



# MANAGEMENT SYSTEM MANUAL

## ATL 6.2 R/V ATLANTIS NEW CREW ORIENTATION

Originator:	Approved By:
Hank Ayers	Timothy Twomey

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### 1. Purpose

The purpose of this procedure is to set forth the familiarization and basic safety training of a new crewmember to the R/V Atlantis as is required in 46 CFR 15.1105.

Every new crewmember that comes on board a vessel operated by Woods Hole Oceanographic Institution (WHOI) is required by the Standards of Training, Certification and Watchkeeping (STCW) to receive an orientation.

### 2. Responsibility

It is the responsibility of the Master of R/V Atlantis to ensure that every new crewmember that comes on board has received adequate familiarization of the vessel prior to the vessel departing. In order to accomplish this task, it is the responsibility of the Mate on Watch or his/her designee to familiarize the new crewmember using the attached orientation check-off list. If this is delayed due to operational commitments, the Mate on Watch will inform the on-coming Mate on Watch of the need to conduct this orientation as soon as practicable.

### 3. General

It is important that each crewmember be adequately prepared to assume his/her duties on the vessel prior to the vessel getting underway.

The new crewmember orientation is most effective if conducted as soon as the individual has stowed his/her personal gear. Often operational commitments may delay this orientation. If the orientation is not conducted the day that the new crewmember comes on board, the requirement to conduct the orientation will be passed on to the next Mate on Watch. It shall then be conducted as soon as practicable.

**A new crewmember is one that has never sailed on the R/V Atlantis.**

### 4. Reporting

Upon completion of the orientation checklist, located in SMM Volume 1, chapter 6.2, the list shall be given to the Master. The Master will enter the date that the orientation took place into the crewmember's personnel file in NS5.

When the entry is made in NS5, the orientation checklist does not need to be retained.

### 5. Job Safety Analysis for Non-Standard Jobs

The following page is a list of activities, their hazards and the methods to mitigate their hazard for non-standard jobs. The job safety analysis for standard jobs is included in their description in NS5.



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### Job Safety Analysis (JSA)

<u>Activity</u>	<u>Hazard</u>	<u>Mitigation</u>
Taking reading	Rotating machinery	Remove loose clothing/Use caution around rotating equipment
Opening SW valves	Flooding	Secure valves, tag out, advise watchstanders
Opening SW valves	Shock	Secure valves, tag out, advise watchstanders
Open strainer	Flooding	Advise watchstanders, open slowly, ensure holding
Using chemical	Chemical exposure	Read MSDS, wear PPE
Secure unit	Unintended discharge	Lock out/tag out and advise watchstanders
Remove unit	Unintended discharge	Lock out/tag out and advise watchstanders
Complete replacement	Unintended discharge	Leak test system
Secure unit	Unintended start	Lock out/tag out and advise watchstanders
Drain oil	Personnel exposure	Wear PPE
Dispose of oil	Pollution	Properly dispose of oil
Change filters	Pollution	Properly dispose
Open access	Fall	Guard access
Tank entry	Asphyxiation	Confined space entry procedure
Inspect tank	Slip/fall	Proper footwear
Exit tank	Fall other	Secure tank access
Greasing	Pollution	Wipe up excess grease
Exercise valves	Unintended supply disrupt	Advise watchstanders
Operational test	Unintended interrupt	Notify watchstanders
Inspect connections	Shock	Log out/tag out
Megger	Shock	Lock out/tag out
Work at heights	Fall from height	Wear climber harness
Exercise	Eye hazard by debris	Wear PPE
Weights overhead	Head injuries	Wear PPE
Work on heavy equip.	Foot injuries	Wear PPE
Test relief valve	Eye hazard by debris	Wear PPE
Handle oil	Personnel exposure	Wear PPE
Run equipment	Noise	Wear PPE
Test equipment	Unintended shutdown	Advise watchstanders
Move unit	Back injury	Safety awareness