



# Safety, Health and Environment Workbook

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## 1 Introduction

### 1.1 Background

The Ship Safety and Security Act chapter 4 governs all protection and environmental work onboard Norwegian vessels. The purpose of the Act is to safeguard life, health, property and the environment by facilitating a high level of ship safety and safety management, including preventing pollution from ships, ensuring a good working environment and safe working conditions on board ships as well as appropriate public supervision of ships.

The obligations of the Master is described in chapter 4, section 29.

The Master’s shall ensure that:

a) the work on board is so arranged that it can be carried out in a safe and proper manner, and that the psychosocial working environment is ensured, cf. section 22 and regulations issued pursuant to the provision; and

b) the fixed hours of rest are complied with cf. section 24 and regulations issued pursuant to the provision.

The Master shall participate in ensuring that:

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- a) the ship has the necessary safety devices and equipment, and that necessary safety measures and precautions have been taken in order to protect life and health of persons who are working on board, cf. section 21 and regulations issued pursuant to the provision.
- b) The living and recreational environment and the catering service are in accordance with sections 25 and 26 and the regulations issued pursuant to the provisions.
- c) The ship is equipped with necessary medicaments etc. cf. section 27 and regulations issued pursuant to the provision.
- d) The safety and environmental work on board is organized and implemented in a safe and proper manner, cf. section 28 and regulations issued pursuant to the provision.

The Master and the Company are responsible for implementing the Protection and Environment work on board. The Master is also responsible for the election of safety representative, and setting up the working environment committee.

Training in Protection and Environment work is a special Norwegian requirement, but Norwegian Maritime Directorate (NMD) does not require this training prior to joining the vessel.

Due to frequent crew changes, and difficulties in retaining sufficient numbers of personnel onboard with required training in safety representative work, we have concluded that a SHE training system available on board at all times should be implemented.

In this way crewmembers elected to the working environment committee can be properly trained for their new tasks immediately upon election. The required training is also applicable to officers that are required to be members of the working environment committee due to their position onboard.

This training procedure covers the requirements in Regulation of 1 January 2005 No. 8 concerning the working environment, health and safety of workers on board ship, and consists of 4 e-learning modules combined the workbook: "Safety Health and Environment training - SHE"

Seafarers that have completed the onboard training for members of the working environment committee are required to keep the documented training record in their custody, and save it along with their personal papers. Upon signing on a new vessel, this document shall be presented to the new Master.

Obligations pursuant to chapter 4 for other persons who are working on board are described in section 30.

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Others who are working on board shall, to the extent it is part of their positions, participate in ensuring that:

- a) necessary safety measures are taken in order to avoid or reduce any hazard to life and health for persons who are working on board, cf. section 21, first paragraph, and regulations issued pursuant to the provision.
- b) the work on board is so arranged that it can be carried out in a safe and proper manner, and that the psychosocial working environment is ensured, cf. section 22 and regulations issued pursuant to the provision; and
- c) the safety and environmental work is implemented in a safe and proper manner, cf. section 28 and regulations issued pursuant to the provision.

The Ministry may issue regulations containing further provisions relating to the requirements of the first paragraph to other persons working on board.

## 1.2 Learning objectives

Those who successfully complete this training package should be able to undertake the duties as a safety representative and/or a member of the working environment committee.

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## 2 WORKBOOK FOR SAFETY, HEALTH AND ENVIRONMENT TRAINING

### 2.1 Chapter 1 NMA

The **Norwegian Maritime Authority** (Sjøfartsdirektoratet) is a Norwegian government agency responsible for life, health, working conditions and the environment for Norwegian registered ships and ships at Norwegian ports. The authority, subordinates to the Norwegian Ministry of Trade and Industry, and is located in Haugesund.

The main goal for NMA is to make Norway an attractive flag state with high standards of safety at sea for crew, vessels and the marine environment.

The main job for the authority is to ensure that Norwegian ships and shipping companies meet high safety- and environmental standards, to ensure that seamen on Norwegian ships have high qualifications and good working- and living conditions, and to ensure that foreign ships in Norwegian territory and ports meet international rules. The authority also assists in matters concerning petroleum activities and also has responsibilities concerning small boats.

#### Working methods and means of action

Working with norms, supervisions as well as ensuring high-quality attitudes among sailors and shipping companies is a key agent of the Norwegian Maritime Authority's activity.

The aim is to turn the activity in the direction of superior control and both resources and organisational developments in the directorate are arranged towards working within this principal. The Norwegian Maritime Authority is an active part in the development of international rules and regulations at sea, and these laws are implemented in to Norwegian law, whether it is rules concerning IMO, ILO, Paris MoU or Norwegian obligations in the EEA-agreement.

Norms define the framework for building and running ships.

The development and revision of these norms are based on experiences derived from accidents or near mishaps, research and risk analysis. The authority goes to great length in order to ensure that these norms are adequate and user friendly. The supervisions and controls are a combination of document inspections, periodical controls and unannounced inspections of vessels. The directorate's attention is also focused on operational conditions with the revisions on board ships and at shipping companies.

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## 2.2 Chapter 2

### Excerpts from “Regulation of 1 January 2005 No.8 concerning the working environment, health and safety of workers on board ship”

#### Chapter 2

#### Provisions concerning the working environment, safety and health

##### § 2-1 General guidelines for the working environment, safety and health

(1) The following general guidelines shall form the basis for the implementation of the provisions of this Regulation:

- a) risk factors are to be eliminated;
- b) any risk which cannot be eliminated shall be individually assessed;
- c) any risk shall be counteracted at the source;
- d) technical progress shall be taken into account;
- e) common protective measures of a technical nature, or measures, methods or procedures related to the organization of the work shall, if possible, have priority before individual protective measures.

(2) The necessary arrangements shall be made for workers to be given a reasonable opportunity for professional and personal development through their work.

(3) Particular attention shall be given to organizing work and off-duty time on board so as to create social and environmental conditions that are conducive to health, well-being and welfare for the workers.

##### § 2-2 Risk assessment

(1) Hazards on board shall be identified. When the hazard has been identified, an assessment of the risk represented by the hazard shall be made. Such risk assessment shall be made on a regular basis and:

- a) Whenever new working equipment or new technology is introduced, and
- b) Whenever other modifications are made to the organization or planning of work, which may affect the health and safety of workers.

(2) The results of the risk assessment shall be documented in writing.

(3) If a risk to the safety and health of workers is identified, the necessary measures shall be taken to eliminate or reduce the hazards.

(4) If a risk cannot be avoided in any other way, appropriate personal protective equipment shall be made available and shall be used.

(5) For any worker who is pregnant, has recently given birth or is breastfeeding, an additional, special risk assessment shall be made pursuant to Section 8-4.

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### § 2-3 Arrangement and organization of work

(1) The measures and working methods applied shall ensure the best possible level of protection and a continuous improvement of the safety and health of workers, and shall be integrated in all activities on board. Planning and assessment of the working environment and implementation of the necessary preventive measures shall take place in cooperation with the workers. The following elements shall, among other things, be ensured:

- a) the work shall be arranged and organized with due regard to the age, competence and other qualifications of the individual worker;
- b) the work shall be adapted to the individual worker, particularly with regard to the design of the workstation, the choice of equipment and methods, and with the aim of facilitating monotonous and repetitive work;
- c) the persons charged with directing and supervising work on board shall have the necessary qualifications and an awareness of hazards, etc. associated with the work;
- d) effective supervision to ensure that work is carried out in a safe and appropriate manner in terms of health;
- e) the persons who are put to work to have been given the possibility of sufficient rest.

(2) In addition, for any worker who is pregnant, has recently given birth or is breastfeeding, special arrangement and organization of work shall be ensured pursuant to Section 8-5.

### § 2-4 Consultation of workers

Workers or their safety representative shall be consulted and have the right to make proposals in connection with any issue which may affect their health or safety.

### § 2-5 Information to workers

(1) It shall be ensured that workers are given and have understood the necessary information about safety and health hazards.

(2) Documentation concerning the risk assessment specified in Section 2-2 shall be available at all times to workers or their safety representative.

(3) Workers shall be informed of all measures taken to improve safety and health on board.

### § 2-6 Training of workers

(1) Every individual worker shall receive the necessary training:

- a) to be able to carry out his work in a safe and proper manner;
- b) before being given access to areas involving a serious or special risk;
- c) when new technology is introduced.

(2) Training shall be repeated regularly, and in the case of a modified or new risk.

(3) Training completed shall be documented in writing.

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## § 2-7 Medical examination/health

(1) Measures shall be taken to ensure that workers undergo the necessary medical examination relevant to the safety and health hazards which they will be exposed to on board.

(2) Workers shall undergo consecutive medical examinations when exposed to risks that may develop into long-term health injuries.

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## Chapter 5

### Safety representatives and working environment committees

#### § 5-1 Election of safety representatives

- (1) A safety representative shall be elected by and from among those who are employed on board in connection with the ordinary operation of the vessel.
- (2) One safety representative shall be elected on vessels having 3-7 workers on board, unless a majority of the workers decides that safety and environmental work on board shall be ensured without an elected safety representative.
- (3) There shall be at all times not less than:
  - a) one safety representative on vessels having 8-14 workers,
  - b) two safety representatives on vessels having 15-39 workers,
  - c) three safety representatives on vessels having not less than 40 workers.
- (4) When persons other than the company's employees are also engaged in activities on board, there shall be one safety representative when the number of such persons is 4-14, and two safety representatives when the number of such persons is not less than 15. A safety representative elected under this provision is additional to the safety representatives elected under the second and third paragraphs.
- (5) The safety representative should preferably be elected from among subordinate personnel having experience in a vocational field. Where there are more than one safety representative on board, these should be elected from among various trade groups. The master, the head of other activities on board, a head of department or health personnel are not eligible as safety representative.
- (6) A head of department may be elected safety representative on a vessel having 3-7 workers on board when the safety representative cannot be elected from among subordinate personnel. The master is not eligible as safety representative.
- (7) The master, assisted by an elected representative, shall arrange for the election of safety representatives. The safety representative shall be elected by majority vote. Details of the election shall be entered in the vessel's log book.
- (8) In the event that a worker refuses to be elected safety representative, the master shall appoint the safety representative. A safety representative who was to have been elected under the provisions of the fourth paragraph shall be appointed following consultation with the head of the activity concerned.

#### § 5-2 Election of safety representatives on vessels in local operation

- (1) Where a company has several vessels in local operation, including ferries and high-speed vessels, one safety representative shall be elected on every vessel having 3-7 workers on board. On board vessels having more than 7 workers on board, the provisions of Section 5-1 shall apply.
- (2) The safety representative has the right and the obligation, as far as practicable, to intervene temporarily in matters concerning the working environment on another of the company's vessels in local operation. This applies only when that vessel is without a safety representative on board as a consequence of a shift schedule, illness, etc.

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(3) In cases of doubt, the Norwegian Maritime Directorate will decide which vessels are subject to the provisions concerning local operation.

#### § 5-3 Election of senior safety representative

(1) Where there is more than one safety representative on board at the same time, a senior safety representative shall be elected by and from among these. In the event of a tie vote, a revote shall be taken among those who gained most votes. If the tie continues the senior safety representative shall be elected by the working environment committee.

(2) The senior safety representative is responsible for coordinating the activities of the safety representatives. The senior safety representative shall decide the distribution of fields of competence among the safety representatives.

(3) The provisions prescribed for the safety representative otherwise apply correspondingly to the senior safety representative.

#### § 5-4 Election of senior safety representative for vessels in local operation

(1) For vessels engaged in local operation and having a safety representative under Section 5-2, a senior safety representative shall be elected for every four of the company's vessels. Similar types of vessel and groups of vessels having the same trade area shall be taken into account as far as practicable.

(2) The senior safety representative shall be elected by and from among the safety representatives. In the event of a tie vote, a revote shall be taken among those who gained most votes. If the tie continues the senior safety representative shall be elected by the working environment committee.

A head of department elected safety representative under Section 5-1, sixth paragraph, shall not, as far as practicable, be elected senior safety representative.

(3) The senior safety representative is responsible for coordinating the activities of the safety representatives on the vessels for which that person is senior safety representative.

(4) The provisions prescribed for the safety representative otherwise apply correspondingly to the senior safety representative.

#### § 5-5 Term of office for safety representatives

(1) Safety representatives shall be elected for a period of one year. Prior to elections it may be decided that the term of office will be two years. If a safety representative terminates his service on board a new safety representative shall be elected as soon as possible.

(2) On vessels with shift schedules or fixed rota work, an elected safety representative continues when he re-enters service on board. This applies in the event that a safety representative was otherwise to have been elected in accordance with the last sentence of the first paragraph.

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(3) The term of office of a safety representative appointed by the master may be up to six months at a time.

#### § 5-6 Tasks of the safety representative

(1) The safety representative shall safeguard the interests of workers in matters relating to the working environment on board. The safety representative shall ensure that work on board is carried out in such a way that due consideration is given to the safety and health of the workers, and if necessary make proposals for new protection measures.

(2) The safety representative should participate in the development of procedures and job specifications of importance to the safety and health of the workers. The safety representative should also participate in risk assessments referred to in Section 2-2 and verify that the necessary measures are taken in accordance with that provision.

(3) The safety representative shall in particular ensure that:

- a) work equipment, technical devices, chemical substances and work processes do not expose workers to hazards,
  - b) protective devices and personal protective equipment are in proper working order and are used,
  - c) workers are given the necessary instruction, practice and training,
  - d) work is otherwise organized so that workers are able to perform it in a safe and proper manner
- in terms of health and safety.

(4) If the safety representative is made aware of matters which may cause an accident or health injury, the safety representative shall immediately do his utmost to avert the hazard. In the event

that this is not possible, the safety representative shall without delay notify the master or his representative of the matter. The master shall respond to the safety representative's notification.

If the notification has received no attention within a reasonable period of time, the safety representative shall notify a Norwegian authority, such as a Norwegian foreign service mission or the Norwegian Maritime Directorate. The master and the working environment committee should be informed prior to such notification.

(5) In connection with personal accidents such as death and occupational and health injury, the safety representative shall as soon as possible write a statement of his assessment of the case and any protective measures taken to avert such injury. The statement shall be signed by the safety representative, or the senior safety representative, if appropriate. The statement shall be written on the form specified for that purpose and sent to the competent authority.

(6) The safety representative shall, if possible, participate at supervisory visits and other inspections or surveys, including internal control and audits relating to the environment on board.

The master shall notify the safety representative of such visits and make the necessary arrangements for the safety representative to participate. The safety representative shall personally decide whether it is possible to participate. If participation at such visits is not possible, the safety representative shall inform the master of the reason.

(7) The safety representative shall keep an accident prevention log in which he shall make entries concerning his work, such as instructions and requests. The same applies

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to requests made to the master. The accident prevention log shall be submitted to meetings of the working environment committee.

(8) The accident prevention log shall be kept available on board for not less than three years after the last entry was made.

#### § 5-7 Right to temporarily stop hazardous work

(1) If, in the opinion of the safety representative, a work operation may cause immediate hazard to the life and health of a worker and the hazard cannot be averted in any other way, the safety representative shall stop the work temporarily. Work shall be stopped only to the extent deemed necessary by the safety representative to avert hazard or prevent a more dangerous situation from arising. Where safety routines have been established and specify a procedure for stopping work operations, that procedure shall be followed as far as practicable. The safety representative shall as soon as possible notify the master, who shall decide whether the work operation is to continue.

(2) A safety representative who stops work temporarily under the provisions of the first paragraph, shall not be liable for any damage or loss resulting from such stoppage.

#### § 5-8 Duty to establish a working environment committee

(1) On vessels required to have a safety representative under Section 5-1 and having not less than eight workers on board, a working environment committee shall be established in accordance with the provisions of Section 5-9.

(2) Companies having ships required to have a safety representative under Section 5-2 shall establish at least one working environment committee in accordance with the provisions of Section 5-10.

#### § 5-9 Composition of the working environment committee

(1) The working environment committee shall be composed of the senior safety representative, where such shall be elected, and up to three safety representatives, as well as the master, the chief engineer, the steward and a safety officer, if appropriate. If, in addition to the senior safety

representative, there are more than three safety representatives on board, the three safety representatives to form part of the committee shall be elected by the safety representatives.

Where someone other than the company is also engaged in activities on board with not less than four workers, the head of such activities shall also sit on the committee.

(2) Where the number of employees and their composition is such that it is not possible to form

a working environment committee as provided in the first paragraph, the working environment committee shall consist of the senior safety representative, where such shall be elected, and the safety representatives, as well as the master.

(3) The various occupational groups on board should be represented on the committee, and the heads of department shall be permitted to join the committee. The size of the

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committee should not exceed 10-12 persons, depending on the number of occupational groups and the number of workers on board. The committee shall elect its own chairman and may also appoint a secretary.

Insofar as it is deemed appropriate, the committee may assign specific tasks to some of its members in the fields of training, instruction and other matters falling within the competence of the committee. Other workers may be summoned to the meetings of the committee as needed.

(4) On vessels having established a safety committee or similar, the working environment committee may be adjusted to this so as to ensure an even representation of subordinate crew and officers.

(5) A nurse or other health personnel may participate in committee work only in a free and independent capacity as non-voting members or as secretaries.

#### § 5-10 Composition of the working environment committee on vessels in local operation

(1) The working environment committee shall consist of the senior safety representatives or up to three safety representatives in the absence of senior safety representatives, a representative of the company administration and two masters. In addition, a committee representative may be elected from among the chief engineers. Other workers may be summoned to committee meetings as needed.

(2) The working environment committee shall elect its own chairman, and may also appoint a secretary. Insofar as it is deemed appropriate, the committee may assign specific tasks to some of its members in the fields of training, instruction and other matters falling within the competence of the committee.

(3) The working environment committee shall also discuss matters relating to protection work on those of the company's vessels in local operation which do not have a safety representative.

#### § 5-11 Tasks of the working environment committee

(1) The working environment committee shall work to ensure safe and proper conditions on board with regard to health, and shall for this purpose in particular concern itself with:

- a) matters relating to internal accident prevention and the health and welfare of workers;
- b) matters relating to training, instruction and information of importance to prevent occupational and health injuries during work and off-duty time;
- c) identification of workplaces and working conditions presenting a risk of accidents and health injuries, including an examination of the risk assessment referred to in Section 2-2 to determine whether this assessment is adequate to reveal the hazards to which workers are exposed;

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- d) seek to reveal causes of disease and death which may be associated with the environment on board, and discuss proposals for preventive measures;
- e) active efforts to make sure protection work is incorporated into the planning of work;
- f) ensuring that newly employed workers are given appropriate guidance and training relating to protection and special risks to which the person in question may be exposed;
- g) discussing matters of importance to the well-being of those on board, social relations, leisure activities, etc.
- (2) The working environment committee shall examine new and modified procedures and job descriptions of importance to the safety and health of workers, and make proposals for improvements where this is considered necessary.
- (3) The committee shall review all reports of health injuries, occupational accidents and near-accidents, and ensure that measures are taken to prevent repetition. The committee shall also review supervisory reports.
- (4) The committee shall hold not less than six meetings per year. In addition, the committee should hold at least as many open meetings concerning protective measures for all employees on board.
- (5) The committee shall keep a special protocol in which entries regarding the committee's activities shall be made and signed by all members. The protocol shall be kept available on board for not less than three years after the last entry was made.
- (6) Safety representatives and members of the working environment committee shall familiarize themselves with applicable regulations, instructions and rules concerning safety and environmental work.
- (7) Meetings of the committee may be convened at the request of two members to discuss matters relating to the working environment, safety and health.

#### § 5-12 Duty of confidentiality

- (1) The working environment committee is bound by a duty of confidentiality in cases concerning personal matters or the operational or business secrets of the company or other enterprise, and also where the committee decides that the duty of confidentiality shall apply.
- (2) In cases where the working environment committee is bound by the duty of confidentiality, any person participating in the discussion of the case is required to prevent unauthorized persons from gaining access to or knowledge of information brought to his or her attention.

#### § 5-13

##### Time required for safety and environmental work

- (1) The safety representatives and members of the working environment committee shall have at their disposal the time required to carry out their tasks in an appropriate manner, though not in such a way as to encroach on the worker's specified rest periods, and in general within regular working hours. If the person in question is required to interrupt his work, he shall notify his immediate superior.

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(2) The master and the company shall ensure that the responsibility of a safety representative or member of the working environment committee does not involve any loss of earnings for the worker, or any other deterioration of his working conditions or terms of employment.

#### § 5-14 Training

(1) The company shall see to that safety representatives and members of the working environment committee are given the training necessary for them to discharge their duties in a satisfactory manner. The workers and their organizations shall participate in ensuring that safety representatives and members of the working environment committee are given training pursuant to the first sentence. The expense of such training shall be covered by the company.

(2) The provisions of the first paragraph apply correspondingly to those who are engaged in other activities on board in addition to the shipping company.

(3) The training shall:

- a) include an introduction to safety and environmental work;
- b) provide knowledge of ergonomics, noise, lighting, climate and welfare-related measures;
- c) provide knowledge of accident prevention, including preventive measures, the use of personal protective equipment, etc.;
- d) provide knowledge of risk assessment of work operations as an essential part of accident prevention;
- e) provide an introduction to and information about the Seamen's Act and other laws and regulations applicable in this field;
- f) provide an introduction to the structure and role of the Norwegian Maritime Directorate, also in relation to other authorities concerned.

(4) The duration of the training shall be not less than 40 hours. Training of shorter duration than 40 hours may be agreed if the parties jointly consider that this is appropriate with regard to the character and scope of the problems. The training shall be documented.

#### § 5-15

Duty to provide information, and annual report

(1) Safety representatives and members of the working environment committee are required to provide information to Norwegian Foreign Service missions and the Norwegian Maritime Directorate.

The same applies in connection with inquiries regarding extracts from the accident prevention-log or protocol.

(2) Safety representatives and members of the working environment committee shall have access to the information necessary to discharge their duties. All vessels should have on board literature about protection work, to be kept available to all personnel.

(3) The working environment committee shall by 31 January every year produce a joint report of the safety and environmental work on board for the previous calendar year. The

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report shall only be submitted to the Norwegian Maritime Directorate on request. By inspection of the Norwegian Maritime Directorate the report shall be shown. The annual report shall be written on a form specified by the Norwegian Maritime Directorate.

(4) On vessels in local operation having established a working environment committee under

Section 5-10, every committee shall submit a joint annual report.

(5) On vessels where no working environment committee has been established, the senior safety representative and the master shall produce the annual report in accordance with the provisions

of the third paragraph. Where there is no safety representative, the master shall produce the annual report.

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## Chapter 6

### Workers' duty to cooperate

#### § 6-1 Workers' cooperation

Planning and evaluation of the working environment and the implementation of necessary preventive measures shall take place in cooperation with the workers.

#### § 6-2 Workers' duties

- (1) Each individual worker has a duty to comply with orders and instructions, including accepting assignments, show caution and otherwise in every way cooperate to safeguard life, health and welfare in accordance with this Regulation.
- (2) Any worker shall use the required protective equipment and otherwise cooperate to prevent accidents and health injuries.
- (3) Off-duty time shall be organized so that the worker is rested and otherwise fit to carry out his work.
- (4) If a worker becomes aware of defects or deficiencies which may involve a risk to life or health, he shall, unless the risk cannot be averted, notify the person responsible on board or the safety representative as soon as possible.
- (5) Any worker has a duty to cooperate with the company, the master and other workers to ensure a good and appropriate environment and to achieve the objectives laid down in this Regulation.

#### § 6-3 Workers' right to stop hazardous work

- (1) If work, in the opinion of a worker, cannot continue without a risk to life or health, that work shall be stopped in accordance with Section 5-7 first paragraph. The worker shall as soon as possible notify the master, who shall decide whether work is to continue.
- (2) A worker who stops work as provided in the first paragraph shall not be liable for any damage or loss resulting from such stoppage.

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## 2.3 Chapter 3

### How to set up a working environment committee meeting

There must be a minimum of six (6) meetings of the working environment committee during the calendar year. Note that this is a minimum, and you are encouraged to have meetings more often. One way to do this is to have meetings once a month, such as the first of every month.

The working environment committee must also convene whenever it is necessary.

The working environment committee must meet to discuss all situations, which might lead to an accident, as well as accidents that have occurred on board.

Chairman of the working environment committee together with the senior safety representative, or the safety representative if there is no senior safety representative, set the agenda for the meetings. There should be fixed items on the agenda.

Elect one person to take down the minutes of the meeting. This person should not have any other duties on the committee than to do this. All the committee members should sign the minutes, and any comments should be duly noted. The minutes must be a permanent record of the committee's activities and should be entered into the Action Prevention log which must be kept by the working environment committee (this logbook must not be confused with the one which has to be kept by the Protection Supervisor(s)). In addition, a copy of the minutes should be posted in a convenient place where it will be easily accessible to the entire crew.

Below find an example of an agenda for the working environment committee meetings:

- 1) The minutes from the last meeting. Are the minutes acceptable, i.e. do they give an accurate account of what went on at the last meeting? Have the decisions been followed up?
- 2) Go through the Regulations concerning Protection and Environment Work, this can be done one section at the time.
- 3) Go through accidents and injuries that have occurred since the last meeting. Which steps needs to be taken to prevent recurrence?
- 4) Discuss any matter concerning the working environment committee. The working environment committee is responsible for the total environment on board. What steps may be taken to improve the environment on board?
- 5) Planning of measures and activities for both work and leisure.
- 6) Go through a work plan for the coming period. Is the plan good enough for securing the health and well being of those involved?
- 7) If there is a need for an election of safety representative(s) in the near future, the working environment committee should plan the election. The safety representative should be elected before the term of the previous safety

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representative is up, if this is strictly observed the safety representative elected can learn from the old one, and there will be no gap between safety representatives.

- 8) Prepare protection and environment meetings for the entire crew. According to the regulation there should also be at least six (6) such meetings during the calendar year.

## 2.4 Chapter 4 Accident Investigation

The investigation of accidents and incidents plays a very important part in safety. It is by the identification and study of accidents principally through the accident reporting system that similar events may be prevented in future.

The master is responsible for the statutory reporting of accidents and dangerous occurrences.

The various stages of the typical investigation might proceed as follows:

When an incident occurs priority must be given to the safety of the injured and of those assisting them, and to the immediate safety of the area. When sufficient help is available, however, the safety representatives should, if possible, avoid involvement with the rescue operation and concentrate on establishing the immediate facts concerning the incident.

First he or she should record the names - and addresses in case of non-crew personnel - of all those present in the vicinity of the incident. He should then note and mark the position of the injured, and the use and condition of any protective clothing or equipment or of any tools etc. likely to have been in use.

When the injured have been removed, the safety officer should carry out a more detailed examination at the scene of the incident, watching out for any changes which might have occurred since the incident and any remaining hazards.

The points to look out for will depend on the circumstances. For example after an incident during boarding, the following should be noted:

- compliance with control measures identified by the risk assessment
- the type of access equipment in use
- the origin of the access equipment, e.g. ship's own, provided from shore etc.
- The condition of the access equipment itself, nothing particularly any damage such as a broken guard-rail or rung. The position and extent of any damage should be examined so that it may be compared with witness statements, and it should be noted whether the damage was present before, or occurred during or as a result of the incident.
- any effect of external factors on the condition of the equipment, e.g. ice, water or oil on the surface
- the deployment of the equipment, i.e. the location of the quayside and shipboard ends of the equipment
- the rigging of the equipment, the method of securing, the approximate angle of indication

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- the use of ancillary equipment such as safety net, lifebuoy, lifeline and lighting
- the safety of shipboard and quayside approaches to the equipment, e.g. adequate guard-rails, obstruction and obstacles etc.
- any indication of how the incident might have happened, but remember that subsequent interviews with witnesses must be approached with an open mind
- weather conditions
- distances where these are likely to be helpful or relevant

Interviews of witnesses should take place as soon as possible after the incident when memories are still fresh. There may be people who were not actually witnesses but who may nevertheless have valuable contributions to make, for example a crewman who was present when an order was given. These persons should not be overlooked. If it is not possible for some reason to interview a particular person, he should be asked to send the safety representatives his own account of the incident.

The actual interview should be carried out in an informal atmosphere designed to put the witness at his ease. To start with, the safety representatives should explain the purpose of the interview and obtain some details of the witness's background. It is important to keep any personal bias out of the interview. The witness should be asked to relate the event in his own way with as few interruptions as possible. The accuracy of what is said should be tested. There may, for example, be discrepancies between the account of one witness and those of other witnesses, between different parts of a statement, or with the safety officer's own observations, which he may want to query. Leading questions implying an answer should be avoided, as should simple questions requiring only a yes/no answer which save the witness from thinking about what he is saying. Finally the safety officer should go over the statement with the witness to ensure that it has been accurately recorded.

Statements for signature by the witness should be prepared as quickly as possible but, if the witness changes his mind about signing a statement, it should be annotated by the safety representative that it has been prepared on the basis of an interview with the witness who had subsequently refused to sign it or comment further. Where the witness asks for extensive alterations to the original statement a fresh statement may have to be prepared, but the original statement should be annotated by the safety officer and retained.

It is helpful to adopt a standard format for statements by incident witnesses.

It is worth emphasizing the importance of distinguishing between facts and opinions. Facts can normally be supported by evidence whereas opinions are personal beliefs. An investigation must depend on the facts gathered but opinions can be helpful in pursuing a particular line of enquiry and should not be disregarded.

Any record of incidents and dangerous occurrences should contain at least the following information:

- details of incidents, dangerous occurrences, investigations, complaints, inspections

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- date
- persons involved
- nature of injuries suffered
- all statements made by witness
- any recommendations/representations
- any action taken

Additionally it is suggested that it should contain the following:

- list of witnesses, addresses, positions and occupations
- whereabouts of original signed statement made by witnesses
- date accident/dangerous occurrence report sent to NMD if applicable
- list of items collected, why and where stored
- index

The record should be kept with the ship since it must be made available on request to the safety representative and the working environment committee.

## Near misses

A “near miss” is a situation in which the chain of events is broken before injuries are caused, or where accidents or injuries are avoided more or less by chance; the person had in other words “the luck of the Irish”.

It is important that all “near misses” are recorded in the accident prevention logbook. This information should be included in the charting done by the safety representative, since it will give a clear idea of potential hazards.

Plan for charting of potential hazards

Based on the problem areas that the charting might have uncovered, divide the areas among the working environment committee-members. You should also divide the different work areas between the safety representatives, and he or she should go through the different workstations together with the people working there.

The areas to go through might include:

- Mooring
- Storage
- Loading
- Entering enclosed space
- Falls
- Maintenance
- Movement on deck
- Injuries in engine room
- Technical in engine room
- Repairs and maintenance
- Welding and machine tools
- Galley and cold storage

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- Cleaning quarters
- Serving Meals

Go through each area and look at the work techniques and routines. Based on this one can identify problems and write an instruction on how the work can be done in the best and safest manner.

The final result must be a set of charts covering all areas of the vessel.  
The charts might look as follows:

AREA: MOORING	
SURVEY CONDUCTED BY: RICKY	
HAZARDS	SOLUTIONS
Use of wrong or worn equipment Unqualified personnel in charge of the hoisting equipment	Check the equipment to be used Change everything which not in order Training is needed

When all the charts are collected, all hazards and solutions must be given serious consideration. None of the hazards identified must be allowed to be dismissed as nonsense by the person in charge of the particular workstation. The minimum is to discuss why something is indicated to be a hazard when the person in charge does not see it as such.

When suggestions are being considered, one has to take into consideration if the solutions, which have been put forward, are economically and technically feasible, and if they are not, what are other solutions could solve the problem.

It is the safety representative's responsibility to coordinate and follow up on the charting. To do this, one can create a procedure for this purpose. This procedure should be filed onboard, and it will show which jobs should be done, and can also serve as basis for future charting.

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Case No.	Actions to be taken in order of priority	Person responsible for completion	Suggested date of completion

In the table above, indicate who is responsible for the completion of the solution. Even if the ultimate responsibility rests upon the Master one should always document who will perform the task. A deadline should be set so that the job is not put off too long.

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## 2.5 Chapter 5

### Psychosocial working environment

#### **What is meant by a psychosocial working environment?**

Most of us have several needs beyond receiving wages, having regulated working hours and being protected against injuries. We need in differing degrees to learn something and develop ourselves professionally and personally, feel that what we do is meaningful, we have a need to be able to make decisions about our own work and experience a certain degree of inter-human support and respect. These are factors we look at as motivating and building. Other positive circumstances can be leaders who are experienced as impartial and fair. These are favourable circumstances in order to contribute to job satisfaction, motivation, learning and productivity.

Other circumstances can appear stressful. Examples of this can be excessive workload, time pressure, bad training, little or no information, unclarified areas of responsibility and position descriptions, unpredictable leadership or unfortunate wages systems. Violence, threats and bullying are other examples of aspects of the working environment which can lead to inferior well-being, reduced health and illness for the employee, and bad productivity and profitability for the employer.

By a psychosocial working environment is meant all the social and psychological circumstances that are experienced at the workplace.

#### **Communication and conflict**

Knowledge and communication are important to having a secure and predictable environment, growth and development, handling of conflicts – or run-up to conflicts – at all levels. There can be extra large challenges on board in relation to communication because employees are individuals with different needs, interests, values, expectations and cultural backgrounds.

The workplace is an important social arena, free time is also spent more or less together with the same people one works with.

A conflict is a situation where two people, one person and a group, or two groups, feel hindered or frustrated by another party. A conflict exists even though there are no open confrontations or open attempts at problem solving.

There are conflicts in all organizations and in all groups, and are more the rule than the exception. Surveys show that leaders spent a large part of their time in handling conflicts or the after-effects of conflicts. In parts of working life where teamwork and close working relationships are an assumption for getting the job done, they must probably expect that they will have to spend even more time.

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### **The most usual causes**

Most conflicts originate in the way the work is organized, or constructed – or they can originate in social conventions and patterns of interaction which characterize the company's working environment.

Everyone has met people with whom it is difficult to co-operate, and when one looks for causes of conflicts, it is usual that the blame is laid on the individual's personality and style of behaviour. Over time the theme of a conflict may change or expand, and after a time it will often be about completely different circumstances than was the case in the beginning. In long-term working conflicts, more and more of the problems will be connected to personal differences and not the original matter.

Many experience that it is difficult to take up conflict-filled relationships. This applies both to leaders and employees. We wish to protect ourselves against being hurt or exposed to unpleasantness. We do not wish to expose others to unpleasantness either. Knowledge about communication and clear procedures for handling of matters is important. Lack of understanding of this can mean that difficult matters are not addressed, or they are addressed in a less than suitable manner.

There are different types of conflict:

- Latent conflict – a conflict under development
- Hidden – a conflict which is smouldering under the surface
- Open – a conflict which is visible, including to other parties that are not involved
- Soft/hard – depending on which means are used.

### **Not all conflicts can be resolved – but all conflicts shall be addressed**

The most important concerning addressing conflicts are our ability to communicate. Conflicts have a tendency to reduce the volume of communication between the parties and therefore knowledge and skill is something which must be practised and developed.

The challenge is to talk to – not about – the persons who are frustrating and irritating. This applies in particular if one is a leader.

As a manager, one has the responsibility of seeing that conflicts lead to learning and development. Not to exclusion, isolation and lack of communication.

Expectations and needs must be communicated and made clear, whether one is a leader or employee. This should prevent the development of destructive inter-personal conflicts.

### **Some communication tips**

- Maintain eye contact
- Focus on the person who is talking, listen to all he or she has to say before you formulate an answer
- Ask questions if something is unclear – we often make decisions based on what we think the other person means.
- Repeat what the person has said in order to reassure yourself that you have understood correctly. Remember that i.e. different cultural backgrounds, age,

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gender, religion can mean that we automatically interpret differently without being aware of it.

- Use understandable language, speak at a moderate tempo, with a calm and pleasant vocal pitch
- Show by body language that the person who is talking has your attention

#### **What can prevent the message getting through?**

- Unclear, clumsy formulation, impaired hearing, noise, low interest.
- Lack of ability or will to be receptive to information
- Different experience, religion, politics, language understanding, dialect, professional expression and general vocabulary
- When the body language does not reflect verbal language
  - Under 10 % of the words you choose are decisive for your message. 40 % of the message comes through the use of the voice, while body language stands for 50 %
  - Be aware of cultural differences
- Has an anti-communication attitude
  - Looks away or turns away from the person who is talking
  - Closes eyes
  - Use an "unpleasant" voice
  - Talks too fast or too slow
  - Shrieking

#### **From conflict to bullying**

Bullying in working life contributes to breaking down the foundations of a good self-image and can result in serious consequences for an individual. Bullying in working life is about situations where an employee feels exposed to a type of negative behaviour which threatens that person's well-being, dignity or self-respect.

There is a question of bullying when one is exposed to negative actions over time, from one or more persons, colleagues or leaders, which one cannot manage to defend oneself against, and which are intended to strike out at or damage the individual – physically or socially.

Innocent teasing/jokes is not bullying, but sometimes the line is difficult to draw. Single actions are not bullying. One must expect that during a working career one is exposed to unfortunate situations.

Nevertheless, single actions can be unacceptable and shall also be addressed by the leader. Then one will use designations such as improper behaviour, violation of integrity and dignity and harassment.

If two equally strong parties are in a conflict, it is not designated as bullying. Note that the strength ratio does not always follow the position. The leader can be stronger than the subordinate because of his/her position, and can bully the subordinate, while the subordinate can bully the leader because of his/her professional strength, strong support of the working group or personal behaviour.

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**Examples of how bullying can take place**

- Direct – reprimanding, joking, threats, rejection of professional qualifications
- Indirect – Freezing out, isolation, not giving information
- Hidden – backbiting and rumours
- Open – reprimanding in public
- Work-related
  - Making it difficult for the victim to do his or her job
  - Lack of equipment, does not receive information
  - Order the person to do work he or she is bound to fail at
  - Take from the person some or all tasks without justifiable reason
  - One-off action, but where the consequences are experienced each day (such as having an office taken)
  - Receiving less attractive tasks – or more difficult tasks
  - Transfer without justifiable reason
  - Combination of removal of some fringe benefits (car, computer, mobile phone)
  - Receiving unreasonable criticism of work efforts
- Person-related
  - Actions directed towards the person him or herself which degrade or frighten
  - Spreading of rumours, backbiting, neglecting opinions, joking and teasing, undesirable sexual attention
  - Indirect and subtle, what is said is not necessarily understood by others, so that the bully is not detected. Generally a message with several meanings.
- Strength and dependency relationship to the person is an important factor

**When does humour become bullying**

Humour is very important for well-being at the workplace. It promotes motivation and increases the understanding of a message. Humour dampens stress and promotes positive social relations. With humour one sees seemingly "unsolvable" problems from a wider perspective – lessens the feeling of failure.

**Humour can become bullying when**

- Degrading humour is used, says "funny comments" on behalf of others
- False rumours are started
- One exposes to laughter and harassment by colleagues (often arises in order to release one's frustrations)
- One plays "practical jokes" which go too far
- One does not master the jargon
- One does not manage to retaliate

**Plan of action against bullying**

This is a routine which should be prepared by representatives of the leadership and employees. It is intended to secure rights to a workplace free of bullying and other inappropriate behaviour.

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It shall ensure that evaluation and handling of cases take place quickly, predictably and consistently and that attacks on, persecution of, or retaliation regarding single persons who use their right to complain will not be tolerated.

**The role of the Safety Delegate**

Conflicts and bullying can be difficult to handle, and can demand competence and experience. The Safety Delegate is the employees' spokesman in working environment cases, and shall ensure that cases are taken up with the employer. The Safety Delegate is not the person who shall go in and handle problems.

The Safety Delegate shall be included to give advice in planning and implementation of measures having significance for the working environment.

Knowledge of psychosocial challenges will make it easier to intervene early and correctly. Seek support and advice if you feel the need for it.

**Employees' obligations**

All employees shall see that an employer or Safety Delegate is informed if he/she becomes aware of harassment or discrimination at the workplace.

Employees are also obligated to contribute to compliance with the measures that are implemented in order to create a good and safe workplace.

A good workplace is a joint task for all players at a workplace. Everyone shall contribute to creating a good working environment. That means that each and everyone shall behave in a manner that does not damage others, but contribute to colleagues experiencing a positive work day.

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## 2.6 Chapter 6

### Exercises and Questions

The marks for each question are shown in brackets after each question. A total score of 75% is required from the assessment of exercises and questions. **Please note that all questions must be answered in English.**

1. Explain how the work is organized with regard to age, competence and qualifications of the individual worker onboard your vessel. **(2 marks)**
2. The persons in charge of directing and supervising work onboard must have the necessary qualifications and awareness of hazards etc. associated with the work. How is this ensured onboard your vessel? **(2 marks)**
3. Among whom onboard shall the safety representative be elected? **(2 marks)**
4. How many safety representatives must be elected on a vessel with 25 workers? **(2 marks)**
5. If you have other than the company's employees engaged in activities onboard, do they need a safety representative? **(2 marks)**
6. Can the master be elected as the safety representative onboard? **(2 marks)**
7. When should there be a senior safety representative onboard? **(2 marks)**
8. What is the term of office for safety representative that are elected? **(2 marks)**
9. What is an "Accident prevention log"? **(2 marks)**
10. Can the safety representative stop work considered to be hazardous? **(2 marks)**
11. Is your vessel required by the regulations to have a working environment committee?  
**(2 marks)**
12. What are the main tasks of the working environment committee? **(2 marks)**
13. What is the minimum number of working environment committee meetings that must be hold per year, and how many meetings per year are hold onboard your

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vessel? **(2 marks)**

14. What are the duties of the individual worker on board with regard to safety, health and environment? **(2 marks)**
15. Explain how you can arrange an efficient working environment committee meeting?  
**(4 marks)**
16. List three routine operations onboard that are attended with potential hazards. **(4 marks)**
17. What is the attitude among crewmembers regarding use of protective equipment?  
**(2 marks)**
18. Give an evaluation of the working environment on board; include factors such as illumination, colors, furniture, equipment, noise, vibration, etc. **(4 marks)**
19. What steps have been taken to improve the working environment on board? **(2 marks)**
20. What are the opportunities for maintaining contact with the home environment, such as family and friends? **(2 marks)**
21. Fill in the form Annual Report (KS-0490 B/E) from the Protection and Environment Committee enclosed in this workbook. **(8 marks)**
22. Fill in the form "Maritime casualty report KS-0197 E" enclosed in this workbook. Use your imagination and create your own scenario. **(8 marks)**
23. Describe how you would plan, execute and evaluate a heavy lift with the ship`s crane with regard to risk assessment. Use the Heavy Lift Risk Assessment form. **(8 marks)**
24. Map out the total environment on board and identify the problem areas and indicate what you think can be done to make your total environment the best one possible. This is to be done on the Safety Representative Training Form enclosed in this workbook. **(8 marks)**
25. You are having lunch together with good colleagues; you are talking and laughing about some old stories. One of the new employees comes in, there is no room at the table where you are sitting, and there is no-one else at the other tables. With regard to maintaining a good working environment – what would you do? **(6 marks)**

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marks)

26. A colleague comes to you and says that he is only given the worst jobs all the time, and now he is really angry with his leader. How would you deal with the matter? **(6 marks)**
27. Mapping of the working environment has taken place and it appears that there are several people who experience bullying. The report will be presented in a meeting of the Working Environment Committee. What do you think you as Safety Delegate can contribute with in the further work? **(6 marks)**

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## Appendixes

Annual Report from the Working Environment Committee

Guidance to form: Maritime casualty report – Ship and personnel

Maritime casualty report – Ship and personnel

Heavy Lift Risk Assessment

Safety Representative Training Form

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# ÅRSRAPPORT

fra

**Arbeidsmiljøutvalget**

## ***ANNUAL REPORT***

*from*

***the Working Environment Committee***

På grunn av endring i forskriften skal rapporten oppbevares om bord og kun sendes **Sjøfartsdirektoratet** ved forespørsel. (ref s. 2)

*The report shall only be submitted to the **Norwegian Maritime Directorate** on request (ref. p. 2)*

Forskrift av 1. januar 2005 nr.8 om arbeidsmiljø, sikkerhet og helse for arbeidstakere på skip, § 5-15, stiller krav om nødvendig opplæring av arbeidsmiljøutvalg (AMU). Hva opplæringen skal omfatte og opplæringens lengde. Utgifter til slik opplæring dekkes av rederiet. På fartøy uten krav til AMU, skal arbeidsmiljøutvalget og skipsfører avgi slik rapport. I rederi med skip i lokalfart, som har opprettet arbeidsutvalg etter § 5-10, skal hvert utvalg avgi en samlet rapport, her benyttes et eget skjema: "Årsrapport fra verne- og miljøutvalget for fartøy i lokalfart med mindre enn 8 personer om bord".

**Rapportens hensikt:** Den enkelte rapport gir rederiet/fartøyet oversikt over hvordan forskriften følges opp og eventuelle problemer om bord på det enkelte fartøy. Om bord skal rapporten brukes til å gi en oversikt over verne- og miljøarbeidet som er utført siste år. Tidligere rapporter kan også sammenlignes bl.a. med tanke på skader, legebesøk, fratredelser grunnet sykdom og lignende. Rapporten gir også fartøyet en mulighet til å ta opp saker med Sjøfartsdirektoratet, samt legge frem erfaringer og løsninger som andre kan lære av. Rapporten vil således være et hjelpemiddel for å øke sikkerheten om bord samt styrke det skadeforebyggende arbeidet.

#### Rettledning for utfylling

##### I. Skip/fartøy

8. Her føres det totale antall som normalt arbeider fast om bord, vi ber også om å få oppgitt fartøyet totale besetning gjennom hele året. Eventuelle andre arbeidsgivere skal føres under pkt. 12.

12. Her føres eventuelle andre arbeidsgivere enn rederiet med det tilhørende antall ansatte, f. eks. restauratører, kontraktører, annet servicepersonale etc..

##### II. Verneombud (§ 5-1)

Her føres alle som har vært verneombud eller hovedverneombud i løpet av året, og hvilken stilling den enkelte har hatt og om de har opplæring i verne- og miljøarbeid (er det ikke nok plass på skjemaet bruk et tilleggsark).

##### III. Arbeidsmiljøutvalgets sammensetning (§ 5 - 9)

Her føres AMUs sammensetning ved årets slutt ved å angi stilling den enkelte har hatt, samt om utvalgets medlemmer har opplæring i verne- og miljøarbeid.

##### IV. Møter i AMU (§ 5 - 11)

Antall møter som er avholdt i AMU skal føres opp. Husk å skille mellom møter i AMU og verne/sikkerhetsmøter for hele besetningen.

##### V. Skader (se Forskrift av 27. juni 2008 nr. 744 om melde- og rapporteringsplikt ved sjøulykker og andre hendelser til sjøs)

Feltene som er skravert skal ikke fylles ut.

1. Her skal føres opp alle dødsfall, personskader og sykdomstilfeller om bord i løpet av siste år.

2. Hvor mange av (ref. 1) er meldt på personskadeblankett til Sjøfartsdirektoratet?

3. Hvor mange av (ref. 1) medførte fratreden fra tjenesten?

4. Hvor mange sykdoms-/fraværsdager om bord?

5. Hvor mange av (ref. 1) er drøftet i AMU?

##### VI. Risikovurdering (§ 2 - 2)

Her skal føres antall gjennomførte risikovurderinger for det foregående kalenderåret.

##### VII. Underskrift

Skjemaet skal underskrives av arbeidsmiljøutvalgets leder og samtlige medlemmer av AMU.

En samlet rapport om verne- og miljøarbeid om bord skal utarbeides innen 31. januar for det foregående kalenderåret. Rapporten skal kun sendes til Sjøfartsdirektoratet ved forespørsel. Ved inspeksjon fra Sjøfartsdirektoratet skal rapporten for foregående år vises frem. Kopi av rapporten skal tas inn i AMUs protokoll, VO's vernebok og sendes til rederiet.

**Regulation of 1st January 2005 No. 8 concerning the working environment, health and safety of workers on board ships, section 5-15, requires necessary training of the Working Environment Committee (WEC). What the training should include and its length. On vessels not required to have a WEC, the Safety Representatives (SR) and the master of the vessel shall produce the report. On vessels in local operation having established a working and environment committee under section 5-10 every committee shall submit a joint annual report on the form "Annual report from the Working and Environment Committee on board vessels in local trade with less than 8 persons on board".**

**The purpose of the report:** The reports give the shipping company/ship an idea of the degree of compliance with the regulations, and a summary of any problems the individual vessel might have. On board each ship, the report shall be used to give a summary of the protection work carried out in the last year. Earlier reports may also be compared, with regards to injuries, doctor calls, termination of service due to illness etc. Further more, the report gives the vessel an opportunity to present and discuss relevant issues with the Norwegian Maritime Directorate (NMD), and present experiences and solutions that others can learn from. The report thereby acts as an instrument for increased safety on board and as a tool for the strengthening of the accident prevention work.

#### Guidance for filling in the form

##### I. Ship/Vessel

8. Please enter the total number of employees normally working permanently on board. Please also state the total number of employees who worked on the ship during previous year. Any employers other than the shipping company shall be listed under item 12.

12. Please list any employers other than the shipping company, and their number of employees, for example restaurateurs, contractors, other service staff etc.

##### II. Safety Representatives (§ 5 - 1)

Please list all those who have been a safety representative or a chief safety representative during previous year, along with their positions and if he/she has followed any training courses in protection work (use an additional sheet if necessary).

##### III. Composition of the WEC (§ 5 - 9)

Please list the WEC's members as per the end of the year by stating each member's positions, and if the members of the WEC have training courses in protection work.

##### IV. Meetings in the WEC (§ 5 - 11)

Please enter the total number of all the meetings the WEC has held during the previous year. Remember to differentiate between WEC-meetings and safety meetings/other meetings for the entire crew.

##### V. Injuries etc

Shaded areas are not to be filled in.

1. Please list all deaths, injuries, illnesses' etc. aboard during previous year.

2. How many (ref. 1) were reported to the NMD?

3. How many (ref.1) led to termination of service?

4. How many days of absence due to illness/accidents on board?

5. How many (ref.1) were discussed in the WEC?

##### VI. Risk assessment (§ 2 - 2)

Please enter the number of consistent risk assessment in the preceding calendar year.

##### VII. Signature

The form shall be signed by the chairman of the WEC, and all the members.

A joint overall report on the working and environmental work on board shall be prepared within 31 January for the preceding calendar year.

The report shall only be submitted to the Norwegian Maritime Directorate on request. By inspection of the Norwegian Maritime Directorate the report shall be shown. A copy of the report is to be included in the prevention logs of both the WEC and the SR and a copy shall also be sent to the shipping company.

<b>Årsrapport for året / Annual report for the year</b>

I. Fartøy / Vessel			
1. Fartøyets navn / Name of vessel	2. Kjenningssignal / Signal letters	3. Rederi / Shipping company	4. Fartøy registrert i / Vessel registered in <input type="checkbox"/> NOR <input type="checkbox"/> NIS
5. Er rederiet ISM sertifisert? / Is the shipping company certified according to the ISM Code? <input type="checkbox"/> Ja / Yes <input type="checkbox"/> Nei / No	6. Hvis ja, opplys navn på ansvarlig person / If yes, inform name of accountable person	7. Arbeidsgivernr./IMO nr./ Employers reg. no./IMO reg.no.	8. Besetning / Crew Antall om bord / Number on board      Total besetning / Total crew
9. Virksomhet / Activity <input type="checkbox"/> Tank / Tanker <input type="checkbox"/> Gass/kjemi / Gas/chemicals <input type="checkbox"/> Last/bulk / General cargo/bulk <input type="checkbox"/> Passasjerer / Passengers <input type="checkbox"/> Fiske/fangst / Fishing/catching <input type="checkbox"/> Forsyning / Supply/offshore <input type="checkbox"/> Annet / Other	10. Fartsområde / Trade <input type="checkbox"/> Innenriks fart / Domestic trade <input type="checkbox"/> Utenriks fart / Foreign trade <input type="checkbox"/> Fiske/fangst / Fishing/catching <input type="checkbox"/> Annet / Other	11. Andre arbeidsgivere om bord / Other employers on board? <input type="checkbox"/> Ja / Yes <input type="checkbox"/> Nei / No	
			12. Hvis ja, list selskap og antall personer / If yes, list name of employers and no. of persons

II. Verneombud. Valg, opplæring / Safety Representatives. Election, training					
Verneombud / Safety Representatives		Valgt dato / Date elected	Dato sluttet / End date	Opplæring i verne- og miljøarbeid? / Training in protection work?	
Stilling / Position	Navn / Name			Ja/Yes	Nei/No
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

III. AMUs sammensetning pr. 31.12, opplæring / WEC members as per 31.12, training			
Stilling / Position	Navn / Name	Opplæring i verne- og miljøarbeid? / Training in protection work?	
		Ja / Yes	Nei / No
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

IV. Møter i AMU / Meetings in the WEC	
1. Antall møter i AMU / Number of meetings in WEC	
2. Antall verne/sikkerhetsmøter med hele besetningen / Number of meetings with the entire crew - safety meetings	

V. Skader mv. - antall tilfeller siste år / Injuries etc. - number of incidents during previous year					
	1. Totalt antall tilfeller / Total number of incidents	2. Totalt antall tilfeller meldt til SD / Total number of incidents reported to NMD	3. Totalt antall tilfeller av fratreden fra tjenesten / Total number of incidents of termination of service	4. Totalt antall sykefraværskdager / Total number of absence due to sickness	5. Totalt antall tilfeller drøftet i AMU / Total number of incidents discussed in WEC
Dødsfall - antall / Death - number					
Alvorlig personskade m/mulighet for uferhet / Severe personal injury - possible disablement					
Personskade m/medisinsk behandling / Personal injury - medical treatment					
Personskade m/omplussing til lettere arbeid / Personal injury - redeployment to alternative work					
Yrkesrelatert sykdom / Work related illness					
Annet sykefravær (ikke relatert til arbeid om bord) / Other sickness absence (not work related)					

VI. Risikovurdering / Risk assessment	
Antall gjennomførte risikovurderinger? / Number of consistent risk assessment?	

VII. Underskrift / Signature	
1. Sted og dato / Place and date	2. Leder / Chairman
3. Øvrige medlemmer / Other members	



*Guidance to form KS-0197 E  
Maritime casualty report -  
Ship and personnel*

Read more: [www.sjofartsdir.no/casualty](http://www.sjofartsdir.no/casualty)

## What should be reported?

All maritime casualties and work accidents shall be reported in writing to the Norwegian Maritime Directorate within 72 hours after the incident. This is irrespective of whether or not a verbal notice has been given to the rescue coordination centre. Near accident with danger of loss of life, extensive damage to property or severe pollution, shall also be reported.

## Submission of the form

Primarily, the Norwegian Maritime Directorate prefers that the form is submitted electronically. The form shall be submitted to [postmottak@sjofartsdir.no](mailto:postmottak@sjofartsdir.no). If one does not have the option to submit the form electronically, the form shall be sent to: *Sjøfartsdirektoratet  
Postboks 2222  
5509 Haugesund*

## Regarding the form

The form shall be filled in as accurately as possible. Other information or documents which may shed light on the incident, shall be enclosed or forwarded by post. If the ship owner/ship management company decides to start their own investigation of the accident, the Norwegian Maritime Directorate would like this information stated on the form.

## Completion and use of the form is compulsory

The form shall be filled in by the master or the ship owner. It should preferably be filled in electronically, typed or with block type letters. It is very important that all parts relevant to the accident are filled in. The data is used to gather statistics and is important in the Norwegian Maritime Directorate's work concerning follow-up of accidents.

### Part A General information

This information gives fundamental data from the accident, such as the vessel involved, when the incident occurred, and what happened. Listed in this part is also the contact person used by the Norwegian Maritime Directorate in the follow-up of the accident.

#### Position and geographical area

State the vessel's position at the time of the accident as precisely as possible. For instance:

N 59° 24, 36' E 005° 16,58'

By the term "Geographical area" is meant the actual Norwegian or foreign coastal area, maritime zone or port area in which the accident occurred (or lake/river). For instance the fjord Sognefjorden, the inlet Hustadvika, the strait of Drøbak (Drøbaksundet), the Singapore Straits, the South China Sea, the English Channel, etc.

By "Type of waters" is meant for instance port area, outer or narrow inshore waters, oil fields, channels, rivers, buoy rows, along quay or in dock.

### What has happened?

Here we would like a description of the course of events. An accident or an incident is often the result of a series of incidents. In order to learn from what happened, it is important to get a description of for instance external circumstances which contributed to the course of events, and the actions taken and evaluations made prior to and during the incident. A short description of what happened after the incident is also expected.

### Consequences

The consequences of the incident will of course indicate the level of seriousness of the incident. However, there are many incidents from which the consequences turned out to be less serious, but which under different circumstances easily could have given a serious outcome. It is also important to analyse this type of incident with a view to prevent the same thing from happening again, perhaps with more severe consequences. It is in light of this, that near accidents also shall be reported.

## **Part B Vessel particulars**

### VDR type:

If the vessel has a VDR (Voyage Data Recorder) or S-VDR installed, fill in the manufacturer and the model number.

### Time of accident stored:

Answer "Yes" if the time of the accident is stored in VDR or secured in any other way.

## **Part C Injuries and fatalities**

### Place on board:

Here, information about where the incident happened onboard is expected. Examples are in the pump room, on deck, in the mess room, on the gangway and along the side of the ship.

### Hours on duty:

Number of hours on duty prior to the incident may be important information in the assessment of why the accident happened.

### Type of personal protective equipment used:

State which type of personal protective equipment the injured used.

### Type of accident:

Examples of type of accident are falls, pinching, gas poisoning, explosion and fire.

### Type of injury:

Examples are fire injuries, frostbites, cuts, fractures and mental injuries.

## **Part D Damage to vessel, equipment, cargo or property**

Here, a description of damage to vessel, equipment belonging to the vessel, the vessel's cargo or property outside the vessel is expected. Describe what has been damaged and the extent of the damage.

When the vessel's hull plating has been penetrated, describe the position of the damage (from keel and alongside), the extent and dimensions. Also describe which space or tank that has been damaged, and the consequences for the ship.

Feel free to enclose illustrations and photos. Annex 5 to [MSC-MEPC.3/Circ.1](#) may be used.

#### **Part E Pollution**

Here, information on type of spill is expected, which fluids, solid substances or gasses that have been released, as well as the quantity.

Also describe action taken by the ship or other parties in order to prevent and/or limit the damage. For example use of own MARPOL equipment, effort from emergency systems to combat oil pollution, etc.

#### **UN-number:**

State UN-number if relevant.

#### **Part F Weather and sea state**

Weather and the state of the sea may be important information in assessing the cause of the accident.

#### **Part G Causes**

##### **Triggering causes:**

Most cases of undesirable incidents and accidents result from a series of incidents prior to the time of the accident. A description of major or minor incidents prior to the accident is important to be able to say something about why it all happened. Usually, we are able to pinpoint the specific action, evaluation, technical fault or outer influence which triggered the accident.

This may for instance be violation of procedure, defective tools or incorrect use of tools and equipment, insufficient preparation before start, inattention, defective personal protective equipment, mechanical hazards and insufficient security, inadequate labelling, or weather conditions.

##### **Other factors that may have influenced the course of events:**

We would like the person who reports to consider what happened prior to the accident, and state what he/she feels is the cause or causes of the accident. It is also very important to disclose circumstances which did not directly trigger the accident, but which contributed to the incident, or to the fact that it was not prevented.

Examples of this are inadequate work planning, lack of training and competence, defective technical construction, unclear distribution of responsibility, lacking communication, deficiencies concerning the safety management system, noisy surroundings, insufficient procedures, culture and attitude or inadequate ergonomical adjustment.

If established barriers have failed (technical or organizational) this must be described especially.

#### **Part H Risk assessment – risk analysis**

##### **Risk assessment:**

In order to prevent undesirable incidents on board, it is important to stay ahead of and assess situations which may cause accidents and/or health damage. Under this part we wish to learn more about whether or not a systematic examination was made of the dangers connected to the

ship or work operation, the equipment or other circumstances of consequence to the accident. We would also like information about how and by whom this was carried out.

#### **Part I Preventive action**

##### **Preventive action:**

It is important that action is taken to prevent similar accidents from happening again. Therefore, state both actions taken immediately after the accident, as well as long-term action plans.

#### **Part J Comments from the vessel's safety delegate(s)**

##### **Safety delegat(s):**

The safety delegate(s) is central in the preventive safety work and shall protect the interests of the employees in matters affecting the work environment on board. In connection with personal injuries or severe near accidents, the safety delegate(s) shall participate in the follow-up work and give a statement including an evaluation of the incident and which protective action should be taken to prevent new undesirable incidents. (Regulation concerning work environment, safety and health for employees on board ships in Norwegian: [Forskrift om arbeidsmiljø, sikkerhet og helse for arbeidstakere på skip](#)).

#### **Part K Additional comments, illustrations etc.**

If additional space is needed for comments, illustrations, etc., use this space or separate enclosures. Please specify which part of the form the additional information refers to.



**Maritime casualty report - Ship and personnel**

The master or ship manager shall forward the "Maritime casualty report – Ship and personnel" within 72 hours after the accident. More information on notification and reporting requirements is available on: [www.sjofatsdir.no/casualty](http://www.sjofatsdir.no/casualty).

Please forward report to: [postmottak@sjofatsdir.no](mailto:postmottak@sjofatsdir.no)

Post: Norwegian Maritime Directorate, Pb 2222, N-5509 HGSD, Norway

Fax: +47 52 74 50 01

**Part A. General Information**

Name of vessel:		
Call sign:	Vessel type:	IMO no:
Date and time of accident:		
Vessels position at time of accident:		
Geographical area:	Type of waters:	
Contact person(s):		
Telephone:	E-mail:	

What has happened? Please give a brief summary on the course of events:

If further space is required, continue on page 4 (Part J)

**Consequences (please tick of as relevant):**

	<input type="checkbox"/> loss of life	<input type="checkbox"/> injury	<input type="checkbox"/> no personal injuries
	<input type="checkbox"/> vessel lost or abandoned	<input type="checkbox"/> vessel/equipment damaged	<input type="checkbox"/> no damage to vessel/equipment
	<input type="checkbox"/> pollution	<input type="checkbox"/> damage to cargo/property	<input type="checkbox"/> no pollution
	<input type="checkbox"/> near accident/marine incident with imminent danger of loss of life, property or severe pollution.		

**Part B. Vessel particulars**

Gross tonnage:	Built:	Breadth:	Length over all:
Nationality:		Hull material:	
Class:		Trading area:	
Last class inspection (Place/date):			
VDR type:	Are the records from the accident stored: <input type="checkbox"/> Yes <input type="checkbox"/> No		

**At time of accident:**

Vessel's activity:			
Loading condition:		Type of cargo:	
Place of departure:		Place of arrival:	
The vessels course (°):		,speed (kn): and draught (m):	
Bridge team composition:			
Watch schedule in use:			
Type of nautical charts used :			Pilot on board: <input type="checkbox"/> Yes <input type="checkbox"/> No
Persons on board:	Crew:	Passengers:	Other:

**Part C. Injuries and fatalities**

Number of injured persons:	Number of fatalities or missing persons:
----------------------------	--

<b>A</b>	DOB:	<input type="checkbox"/> Female <input type="checkbox"/> Male	Position:	
	Nationality:		Place on board:	
	Accident occurred while injured was: <input type="checkbox"/> on duty <input type="checkbox"/> off duty		Hours on duty:	
	Personal protective equipment used:			
	Type of accident:		Type of injury:	
	Treatment:	<input type="checkbox"/> Hospitalized	<input type="checkbox"/> Medical treatment	<input type="checkbox"/> First aid
	Consequence: <input type="checkbox"/> Death		<input type="checkbox"/> > 72 hrs absence from work	<input type="checkbox"/> Alternative work
		<input type="checkbox"/> < 72 hrs absence from work		

<b>B</b>	DOB:	<input type="checkbox"/> Female <input type="checkbox"/> Male	Position:	
	Nationality:		Place on board:	
	Accident occurred while injured was: <input type="checkbox"/> on duty <input type="checkbox"/> off duty		Hours on duty:	
	Personal protective equipment used:			
	Type of accident:		Type of injury:	
	Treatment:	<input type="checkbox"/> Hospitalized	<input type="checkbox"/> Medical treatment	<input type="checkbox"/> First aid
	Consequence: <input type="checkbox"/> Death		<input type="checkbox"/> > 72 hrs absence from work	<input type="checkbox"/> Alternative work
		<input type="checkbox"/> < 72 hrs absence from work		

**Part D. Damage to vessel, equipment, cargo or property**

*Please describe type and extent of damage to vessel, cargo, property or equipment:*

**Part E. Pollution**

Pollutant:	
Quantity:	UN-number:

**Part F. Weather and sea state**

Wind direction and force (m/s):		Wave height (m):		
Visibility:	<input type="checkbox"/> Good (Over 5 Nm)	<input type="checkbox"/> Fog (under 0,5 Nm)		
	<input type="checkbox"/> Moderate (2,1 – 4,9 Nm)	<input type="checkbox"/> Visibility below (0,25 Nm)		
	<input type="checkbox"/> Poor (0,5 – 2 Nm)	<input type="checkbox"/> Unknown		
Lighting:	<input type="checkbox"/> Daylight	<input type="checkbox"/> Night/dark	<input type="checkbox"/> Twilight/dusk	<input type="checkbox"/> Unknown
Current (direction and force):				

**Part G. Causes**

*What where the immediate physical causes?*

  
  
  
  

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*What other factors may have influenced the course of events?*

**Part H. Risk assessment – risk analysis**

*Has dangers with the work or ship-operation been assessed? How and by whom?*

**Part I. Preventive action**

*Has shipboard management or owners taken any preventive action? (short and long term):*

**Part J. Comments from the vessel's safety delegate(s)**

**Part G. Additional comments, illustrations etc.**

*Please specify which part the additional information refers to:*

# Heavy Lift Risk Assessment

(Tabletop)

Risk assessment (5 marks):

Execution (5 marks):

Evaluation (5 marks):

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Safety Representative Training Form

Charting of working and situations that highlights Safety, Health & Environment

DATE	AREA	POTENTIAL HAZARDS/REMARKS

Seafarer's rank and name: \_\_\_\_\_

The potential working hazards has been charted by the seafarer on board

Date: \_\_\_\_\_ Masters Signature: \_\_\_\_\_

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## 1. Document status

Issue no.	Date	Author
P	24.02.2004	AB/EF
A	12.03.2004	AB/EF
A1	05.10.2004	EF
B	17.02.2006	AB
B1	27.02.2007	AB/EF
B2	01.01.2008	AB
B3	04.08.2008	AB
C1	March 2009	AB
D1	March 2011	MBH
D2	Nov 2014	AB
D3	Jan 2015	AB
E1	Aug 2018	AB
6.0	25.11.2020	IG
6.1	25.10.2023	IG

## 2. Changes in the document

Issue no.	Paragraph no.	Description
A1		Add para 1.8
B		Removed CBT #52 and #87 Add CBT #5, and #123 Removed The Norwegian National Insurance Scheme Add Exposure to mechanical vibration Add Accident Investigation Add Scoreboard
B1	Para 1.9	Added new paragraph 1.9, Evaluation of on board course.

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B2	Para 1.5 - 1.8	Updated with new email and text. Update reference section 1.2 and 2.1
B3	Para 5.0	Updated Maritime casualty report. Updated text 2.1
C1	Para 3.2 – 3.5	Complete revision from Chapter 3.2 to 3.5
D1	Para 1.2 Para 1.7 Para 2.1 Para 2.2 Para 3.1 Para 3.2 Para 3.3 Para 3.4 Para 3.5 Para 3.6 Para 4	Updated text and references to legislation. Updated bullet point Maritime casualty report Complete revision of text Updated text: ..Safety representative and/or.. Added Link to NMD's website: <a href="http://www.sjofartsdir.no/en/">http://www.sjofartsdir.no/en/</a> Revised according to Regulation of 1 January 2005 No.8 Edited and updated Edited and updated New chapter - Psychosocial working environment Revised and updated, new questions added (ref. para 3.5) Updated forms (NMD forms) inserted
D2	Para 1.9, 1.10	Added para 1.9 and 1.10, Updated 3.1
D3	Para 1.10	Updated text.
E1	Para 1.7 Para 4	Removed e-learning module #2 Updated text Updated evaluation form
6.0		New Ocean TG course template. Split procedure and workbook, changed version numbering
6.1	Para 2.6	Added sentence regarding questions needing to be answered in English

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