

SMS-05-03

Vessel Safety Orientation

PURPOSE

The purpose of this policy is to provide standard operating procedures and meet regulatory and company requirements for performing a Safety Orientation upon the arrival of crewmembers new to the vessel.

RESPONSIBILITY

- The Director of Compliance, Health & Safety owns this procedure and stewards its effectiveness to management.
- The Vessel Master is responsible for ensuring crewmembers adhere to this procedure.
- The Wheelman on watch is responsible for ensuring that a Vessel Safety Orientation is provided within 24 hours of reporting for duty to each crewmember, who has not participated in a fire drill or instruction within the last month.
- Crewmembers are responsible for adhering to this procedure.

PROCEDURE

1. The Vessel Safety Orientation will normally start in the wheelhouse and progress down through the vessel. During this tour the crewmember will receive information on the following; location, operation, and use of lifesaving equipment.

Examples include but are not limited to the following:

- a. Fire pump
 - b. Fire stations
 - c. Auxiliary fire pump
 - d. Life rings
 - e. Fire Extinguishers
 - f. Stokes litter basket
 - g. AED
 - h. Primary First Aid kits
 - i. Burn Kits
2. Location of and detailed explanation of the Station Bill including but not limited to the following:
 - a. Location of the Muster Station
 - b. Emergency VHF radio channel
 - c. Crew responsibilities as per the Station Bill
 - d. Safety hazards unique to the towing industry
 - e. Location of the engine room and briefing of engine room hazards
 - f. Location and description of spill response equipment and procedures
 - g. Skiff safety, operation and procedures for boarding and disembarking skiff
 - h. Location of designated approved "Smoking Areas" and procedures related to smoking and vaping hazards including non-intrinsically safe equipment
 - i. Discuss any safety items that are unique to the specific vessel
 - j. Location of fuel-shut-off valve, purpose of the valve, and operation of the valve including procedure and notification of when to use the valve

SMS-05-03

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- k. Use and operation of watertight and weathertight doors
 - l. How to respond to emergencies on the tow
 - m. Responsibility to provide assistance to personnel that are not crewmembers
 - n. Awareness of and expected response hazards which may pose threat to life
3. The new crewmember will be briefed in prevention of falls overboard, this will include but is not limited to the following:
 - a. Location of potential slip, trip and fall hazards
 - b. Location and operation of Personal Protective Equipment and use
 - c. Safety hazards working on tow, daytime and nighttime
 - d. Safety hazards handling lines, wires and rigging
 - e. Use of retrieval equipment, throw bags, throw sticks
 - f. Safety steps taken when moving from one vessel to another
 - g. Use of fall arrest protection equipment. (If Equipped)
4. During the safety orientation, the Vessel Master or his/her designee will use the Vessel Safety Orientation Checklist to document discussion of items listed above. The crewmember receiving the orientation will initial after each item is discussed to acknowledge his/her awareness of the safety items reviewed.
5. The Wheelman on watch will make an entry in the Vessel Safety Orientation Logbook located in the wheelhouse.
6. If the crewmember is a wheelman the Wheelman Vessel Safety Orientation should be completed prior to taking his first watch in addition to the Vessel Safety Orientation.
7. A copy of this policy and the completed checklist shall be given to each employee for reference while aboard the vessel.
8. The completed checklist will be uploaded into the Laserfiche Employee Document Upload Form.
9. The Vessel Master must upload a copy of the Vessel Safety Orientation Logbook on the 1st of the month for all safety orientations completed the prior month using the Laserfiche Vessel Document Upload Form.

REFERENCES

N/A

FORMS[SAF-006 Vessel Safety Orientation Checklist](#)[SAF-006A Vessel Safety Orientation Checklist - Wheelhouse](#)[Laserfiche Employee Document Upload Form](#)[Laserfiche Vessel Document Upload Form](#)