

2/10/17

This note addresses the highlighted item from a previous communication:

As a prerequisite to work at Phillips 66 WRR, Field Workers must have current certification in one of the following General Industry Orientation Programs:

- American Allied Safety Council (AASC): PRECERT / RECERT Program
- Association of Reciprocal Safety Councils (ARSC): Basic Orientation Plus Program (BOP / BOPR)
 - Employer is to verify their workers have an current certification
 - Phillips 66 WRR does not pay for the course cost or seat time associated with this certification.

Verification Data for General Industry Requirement (keep a record of these items for your field workers):

- Overall Governing Council AASC or ARSC
- If ARSC – Owner Council and /or Member Location providing the course
- Course code, including Owner Council number designation code
- Expiration date

AASC PRECERT/RECERT can be acknowledged via the AASC badge and verified through the AASC database.

ARSC BOP/BOPR can be acknowledged via the ARSC badge but the hiring contract company will have the responsibility get official verification via the ARSC BOP/BOPR Verification Process outlined at the end of this note.

Important notes about the ARSC BOP/BOPR:

- **Advertise to your workers that a current ARSC BOP/BOPR is acceptable for the General Industry Requirement. They must bring their ARSC card with them to the AASC and WRR.**
- If the hiring company knows the worker has a current BOP/BOPR, then the General Industry requirement for WRR is met and the worker does not have to take the AASC PRECERT/RECERT (do not register worker for this class, tell the worker not to register for the course)
- If the worker is already registered for PRECERT/RECERT, but has a current BOP/BOPR:
 - The worker will go to the AASC and present an ARSC badge showing a current BOP/BOPR to the AASC registration desk.
 - The AASC acknowledges the card shows the current BOP/BOPR.
 - The AASC will call the registering entity to let them know the worker is being removed from the AASC PRECERT/RECERT registration for that course.
- After the worker completes the WRR Site Specific for the Field Worker and any other AASC courses, they will get a yellow AASC card (States “no PRECERT” on the front). They will need to have both the AASC and their ARSC card at WRR.
- The worker will present both the AASC and ARSC cards at the WRR Security Badging Station.

ARSC BOP/BOPR Verification Process:

Verify ARSC Basic Orientation Plus (BOP) or BOP Refresher (BOPR) training through the Owner Council that administered the course.

- The ARSC Owner Councils can have Satellite Locations. Each facility is called an ARSC Member Location.
- The ARSC Owner Council issues a badge to each worker that receives training at any of their Member Locations.
 - ARSC badges are designed by the Owner Council issuing the badge.
 - Some have very unique features such as a hologram and some do not.
 - Each Owner Council enjoys having a badge that meets their local needs and is unique to them.
 - All ARSC Badges are required to have a barcode, which is used to verify the training.
 - The training courses and dates are listed on the badge for reference, but are to be confirmed by the ARSC Owner Council.
- To find the table of the ARSC Member Locations, “ARSC Reciprocal Member and Code List,” log on to the arsc.net website and click on the “Locations” tab. Scroll all the way to the far right column and that is the number designation for each ARSC Owner Council.
- Look at the BOP or BOPR Code on the ARSC badge. Do you see a number in front of it? For instance a 19 Basic Plus or a 19 Basic Plus Refresher? The 19 designates that the training records reside in the Houston Area Safety Council (HASC) Data Base.
- Call or email the appropriate Owner Council contact with your request to confirm the training for the individual(s). The phone numbers and emails for contacts are on the same table as the location codes.
- You could ask the Owner Council if they have an option to set up a password for you to log on and look up the data electronically via their training record location website. Each ARSC Owner Council has its own database that they control. Currently ARSC does not have a one stop place for the members to log on and verify training.
- For a worker to have a current General Industry Orientation from an ARSC facility, the worker must first have Basic Orientation Plus (BOP) training as the initial training and a year after that they qualify to take the Basic Orientation Plus - Refresher (BOPR). They can take the Refresher version annually unless they fail the test. If they fail the test or the original training cannot be verified they must take the full BOP again.