



Smith Mason & Co



EHS AND HR
COMPLIANCE

SOLUTIONS

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ABOUT **SMITH MASON & CO**

For more than 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 & Co'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.



OVERVIEW OF *OFFERINGS*

Well Control/Technical

- IADC Well Control
- Level 2, Level 3, Level 4, Oil and Gas Operator Representative
- IWCF Well Control
- Level 2, Level 3, Level 4, Well Intervention and Pressure Control
- Well control eLearning
- Underbalanced well control fundamentals
- Rig coaching audits
- Drilling practices
- Stuck pipe prevention
- DWOP/CWOP Optimization Process
- HPHT

Safety and Leadership

- Leadership training
- Safety training
- Safety culture assessments
- HR and compliance training
- Custom learning and development solutions

EHS and HR Compliance

- Managed training solutions
 - Orientation and onboarding
 - Instructor-led, eLearning, and blended learning solutions
 - Customized programs
 - Tailored reporting
 - Assessment and monitoring

TRAINING TOPICS

EHS

Please note that base content for these topics is available, but 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 Temperatures)
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 Safely	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 that base content for these topics is available, but 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