



# SAFETY MANAGEMENT MANUAL

## 6.2 NEW CREW ORIENTATION

Originator:

Hank Ayers

Approved By:

Timothy Twomey

### 1. Purpose

The purpose of this procedure is to set forth the requirements for each vessel to establish a system for accomplishing and documenting new crew orientation.

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. In addition to this orientation, there are other policies and procedures that need to be followed when a new crewmember reports on board.

### 2. Responsibility

It is the responsibility of the Master of the vessel to establish and maintain an orientation program for every new crewmember that comes on board the vessel

In establishing the orientation program, the Master may delegate the conduct of the program to others under his command. Such delegation does not relieve the Master of the responsibility to ensure that each new crewmember receives proper orientation.

### 3. General

It is important that each crewmember be adequately prepared to perform the shipboard duties required for his/her position. The requirements for familiarization and basic safety training, contained in 46 CFR 15.1105, require this familiarization take place prior to the new individual assuming duties on the vessel.

A new crewmember is one who has never sailed on the vessel before even though s/he may have sailed on other vessels operated by WHOI.

The STCW regulations set forth that each crewmember:

- A. Can communicate effectively with other persons on board about elementary safety matters
- B. Knows what to do if a person falls overboard; if a fire or smoke is detected; or if the fire alarm or abandon-ship alarms sounds
- C. Can identify station for muster and embarkation, and emergency escape routes
- D. Can locate and don life jackets
- E. Can raise the alarm and knows how to use portable fire extinguishers
- F. Can take immediate action upon encountering an accident or medical emergency before seeking further medical assistance on board
- G. Can close and open fire doors, weather tight doors, and watertight doors
- H. Is familiar with the vessel's arrangements, installation, equipment, procedures and characteristics relevant to his or her routine or emergency duties and/or responsibilities.



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In addition to the requirements of STCW, the orientation shall include:

- A. Introduction to WHOI specific policies
- B. Introduction to the Safety Management System procedures
- C. Obtaining personal and medical information
- D. Obtaining copies of licenses, documents and certifications

#### 4. Reporting

The established orientation program will contain a check-off list to ensure that the required areas are addressed. A sample orientation check-off list is attached to this procedure. It may be modified to be ship specific and it must become a permanent part of each vessel's orientation procedures.

The orientation program shall include the disposition of the orientation check-off list and shall establish the responsibility for entering the information where required. Most importantly, the official record that the orientation has taken place will be recorded in the individual crewmember's personnel record in SafeNet.

#### 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>
Opening SW	Flooding	Secure valves, tag out, advise watchstanders
Opening SW	Shock	Secure valves, tag out, advise watchstanders
Open strainer	Flooding	Advise watchstanders, open slowly, ensure holding
Using chemicals	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/exercise care
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
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
Taking readings	Rotating machinery	Remove loose clothing/Use caution around rotating equipment



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### CHECK LIST

New Crewmember Name \_\_\_\_\_ Crewmember Giving Orientation \_\_\_\_\_

1.  Instructions prior to sailing:
  - Abandon ship station
  - Abandon ship responsibilities
  - Fire and emergency station
  - Fire and emergency responsibilities
2.  Give general walk around of vessel with particular emphasis on:
  - Fire-fighting equipment
  - Fire detection equipment
  - How to report an emergency at sea and/or in port
  - How to make a phone call within the ship
  - How to use the ship's paging system
3.  Show Room Assignment
  - Make certain station card coincides with station bill
  - Are PFD, exposure suit, ELSA on station?
  - Is UNOLS Safety Training Manual available?
4.  Explain muster assignment
  - Identify station bills, ship's plans, emergency signals
  - Point out that it is prudent to be familiar with other crewmember assignments as well as their own
  - Indicate requirements for personal protective equipment for fire & emergency, abandon ship and for man overboard evolutions
5.  Introduce to immediate supervisor (if available)
  - Explain ship routine including required attire
  - Where to find vessel/WHOI/crew information
  - Personnel Practices and Procedures Manual and the ship's web site
  - Make special note of WHOI's policies on Drugs & Alcohol, Smoking, and Trash Separation
  - Review preventing harassment & discrimination at sea materials, complaint resolution flow chart, and related WHOI harassment policies.
6.  Show location of DC lockers and indicate safety gear stowed within. Point out dry chemical and CO2 extinguishers and different uses for each.
7. Review PPE with crewmember

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8.  Show location of ship's hospital
  - Indicate trauma kit & medical kit locations
  - Eyewash stations throughout the ship
  - First aid stations throughout the ship
  
9.  Provide crewmember with a copy of his/her job description along with Crew Information Forms and Medical Forms. Have the completed forms returned to the Master along with copies of licenses, documents and STCW certificates.
  
10.  Safety Management System
  - Explain the Safety Management System and show the location of the Safety Management Manual.
  
11.  NS5 Familiarization

\_\_\_\_\_  
Signature (New Crewmember)

\_\_\_\_\_  
Signature (Current Crewmember)

\_\_\_\_\_  
Date