

- a well trained crew with an ability to manage emergencies will prove invaluable should it be needed.

You must:

- ☑ Adhere strictly to the frequency of lifeboat, abandon ship, fire, ship security and other drills as prescribed by international laws and conventions
- ☑ use every opportunity to improve the routines of such drills
- ☑ conduct training as frequently as possible
- ☑ ensure that everybody attends any training provided
- ☑ have the training conducted and supervised by experienced officers, to show commitment from the highest level.

All drills should be followed by a debrief/wash-up session. Here important lessons can be learnt and implemented for the future.

Drills should be:

- ☑ As realistic as possible - this will help reduce fear in the event of an emergency situation
- ☑ carried out wearing full emergency equipment, where possible, to familiarise the crew with it
- ☑ recorded in the appropriate log book
- ☑ recorded in crew's individual training records (if applicable).

Safe training

Before conducting a training exercise, the equipment to be used should be thoroughly examined to ensure that it is safe to use. There have been many tragic accidents, particularly during lifeboat drills, and the utmost care must be exercised.

Training and drills may reveal a need for further training ashore and this should be reported to the company. Should you consider that additional training materials are required, the company should be informed.

Do not be too concerned if mistakes and errors are made during onboard training exercises and drills as this presents the best opportunity for the crew to learn from their mistakes and improve their skills.

Port State Control inspections often focus on familiarisation with lifeboat and fire drills. You should ensure that the crew are not only well trained in these drills, but also well trained in operating emergency fire generators and pumps and are familiar with emergency procedures concerning:

- Hot work incidents
- galley emergencies
- electrical incidents
- incinerator problems
- oil leaks and spills.

1.9 Port State Control and Other Safety Inspections

Action Officers: Safety Officer

- ☑ When any official safety inspector or coastguard arrives onboard, the Master and Chief Officer must be informed
- ☑ they should be shown to the ship's reception room, where the trading certificates must be presented
- ☑ all safety record books and checklists should be brought to the reception room for their inspection
- ☑ during any inspection, the inspectors must be accompanied by the Safety Officer. If he is not available, the senior Department Officer present must delegate another officer to accompany them
- ☑ once the inspection is completed, the Master and Chief Officer must be informed. A meeting will then be held in the ship's conference room/meeting room to discuss the inspection and any deficiencies found
- ☑ the Master must advise the company of the findings of the inspection.

1.10 Accident Prevention and New Crew Safety Induction

There are three reasons why we induct new personnel into the safety procedures of the ship. The first is because we have to. The second is to protect the ship and the company should the inductee have an accident. The third is that it makes sense. A ship hides many dangers for strangers or the unwary, especially those unfamiliar with its type. It is only by being shown around, and having the various safety procedures explained and safety equipment shown, that we can best prepare a newly joined crew member for integration into the ship's company.

Action Officers: Safety Officer, Chief Officer and 2nd Engineer Officer

- The Chief Officer and 2nd Engineer Officer are responsible for reviewing their individual department working practices and for ensuring that the safety induction is completed for joining crew
- they are responsible to the Safety Officer for ensuring that the safety familiarisation checklist is completed. The 2nd Engineer Officer is responsible for all the engine department personnel and the Chief Officer is responsible for all the deck and catering department personnel
- they are responsible for maintaining sufficient PPE (Personal Protective Equipment) in stock for their departments
- they are responsible for issuing and ensuring that crew members wear the correct PPE for the work being undertaken.

1.11 Accidents

In the event of any accident taking place, the following procedure should be adopted.

Action Officers: Safety Officer, OOW and Medical Officer

- ☑ Depending on the type of accident, the casualty will either be escorted to the ship's hospital or the ship's Medical Officer and stretcher party will be called to the scene. Any treatment given must be entered in the Medical Log Book
- ☑ if the casualty is suffering from any back or head injury, they should not be moved
- ☑ the Master must be informed
- ☑ the departmental Safety Officer for the area in which the accident occurred should start the accident investigation
- ☑ the OOW should maintain a log of all events and times throughout
- ☑ if the accident takes place in port:
 - where a terminal worker is involved, the stevedore's office must be informed
 - if the seriousness of the casualty warrants, contact the port emergency services with details of the accident and request medical services
 - if the casualty is a member of the ship's company and requires shore medical treatment, this should be arranged immediately
- ☑ if the accident takes place at sea and is of a serious nature, prepare to contact the following:
 - the Rescue Coordination Centre, Stavanger. INMARSAT A
 - the International Medical Centre, Rome. SATCOM
- ☑ the Navigation Officer will lay courses for the nearest port or facility
- ☑ Safety Officers must complete the accident report for their areas of responsibility. This report must be completed as soon as possible after the accident
- ☑ a shipboard inquiry should be held by the Master, assisted by the Chief Engineer

- ☑ the company must be notified, using a method appropriate to the seriousness of the accident. The accident report should be faxed to the company
- ☑ on UK flagged ships or ships in UK waters, an MAIB report must be completed.

Slips, trips and falls are the major cause of personal injury onboard. The following precautions should be taken:

- ☑ Obstacles such as steps, sills, low overhead spaces, protruding handles, etc must be clearly marked
- ☑ the decks and alleyways of the vessel must be kept clean and free from any slippery substances
- ☑ hydraulic pipes on deck must be checked regularly to prevent leaking oil dripping onto the deck
- ☑ special attention must be paid to access areas to prevent slipping on ice in colder climates
- ☑ debris should be cleared from the deck
- ☑ defective anti-slip paint must be renewed
- ☑ sufficient lighting should always be provided
- ☑ handrails and grips must be in good condition
- ☑ appropriate warning signs should be provided where needed.