience to the company's front office.

While Smith Mason & Company's tradition of excellence in serving the oil and gas industry continues, we are dedicated to sustainable learning and development solutions for a wide variety of industries including oil and gas, construction, logistics, pipeline, LNG, etc.

From risk management to leadership training, we are well-positioned to support your organization's ongoing workforce development with customized programs to address your unique challenges.

OUR *FOCUS*

Smith Mason & Company focuses on custom solutions

All programs and initiatives are always custom designed
for your organization to address your specific needs.

Our portfolio depicts a variety of custom branded examples from various clients.





Air monitoring devices are designed to provide continuous exposure monitoring of toxic gases, oxygen levels, and combustible gases in your work environment.



[Click for example](#)



Training and Applicability



Computer-based training for the various sections outlined in the Wells Policy will be role and discipline specific.



Face-to-face training will follow CBT (awareness level) to provide more in-depth training (skill level) with teams (field and office based)

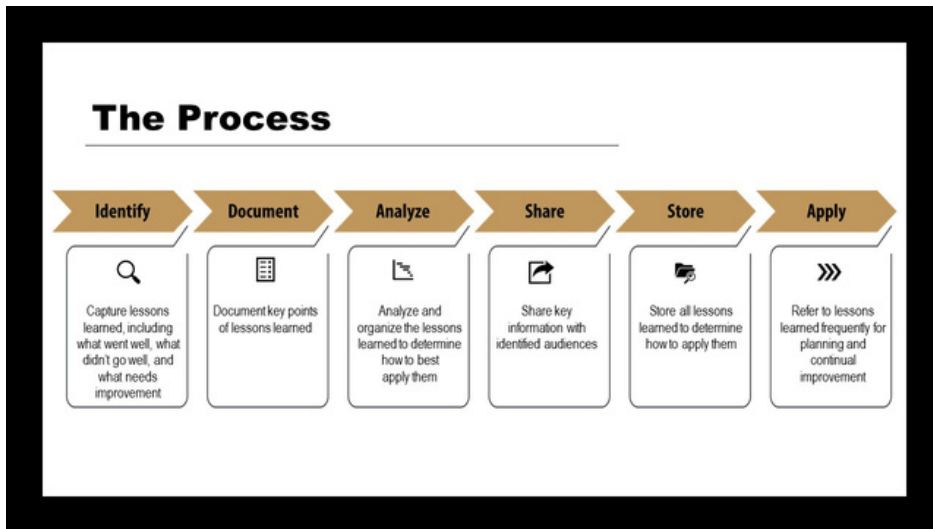
TRAINING ***E-LEARNING***

Our e-learning solutions are customized for your organization, based on your content or custom-developed content, and deployed on our LMS or yours.

TRAINING

INSTRUCTOR-LED

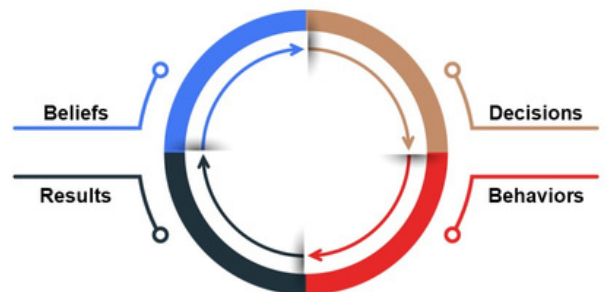
We design both instructor-led and virtual instructor-led training courses as stand-alone solutions or as part of blended learning solutions to reinforce concepts.



BELIEFS Help Develop Our Culture of Safety

Culture is a way of life of a group of people, built around common beliefs, decisions, and behaviors, which ultimately impact results.

Culture is how we get things done around here.



In the chat, what beliefs do we hold that help shape the Crowley Safety Culture?

Welcome



This document will serve as your participant guide for your QHSE for non-QHSE Manager course

How to Use This Guide

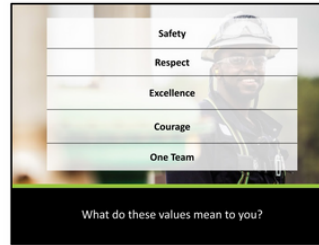


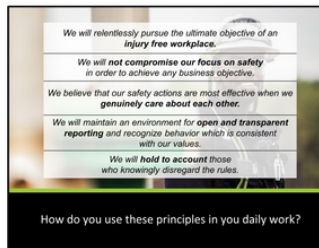
This participant guide is designed as a fillable PDF form. As your facilitator presents the course material, this guide will offer you a chance to follow along with key points in the course and record notes directly in the guide. There is also a journal at the end of the guide for each day's action plan.

To get started, click *File > Save As* and save a copy of the PDF guide. Throughout the day, please save periodically to avoid losing any material you've recorded.

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BPX Values and Principles





Culture



TOOLS WORK/GUIDE BOOKS

We custom create a variety of guides specific to training courses, concepts, or initiatives to help drive participation and engagement.

TOOLS

QUICK REFERENCE

Custom tools, such as prompt cards or safety spotlights are designed as quick references to reinforce concepts in the field and/or office.




Area/Division _____
 Location/Time/Weather _____

COMMIT	<ul style="list-style-type: none"> To Core4 values To our safety
OBSERVE	<ul style="list-style-type: none"> Observe behavior Intervene/Stop
REFLECT	<ul style="list-style-type: none"> Open questions Consequences - what if?
ENGAGE	<ul style="list-style-type: none"> Encourage change Get Commitment

Description of task observed (Be detailed)

Action agreed on

Observer's Name(s): _____ Date: ____/____/____



LEVEL 4 BELIEVE: I believe in safety for my team and me and actively encourage others to believe in safety


LEVEL 3 BELIEVE: I believe in safety for my family and me

LEVEL 2 COMPLY: I comply with safety because I have to

LEVEL 1 COMPLY: I comply with safety...when it's convenient

Open-Ended Questions

1. What about the way you were performing this task should concern you?
2. What is the biggest hazard you have identified?
3. How comfortable are you performing this task?
4. What do you think you could have done differently?
5. How could the team benefit from you doing this differently?



Hazard Recognition

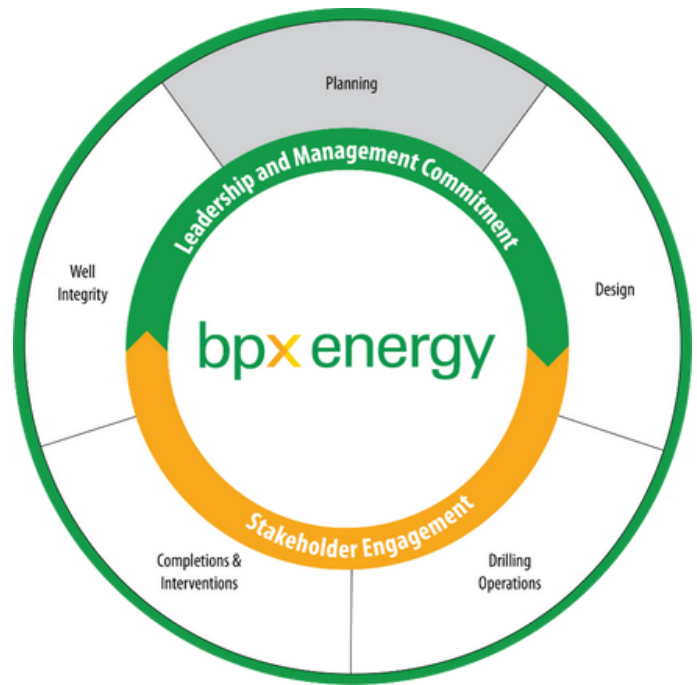
➤ **Look AROUND**
Above Rotating Outside Under New Different

➤ **Recognize the Hazards**



Observation -
 A condition or action identified and addressed while the outcome is still completely under control





RESOURCES

GRAPHICS/INFO

Depending on course content, custom designed graphics are used to easily represent concepts throughout training initiatives and programs

RESOURCES

POSTERS/SIGNAGE

We use posters and signage to visually represent and reinforce concepts in office buildings and field locations.

Smith Mason & Co
IADC WELLSHARP EXAMINATION GUIDE

What you should know before taking your written assessment!
Make sure you have a valid picture ID!

Please know that all the questions are not intended to be "tricky," they are mostly designed to engage your thought process. IADC has allotted plenty of time for the test. Please take your time.

- IADC's intent is to assess your knowledge and not to trick you.
- Do not focus too much on how complicated the language is in the question.
- With IADC, there is only one correct answer per question.
- If you skip a question, write the question number on your scratch paper and be sure to go back and answer it before you submit your test. *Make sure you answer all the questions.*

Be sure you read the complete question before you decide to answer it.

- Focus on understanding what it is the question is asking for.
- Sometimes the key word is at the end of the question.
- This key word can make you accept or reject a proposed answer.
- If you are unsure, read the question again.
- If in doubt, ask the proctor for permission to get clarity from your instructor.

Read the question carefully, do not start to overthink the question after reading it!

- Remember these questions are based off the Wellsharp drilling rig.
- Try not to relate the question back to your rig or company. Doing this can mislead you to select an incorrect answer.

Read all the answers for every question.

- Usually half the answers can easily be eliminated.
- Focus on the remaining good answers, and then select the best one.
- Be very careful here with the answer's wording.
- Each word is important, do not neglect, omit, or add words.

Pay close attention to the IADC rounding rules (KWM, MAMM, just to name a few).

- All IADC rounding information is on page 2 of the Smith Mason & Co. formula sheet.

In some questions, IADC gives too much information

- If you read the proposed answers and you see that no calculations are required for these answers, do not waste time doing calculations.

Be very careful with negative statement questions such as:

- What is not...
- What you should not do...
- Which would you not...

Trust yourself. First instincts are usually correct, so be very careful about going back and changing answers, as this has caused many students problems.

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What we value

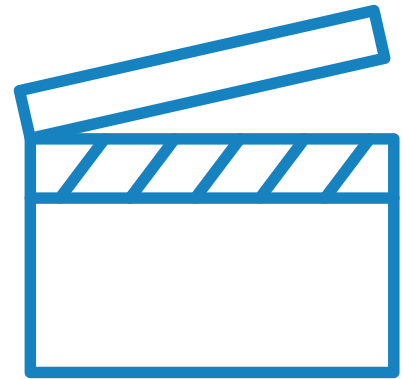
Safety	Safety is good business. Everything we do relies upon the safety of our workforce and the communities around us. We care about the safe management of the environment. We are committed to safely delivering energy to the world.
Respect	We respect the world in which we operate. It begins with compliance with laws and regulations. We hold ourselves to the highest ethical standards and behave in ways that earn the trust of others. We depend on the relationships we have and respect each other and those we work with. We value diversity of people and thought. We care about the consequences of our decisions, large and small, on those around us.
Excellence	We are in a hazardous business and are committed to excellence through the systematic and disciplined management of our operations. We follow and uphold the rules and standards we set for our company. We commit to quality outcomes, have a thirst to learn and improve. If something is not right, we correct it.
Courage	What we do is rarely easy. Achieving the best outcomes often requires the courage to face difficulty, to speak up, and stand by what we believe. We always strive to do the right thing. We explore new ways of thinking and are unafraid to ask for help. We are honest with ourselves and actively seek feedback from others. We aim for an enduring legacy, despite the short-term priorities of our world.
One Team	Whatever the strength of the individual, we will accomplish more together. We put the team ahead of our personal success and commit to building its capacity. We trust each other to deliver on our respective obligations.



Example of a video training module



Example of a course promo video



RESOURCES

VIDEOS

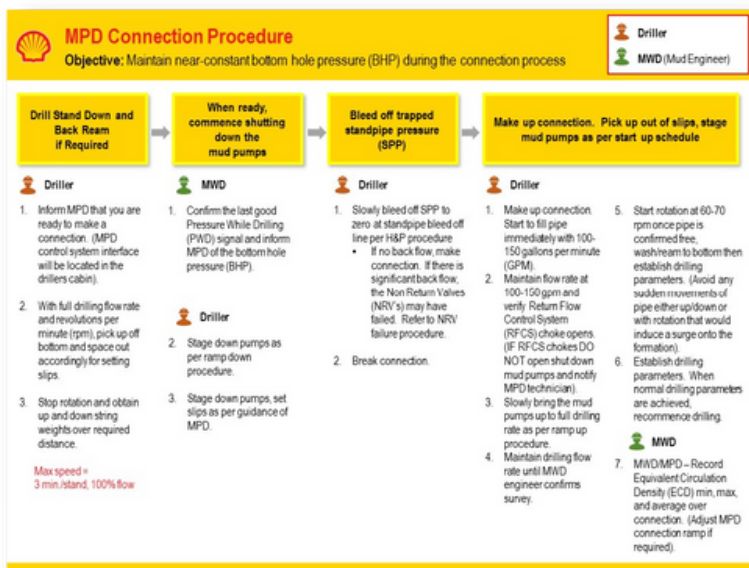
Custom videos are created to showcase concepts, deliver training, or deliver messages.

RESOURCES

PROCEDURES/

VISUAL WORKFLOW

We can easily represent complex concepts for at-a-glance quick reference of procedures or workflows in office buildings and field locations.



RCD Element Failure or Line Leak



Result

Decrease in BHP



Category

Connection/Mud Pump On/TD On



Primary Indicators

- Decrease in Ann Press
- Flow out decrease
- Pit volume decrease



Reactions



Driller Reaction

- Shutdown Pump
- Close rig ram BOP or annular preventer
- Apply set point pressure through Drill Pipe
- Shut down DAPC pump



MPD Reaction

- If time permits, close annular, otherwise close rams



TESTIMONIALS

TESTIMONIALS HERE

TRAINING TOPICS

EHS

Please note base content for these topics are available, specific CBT/ILT development of topics is customized per client and therefore lead time is quoted per project

Accident Prevention and Signs/Tags/Signals	Fall Protection
ADA Prevention and Investigation	Fire – Prevention / Safety / Fire Extinguishers
Aerial Lifts	First Aid
Air / Air Contaminants	Flammable Liquids
Alcohol & Drugs	Foot Protection
Asbestos	Forklifts
Audits	Hand and Power Tools
Back Safety	Hand Safety
Bloodborne Pathogens	Hazard Communication (GHS and Labels and SDS)
Chemicals and Chemical Hazards	Hazardous Waste – General awareness and storage
Combustibles	HazMat Transportation
Community/Stakeholder Notification	HAZWOPER and HAZWOPER Awareness
Compressed Gases	Head Protection
Confined Spaces	Health - General
Construction Safety	Healthcare Safety
Containers	Heat and Cold (Extreme temps)
Conveyors	Housekeeping
Corrosives and Battery Safety	Injury and Illness Records (OSHA 300)
Cranes and Slings (Rigging)	Inspections
Dipping and Coating	Job Hazard Analysis / Job Safety Analysis
Driving Safety	Laboratory Safety
EHS General (Metrics/Approach)	Ladder Safety
Electric Power Generation	Lead Safety and Awareness
Electrical Safety	Lockout/Tagout
Emergency - Action Plans	Machine Guarding / Machine Safety
Environment - General	Manifests
Ergonomics	Material Handling - General
Exit Routes	Medical Waste
Explosives	New Employee Orientation (generic or custom)
Eye and Face Protection	Noise
	NORM

TRAINING TOPICS

EHS

continued

Office Safety
OSHA Compliance
Painting and Spraying
Pesticides
Pharmaceutical Waste
Powered Platforms
PPE - General
Process Safety Management
Recordkeeping
Recycling
Respiratory Protection
Risk Management
Safety – General / Safety Culture / Safety Leadership / Belief-based
Scaffolding
Security
Shift Work
Silica
Slips and Falls / Slips, Trips and Falls
Solid Waste and Solid Waste Transportation
Spill Prevention and SPCC Plans
Stormwater
Temporary Workers
Toxic and Hazardous Substances
Trenching
Underground Storage Tanks
Universal Wastes
Used Oil Management
Ventilation
Violence in the Workplace
Water
Welding, Cutting, and Brazing (Hot work)
Wellness
Workers' Compensation

TRAINING TOPICS

HR

Please note base content for these topics are available, specific CBT/ILT development of topics is customized per client and therefore lead time is quoted per project

ADA--What Supervisors Need to Know
Affordable Care Act: What You Need to Know
All About Nutrition
Attendance Management
Avoiding Exposure to Bloodborne Pathogens
Back Safety
Business Ethics for Employees
Business Writing
Coaching for Superior Performance
Communication Skills for Employees
Conflict Resolution and Consensus Building
Coping with Downsizing and Layoffs
Creative Problem-Solving
Customer Service Skills
Dealing with Challenging Employees
Dealing with Change
Delegation Techniques
Diversity Fundamentals
Effective Communication for Supervisors
Effective Decision-Making Strategies
Effective Meetings--How to for Supervisors
E-Mail Best Practices for All Employees
Employee Benefits
Encouraging Employee Input
Enhancing Professional Development
Essential HR for new HR Personnel
Fire Safety
FMLA for Supervisors
Generational Diversity
Good Housekeeping
Grounds for Termination
Handling Employee Complaints
HAZCOM and GHS for Employees
Healthy Aging
Hiring Legally
Home Safety
How to Manage Challenging Employees
How to Manage Downsizing and Layoffs
Interrupting Unconscious Bias for Supervisors
Interviewing Skills for Supervisors
Introduction to OSHA and the General Duty Clause
Job Descriptions--How to Write Them Effectively
Leadership Skills for Supervisors and Managers
Measuring Job Performance
Motivating Employees
Negotiation Skills
New Employee Orientation--"How To" for Supervisors
New Employee Safety Orientation
New Supervisors' Guide to Effective Supervision
Office Hazards
Organizing and Planning for Success
Pandemic Flu--How to Prevent and Respond
Performance Appraisals--How to Conduct Effectively
Performance Goals--Manage Employees More Effectively
Planning and Organizational Skills
Preventing Discrimination In the Workplace
Preventing Sexual Harassment: A Guide for Supervisors
Preventing Workplace Violence

TRAINING TOPICS

HR

continued

Problem Solving
Professional Behavior
Progressive Discipline
Project Management
Sales and Customer Service
Shiftwork Safety
Slips, Trips, and Falls
State-of-the-Art Classroom Training
Strategies for Legally Avoiding Unions
Stress Management
Substance Abuse in the Workplace
Supervising Alternative Work Arrangements
Supervising Various Generations
Teambuilding for Employees and Supervisors
Temporary Employees and Independent Contractors
Terminating Employees--The Process
Time Management for Supervisors and Employees
Violence in the Workplace – Preventing
Workplace Ethics for Supervisors
Workplace Harassment
Workplace Privacy, Safety, and Security