

Title: Watchstanding Work Hours	Issue Date: August 1, 2012	Last Revised: January 14, 2022	Procedure Number: VOM-5.2
	Approved By: Gulf-Inland Operations		Page: 1 of 2

1.0 PURPOSE:

The purpose of this policy is to achieve Conquer Harm by formalizing watch standing/work hours for all company vessel personnel to ensure uniform and consistent work practices. Conquer Harm is our commitment to achieving zero accidents, zero injuries, and zero spills.

2.0 SCOPE:

This applies to all employees on board company owned or operated vessels.

3.0 RESPONSIBILITY:

3.1 The Operations Department will make reasonable efforts to implement these procedures and see that vessel personnel are aware of the requirements.

3.2 The vessel Captain or Pilot, and Mate or Leadman on watch will ensure reasonable efforts are made to see that the practices described in this procedure are implemented.

4.0 PROCEDURE:

4.1 Watch change is at 0600, 1200, 1800, and 2400 hours unless otherwise agreed to in advance by the Captain and Pilot.

4.2 Licensed vessel operators (Captains and Pilots) may work a square watch, relieving each other at 6-hour intervals, beginning with the Captain on the forward watch at 0600. The Pilot stands the after watch, beginning at 1200. The only exceptions to this policy are fleet operations and the call watch.

4.3 Wheelhouse personnel must comply with applicable federal laws regarding hours worked. Except as otherwise provided, such as 46 USC 8104 (c), current law (46 USC 8104(h)) provides that "an individual licensed to operate a towing vessel may not work for more than 12 hours in a consecutive 24-hour period, except in an emergency".

4.4 The normal work hours for crewmembers not working in the capacity of a license (including call/swing watch) is 12 hours in a 24-hour period, is never more than 15 hours in any 24-hour period and no more than 42 hours in any 72-hour period. The exceptions being in the event on an emergency or a drill. The call/swing man should

be awakened at least 30 minutes prior to being assigned any task so that he is alert enough to safely perform his duties.

- 4.5 Captains are to consult with the appropriate Port Captain or other shore side supervisors any time watch standing hours will be exceeded.

5.0 RECORD RETENTION:

- 5.1 A Daily Log entry must be made of the time and date each person comes on and off watch at the respective time of each watch change. All crew changes that occur must be logged in the Daily Log at the respective times.
- 5.2 The wheelhouse person on watch should complete and submit to the office all paperwork required of events which occurred during his watch.

6.0 REFERENCES:

- 6.1 TMSA3, 5.1.3, Navigational Safety
- 6.2 RCP, Eff. 1.1.16, II Management & Administration

7.0 REVISION HISTORY:

0 Initial Issue	August 1, 2012
1st Revision – Revised 4.6.1, Deleted 4.6.2 – 4.6.4	January 26, 2014
2nd Revision – Revised 4.5, 4.4	October 17, 2014
3rd Revision – Minor Editorial Changes	May 17, 2017
4th Revision – Revised 1.0, Added 4.5	September 29, 2017
5th Revision – Changed VOP to VOM	May 18, 2020
6th Revision – Minor-changed Mission Zero to Conquer Harm	November 5, 2021
7th Revision – Revised 4.4	January 14, 2022

MARQUETTE TRANSPORTATION COMPANY HEALTH AND SAFETY PLAN

Title: DISTRACTED DUTY PREVENTION	Issue Date: March 8, 2018	Last Revised: August 28, 2023	Procedure Number: HSP 17.0
	Approved by: Gulf – Inland Operations		Page: 1 of 4

1.0 PURPOSE:

To establish a procedure regarding the use of personal entertainment devices that can cause distractions during Critical Operations.

2.0 SCOPE:

This applies to all employees on board company owned or operated vessels.

3.0 RESPONSIBILITY:

3.1 All employees are responsible for complying with company policy and practicing “Conquer Harm” at all times.

3.2 All employees have “Stop Work Responsibility” and are expected to use it when needed. If you feel that something may not be safe, chances are that it might not be. It is your responsibility to stop what you are doing and discuss it with others to come up with a safer way to complete the job task.

4.0 PROCEDURE:

The following list of devices are prohibited for use while on watch, while working on the exterior main deck, while on tow, when a lifejacket/work vest is required to be worn and any time other than leisure time, or while inside the vessel not on watch:

- smartphones/smartwatches,
- televisions, DVD players,
- over the ear headphones, noise cancelling headphones/earbuds,
- personal computers/tablets,
- gaming systems,
- music devices – radios, MP3 players,
- other non-intrinsically safe electronics (e-cigarettes/vape)
- other devices, which could negatively compromise the safe navigation of the vessel, distract from maintaining a proper lookout, interfere with vessel or tow work, prevent response to an emergency, prevents a constant state of readiness or during any other situation the wheelhouse person on watch deems necessary.

4.1 *Critical Operations*

Critical operations are work tasks where distractions and interruptions increase the risk of an incident. Distractions should be prevented, and interruptions minimized during, *but not limited to*, the following tasks:

4.1.1 Over-The-Water Hazardous Liquid Transfers:

- 4.1.1.1 Vessel-shore/shore-vessel/vessel-vessel cargo transfers.
- 4.1.1.2 Fueling operations.
- 4.1.1.3 Taking on/discharging oil (lube/gear/slop).

4.1.2 Navigating:

- 4.1.2.1 Bridge transits
- 4.1.2.2 Locking
- 4.1.2.3 Docking
- 4.1.2.4 Close quarters navigation areas
- 4.1.2.5 During periods of high water, strong winds/current/tides
- 4.1.2.6 Downstreaming landing- lite boat
- 4.1.2.7 Standing Lookout

4.1.3 Performing maintenance:

- 4.1.3.1 Working on top of the wheelhouse
- 4.1.3.2 Working in the engine room

4.1.4 While on tow:

- 4.1.4.1 Walking-on/making/breaking tow
- 4.1.4.2 Locking

4.1.5 Other:

- 4.1.5.1 Walking on/off boats
- 4.1.5.2 Ascending/descending stairs/ladders

4.2 *Mobile Devices, Cell/Smartphones, Smart Watches*

4.2.1 Devices such as these pose several serious safety risks. Therefore, failure to adhere to the following guidelines may lead to disciplinary action up to and including termination.

4.2.2 Except when performing Marquette business (other than leisure time), the use of these devices onboard vessels are prohibited:

- A. While standing a navigational, cargo, or safety/security sensitive watch, or in a manner that disrupts or distracts other personnel engaged in those duties.
- B. While on deck, on tow, or in the engine room.
- C. When it may distract from or delay maintenance and housekeeping duties.
- D. Any other time deem appropriate by the wheelhouse person on watch or shore side management.
- E. During Critical Operations, as noted above.
- F. When a Lifejacket/Work Vest is required.

4.2.3 Use of mobile phones for personal calls/texts by off-duty personnel shall be conducted in such a way as to minimize distraction to personnel on watch. Off-duty personnel are NOT allowed to make or receive personal calls/texts, including other personal devices, in the wheelhouse while the vessel is underway or when conducting Critical Operations.

4.2.4 Business use of company-provided mobile phones is permitted, provided that it does not distract from activities or operations being conducted and does not interfere with normal or emergency communications.

4.3 *Computers in the Wheelhouse*

4.3.1 Company-provided computers are allowed in the wheelhouse for use as aids to navigation, communications, and other business-related tasks. Personal use is prohibited; the use of Company-owned systems for games or other entertainment is prohibited.

4.3.2 Systems may be utilized by other personnel for business use only with the permission of the wheelhouse person on watch; however, use of these systems shall NOT distract the wheelhouse person on watch from assigned duties. If use of the systems causes distraction to the watch, the wheelhouse person on watch will request use of the system be suspended until watch activities or operations are completed.

4.3.3 Personal computers/tablets/etc are prohibited for use as navigational aids or as substitutes for any Company-provided computer.

5.0 REFERENCES:

5.1 TMSA3, 3.1.4, Recruitment and Management of Vessel Personnel

6.0 REVISION HISTORY:

0 Initial Issue	March 8, 2018
1st Revision – Policy was revised in its entirety.	October 20, 2021
2nd Revision- Changed policy # to HSP 17.0 use to be HSP 18.0	January 4, 2022
3rd Revision – Deleted ISM Code section 5.0	January 5, 2022
4 th Revision – Revised 4.0, 4.1, 4.2.1, 4.2.2, 4.2.3, 4.3.3	May 26, 2023
5 th Revision – Revised 4.0, 4.2.2	August 28, 2023