



SAFETY MANAGEMENT MANUAL

6.1 RESOURCES AND PERSONNEL

Originator:	Approved By:
Theophilus Moniz III	Albert F. Suchy

1. Purpose

The purpose of this procedure is to establish the personnel policies applicable to the manning of Woods Hole Oceanographic Institution operated vessels covered by the Safety Management System.

2. References

- WHOI's Human Resources Personnel Policy and Procedure Manual section entitled "Marine Crew Member Procedures" establishes the detailed policies and procedures on Hiring, Pay & Compensation, Benefits, and Administrative Actions with respect to marine personnel.
- WHOI's Position Descriptions for all Marine Crew positions establish the detailed requirements for those positions.
- WHOI Personnel Policy and Procedure Manual section "Drug Free Workplace".
- WHOI Personnel Policy and Procedure Manual section "Drug Testing".
- WHOI Personnel Policy and Procedure Manual section "Substance Abuse".
- American Bureau of Shipping (ABS), "NS5" System

3. Responsibilities

The responsibility of adequately manning Woods Hole Oceanographic Institution operated vessels ultimately rests with the **Director of Ship Operations**. Under the **Director of Ship Operations**, it shall be the responsibility of the Marine Personnel Coordinator to ensure that Institution vessels are staffed with properly qualified individuals. This includes that all necessary professional papers are adequate and current, all medical evaluations completed, and the employee has reviewed the provisions of this manual or arrangements are made to review it on the vessel upon arrival. In those cases where the crewmember travels directly to the vessel, the Master shall ensure that all new hires review this manual and all returning crewmembers review changes that have occurred since they last reviewed it.

It is the responsibility of each crew member to maintain a current physical with the Marine Personnel Coordinator. The frequency of physicals is set forth in the 3P's manual. In addition, it is the responsibility of each crew member to provide the vessel's medical officer with a list of prescription medications they are currently taking. This list shall be updated anytime the list of prescription medications changes.



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4. Qualifications

The Marine Personnel Coordinator shall ensure that all new hires meet the requirements of the applicable Position Descriptions and all statutory and regulatory requirements in force at the time of hire.

The Marine Personnel Coordinator shall track all changes in requirements as they might affect seafarers currently employed. The Marine Personnel Coordinator will develop and execute a plan utilizing NS5 to ensure that crewmembers remain qualified for the positions to which they are assigned and to which they might be assigned in the future. Each regulatory change may require a different plan to effect implementation. It is at the discretion of the Marine Personnel Coordinator with the approval of the Director of Ship Operations to design the appropriate plan.

A. Master

The qualifications for the Regular Master's position are detailed in the Position Description. When a vacancy occurs, the Marine Personnel Coordinator shall solicit applications. The vacancy will be filled based upon results of a search committee's report to the Director of Ship Operations. The search committee will be convened by the Director of Ship Operations and will ensure that candidates recommended are properly qualified for command and are fully conversant with the Safety Management System. The committee will conduct at least one personal interview. The Director of Ship Operations shall review and approve the selection following his or her own interview with the recommended candidate.

The Master is employed at the pleasure of the Vice President and is supervised by the Director of Ship Operations, who shall conduct performance evaluations in accordance with WHOI's policy and report to the Associate Director for Marine Operations.

The Director of Ship Operations shall ensure that all Masters have the necessary support to safely exercise his/her responsibilities.

5. Training

It is the responsibility of the Marine Personnel Coordinator to coordinate the training of all regularly assigned marine personnel to ensure that they are adequately trained for the positions for which they are hired.

It is the responsibility of new hires to obtain the necessary training to fill the positions they are seeking. Once a crewmember becomes a regular employee, the cost to maintain his/her professional documents will be subject to reimbursement by the



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Institution. Reimbursement shall be made subject to approval through the Marine Personnel Coordinator prior to incurring the cost

Training courses arranged or approved in advance by the Institution to meet the requirements of regulatory bodies will be at the expense of the Institution. Such courses will normally be paid for directly by the Institution. Those crewmembers wishing to make their own arrangements for training must have prior approval from the Marine Personnel Coordinator before WHOI will cover the cost of the course.

Each ship's Master shall establish ship-specific training and familiarization directed towards safety for newly assigned individuals and individuals assigned to new (for them) positions.

Safety familiarization shall be completed prior to sailing and ship-specific training shall be conducted prior to the individual assuming the position requiring this training. Training and familiarization shall be documented in the records as described below.

Crew Familiarization with **NS5** has been identified as necessary for specific positions on WHOI vessels. These include all licensed positions along with the Steward and the Comet. Formal training is not considered practical in many cases, but may be made available when possible. In the interim, it is the responsibility of department heads to ensure that members of their department are familiar with procedures in **NS5** that are applicable to them. When a new crewmember comes on board, familiarization with **NS5** shall be checked. If it is inadequate, the department head, the Master or designee shall provide sufficient training to sail in that position. This may be accomplished at turn over if that process is completed face to face.

6. Records

It is the responsibility of the Marine Personnel Coordinator to maintain a system of training records for all marine employees in **NS5**. It is the responsibility of each crewmember to provide the Marine Personnel Coordinator with copies of all evidence of completed training whether paid for by the Institution or not. The Master of each vessel or his/her designee shall record all training completed on board the Institution operated vessel resulting in a recognized qualification. Examples of such training are ALVIN swimmers and A-frame operators.