



SAFETY MANAGEMENT MANUAL

6.8 NON-CREW ORIENTATION

Originator:

Hank Ayers

Approved By:

Timothy Twomey

1. Purpose

Every person that comes on board a vessel operated by Woods Hole Oceanographic Institution (WHOI) needs to have a very basic knowledge of safety. Every person needs to know what to do for the basic emergency scenarios of fire, abandon ship and man overboard. In addition that person should know the procedures for reporting an emergency situation.

The purpose of this procedure is to set forth the basic element of safety that shall be presented to non-crewmembers on a Woods Hole Oceanographic vessel.

2. Responsibility

It is the responsibility of the Master of the vessel to insure that non-crewmembers receive basic safety orientation and familiarization of WHOI policies on board their vessel prior to sailing.

This basic orientation may be delegated to another member of the crew to conduct. Such delegation does not relieve the Master of the responsibility to insure that each non-crewmember receives a proper orientation.

3. General

It is important that each person on board the vessel know what to do in cases of emergency and to know WHOI and Ship policies. This knowledge shall be imparted to non-crewmembers in four ways. 1) Berth assignment, 2) Initial Fire and Boat Drill, 3) Safety Orientation Video, 4) Preventing Sexual Harassment and Discrimination at sea materials, complaint resolution flow chart, and related WHOI and UNOLS harassment policies.

Each person reporting on board a vessel operated by Woods Hole Oceanographic Institution shall be assigned a berth. Associated with each berth (bed) is a Station Card. This Station Card designates where that person is assigned for a fire, an abandon ship or man overboard.

Upon departure, the Master shall have conducted a fire and boat drill. At this fire and boat drill, all personnel will report to their designated fire station and receive instructions in what they are expected to do. This instruction includes where to assemble and what to bring. Following basic fire instruction, each person will be instructed in the basics of abandoning ship. Such instruction shall include donning of personnel flotation devices and exposure suits. It will also include basic instructions for entering life rafts and what to bring should an abandon ship be announced.

During the first day at sea, the Master shall have presented for the instruction of all non-crewmembers the RVOC Safety Video. This video shall be run often enough to



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allow all non-crewmembers the opportunity to watch the video and allow science or other operations to be conducted as necessary.

As a normal practice, non-crewmembers will receive instruction during other regularly held drills.

4. **Reporting**

The conduct of initial fire and boat drill shall be entered in the vessel's official logbook.