

**SMS-12-01
Training Matrix****PURPOSE**

The purpose of this procedure is to set forth the guidelines for crewmember training. This procedure will ensure that crewmembers receive all required training prior to beginning work and that all required refresher training is conducted in accordance with all applicable regulatory guidelines. All training shall be conducted within the Florida Marine Learning Management System (LMS) unless otherwise directed or as indicated in this procedure.

RESPONSIBILITY

- The Safety Manager owns this procedure and stewards its effectiveness to management.
- Personnel Managers shall review crewmember's training records to ensure they are up to date with all trainings specific to their position prior to assigning them to that position.
- Port Captains shall review the vessel's training records to ensure the crewmembers, currently onboard, are up to date with all trainings specific to their position.
- The Vessel Master is responsible for ensuring crewmembers adhere to this procedure.
- Crewmembers are responsible for adhering to this procedure.

PROCEDURE

1. Crewmembers, including entry-level, experienced, and trip personnel, shall receive all required training including the review and understanding of the topics listed in this procedure, as appropriate to the crewmember's position.
2. All Crewmembers shall be familiarized with the Company's safety rules.
3. Every employee shall make it their primary goal to discharge their duties in the safest means possible. Florida Marine considers safety a primary goal of every employee and is a condition of employment for all employees.
4. All crewmembers shall be familiarized with the disciplinary action for violating safety rules and other company policies and procedures, and governing laws and regulations applicable to their position.
5. Additional position specific training is required, as listed in the Training Matrix.

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Training Matrix

Crewmember Training Matrix		Note: (*) indicates training that shall be conducted as soon as practicable, but not later than 5 days after employment.
Topic	Training Type	Refresher Intervals
Back Safety	LMS	Annually
Benzene Awareness	LMS	Annually
Blood Borne Pathogens	LMS	Annually
Bridge Transit/Lookout	LMS	Annually
Crew Endurance and Management System	LMS	Annually
Confined Space*	LMS	Annually
Deck Operations / Line Handling*	LMS	Annually
Drug & Alcohol Awareness	LMS	Annually
Fall Overboard Prevention/Man Overboard	LMS	Annually
Marine Fire Prevention and Response	LMS	Annually
First Aid – CPR - AED	Heartsaver FA/CPR/AED	Bi-Annually/As required
Nutrition and Wellness	LMS	Annually
Regulatory Compliance: HSE*	Policy Tech	Annually
Hearing Conservation	LMS	Annually
Hydrogen Sulfide (H2S)	LMS	Annually
Heat Stress	LMS	Annually
Injury Prevention	LMS	Annually
Lock-out/Tag-out*	LMS	Annually
Vessel Security	LMS	Annually
Wheelman Incapacitation	LMS	Annually
New-Hire Orientation*	LMS	As Required
Vessel Safety Orientation	Vessel Master	As required
Personal Protective Equipment (PPE)*	LMS	Annually
PIC Fueling/Transfer Procedures	LMS	Annually
Radio Communications and Hand Signals	LMS	Annually
Respiratory Protection*	LMS	Annually
Right to Know / Hazcom / GHS*	LMS	Annually
Risk Assessment, JSA, Stop Work Obligation	LMS	Annually
Regulatory Compliance: TSMS*	Policy Tech	Annually
Skiff Safety	LMS	Annually
Slip, Trips, & Falls	LMS	Annually
Vessel General Permit (VGP)	LMS	Annually
Vessel Response Plan/Emergency Response	LMS	Annually
Navigation Safety: Watchstanding Communication and Duties	LMS	Annually
Navigation Safety: Duties of a Lookout*	LMS	Annually
Hand Safety	LMS	Annually
Electrical Safety	LMS	Annually

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Crewmember Training Matrix		Note: (*) indicates training that shall be conducted as soon as practicable, but not later than 5 days after employment.
Driving Safety/Defensive Driving	LMS	Annually
Cybersecurity	LMS	Annually
Working in Darkness	LMS	Annually
Life Raft Operations and Survival Practices	LMS	Annually

Training Matrix Tankerman Specific		In addition to the Crewmember training listed above.
<i>Topic</i>	<i>Training Type</i>	<i>Refresher Interval</i>
Vapor Control: Liquid Cargo Transfer Safety	LMS	Annually
DOI/Spill Prevention	LMS	Annually
HAZWOPER 8 Hour Refresher	LMS	Annually
Emergency Response	Annual Tankermen Meeting	Annually
Tankerman Specific Training	Annual Tankermen Meeting	Annually

Training Matrix Engineer Specific		In addition to the Crewmember training listed above.
<i>Topic</i>	<i>Initial Training Type</i>	<i>Refresher Interval</i>
Emergency Response	Annual Engineer's Meeting	Annually
Engineer Specific Training	Annual Engineer's Meeting	Annually

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Training Matrix Wheelhouse Personnel		
<i>Topic</i>	<i>Initial Training Type</i>	<i>Refresher Interval</i>
Emergency Response	Annual Captain's Meeting	Annually
Marine Firefighting and Fire Prevention	Annual Captain's Meeting	Annually
Vessel Security Officer	Vendor Training Refresher (Initial) LMS Annual Refresher	As required
Navigation & Boat Handling	Navigation Assessment	3 Years
Vessel Safety Orientation- Wheelhouse	Vessel Master	As required
New Hire Orientation Wheelhouse Personnel	LMS	As Required
Radar Refresher Training	Vendor Training	As Required
Rules of the Road Refresher	Annual Captain's Meeting/Simulator Trainer/LMS	Annually
Leadership and Supervisory Skills	Annual Captain's Meeting	Annually
Wheelhouse Proficiency Management	Vendor Training	Bi-Annually
HIPPA Training	LMS	Annually

In addition to the Crewmember training listed above.

REFERENCES

2022 Drills & Inspections Schedule

FORMS

SAF-006 Vessel Safety Orientation Checklist

SAF-006A Vessel Safety Orientation Checklist - Wheelhouse