



crewSAFE

Shipboard OHS Program



PRO-SAFE
MARINE



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The materials and guidance contained in this document (the **crewSAFE Shipboard Occupational Health and Safety Program**) have been compiled from sources believed to be reliable and to represent best-practice guidelines and procedures for developing an occupational health and safety management Program for all working vessels.

This work is intended to serve only as a starting point for vessel owners and Masters in their task of developing a working safety management Program onboard. This document does not purport to specify any minimum legal standards or to represent an absolute compliance standard.

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The crewSAFE Shipboard Occupational Health & Safety (OHS) Program

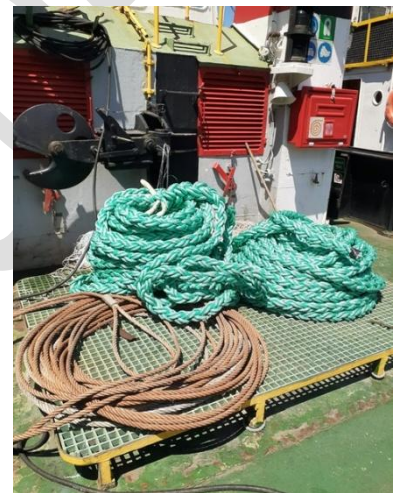
Introduction

Working at sea can be particularly dangerous! Being a crewmember on any “working” vessel is often hazardous – a constantly moving workplace, changing environmental conditions, enclosed spaces, fatigue, etc, all have the potential to make working on these vessels a dangerous occupation. Fishing for example, is recognised as the most dangerous industry in the world... But there is something that can be done – by controlling as many of the hazards on the vessel as possible, overall risk levels can be reduced, increasing safety levels for all onboard.

There has been a lot done to try and improve the safety outcomes for those in the maritime industry, but the fatality, injury and illness rates remain unacceptably high. Despite a plethora of standards, codes and regulations available to all sectors of Industry, change is agonisingly slow. Clearly, there is much still to be done to improve safety and health on board vessels of all types.

But just because it's a hazardous occupation doesn't mean that we should just accept that people will get hurt. We can put controls in place to reduce the risk to acceptable levels, increasing safety levels for all onboard. And this is the objective of the **crewSAFE Shipboard Occupational Health & Safety (OHS) Program** [crewSAFE Program] presented here.

The **crewSAFE Program** is a risk-based index-rating OHS Program, designed to provide an effective framework to enable a systematic occupational health and safety management Program to be implemented onboard all vessels – from tugs and harbour craft to commercial vessels of all sizes, to inshore handliners and large offshore factory fishing vessels.



The Program requires management and employee commitment (onboard and ashore), drive and active involvement to support implementation, which in turn will ensure success. It promotes hazard identification, ongoing risk assessment, and guides users in implementing safeguards designed to measurably improve health, safety and welfare outcomes on the vessel. In addition, efforts can be effectively audited and graded. This provides a means of sustaining and improving the quality of outcomes, and also leads to a positive culture of safety being generated, noting that safety culture is more than just adherence to a set of rules.

An organisation's culture is often described as “the way we do things around here” – the emphasis on the word **do**. Professor James Reason (Organisational Accidents and Safety Culture) states the following:

*“There are two ways of treating safety culture: as something an organisation **is** (the beliefs, attitudes and values of its members regarding the pursuit of safety), and as something that the organisation **has** (the structures, practices, controls and policies designed to enhance safety). Both are essential for achieving an effective safety culture. However, ... it is very hard to change the attitudes and beliefs of adults by direct methods of persuasion.*

But acting and doing, shaped by organisational controls, lead to thinking and believing.”

The **crewSAFE Program** proposes a practical “do safety” approach – which will ultimately lead to the “think safety” target.

Safety at Sea, the Legislative Framework and OHS Programs

Managing safety at sea effectively is a broad and complex task – and requires further analysis. The term “safety” encompasses two different but interconnected fields of study. Traditionally the maritime industry has concentrated on keeping the ship safe, and thus by default, keeping the crew safe. Resources were focussed on preventing the ship from sinking, burning or running aground. And these measures worked well – to a point...

There are various references made in the literature to these two aspects to safety: research papers and statistical analyses often refer to “accidents to vessels” and “accidents to persons”, and in addition, safety can also be referred to as “operational (vessel) safety” and “personal (crew) safety”, or alternatively these can be labeled as: “**vessel safety**” and “**occupational safety**”. And now, ‘occupational health’ has been added to the occupational safety focus.

The International Safety Management (ISM) Code and the Maritime Labour Convention (MLC)

To provide some context to the different, but complementary aspects of safety at sea outlined above, it is worth considering the legislative framework applicable here. In the maritime sector, the *International Safety Management (ISM) Code*¹ focuses on ensuring the safe and efficient operation of ships, preventing pollution, and protecting the marine environment. The *Maritime Labour Convention (MLC) 2006*², on the other hand, sets minimum standards for the health, safety, and welfare of seafarers, including decent working and living conditions. While both are crucial for a safe and responsible shipping industry, they address different aspects: ISM focuses on the operational side, while MLC focuses on seafarer welfare.

1. International Safety Management System (ISM) Code:

- The International Safety Management (ISM) Code, adopted by the International Maritime Organization (IMO), provides a framework for safety management on ships.
- Safety management systems are implemented to ensure the safety of the ship and crew.
- These systems include procedures for:
 - Identifying and managing hazards
 - Ensuring compliance with relevant regulations and standards
 - Investigating accidents and near misses
 - Taking corrective and preventive actions

2. Maritime Labour Convention (MLC):

- The MLC is an international treaty adopted by the International Labour Organization (ILO) that sets minimum standards for the health, safety, and welfare of seafarers.
- The MLC covers various aspects, including:
 - Conditions of employment (wages, hours of work, rest, etc.)
 - Accommodation, recreational facilities, food, and catering
 - Health protection, medical care, welfare, and social security
 - Onboard complaints procedures
 - Providing a framework for seafarers to report unsafe conditions or practices
- Shipowners are required to ensure that seafarers meet the minimum standards outlined.
- An effective safety management Program is essential for fulfilling these requirements.

In essence then, the MLC sets the minimum standards for seafarers' well-being, and safety management systems are the tools used to achieve and maintain those standards.

¹ <https://www.imo.org/en/ourwork/humanelement/pages/ISMCCode.aspx>

² <https://www.ilo.org/international-labour-standards/maritime-labour-convention-2006>

Elements of an Occupational Health and Safety Program

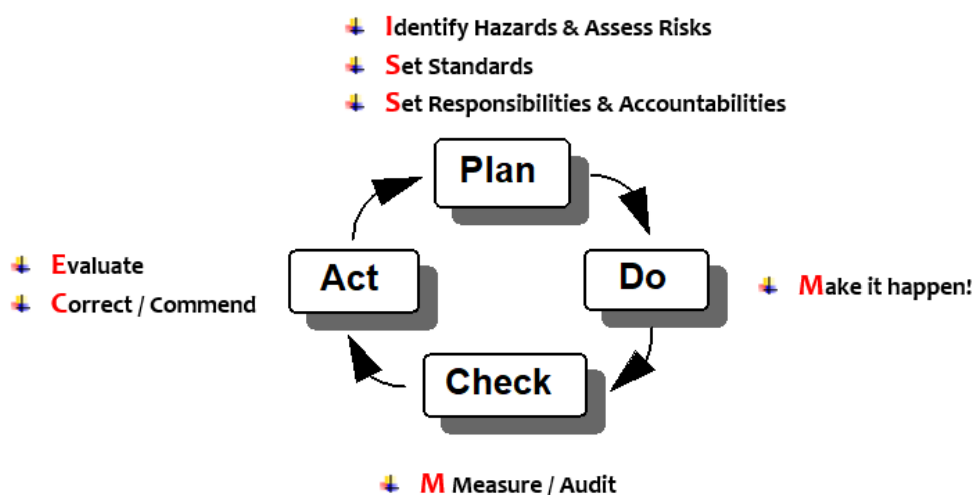
Almost all successful occupational health and safety (OHS) Programs follow the *Plan-Do-Check-Act* process, and include the following six core elements:

- **Management leadership:** Managers demonstrate their commitment to improved health and safety, communicate this commitment, and document health and safety performance. They make health and safety a top priority, establish goals and objectives, provide adequate resources and support, and set a good example.
- **Employee participation:** Employees, with their distinct knowledge of the workplace, ideally are involved in all aspects of the Program. They are encouraged to communicate openly with management and report health and safety concerns.
- **Education and training:** All employees have education or training on hazard recognition and control and their responsibilities under the Program.
- **Hazard identification and assessment:** Processes and procedures are in place to continually identify workplace hazards and evaluate risks. There is an initial assessment of hazards and controls and regular reassessments.
- **Hazard prevention and control:** Processes, procedures, and Programs are implemented to eliminate or control workplace hazards and achieve health and safety goals and objectives. Progress in implementing controls is tracked.
- **System evaluation and improvement:** Processes are established to monitor the system's performance, verify its implementation, identify deficiencies and opportunities for improvement, and take actions needed to improve the system and overall health and safety performance.

As is shown above, the approach is built on a clear identification of hazards, an assessment of risk, and the application of controls to reduce that risk – this all being part of the broader Risk Management approach. A practical risk management approach is discussed below.

Further guidance to Occupational Health and Safety Programs can be found here:

- *IMO Circular MSC-MEPC.2/Circ.3*), provided in [ANNEX 1](#), outlines the necessary elements of a Shipboard OHS Program – providing a valuable introduction to the crewSAFE Program.
- [ANNEX 2](#) provides a practical implementation framework – **ISSMMEC** – that has proved very useful when implementing similar Programs. The alignment with the *Plan-Do-Check-Act* process is also illustrated.



SAFE – a Practical Risk Management Approach

Risk Management is at the heart of effective Occupational Health & Safety Management. Risk Management (RM) practice and Safety Management Systems (SMS) are therefore all part of the same process. The one cannot be successful without the other. Thorough risk management forms the basis of an effective safety management system, while the standards and procedures contained in a safety management system all need to be based on the risk profile of the organization.

A risk management model that identifies hazards and assesses and controls risks can be implemented with a simple 4-step approach, built around the mnemonic **SAFE** as follows:

- S** See the Hazard (Identify the Hazard)
- A** Assess the Risk (determine how “dangerous” it is)
- F** Fix the Problem (Put controls in place)
- E** Evaluate the Fix (Check that it’s working / Monitor)

Employers / vessel owners are required to have an effective means of systematically identifying hazards and then managing the risks arising from these hazards. A systematic approach is planned and ordered rather than random. “Systematic” implies a repeatable process which can be carried out at any time by a competent person and arrive at comparable results. [ANNEX 3](#) provides a more detailed overview of the SAFE process.

Maritime safety can then best be described as ‘**SAFE work on a SAFE vessel**’.

Further Analysis of Maritime Risk Factors

Statistics suggest that seafarers die as a result of:

- an accident to the vessel: i.e. the vessel itself may be lost – generally multiple fatalities [estimated 80% of fatalities],
- an accident on the vessel: an occupational safety event – generally a single fatality event [estimated 20% of fatalities], and additionally,
- ill-health due to working at sea: [anecdotally, occupational health issues may cause more fatalities than accidents themselves]

Again, looking at the data, the top 7 risks in the maritime sector can be represented as follows:

2 Vessel Risks:

- Vessel losses through sinking
- Vessel losses through fire

5 Occupational Risks:

- Crew fatalities through being lost overboard
- Crew fatalities / serious injury through entanglement in machinery
- Crew fatalities / serious injury in enclosed spaces
- Crew fatalities / serious injury as a result of slips, trips and falls
- Fatalities / serious occupational health outcomes from being at sea

See [ANNEX 4](#) for more information on some of the negative Occupational Health and Safety outcomes prevalent at sea.

The Code of Safe Working Practices for Merchant Seafarers (COSWP) and the Role of the Safety Official(s)

The Code of Safe Working Practices for Merchant Seafarers (COSWP)³ is a comprehensive guide that provides best practices and guidelines for ensuring the health and safety of seafarers working on merchant ships. It's widely accepted as 'the' Standard in maritime Occupational Health and Safety practice. The COSWP covers various aspects of ship safety, including hazard identification, risk assessment, safe working procedures, and emergency preparedness.

- **Purpose:**
The COSWP aims to provide a framework for managing occupational health and safety on board ships, ensuring that seafarers can work in a safe environment.
- **Scope:**
It covers a wide range of topics, including:
 - Safety management systems
 - Safe working practices for various operations (e.g., lifting, hot work, entering confined spaces)
 - Emergency procedures and drills
 - Use of personal protective equipment (PPE)
 - Hazardous substance management
- **Key Features:**
 - **Practical Guidance:** The COSWP provides clear and practical guidance on how to implement safe working practices, including checklists, risk assessments, and procedures.
 - **Statutory Requirements:** It identifies the legal obligations of shipowners and masters regarding health and safety.
 - **International Standard:** The COSWP is recognized as an internationally recognized standard of best practice in the maritime industry.
 - **Accessibility:** The COSWP must be available to any seafarer on board who requests it.

Importantly, the Code includes guidance for safety officials, their roles, and responsibilities in promoting a safe working culture, and emphasizes the importance of safe working practices across all levels of the organization. Key aspects of the COSWP and the role of Safety Officials:

- **Scope:**
The COSWP covers a wide range of topics, including:
 - **Managing occupational health and safety:** This includes setting up safety management systems, conducting risk assessments, and implementing control measures.
 - **Safety induction:** Ensuring all personnel understand safety procedures and their responsibilities.
 - **Emergency drills and procedures:** Practicing drills and having clear procedures in place for various emergencies.
 - **Specific task procedures:** Providing guidance on safe working practices for tasks like hot work, painting, anchoring, mooring, and more.
 - **Workplace health surveillance:** Monitoring the health of seafarers and addressing any health concerns.
 - **Personal protective equipment (PPE):** Ensuring the appropriate PPE is available and used correctly.

³ https://assets.publishing.service.gov.uk/media/6604028ff9ab41001aeea37b/1385-WL-12464_MCA_COSWP_BLACK_AND_WHITE_v1_0-ACCESSIBLE_P2.pdf

- **Safety Officials:**
 - **Roles and Responsibilities:** The COSWP outlines the responsibilities of various safety officials, including the master, chief officer, and other designated individuals (safety representatives, committee members), in ensuring a safe working environment.
 - **Promoting a Safe Culture:** Safety officials are responsible for promoting a safety-conscious culture where everyone feels comfortable reporting hazards and unsafe practices.
 - **Supervision and Training:** They are responsible for supervising work activities, ensuring workers are properly trained, and enforcing safety procedures.
 - **Enforcement of Procedures:** Safety officials have the authority to stop work if they deem it unsafe, and to ensure that all safety procedures are followed.
- **Safe Working Culture:**

The COSWP emphasizes the importance of a strong safety culture, where:

 - **Seafarers feel empowered to stop work if they feel unsafe.**
 - **All levels of the organization are involved in safety initiatives.**
 - **Clear communication and effective knowledge management are in place.**

In essence, the COSWP provides the framework for a safe working environment on merchant ships, and Safety Officials play a crucial role in implementing and enforcing the procedures outlined within the code. The COSWP will be extensively referenced throughout the crewSAFE Program – it is suggested that a copy is kept close at hand at all times. Particularly useful in the early stages are the following:

- Chapter 1 provides a comprehensive overview on managing Occupational Health and Safety.
- Chapter 13 particularly provides detailed guidance for Safety Officials (*see especially below).

Section 13.3.2.2 The safety officer is the safety adviser aboard the ship. They can assist the company and everyone on board in meeting the statutory responsibilities for health and safety. Some training may be provided on board, but the safety officer should have attended a suitable safety officer's training course.

Safety officer training should cover:

- the tasks of the safety committee
- the rights and roles of members of the safety committee
- how to carry out risk assessment and risk management
- how to provide the necessary advice to resolve safety concerns or problems and to encourage adherence to prevention principles
- supervision of safety tasks assigned to crew and other seafarers on board, and passengers where applicable
- accident and incident investigation, analysis and making appropriate corrective and preventive recommendations to prevent their recurrence
- human and organisational factors in safety-critical work
- how to obtain relevant information on a safe and healthy working environment from the competent authority and the company
- effective means of communication with a multinational crew
- the commitment required to promote a safe working environment on board.

In addition, the safety officer should be familiar with the following:

- the occupational safety and health policy and Programmes used on board
- the safety tasks assigned to crew and other personnel on board, and passengers where applicable
- the principles and practice of risk assessment. They should be available to advise people preparing and reviewing risk assessments. It is recognised that, where the safety officer also has other responsibilities (eg chief officer), they may conduct risk assessments themselves. However, the general principle is that the safety officer takes an independent view of safety on behalf of the company.

The crewSAFE Program

The **crewSAFE Shipboard Occupational Health & Safety Program** brings all the above elements together.

As noted above, the focus should be on '**SAFE work on a SAFE vessel**'. The crewSAFE Program approach has this as its focus. The Program will guide seafarers in **Seeing** the hazard, **Assessing** the risk, **Fixing** the problem, and **Evaluating** the fix.

The Program addresses both safe working practices (SWPs) undertaken by a trained, competent seafarer who is physically and mentally healthy, and the ongoing management oversight of a vessel that is safe, fit-for-purpose and properly maintained.

As indicated above, the risk-based approach to managing safety in the maritime industry is advocated at a global level. Based on our industry experience developing and implementing safety management systems over the past 35 years, Pro-Safe Marine has developed a structured Program for managing health and safety on board vessels of all kinds. The crewSAFE Program is many things: a standards guide, a risk-based implementation package, an index-rating audit protocol, and a framework for training and development.

The index-rating approach is not new – this type of Program has been used extensively in many high-risk industries across the world to provide a basis for their safety management systems as well as to gain an objective assessment of their performance to these set safety standards.

Safety should be tangible, and this means having something 'real' to measure against. This approach then complements the "Think Safety" philosophy referred to earlier (James Reason), by providing a method to "Do Safety" as well. A Program like crewSAFE, where specific standards are set and clear guidelines are supplied to meet these standards, provides a basis for the objective measurement of health and safety effort.

The **crewSAFE Program** consists of **6 Chapters** and is subdivided into some **60 elements** and is designed to provide an effective framework to enable a systematic safety management Program to be implemented onboard vessels of all types and sizes.

The Program Chapters are as follows:

- 1: System Management**
- 2: Fire & Emergency Management**
- 3: Safe Working Practices**
- 4: Vessel & Equipment**
- 5: Occupational Health**
- 6: Environmental Protection**



A structured Safety Management Program like the **crewSAFE Program** will provide the vessel owner and / or Master with a practical set of guidelines for implementing a vessel-specific Occupational Health and Safety Management Program with the minimum of fuss. While the implementation of such a Program may seem daunting, the benefits are well worth it.

Also note that the focus of this Program is on Occupational Safety and Health – there's an expectation that the standard seamanship, watchkeeping and navigation, ship handling, 'rules of the road', sea safety and survival aspects are covered in existing procedures and training.

Notes on Structure & Content

Each of the 60 Elements are presented in a similar way. There's an **Element Heading** (in the example here, **2.1 Fire Fighting Equipment**). This is followed a list of **Inspection Items**, and a place for **Rating Compliance**.

Also included on each page are a set of introductory **Standard Guidance**. These are by no means meant to represent a full set of requirements, nor are they necessarily a set of legal requirements to be followed at all times. The intention is to provide an overview and starting point for your health and safety Program on board. We've tried to provide samples of "best practice" – sourcing information from various sources over the years.

There is also space for the provision of **Additional Guidance / Reference** material.

Each vessel and organisation will need to add to these guidelines as required by their particular risk profile. And the audit function of the Program will then measure compliance against these vessel-specific guidelines.

2.1 Fire Fighting Equipment	
Inspection Item	Rating
Fire Extinguishers	
• All in correct place	
• All charged, seals intact, gauges correct	
• Clear access to equipment	
• Maintenance up to date	
• Demarcated & sign-posted	
Hose Reels & Hydrants	
• All in correct place, and in good condition	
• Clear access to equipment	
• Demarcated & sign-posted	
Stop valves / vents / fan stops	
• All identified & labelled	
• Demarcated & sign-posted	
• Easily accessible	
• In good working order	
• Shut offs working, marked	



Standard Guidance
Fire Fighting Equipment is crucial in the vessel's safety management program. Consider at least the following: □ There should be enough extinguishers, hoses, hydrants and fixed CO2 systems provided to deal with various types of fire hazards on the vessel. □ This equipment must be of the correct type for the fire risk identified. □ The fire extinguishers and extinguishing equipment should be located close to likely fire hazards but not so close as to be damaged or obstructed from use due to a fire. □ All fire extinguishers and extinguishing equipment should be suitably identified and labelled. □ Regular inspection of equipment is essential. The results of these inspections should be recorded in a suitable register. Damaged or discharged equipment must be replaced as soon as possible. □ The location of fire extinguishers and extinguishing equipment should be quickly and easily identifiable in an emergency. A conspicuous location marker should be positioned as high up as possible above the equipment to prevent the sign from being obscured by pipes, etc in front of the equipment. □ To ensure that fire extinguishers and extinguishing equipment is always readily accessible, a "keep clear" area should be demarcated or maintained beneath the equipment.

Additional Guidance / References

NOTE: For the purposes of this promotional document, one Element (**highlighted in Blue**) out of each Chapter is added for demonstration purposes. The Full Program provides detail for all 60 Elements.

Rating Compliance

Each of the 60 elements has a number of sub-elements that can be separately audited as appropriate to the vessel and its operation, adding up to a total rating for the system. Overall rating is simply a percentage figure of actual performance against the total "possible". This index-rating approach has the advantage of clearly indicating potential problem areas, as well as providing an objective base against which to compare the next audit rating, indicating whether the management of safety onboard has improved or not.

The rating system is simple – each sub-element is rated between 0 (no compliance evident) and 5 (Program standards fully met / exceeded).

Rating	Program Compliance	Compliance %
0	No compliance evident / no standards in place	0
1	Min standards not yet developed / Program in infancy	20
2	Some compliance / not to acceptable standard yet	40
3	Minimum acceptable standard	60
4	Good compliance to standard / some work still to be done	80
5	Program standards fully met / possibly exceeded	100

‘Doing Safety’ Benefits

Programs like these have worked well internationally because there has been *recognition* of effort and accomplishment for those involved. Because the Program can be broken down into many smaller ‘bits’, more people get involved and therefore many more can get recognised for their input. Furthermore, because of the practical nature of the intervention and Program focus, many of the results are visible i.e. higher housekeeping standards and cleanliness, demarcation and signposting around fire and emergency equipment, etc. Communication is also improved because there is regular feedback to crew on safety matters. And, correctly implemented, this approach will promote a positive safety culture onboard.

As safety guru, James Reason, stated above: “... **acting and doing, shaped by organisational controls, lead to thinking and believing (in safety).**”

Summing it all up: the crewSAFE Program and a good safety culture

The aim of a Program like this is improved health and safety standards and practice, as well as an overall culture of safety in the workplace. Quoting directly from the Code of Safe Working Practices for Merchant Seafarers:

A good safety culture is one where safety is an integral part of everything that is planned, discussed, done and documented. Everyone in the company should think about safety and new ways of improving it as a matter of course. They should be on the alert for any unsafe acts or unsafe conditions; look out for each other; intervene to prevent accidents and incidents; actively share good ideas; and always seek to improve.

To achieve a good safety culture, there are certain key components to encourage. This begins with ensuring that all seafarers fully understand their roles and responsibilities; not just what they have to do, but also why it is important. They need to be informed and share their knowledge to help inform others.

All personnel, at every level of the company, need to be fully engaged and committed to nurturing and developing the safety culture. Establish compliance with safety rules as a core company requirement – good safety behaviours should be the norm.

Another key aspect of developing a good safety culture is continual improvement: the company should be a learning organisation. This should be a personal commitment and responsibility of everyone in the company. Systems and infrastructure need to be in place to facilitate this process. A proactive reporting system for unsafe acts and conditions, and improvement suggestions, should be in place. Investigate all accidents and incidents and disseminate the findings widely.

There needs to be an open and just culture that recognises that it is normal for human beings to make mistakes. It also needs to recognise that there are wider organisational factors that affect our behaviours and can create barriers to safe behaviours. It is vital that all workers are empowered and feel comfortable in reporting unsafe acts, unsafe conditions, accidents and incidents without fear of unjust reprisals.

Often most of the component parts are already in place in some form or another. However, for any culture to be truly safe, all the elements discussed in this chapter should be fully developed.

COSWP Section 1.2.8

Ultimately, a Program like crewSAFE can be an integral component in attaining this goal. It’s all about a positive safety culture!

‘Life-saving Safety Principles’

Finally, to complement the crewSAFE Program presented in this document, there is an accompanying set of **5 Life-saving Safety Principles** that focus on seafarer rights, independent on-the-job risk assessment, and the requirement to report safety issues identified.

1. Stay SAFE: See, Assess, Fix, Evaluate

Doing your bit to be SAFE on board is an important principle. Risk in the workplace changes all the time. SAFE is an acronym for the 4 steps in Operational (on-the-job) Risk Management:

- S** SEE the Hazard
- A** ASSESS the Risk involved
- F** FIX the Problem
- E** EVALUATE the Fix

2. Before you start, follow the STAR: Stop, Think, Act, Review

STAR is a simple ‘check’ before you start the job. And it works at any time on the job...

- S** STOP
- T** THINK
- A** ACT
- R** REVIEW

3. Your Right to STOP work

Remember you have a personal responsibility (and often a legal right as well) to call a stop to something that seems too dangerous:

- Call it out!
- Say something!
- Don’t be that person who is too scared to talk.... You could save someone’s life!

4. If it’s Unsafe: REPORT it!

We learn through having the information / data:

- If you see something that is dangerous, REPORT it!
- If an accident has occurred, REPORT it!
- If there’s something affecting your health (or someone else’s health), REPORT it!

5. Be there!

Seafaring is a particularly dangerous profession – you have to be ‘present’ at all times:

- Not ill (flu, seasick and other illnesses that take your mind off your work)
- Not distracted (more interested on your phone, etc)
- Not impaired (fatigued, stressed, on medication, drunk, high, etc)

It’s about always maintaining situational awareness. Knowing what’s happening around you, and around others that work with you.

- Not standing in the ‘line of fire’....
- Knowing where other crewmembers are at all times

Finally: Make sure you get trained, and know your job... A competent seafarer is a **SAFE** seafarer!

Program Contents

Section 1: System Management

- 1.1 Health, Safety & Environmental Policy
- 1.2 Duties & Responsibilities
- 1.3 Safety Official(s) & Committee
- 1.4 Employment Practices & Medical Examinations
- 1.5 Contractor Agreements & Specifications
- 1.6 Training: Induction & Ongoing
- 1.7 Safety Promotion & Communication
- 1.8 Accident / Incident Investigation & Reporting System
- 1.9 Planned Inspections & Auditing

Section 2: Fire & Emergency Management

- 2.1 Fire Fighting Equipment
- 2.2 Fire Safety
- 2.3 Life-saving Equipment
- 2.4 Emergency Plan
- 2.5 Emergency / Fire Drills

Section 3: Safe Working Practices

- 3.1 Wearing PPE, and using Safety Devices
- 3.2 Hot Work
- 3.3 Confined Space Entry
- 3.4 Working at Heights or Outboard
- 3.5 Working on Deck
- 3.6 Manual Handling
- 3.7 Working with Machinery
- 3.8 Working with Hazardous Substances
- 3.9 Working with Lifting Gear
- 3.10 Watchkeeping
- 3.11 Industry-specific SWP's

Section 4: Vessel & Equipment

- 4.1 Vessel Access
- 4.2 Deck & Access Ways
- 4.3 General Condition of Vessel
- 4.4 Vessel Stability
- 4.5 Watertight Integrity
- 4.6 Holds & Deck Openings
- 4.7 Anchor & Mooring Equipment
- 4.8 Winch Gear
- 4.9 Lifting Gear
- 4.10 Housekeeping & Storage
- 4.11 Lighting & Ventilation
- 4.12 Ergonomics / Design
- 4.13 Colour Coding & Labelling
- 4.14 Notices & Signs
- 4.15 Machine Guarding
- 4.16 Lock-out Facilities & Procedures
- 4.17 Hazardous Substance Storage & Control
- 4.18 Hand Tools
- 4.19 Portable Tools & Equipment
- 4.20 Machinery Spaces & Systems
- 4.21 Steering, Rudder & Propulsion Systems
- 4.22 Oil, Water & Fuel Systems
- 4.23 Bilge & Ballast Systems
- 4.24 Electrical Installations
- 4.25 Pressure Vessels & Systems
- 4.26 Refrigeration Systems
- 4.27 Galley Spaces
- 4.28 Accommodation Spaces

Section 5: Occupational Health

- 5.1 First Aid & Medical Care
- 5.2 Stress & Fatigue
- 5.3 Noise & Vibration Control
- 5.4 Hygiene & Sanitation
- 5.5 Nutrition & Potable Water

Section 6: Environmental Protection

- 6.1 Environmental Protection Measures
- 6.2 Contingency Plans & Reporting

Score Sheet

ANNEXURE LIST

Section 1: System Management

- 1.1 Health, Safety & Environmental Protection Policy
- 1.2 Duties & Responsibilities
- 1.3 Medical Examinations
- 1.4 Safety Official(s) & Committee
- 1.5 Contractor Agreements & Specifications
- 1.6 Training: Induction & Ongoing
- 1.7 Safety Promotion & Communication
- 1.8 Accident / Incident Investigation & Reporting System**
- 1.9 Planned Inspections & Auditing

1.8 Accident / Incident Investigation & Reporting System

Inspection Item	Rating
• Accident record book up to date	
• All accidents reported as required	
• All incidents and illnesses also reported	
• All accidents investigated	
• Investigator fully trained	
• All direct and indirect causes identified	
• Action to prevent recurrence	
• Signed off by Master / Owner	



Standard Guidance

An effective accident investigation procedure is essential in any accident prevention Programme. This enables the Master / organisation to take meaningful steps after an accident has occurred to prevent a recurrence of similar accidents. The person(s) designated to investigate the incident should conduct an in-depth investigation to identify the real causal factors (such as unsafe acts and / or conditions and personal or job factors) which may have contributed to the cause(s) of the accident and then to determine meaningful remedial or preventive measures. Remember, investigating accidents and serious injury events is a legal requirement.

Most importantly, steps must be taken to prevent similar future incidents and ensure that steps are implemented. Work related health problems and no-conformities to the system should receive the same thorough investigation as do accidents.

Once the accident has been fully examined, it is necessary to analyse the event fully. Analysis will yield valuable information that can be used to improve the accident prevention Program. In particular, by keeping proper statistics of accidents, you will be able to identify:

- ☐ the types of accidents occurring
- ☐ the parts of the body injured
- ☐ the areas / departments where most events are occurring
- ☐ the group of tasks that have higher accident rates than others
- ☐ trends that are developing

In addition, it is necessary to fully cost all accidents in order that the full impact of these events becomes clear.

Additional Guidance / References

COSWP 13.4.3 / 13.4.5 / 13.8

Section 2: Fire & Emergency Management

- 2.1 Fire Fighting Equipment
- 2.2 Fire Safety
- 2.3 Life-saving Equipment
- 2.4 Emergency Plan
- 2.5 Emergency / Fire Drills

2.3 Life-saving Equipment

Inspection Item	Rating
Life Rafts	
• Serviced as required	
• Correctly tied down	
• Ready Access / Area kept clear	
Life Jackets	
• All in correct place / Easily accessible	
• In good condition & used when required	
• Demarcated & sign-posted	
Flares, Emergency & Communication Equipment	
• As per requirements	
• Checked on a regular basis	
• Easily accessible	



Standard Guidance

Life-Saving Equipment

- ❑ There must be enough of the correct types of life rafts, lifejackets, flares and other required emergency equipment provided onboard – at least to the legal requirements applicable.
- ❑ This equipment should be correctly located on the vessel for ease of use in emergency situations.
- ❑ All life-saving equipment should be kept in good condition and regularly checked. Records to be kept in a suitable register. Replace damaged or discharged equipment as soon as possible.
- ❑ The location of all life-saving equipment should be quickly and easily identifiable in an emergency. A conspicuous location marker should be positioned as high up as possible above all equipment.
- ❑ To ensure that life-saving equipment is always readily accessible – a “keep clear” area should be demarcated or maintained beneath the equipment.

Life Rafts

- ❑ The raft must be stowed in a cradle or bed in a location where it is easily accessible.
- ❑ The raft should be secured by means of a hydrostatic release tightened to its proper tension.
- ❑ It should be ensured that the painter is securely attached to a strong point on the vessel.
- ❑ Check that there is a ‘weak link’ incorporated into the line.
- ❑ The deck space where the raft is stowed needs to be kept clear of obstructions and well lit.
- ❑ **No** extra lashing is to be used to secure the raft - must be capable of floating free if the vessel sinks.
- ❑ Check the operation of the senhouse slip on a regular basis.
- ❑ Rafts are to be serviced annually.
- ❑ All crew are to be instructed in the use of this piece of equipment.

Additional Guidance / References

Section 3: Safe Working Practices

- 3.1 Wearing PPE, and using Safety Devices
- 3.2 Hot Work
- 3.3 Confined Space Entry
- 3.4 Working at Heights or Outboard
- 3.5 Working on Deck
- 3.6 Manual Handling
- 3.7 Working with Machinery
- 3.8 Working with Hazardous Substances
- 3.9 Working with Lifting Gear
- 3.10 Watchkeeping
- 3.11 Vessel-specific SWP's

3.3 Confined Space Entry

Inspection Item	Rating
• Vessel – specific permit system • Permits used as required • Copy retained by supervisor • Permit signed off at completion • Space tested / gas- free • ‘Standby’ always at entrance • Pre- & Post inspection undertaken • Required PPE supplied • Crewman competent to do task	



Standard Guidance

Before entering a confined space, it is necessary to complete a Permit-to-Work document.

- ❑ Before entering a confined space, tell your supervisor. Use the buddy system if you suspect a hazard and have a safety line and the necessary SCBA at the ready.
- ❑ Shut off equipment that could create heat or sparks and pose an explosive hazard in a confined space at the electrical power supply whenever an explosive hazard exists. And make sure the equipment is then be locked-out, with a tag placed on the power supply warning personnel not to re-energise the equipment.
- ❑ If at all possible, don't use internal combustion engines in a confined space. If you have to, make sure there's adequate ventilation. Vent exhaust from these engines directly out of the space.
- ❑ Explosion-proof forced ventilation must be used to ventilate spaces. Make sure you take enough time to adequately exchange the air in the space.
- ❑ The space must be tested for oxygen content and combustible or toxic gases. Continue testing as long as personnel remain in the space as disturbing a pool of sludge or chipping rust can reintroduce hazardous gases or displaced oxygen.
- ❑ Keep applying forced ventilation while personnel are in the confined space.
- ❑ In the event that you must enter a space that has not been ventilated and tested, wear an SCBA and safety line, and make sure that someone else is stationed outside the space in case you must be rescued.
- ❑ Always wear the required PPE / respirators when working or painting in confined spaces – even when they have been tested and ventilated.

Additional Guidance / References

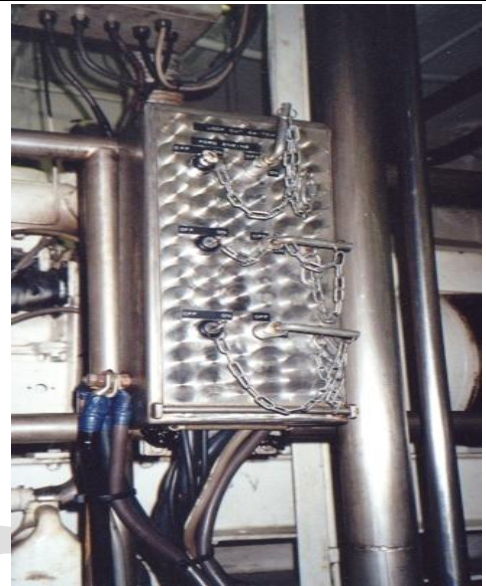
COSWP 15

Section 4: Vessel & Equipment

- 4.1 Vessel Access
- 4.2 Deck & Access Ways
- 4.3 General Condition of Vessel
- 4.4 Vessel Stability
- 4.5 Watertight Integrity
- 4.6 Holds & Deck Openings
- 4.7 Anchor & Mooring Equipment
- 4.8 Winch Gear
- 4.9 Lifting Gear
- 4.10 Housekeeping & Storage
- 4.11 Lighting & Ventilation
- 4.12 Ergonomics / Design
- 4.13 Colour Coding & Labelling
- 4.14 Notices & Signs
- 4.15 Machine Guarding
- 4.16 Lock-out Facilities & Procedures**
- 4.17 Hazardous Substances Storage & Control
- 4.18 Hand Tools
- 4.19 Portable Tools & Equipment
- 4.20 Machinery Spaces & Systems
- 4.21 Steering, Rudder & Propulsion Systems
- 4.22 Oil, Water & Fuel Systems
- 4.23 Bilge & Ballast Systems
- 4.24 Electrical Installations
- 4.25 Pressure Vessels & Systems
- 4.26 Refrigeration Systems
- 4.27 Galley Spaces
- 4.28 Accommodation Spaces

4.16 Lock-out Facilities & Procedures

Inspection Item	Rating
Lock Out Facilities & Procedures	
• Written procedure available	
• Covers all sources of energy	
• Procedures address:	
○ Locks, labels etc	
○ Checking for zero potential	
○ Signing off	
○ Supervisory control	
• All equipment able to be isolated	
• All equipment able to be locked out	



Standard Guidance

To prevent the inadvertent activation of equipment or systems while others are working on it, switches and valves should be locked out with a lock-out device and padlock.

Standard Guidelines include:

- ❑ While the vessel Master or Engineer is ultimately responsible for ensuring that all lock-out procedures are adhered to, practically the keys should be under the control of the person working on the machinery.
- ❑ Using "Warning" cards only, is not adequate.
- ❑ Lock-out equipment should be kept separately in a safe place, and properly maintained.
- ❑ All locks should be of a similar design.
- ❑ Locks should have designated keys – one lock, one key.
- ❑ Lock out all equipment with a latent 'energy potential' before work on it commences.
- ❑ Switch off electrical systems, close valves, etc. and use locks, chains, etc to prevent inadvertent starting up of equipment / system.
- ❑ The operator is to keep the key to the lock on them at all times. Hang an "UNSAFE TO USE" card at the lock-out point.
- ❑ Before starting the job, release any stored energy in the system, and check safety.
- ❑ When job is finished, remove lock-out and sign, check safety and start system up again.
- ❑ Use multiple locking units if two or more persons work on the same machine or electrical circuit. Each person must be able to separately lock out system.

Additional Guidance / References

Section 5: Occupational Health

- 5.1 First Aid & Medical Care
- 5.2 Stress & Fatigue
- 5.3 Noise & Vibration Control
- 5.4 Hygiene & Sanitation
- 5.5 Nutrition & Potable Water

5.3 Noise & Vibration Control

Inspection Item	Rating
Noise & Vibration Control	
• Noise survey undertaken	
• Sufficient warning signage	
• Crew knowledge of requirement	
• Protection provided and used	



Standard Guidance

Noise: Exposure to excessive noise in the workplace can result in hearing impairment. Damage to ear drums and the complex structures in the inner ear can result in temporary and permanent hearing loss. People often experience temporary deafness after leaving a noisy place. Although hearing recovers within a few hours, this should not be ignored. It is a sign that if you continue to be exposed to the noise your hearing could be permanently damaged. Permanent hearing damage can also be caused immediately by sudden, extremely loud, explosive noises, eg from engine back-fires. But hearing loss is usually gradual because of prolonged exposure to noise. It may only be when damage caused by noise over the years combines with hearing loss due to ageing that people realise how deaf they have become. Eventually everything becomes muffled and words confusing – but hearing loss is not the only problem. People may develop tinnitus (ringing, whistling, buzzing or humming in the ears), often leading to disturbed sleep.

Vibrations: There are oscillating movements transmitted through solid material and are very common at sea. They can affect the whole body due to the movement of the vessel or when working near vibrating machinery, or may be focused on the hands and arms when using vibrating tools. They may induce a number of adverse health effects, either directly, or indirectly through the impact of reflex muscle activity on body structures – these include motion sickness, fatigue, tingling, numbness or loss of dexterity among others.

Control Measures

The most efficient and effective way of controlling noise is by technical and organisational means that protect seafarers at source, eg changes in process, reducing vibration (damping) and reducing time spent in noisy areas. Also:

- ❑ A formal noise survey needs to be carried out to determine the noise levels present in the workplace.
- ❑ All persons exposed to high levels of noise (85dB (A) and above), eg in machinery spaces, etc. should wear ear protectors of a type recommended as suitable for the particular circumstances.
- ❑ All areas where the noise level is above the limit, need to be designated as a noise zone, signs posted showing this and entrance only being allowed to those wearing the necessary hearing protection.

To reduce the effects of vibration, make sure that equipment is correctly maintained, try reducing the time spent working at a particular task, and use the correct PPE, such as special gloves, special shoes, etc.

Additional Guidance / References

COSWP 12

Section 6: Environmental Protection

6.1 Environmental Protection Measures

6.2 Contingency Plans & Reporting

6.2 Contingency Plans & Reporting

Inspection Item	Rating	
Contingency Plans & Reporting		
• All safety measures to be taken		
• Contingency plans in place		
• Reporting channels set up		
• Investigation procedures in place		
• All accidents recorded		

Standard Guidance

Legislation requires that everyone has a responsibility and obligation to protect the environment. All practicable / reasonable steps must therefore be taken to prevent pollution and protect the environment.

Many of the basic steps involved in cleaning up emergency and non-emergency spills and leaks are similar. The primary difference is the degree of hazard, location of the spill, level of training, and types of personal protective equipment necessary to clean up the spill safely. Even non-emergency spills and leaks take knowledge and training to clean up safely. This can be done as part of standard Program developed to ensure your company's compliance with environmental legal obligations.

In addition to procedures set in place to prevent pollution, additional measures need to be in place in the event of the prevention Programme failing, resulting in spills, releases to atmosphere, etc.

These additional measures will include:

- ☐ Emergency Response plans to minimise pollution from accidental occurrences
- ☐ Immediate reports of all pollution incidents or near miss occurrences which could have resulted in pollution
- ☐ Provision to investigate all reported accidents and near miss occurrences and make recommendations as necessary
- ☐ Provision to review, collate and analyse reported incidents and near miss occurrences
- ☐ The action to be taken to implement recommendations
- ☐ The public relations effort after an incident

Contingency / Emergency Response plans then should be in place, applicable to your particular boat, and practiced on a regular basis.

Additional Guidance / References