Staff Handbook

Section 2

Health, Safety & Welfare Guidance

Holyhead Marine Services Ltd.

Newry Beach Yard

Holyhead

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Contents

2. Health, Safety & Welfare Safety Supplement.

Key Points concerning Health, Safety and Welfare

- Familiarise yourself with the details in this handbook.
- Follow the Safe Working Procedures in this handbook.
- Report all accidents and near miss occurrences.
- Act responsibly and think how your actions may affect others.
- Keep your bench and work areas always tidy.
- The most common causes of accidents are Slips, Trips and Falls, Manual Handling and getting caught in moving machinery.

2.1 Company Structure and Policy Commitments

The Managing Director has overall responsibility however this is delegated to the General Manager, Project Managers and Supervisors. In the first instance you should seek guidance from your Supervisor should you require it, however Project Managers, Safety, Quality and Environmental Manager and the Managing Director are available if required.

The Company sets out key objectives and policies which are published. It is also recommended that all employees read the Health and Safety Law Poster which sets out what your Employer should be doing, what you should do and what to do if things go wrong.

2.2 Environmental Management Scope

The design, construction and maintenance of marine craft including on-site and in-house fit out and refit. Manufacturer and repair of machined and fabricated components.

2.3 Your Workplace & The Working Environment

Our workplace and the working environment maters to us all. HMS is required to assess workplace hazards and work to reduce these to a low acceptable standard. To achieve this, we have several Safe Working Procedures which have been written to combat workplace hazards and lower risk. These Safe Working Procedures must be followed along with all company instructions, information and training which has been provided for your safety and for that of your colleagues. Our Company Safe Working Procedures are contained in the later sections of this handbook.

2.4 Accidents

It is important that you report all accidents and incidents that could be considered dangerous or near misses. This helps us understand workplace safety better and captures opportunities to improve.

Report accidents to your Project Manager however it is your responsibility to record accidents in the company accident book. Failure to report report and record an accident is significant as it prevents us for learning and improving.

The accident book is located the he Project Managers Office.

For employees working remotely they must contact the office at the time of the incident and complete the accident book upon return. All accidents must be reported no matter how small.

2.5 First Aid

Holyhead Marine are fortunate to have well trained first aiders. These people have undergone training and examinations in delivering competent and confident first aid techniques. If you require first aid then you are in good hands. There are also various first aid boxes and eye wash stations available for emergency use only. If you require a basic plaster please get these from the Stores and not from the first Aid Boxes which are intended to be used in Emergency Situations.

2.6 Automatic External Defibrillator (AED)

The company has an Automatic External Defibrillator (AED Machine). The AED Machine is automatic and will very carefully monitor the casualty's responses, the machine, not the First Aider will decide if a shock is required to restart the casualty's heart. The machine cannot be overridden and cannot be used in error. To support the use of the machine the First aiders will be fully trained in its use.

2.7 In the Event of an Accident

In the event of an accident, any persons who are witness to, or involved in, the incident should take the following actions:

i. Send someone to raise the alarm by notifying a member of the supervisory or management team and a site first aider, if there are no other employees in the immediate vicinity, then this must be done by the witness.
ii. Comfort, but do not move the casualty, unless there is danger of further injury.
iii. Do not move any items of equipment involved in the accident unless they pose a danger to the casualty.
iv. Co-operate with Company representatives when asked about the sequence of events leading to the accident.
v. Do not leave the premises without permission from a member of the supervisory or management team.

2.8 In the event of a Dangerous Occurrence (Near Miss)

It is important to report any incidents which are uncontrolled and have the potential to cause injury, even if nobody gets hurt. Please report these incidents to the Safety Manager. When Dangerous Occurrences happen it's a warning sign and an opportunity to change the way the work is done before someone gets injured. To ignore dangerous occurrences is to accept dangerous working conditions and this is unacceptable. Dangerous incidents involve the following occurrences:

- The failure of lifting equipment
- The failure of pressure vessels or pipework
- Vehicle collision
- Electrical short circuit.
- Any other fire or explosion

- Any significant release of controlled or flammable substances, or environmental hazards such as oil or fuel
- The collapse or partial collapse of buildings or structures such as scaffolds
- Any other occurrence, which has the potential to result in injury.

2.9 Health & Safety Policy Statement

The company updates annually and publishes our Health & Safety Policy Statement. Please take the time to read it. It is availabe in the production office, on the Stores Health & Safety Notice Board and on our Website at https://www.holyheadmarine.co.uk/

2.10 Individual Responsibilities

The following people have certain individual responsibilities and roles in the implementation and maintenance of this policy, and general health and safety issues within the Company:

Safety Manager

The Safety Manager has responsibility for the following:

- Increasing health and safety awareness within the Company through promoting the importance of good working practices.
- Maintain the Company's compliance with Legislation by keeping abreast of new developments, highlighting potential areas of non-compliance, and work with managers and supervisors to implement changes.
- Providing health and safety information to all employees on matters that may affect their wellbeing at work.
- Maintain systems to safeguard physical health of employees whilst at work.
- Carry out the appropriate risk assessments for Company activities.
- Convey the findings of these assessments to those people who may be affected by the hazards involved.
- Convey the findings of these assessments to the manager responsible for the area or process assessed.
- Recommend any changes required to a work activity or area as required by an assessment, and co-operate with the manager responsible in implementing any changes.
- Assessing the requirements for the safe handling and use of substances hazardous to health.
- Liaise with local authorities, enforcement agencies and customer representatives on health and safety matters that may affect employees, contractors, visitors and the public at large.
- Ensure that health and safety issues are taken into account during any Company decision regarding changes in process, building layout or expansion, and employee deployment.
- Liaise with all employees when collecting information for the purpose of risk assessments, and encouraging feedback.
- Stop any activity, or prohibit the use of any equipment that is causing immediate risk to people, property or the environment, and report the problem to the manager responsible for the area. Drive any changes required to alleviate the problem.
- Organise health and safety training for employees at all levels of the Company.

- Organise, provide and maintain systems and procedures for abnormal conditions, including **FIRE ACTION, ACCIDENT & INCIDENT**, and **SPILLAGES OF HAZARDOUS SUBSTANCES**. These procedures will include evacuation procedures, along with provision to test and practice their effectiveness.

Managers

Managers in general will have a responsibility for the following:

- Provide any information required by the safety manager to adequately fulfil his role.
- Implement safety procedures compiled by the safety manager into general circulation.
- Liaise with the safety manager on the issue of new plant and equipment, new buildings, work processes or substances.
- Ensure that all new employees, contractors or sub-contractors, vessel owners, visitors and all others are aware of their duties under the 'Health and Safety at Work Act 1974', and under the Company safety policy.
- Control the actions of contractors, vessel owners, and others who may be involved in work on Company premises, with input from the safety manager.
- Administer the relevant disciplinary procedure when required, to demonstrate the Company's intolerance of wilful unsafe acts.
- To participate in accident investigations, and implement any changes required.
- Maintain up to date records of any statutory examinations of plant, equipment or premises.
- Instigate workforce consultation on safety issues.
- Ensuring planned maintenance schedules are adhered to.
- To perform periodic workplace inspections, and audits of work practices and methods.

Supervisors

Supervisors have a responsibility for the following:

- The day-to-day enforcement of health and safety standards in the workplace.
- Provide a 'front-line' response to any safety issues or concerns, and convey them to either the manager responsible or the safety manager.
- Liaise with the safety manager and other employees in the compilation of risk assessments.
- Provide feedback to the safety manager with regard to the accuracy of risk assessments, prior to their issue.
- Provide feedback to the safety manager on the content of safety policies and standard operating procedures.
- Monitor employees, contractors and visitors to the site where possible, ensuring the Company safety policy is observed. Any infringement of the policy, or any unsafe acts or conditions should be immediately reported to the manager responsible.
- Immediately stop any unsafe acts, and quarantine any unsafe equipment. Inform the safety manager and manager responsible for the area.

The Workforce

Each individual member of the workforce is responsible for the following:

- Be aware of their responsibilities under the 'Health and Safety at Work Act 1974' – that is to take reasonable care of the health and safety at work of themselves and any other people who might be affected by their acts or omissions.
- To co-operate with Company representatives and others to enable them to comply with their statutory duties and requirements.
- Report anything they consider to be a danger to health, safety or the environment to their supervisor.
- Follow instructions laid out in the interest of health and safety.
- Use any equipment provided in the interest of health and safety.
- Not too intentionally or recklessly misuse or damage anything provided in the interest of health, safety or welfare.

2.11 Works Committee

The workforce can elect employee representatives to take part in regular meeting with senior management. These meetings will be an opportunity to bring any concerns or issues that the workforce may have to the attention of the management, including safety, environmental or quality assurance matters, and also to relay information back to the workforce. However any immediate safety concern can also be brought directly to the Safety Managers attention by any member of staff at any time.

2.12 Sub-Contractors, Vessel Owners, Visitors & Others

All visitors are required to sign in using the visitors book, primarily to meet or emergency evacuation requirements. If contractors have been arranged to work on site then the safety manger should be informed before work starts.

2.13 Workplace Tidiness

The following people have certain individual responsibilities and roles in the implementation and maintenance of this policy, and general health and safety issues within the Company.

2.14 Your Workplace

Please keep your workplace as tidy as possible. Take care not to create trip hazards around the Engineering Workshops, Offices or Yard with trailing cables, boxes or Materials and Equipment. Clean up all spills and always attempt to minimise waste as it can be expensive to remove and may potentially cause harm to the environment.
Food should be consumed in the canteen only and not in the workshops.

Do not leave dirty dishes or cutlery in the canteen, or food in the open and unsealed as it attracts vermin.

Please also consider the cost of wasting energy. Leaking airlines, lights left on unnecessarily and materials waste through production can all create avoidable cost to the company and harm the environment.

2.15 Staff Induction & Training

All new staff will be provided with induction training on their first day. The Induction is vital in ensuring new employees are fully briefed in our safety arrangements and procedures. It is a requirement of all staff to assist new starters and provide a positive safety culture in line with our policies.

Training needs will be assessed by your Managers and Supervisors. In some cases a specific employee training review will be undertaken in line with the Company's Quality Management System.

Please be aware that the use of all lifting machinery and equipment that requires the operator to hold specific qualifications, including the machining equipment in the engineering and shipwrights workshops is restricted. Please do not operate this machinery unless the company has provided you personally with authorisation to do so.

Never operate any machinery unless you have the skills and training to enable you to work safely with it, in line with manufacturer's guidance and intended use.

2.16 Fire & Emergency

Fire Awareness & Extinguisher Types

The workshops and offices are protected by a Fire Alarm and have various Fire Fighting appliances located around the site.

Available Extinguishers

Carbon Dioxide – Black Banner Label – Use on Electrical Fires
Water – Red Banner Label – Use on carbon-based fires (wood, paper, Fabrics etc)
Foam – Cream Banner Label – Use on Burning Liquids
Dry Power – Electrical, Carbon Based , Flammable liquids and gasses.
Fire Blanket located between Shed 1 and 2.

For further information refer to the Fire Extinguishers Chart located on the wall by the Stores.

Main Sources of Ignition

- Electrical Equipment (Fixed and Portable)
- Heaters left on and unattended (Fan or Oil)
- Extension Leads/Multiple Adaptors
- Lighting
- Hot Work
- Waste: Generating Heat or Providing a Fuel Source. (Oily Absorbents)
- Chemicals/Fuels/Paints on Site
- Hot Engine/Machine Parts in shed.

Further consideration must also be given to explosive properties of equipment/flammable liquids or gasses or oxidizing agents present which may compound the fire risk.

2.17 Fire Action Procedure

1. AIM

This procedure details actions and responsibilities that apply to each individual on site in the event of a fire. The aim of this procedure is to provide clear instructions on actions to be taken in the event of a fire and to promote familiarisation of requirements during fire drills.

2. PROCEDURE

ON DISCOVERING A FIRE

i. **Immediately raise the alarm.** This can be done by operating any of the break glass points on site; these are found near the exits and on all escape route corridors. Once the alarm has been activated you should dial "0" to inform the receptionist who will then call the Fire Brigade.

ii. **Call the Fire Brigade.** Once the alarm has been raised the Fire Brigade must be called, during normal working hours this is done by the receptionist. if the fire occurs outside normal working hours then dial 9 999 from any phone and give them the following information:

Fire at Holyhead Boatyard, Newry Beach Yard, Holyhead. LL65 1YB

iii. Fight a small fire if you are confident it can be quickly brought under control with the fire fighting equipment available, but you must **NEVER** endanger yourself or others.

ON HEARING THE FIRE ALARM

i. **Immediately make safe** any equipment/machinery that you are using. Isolate any sources of fuel or ignition i.e. gas bottles, fuel lines, electrical systems etc.

ii. **Leave the building** as quickly as possible by the quickest safe route. Fire & Emergency exits are clearly marked, and emergency lighting will be in operation.

iii. **Assemble outside** the building at the designated assembly point.

- **Assembly Point** – Yard side of Mackenzie Pier

This enables employees at both assembly points to be moved together at the discretion of the Fire Wardens if the incident allows.

iv. **Report** anything that you have seen in the building that will help the Fire Brigade to the Fire Warden in charge of the evacuation.

v. **Do Not** return to the building until the Emergency Services have made it safe and permission to return is given.

vi. **Do Not** leave the site unless instructed to do so. Your whereabouts must be known at all times to avoid unnecessary risk to life.

Fire Wardens Procedure

Supervisors and Managers have agreed responsibility to act as Fire Wardens should a fire break out at any time during normal working hours. All fire wardens should carry out these duties to the best of their abilities, but under no circumstances should they compromise their own safety or that of others in fulfilling these duties.

2.18 Personal Protective Equipment (PPE)

Personal Protective Equipment is vital for your health and safety during work. PPE must be used for certain jobs. The following PPE is available from the stores. Also refer to the company's Safe Working Procedures. PPE should be considered the last resort for your protection after all other risk reduction measures have been implemented.

The following PPE is available on request from the Stores.

- Breathing Respirators for Vapours, Dusts and Liquids
- Ear Defenders & Plugs
- Eye Goggles
- Face Shields
- Safety Glasses
- Various types of Gloves
- Hard Hats
- High Visibility Waistcoats.
- Skin Protection in the form of Barrier Cream.

These items are bought for your protection; you should ensure they are used as per manufacturer's guidance. They should be kept clean and carefully stored after use, or returned back to the stores (depending on the item).

It is your responsibility to check all PPE items are fit for use and to report any defects. Do not use any PPE items beyond their expected life expectancy as their effectiveness may be compromised.

Ensure PPE is used for the following activities:

Eye Protection - Work involving grinding, chipping or any task that causes airborne debris to fly about.

Ear Plugs/Defenders - Work that generates noise which causes people around 2 meter apart to shout to be heard.

Hard Hats - For use with all lifting operations.

Breathing Respirators - Whenever dust/fume/liquid particles are present.

Safe Working Procedures - Wear PPE as stated.

2.19 Electricity at Work

Accidents with electricity at work can **KILL**. Utmost care is always required.

The following measures must be in place when working with Electricity.

- Only Qualified & Experienced Electricians are permitted to work on Electrical Systems. (on vessels or workshops)

- Electrical Repair is only to be undertaken by HMS Electricians or Approved Contractors.
- Your Portable Electrical Work Equipment should be tested periodically and will be marked as passed and safe for use.
- 110v Appliances should be used wherever possible.
- If asbestos is suspected to be present as part of any electrical insulating material it should be reported to the Safety Manager and warning signs displayed, prior to commencement of work activities.

All equipment should be given a basic visual safety inspection prior to use by the engineer preparing to use the appliance.

All electrical systems **must** be isolated **before the start of work** and a **suitable locking off method or tagging system is to be implemented**.

NEVER RECONNECT SUPPLY TO AN ISOLATED ELECTRICAL SYSTEM OR DEFEAT A LOCKED OFF/TAGGED SUPPLY AS WORK MAY HAVE NOT FINISHED. THIS WILL LEAD TO A DANGEROUS AND UNEXPECTED SITUATION FOR OTHERS.

The use of 240v extension leads and equipment is permitted in the yard but the use must be kept to the minimum requirement. 110v is preferred.

Portable Appliance Testing is part of ensuring our safety. Please ensure all electrical tools are made available for testing and that items are returned to stores after use.

New portable electrical appliances must be tested and entered into the HMS Register of Equipment before they are issued for production use. Likewise tools which are deemed to be unserviceable or require repair must be handed back to the Stores. Only the Storekeeper and Safety Manager have the authority to dispose of portable electrical tools and appliances. Purely to ensure our register of equipment remains up to date.

2.20 Lifting

Lifting Equipment & Inspections

All Lifting Equipment is marked with a Safe Working Load (SWL) Limit and a company identification number. These items are part of the lifting equipment register and are subject to a mandatory safety inspection every 6 months.

Lifting Equipment will also be marked with a coloured cable tie after this safety inspection, this is to identify the lifting item has been passed as safe and current thorough inspection, which is required under the Lifting Operations & Lifting Equipment Regulations (LOLER) is in place. Items found without the correct colour cable tie tag for the period must not be used. To do so would break the law and render our insurance invalid. Information relating to this marking system will be posted on the H&S notice board and on the shadow boards. .

All personnel operating lifting equipment must be:

- Fully trained, certified and authorised by HMS for its use i.e. Cranes (Overhead and Mobile), Forklift & Travelift.

- As the Operator you must critically inspect all lifting equipment / accessories, shackles chains, and slings etc to be used before starting the lift for every lift. This also applies to the use of Manual Chain Blocks & Lever Pulley's

- Ensure only correctly marked lifting equipment is used which has the correct colour tag for the period.

- Report Defects. Any item, appliance or equipment found to be defective must not be used. It should be reported to the Stores with the item placed in the quarantine bin. If this is not possible the Safety Manager must be informed.

- All lifts must be undertaken in line with the Safe Working Procedures for Lifting Operations contained later in this handbook.

Any information relating to Lifting Equipment inspection and testing requirements will be posted on the H&S Notice Board outside the stores. Please refer to the notice board regularly and keep yourself up to date.

Lifting Persons

People should only be lifted if there is no other way of accessing the work area. This activity must be well supervised and have a detailed risk assessment in place before the lift. Any activity involving lifting people (other then boat lifts with the Travelift) must be notified to the Safety Manager before the lift takes place.

If the Bosuns Chair is being used, the individual being lifted must also wear a safety harness connected directly to the crane hook/lifting point and be independent of the bosuns chair.

Lifting Boats & Marine Travelift.

All boat movements around the yard including launching/recovery operations present significant risk to our employees, contractors, visitors and clients who may be on site.

Please display extreme caution during boat lifting/moving activities.

All personnel should be clear of any suspended boats or loads. It is NOT permitted for persons to be on board a vessel while it is suspended in the air, this includes vessels suspended in the slings under the Marine Travelift.

However there is dispensation allowed for access on board suspended vessels for launching/recovery purposes. This is detailed in the Marine Travelift procedure in this handbook, however access on and off vessels being lifted should be undertaken as soon as possible preferably when the boat is afloat, or as close to it as possible.

Under no circumstances are people to travel across the yard on suspended vessels or to access them for further maintenance work while they are lifted. Boats must either be afloat or lowered onto blocks before accessing.

2.21 Safety Documentation

Hazard Reports

Holyhead Marine Services Ltd operates a Hazard Reporting System. It is vital you use this system for ensuring all near miss incidents are reported. This safeguards you and may help prevent accidents to others.

The Hazard Report Forms are available from the Stores. Completed forms should be handed into the Safety Manager.

General Workplace Inspections

As part of the regular upkeep within the workshops and offices and to help maintain safety standards there will be periodic workplace checks. Maintaining workshop standards and housekeeping is important.

Lifting Equipment Pre-Use Inspections

Under the Lifting Operations and Lifting Equipment Regulations all operators of lifting equipment must be trained, certified and be authorised by the company to operate cranes and forklifts. As part of this, the Regulations also state the operator should perform Daily Pre-Use Inspection Checks and record the inspection in writing.

To meet these requirements Holyhead Marine Services have issued weekly forms that contain space for daily checks on specific areas of the machine.

These forms exist for the Electric Overhead Crane, Mobile Jib Crane, Forklift Truck and the Marine Travelift. Each operator, before use must satisfied that a daily check has been performed and if not or as part of good practice perform their own inspection check and record the details on the form provided. While this may seem excessive it is a legal requirement and part of your training as competent operators.

2.22 Manual Handling

Most reportable accidents are back injury, although hands, arms and feet are also vulnerable. Many manual handling injuries build up over a period rather than being caused by a single handling incident. Please always follow your Manual Handling training and consider how circumstances that may lead to slips, trips and falls may be prevented, as these are more likely to cause an injury when combined with manual handling tasks.

Remember:

- Avoid lifting whenever possible.
- Carry out your own assessment of risk. Don’t take a chance on lifting - if you are unsure don’t lift it.
- Follow your manual handling training advice.

- For further clarification seek guidance from your supervisor or the Safety Manager.

2.23 Access Equipment

Ladder Safety

Ladders should be considered means of accessing your working area or platform and should be used correctly. Working activities should not be undertaken directly from ladders due to their inherent instability which may cause the ladder to slip resulting in a fall.

Ladders should be positioned at around 75 degrees or a 1 in 4 angle. The feet, rail and rungs must be in good working order and the ladder must be marked with a company ID and a number to show it is part of the ladder register and therefore regularly inspected for safety. Ladders should also be securely tied off when in used or footed by a second person.

Scaffolding barriers for blocked off vessels

Employees must be protected from falls when working on vessels which have been blocked off on shore or in the workshops if they are working on deck and the vessel is not fitted with its own guardrails. If necessary temporary scaffold guard rail must be erected. Otherwise, persons working on deck should wear a suitable fall restraint harness obtained from the Stores.

2.24 Noise at Work

Hearing can be sensitive and easily damaged. Occupational deafness and other hearing disorders like Tinnitus can become a major problem in your daily life if adequate care is not taken.

Always protect your hearing at work and think about the people working around you and how they will be affected if you are working on a noisy process or job.

Minimise noise. The accumulative affects from everyone's working activities may create an overall noise level that is harmful to hearing. This includes items like radios or smart speakers with high outputs. Please address anything that is generating noise needlessly as these too can be contributing to the overall noise levels. So its worth fixing leaking airlines, poorly fitted machine guards and minimising air driven tools use. Please don't try to defeat hearing protection PPE by turning up music so it can be heard through the PPE. This can cause noise levels beyond the legal maximum upper limits and therefore very damaging to the workforce at large.

ALWAYS wear ear defenders if instructed to do so. As a general guide if you are shouting to your colleagues over the working noise levels, when you are two meters away from them to then the overall noise levels require you to wear ear defenders which must be worn.

2.25 Occupational Health Surveillance

Health Surveillance is undertaken once a year, all engineering staff are asked to take part. It is a legal requirement to conduct health surveillance under the Control of Substances Hazardous to Health Regulations.

The company employs a specialist occupational physician to provide occupational health surveillance, and the outcome remains confidential between the employee and the physician. The Company is however provided with a fitness for work certificate for each person based on the assessment criteria.

The company also asks to hold health information relating to individuals on certain health conditions solely so we can be effective with our first aid provision. If you are on regular medication which may affect your ability to work you should inform the Safety Manager or if you require medication for certain medical conditions like diabetes or heart conditions. These medical concerns are very important to for our first aiders to be aware of so they can tread you if required and inform emergency workers like paramedics should be become necessary. This may prove to be vital in your treatment if you are incapacitated at work.

Should anybody be concerned with the company holding basic medical Information then please refer your concerns to the Safety Manager for further discussion. Information relating to Occupational Health Surveillance is not issued to the company apart from Fitness to Work Certificate or notification of Doctors Referral.

2.26 Machinery Use (Engineering Workshops & Shipwrights Department).

Machinery in the Engineering and Shipwrights Workshops presents serous risk to the operator and must only be used by trained personnel.

Approved list of personnel with company permission to use the powered machinery in these workshops is displayed in those workshops and on the Notice board.

Only listed and approved persons are permitted to use the powered machinery in the Workshops.

Machines should be cleaned down after use with all tools and bits returned to the stores or machine tool cabinets.

Eye Protection must be worn at all times when working with cutting machinery. Ear defenders and respirators should also be used where appropriate.

Machine guarding fitted or supplied must also be used every time.

A list of authorised personnel who have been granted permission to use the engineering and shipwright machinery will be posted in those areas or on the machines. Only named persons are permitted to use these machines.

2.27 Risk Assessments

Risk Assessment Methodology

Under the Health & Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations, the company is required to formally assess and reduce risks present at your work.

This includes any risks posed to any contractors or the visiting public. Who may be affected by our activities.

The same legislation clearly states all employees should take steps to look after their own safety and that of others around you. Cooperate with your employer and act responsibly. Therefore, you should always assess the risks in everything you do. Act to reduce the risks and ensure you and the people around you are always safe. There is no reason to act in an unsafe way or to perform a work task in a dangerously.

What is risk assessment?

A Risk Assessment is nothing more than a careful examination of what hazards are present in your work tasks and whether the hazards could reasonably cause harm to you or the people around you. Weigh up whether you have taken enough precautions or should do more to prevent the hazard from injuring you or others. The aim is to make sure that no one gets hurt or becomes ill.

“Hazard" means anything that can cause harm e.g. chemicals, electricity, working at height, lifting etc and "risk" is the chance, great or small, of that hazard injuring you or someone else.

The important things you need to decide is whether the risk is significant, and whether you have it adequately controlled it with satisfactory precautions so that the risk remains small. If the risk is significant then you must inform the Safety Manager before starting the task.

How can I assess my risks?

Look afresh at your work and at what could reasonably be expected to cause harm. Concentrate on any significant hazards, which could result in serious harm to yourself or others around you. Manufacturer’s instructions or datasheets can also help you spot hazards and put risks in their true perspective.

Who do I need to consider as ‘at risk’?

Firstly consider yourself, then anybody likely to enter your work environment or be affected by your actions. Remember people who may not be there all the time like cleaners, visitors and contractors. Include members of the public should be considered if there is a chance they could be hurt by your activities.

How do I assess the risks? Even after all precautions have been taken, usually some risk remains. After all safeguards are in place decide of the remaining risk is high, medium or low. Ask yourself whether you have done all you can. If you are unsure seek guidance from your Supervisor, Manager or Safety Manager. Do not proceed if the risk is high or medium.

Hazards to look out for include:

- Slipping and tripping hazards from trailing cables or airlines, tools left on decks of vessels poor use of access equipment. Cluttered access routes through workshops.
- Fire e.g. flammable materials, chemicals, blocked fire exits.
- Moving parts of machinery e.g. blades, machine tools, sheaves and pulleys.

- Work at height e.g. Falls from blocked off vessels, poor use of ladders or trestle staging.
- Moving Vehicles e.g. fork-lift trucks. Also is there a danger of people being struck or run over by vehicles, falling from vehicles, items falling off vehicles or a danger of the vehicle overturning?
- Electricity e.g. poor wiring, damaged equipment, no training.
- Fumes, Dust, Liquids or Vapours. May or may not be Airborne. Can be a big Health Risk.
- Manual Handling. Lifting, Pushing, Pulling items by bodily force. The need for this should be removed at source.
- Noise. Reduce Noise – consider accumulative noise levels (including radios in the workshops)
- Poor lighting – especially important where moving vehicles and pedestrian are concerned. Also consider winter light levels.
- Low or high temperatures may cause fatigue, consider seasonal weather changes.
- Crush injuries to hands and feet from loading and unloading goods.

2.28 Control of Chemicals & Hazardous Substances.

Risks through chemicals used during boat building, repair and maintenance can create substantial health hazards to health.

Safety Data Sheets All products Hazardous in nature brought on site must be accompanied by a Safety Data Sheet (SDS). SDS information is detailed, and specifies how products should be handled, what safety precautions must be taken, the PPE required to be worn, First Aid Treatment, action to be taken in the event of a fire or accidental release through spillage.

Safety Data Sheets are held in the goods-in office in a file but can also be accessed online through the manufacturers website in most cases.

SDS documents are a principle source of information and can be very useful to medical staff as part of any medical assessment or treatment, if a casualty has been in contact or been harmed by a chemical agent. For this reason it is good practice for the SDS to a accompany the casualty to hospital.

Chemicals Storage Store all chemical agents with care. Spillage and possibility of chemicals reacting with each other due to close contact must be avoided. A good example of this would be Resin Activators containing organic peroxides which are classes as Oxidizing Agents. They will produce an oxygen rich environment. Do not store these with any Flammable Agents as an explosive environment will be created.

Ensure all container lids and tops are closed securely to prevent fumes building up.

Prevent Leaks and manage any spillages in line with our HMS Spill Emergency Action Procedure and the products Safety Data Sheet and without creating pollution. Never wash chemical agents down the drains.

All Spills relating to loss of Hazardous Chemical Agents must be reported to the Safety Manager.

Pictogram labelling as used on all hazardous Products.

COSHH Assessments

COSHH is the Control of Substances Hazardous to Health. The company must control the use of chemicals, assess to risk of health through contact to these chemicals and provide health surveillance as appropriate.

As part of these controls you should ensure any discomfort to Skin, Eyes or Breathing problems or any symptoms of general illness like dizziness or drowsiness, headache are reported to the Safety Manager. This is especially important if these symptoms improve when you are away from work.

Products containing Isocyanates. Isocyanates are sensitising agents and can be found in the hardener/activator component of two pack products. Care is needed when handling these products to prevent contact with Isocyanates. This requires the user to wear respiratory protection, gloves and eye and face protection as a minimum. Careless exposure to hardeners contained in paints and resins through aerosols if spaying or skin contact during mixing, brush and roller application will lead to sensitisation. Sensitisation will prevent the person working with paints and resins containing hardeners for life as any subsequent exposure will lead to an acute adverse health reaction. See the Health and Safety section for more information.

Hazardous Waste. Holyhead Marine Services Ltd segregates waste carefully. There is legislation controlling the disposal of waste including hazardous waste. It is very important the company's procedures for segregating waste is followed. The waste segregation system has been implemented to reduce risk to health and prevent pollution and also to ensure waste is treated properly as part of its disposal. Irresponsible waste disposal is illegal, harmful to health, may create an increased fire risk and is a pollution problem. Follow the waste disposal information and procedures detailed in the environmental management section of this handbook.

2.29 Welfare Facilities

Care should be always be taken when eating during working hours, chemical and bacterial agents are present at work and can easily be transferred by hand or from surfaces onto food. This should be avoided by good hygiene practices and careful food handling.

Please keep your welfare facilities as clean as possible. Do not leave dirty dishes in the canteen and please dispose of any waste food carefully.

DO NOT put any food waste of food packaging into the workshop bins as it encourages vermin. Either use the canteen bin which is emptied daily or the outside bins.

2.30 Display Screen Equipment, Eye tests and glasses (Incl Safety Glasses)

VDUs (Visual Display Units) have been blamed, often wrongly, for a wide range of health problems. Only a small proportion of people using them suffer health problems as a result, but because there are so many users this can be a significant number. You should remember that in most cases the problems do not arise directly from the VDUs themselves, but from the way in which they are used. The problems can be avoided altogether by good workplace and job design and by the way the equipment and workstation is used. If you are having problems with posture, headaches or discomfort as a result of VDU/workstation use then please seek advice from the Safety Manager.

Can work with VDUs affect eyesight?

There are no indications, from extensive research, that VDUs will cause disease or permanent damage to eyes. But the fatigue of intensive VDU work can cause discomfort, even to healthy eyes. Because it gives your eyes more demanding tasks, it might also make you aware of an eye problem that you did not know about before. It doesn't help your eyes if the VDU is badly positioned or if the workplace is poorly lit. Drifting, flickering or jittering images can be very tiring and must be corrected.

Does using a VDU cause aches and pains?

Some VDU users may experience aches and pains in their hands, wrists, arms, neck, shoulders or back, or experience headaches, and should seek advice if they do from the Safety Manager

Who is affected?

The Regulations affect workers who habitually use VDUs for a significant part of their normal work.

What can the company do?

The Regulations do not contain detailed technical specifications or lists of approved equipment. Instead, they set more general objectives starting withan assessment of your VDU use and workstation layout. If you are classes as a VDU user the the company will cover the cost of regular eye tests and the cost of a standard pair of glasses. For non VDU Users if you are assessed to need Safety Glasses as part of your engineering work the company will pay for a pair of standard vision safety glasses but not the eye test. The Company may consider covering the cost of non standard lenses like bifocal or varifocals but this is at the companies discretion.

2.31 Smoking During Work

Smoking is not permitted in any enclosed or substantially enclosed space on the premises. Therefore all offices, engineering workshops, stores, out buildings, sheds and containers are no smoking areas. This includes company vehicles and cranes cabs.

Smoking is however permitted on the yard area during break times only. Smokers should be careful to avoid smoking near any products or work activity that may increase the risk of fire or explosion and to dispose of all cigarette butts carefully and cleanly.

2.32 Use of Company Vehicles

The use of Company Vehicle is restricted to those who have been granted permission by their supervisor or Manager to use the vehicles. Employees should ensure they have a full valid UK Driving Licence. The company will be required to check driving licence eligibility which is an insurance requirement

Employees must also ensure all driving convictions are reported to the Safety Manager as these may invalidate our insurance depending on their severity. If you fail to report a conviction which later invalidates our insurance you will be responsible for the costs and any prosecutions which may follow as a result of being stopped by the police or after a road traffic accident.

Company vehicles should always be driven within the law, Highway Code and in line with manufacturers intended use and guidance, and treated with respect. Any fines or prosecutions resulting from improper use will be applied to the driver not the company.

All Road Traffic incidents must be reported immediately to the Managing Director as we will need to advise our insurers as soon as possible and investigate the circumstances.

The use of company vehicles for personal use must be authorised beforehand by your Supervisor, Manager or Managing Director. Personal use must be limited to local journeys only and only if the vehicles are not required for work purposes. Vehicles for personal use cannot be booked in advance.

2.33 Work Related Stress

The company recognises the need to prevent ill health and the positive benefits gained from a healthy workforce. Work related stress is a recognised cause of ill health and sickness. It is also a factor that people are reluctant to recognise it exists in their working lives; as it can be seen as an inability to cope or a failing. The company does not see stress in this way. It also recognises stress can affect all employees not just those perceived as having higher responsibility.

It is our intention to provide support to anyone feeling excessively pressured by work and to review any situations of work overload or difficulty. This will be undertaken in an approachable understanding manor. Please seek advice from your Manager or Doctor before work related stress causes illness leading to absence from work.

2.34 Control of Visitors & Contractors

All Visitors and Contractors must sign in on arrival with the visitors book held in the Supervisors office. It is vital we know who is on the site so we can be effective in the event of an emergency evacuation.

If you have contractors/visitors attending site on your behalf please ensure they have signed in and have been issued a Visitor/Contractor ID badge held in the supervisors office.

All Contractors working on site must also undergo a basic site induction relative to the work they will be completing. Inductions must be performed before the start of any work. Contractors should also be providing Risk Assessments and Method Statements for the jobs they will be doing, this will also be covered during induction.

Please ensure the Safety Manager is made aware of any new Contractors so inductions can be arranged.

2.35 Monitoring & Review

In line with our Safety Policy Holyhead Marine Services Limited is committed to providing Health, Safety & Welfare that exceeds legislation requirements and ensures our staff, contractors and visitors are protected from the hazards of our Industry.

We will monitor our actions and review past performance to help improve Health & Safety performance and awareness. Your co-operation is vital to success.

2.36 Safe Working Procedures

Importance of following Safe Working Procedures.

As stated we are obliged to reduce the risk to the lowest possible level for all tasks undertaken during through work activities. These risks have been assessed and in some cases **Safe Working Procedures** have been drawn up. These procedures must be followed and are intended to make the workplace a safer place.

If you feel any procedure is not a true representation of the actions required or indeed you feel they are no effective then you must discuss you concerns with the safety Manager before work.

Remember it's a legal requirement for you to cooperate with your employer therefore important you abide by the safe working procedures detailed belo

2.37 List of Safety Safe Working Procedures

HMS PR001 - Marine Working (Sea Trials)
HMS PR002 - Marine Working (Working on vessels afloat)
HMS PR003 - Marine Travelift Operations
HMS PR004 - Lifting Operations Cranes & Lifting Accessories
HMS PR005 - Working at Height & Falling Objects
HMS PR006 - Working in Confined Spaces
HMS PR007 – Welding Process Control
HMS PR008 - Exposure to Sewage (Black Tanks)
HMS PR009 - Painting Processes
HMS PR010 – Electricity
HMS PR011 - Hot Work
HMS PR012 - Hazardous Substances
HMS PR013 - Lone Working
HMS PR014 - Control of Sub Contractors and Persons on Site who are not under our control.
HMS PR015 – Supervision of Young Persons (Work Experience, Trainees & Apprentices)
HMS PR016 - Site Security

HMS PROCEDURE PR001 - MARINE WORKING – (Sea Trials)

1. AIM

The aim of this procedure is to ensure all personnel are safe while at sea and that the vessel is operated with precautions to ensure its operational safety at all times; including provision for managing emergency situations. Its purpose is to provide a framework of actions which must be followed for conducting sea trails and testing of equipment at sea, while the vessel is underway.

Areas of work that apply to this procedure include:

- Any requirement for testing the vessel, equipment or systems which involves taking the vessel to sea.
- Working on board with vessel owners, representatives or engineers.
- Transfer between tender, dock or vessel at mooring or alongside

2. PROCEDURE

Our working activities require HMS personnel to undertake sea trials, both for new build vessels and also as part of any re-commissioning work after repairs, refit or the installation of new equipment.

The following actions must be taken before, during and after sea trials.

- **Shore meeting** - Before going to sea an informal meeting must take place between the shore supervisor, helm, crew and any other interested parties who may be going onboard.

This meeting should include discussion on.

- Objectives of the sea trial and the expected time frame for completion.
- Review / consider the weather conditions. Forecasts and weather information can be obtained if required from the Coastguards (Tel 762051) or Port Control (Tel 606700) also from the internet.
- Review the sea area intended to be used during the trial (or review a passage plan) and any restrictions or limitations that may be set. Areas to be used for Trials should be appropriate to the size of the craft. Ie Small craft should remain inside the harbour wall.
- Review other expected commercial traffic movements (mainly ferries), any isolated danger areas and relevant shipping channels.
- Review tide times, with consideration for the available water depth required for lifting out.

- Means of communication to be employed appropriate to task VHF /Telephone etc.
- Supervisor to ensure emergency planning is in place. (see following paragraphs)

- **Vessel pre-launch inspection** – Vessel must be inspected before setting out. Ensure there is sufficient onboard fuel available for the time duration and activities required to be performed at sea, plus 25% extra in case of emergency. That all coolant, oil and hydraulic fluids are at the correct levels and all the boats steering controls and propulsion are working correctly. Also that any engine cut off safety switches / lanyards are worn by the helm and/or work as intended.
- **Safety Equipment Inspection** – the helm is responsible for ensuring the safety equipment is checked and in good order before setting out.

The boat should have available:-

- Anchor and 30 metres of wharf and chain (minimum)
- Emergency Watertight Flare Pack - Held in Supervisors Office. Containing 4 x Para Rocket Red, 6 x Red Handheld & 2 Floating Smoke Red,
- Handheld VHF Radio - Held in Supervisors Office (unless a fixed one is installed on the vessel)
- Waterproof First Aid Kit - Held in Supervisors Office
- Throw line or Mooring line suitable for taking a tow.

Each Crew member must request a lifejacket from the stores and wear sufficient clothing to keep warm and dry. It is vital every crew member gives the lifejacket a visual inspection check for any obvious damage before use and fully understands the correct means of inflating the lifejacket. HMS Lifejackets will inflate manually on a pull cord or automatically if submerged in salt water.

For delivery passages navigation equipment is also required to be checked and onboard before departure. As required to meet the necessary passage plan in place.

1 x Parallel rule – size 18”
1 x Dividers – size 7” plain
1 x Handheld compass- Plastimo iris 100 model.
3 x Pencils & 1 sharpener
2 x Erasers
1 x Reeds Nautical Almanac
1 x Sea Anchor 3m x 2.5m with Warp to deploy.
1 x Charger, for Handheld VHF
1 x Spare Battery, for Handheld VHF (Charged)
Paper charts (Current) for the passage.

- **Communication with Port Authority (Mandatory)**

Helms must ensure adequate communication is maintained with the Port Authority. Port Control can be called up on channel 14.

Port Control should be informed prior to sea trials commencing and given the times and areas of expected operations also if high speed runs are to take place. Port Control will give any port operations updates (such as diving operations taking place). Commencement and completion of trials should be given to Port Control together and permission should be sought for times when re-entering the harbour or crossing shipping lanes are required.

The Harbour has a restricted speed limit of 8 knots and permission from Port Control is required if this is to be exceeded. Helms should draw on their RYA Training for correct procedure for entering and departing Holyhead Harbour, Shipping Lanes and Channel Marks. At all times consideration should be given to other Port Users especially if the vessel is to be driven at high speed during the trial and how the wash from your craft may affect other smaller boats, and moored craft.

An appropriate call sign should be used, either the boats name or build number example ORC21; and the helms must hold a valid VHF Radio license.

- **Emergency Planning** - You should ensure you can employ the following skills in the event of an accident or emergency situation. In this section the word "You" refers to the vessels Helm.
    - You are able to recover a person from the sea in a Man Overboard situation using the recognised RYA method.
    - You can deploy the anchor and take bearings on your position using fixed points ashore.
    - You have checked your chosen communication method works and if batteries are included they hold sufficient charge to meet your requirements. (Include provision for unexpected circumstances and extra time at sea when deciding this).
    - You have all the required Safety Equipment on board (as stated above) and it's in good order.
    - Your supervisor is aware of who is going to sea including crewing numbers and any contractors or owners representatives on board.
    - You have held a shore meeting discussing the points in this procedure.
    - You are aware of the importance of this procedure and the need to follow its guidance.

3. RESPONSIBILITIES

HMS Supervisor – To manage all aspects of the sea trial, monitor vessels actions and weather conditions during the trial.

Vessel's Helm - Responsible for the safety of the vessel and crew while at sea and must act responsibly following their RYA Training.

Crew - Responsible for assisting the helm and acting as look out, crews should follow the helms instructions and act responsibly.

On Board Engineers / Contractors / Owners – To assist the helm and crew as required and to follow their instructions, with the understanding that crew and vessel safety is the priority above work commitments.

4. TRAINING

RYA Level 2 Powerboat Certificates required for Helm. Sea Trials require a minimum of two persons on board for vessels up to 11 metres LOA. Manning levels should increase for larger vessels and may require RYA Yachtmaster level of competence for the helm. Helm must provide qualifications relevant to the vessel being operated. Crews are not required to hold an RYA Powerboat Certificates.

5. BOARDING & LEAVING VESSELS

This can be one of the most dangerous activities. Life Jackets or Buoyancy Aids (depending on the work) must be worn when transferring on or off a vessel and while on deck, without exception.

If the vessel is to be lifted in and out using the Marine Travelift you should also refer to HMS Procedure PRO003 Marine Travelift Operations, noting the section relating to the boarding and disembarking vessels prior to lifting. Remember it is not permitted to ride on suspended boats while being transported across the yard.

6. RESTRICTIONS

Weather and sea state must be within the design capabilities of the vessel and the ability of the crew. Consideration must also be given to the possibility of mechanical failure especially during any initial running of new build vessels. Wind direction and tide may combine to create dangerous conditions and cause reduced visibility through spray, this combination may prove to make boat handling very difficult. Wind chill combined with spray may also contribute to the crews becoming cold leading to poor decision making and slower reaction times. Supervisors should ensure under these conditions Crews are changed over or rested on a regular basis during the trial to maintain safety and acceptable working conditions.

Points to be aware of

Remember to be aware of the boats wash. This is especially important on displacement hull types. Your wash can cause a significant hazard to other marine users, small craft and moored boats, especially boats berthed on marina pontoons. Remember to keep you boat

speed low while in the harbour (8 knots) and be aware of other boat traffic, including moored boats nearby.

Diving Operations. Port Control will be able to advise you if any commercial diving operations are taking place in the harbour. Recreational Sports Diving is not as well regulated and Port Control may not be aware of these divers. There is a foreseeable hazard to divers surfacing with the risk of collision with surface craft.

Divers should mark their position with the Surface Marker Buoy or Flag. Generally surface marker buoys represent the isolated danger mark. Please stay clear of Divers and their Support Craft.

In some cases further training will be given relating to emergency actions at sea for managing a fire incident or the requirement to abandon ship, should a catastrophic failure take place. This information and Training will be arranged separately and will be dependant of the vessel you are required to work on. The Safety Manager can provide further details. Please remember while it is safe to do so all crew members should remain on the vessel in the event of an emergency for as long as possible while it is safe to do so; as spotting a stricken vessel is far easier than spotting an individual or liferaft as they present a smaller target to search for.

Ability of Passengers. Always ensure the boat is operated to not exceed the physical capability of the passengers onboard who may not be familiar with the crafts capabilities. This is especially important if the craft has high performance characteristics. The physical capability of passengers should also be considered during boats operations in adverse weather or adverse sea state.

HMS PROCEDURE PR002 - MARINE WORKING (Working on Vessels Afloat)

1. AIM

The aim of this procedure is to highlight tasks that require employees, contractors or visitors who carry out work under the company's control whilst afloat, and provide a framework for them to conduct it safely.

These include:

- Commissioning
- In-Service repairs
- Estimating work
- Transfer between tender or dock & vessel at mooring or alongside
- Any other work that requires boarding a vessel or travelling on a vessel whilst afloat

2. PROCEDURE

Due to the nature of the company's business, there will often be a requirement for employees to board vessels and carry out their normal duties while the vessel is afloat.

a. BOARDING & LEAVING VESSELS

i. **Boarding from another vessel or launch** - This task requires the use of appropriate safety equipment to be worn, as a minimum this means all employees, contractors and any members of the public under company guidance must wear a life jacket whilst in the launch and whilst transferring onto another vessel. Consideration should be given to wearing a floatation suit if traveling in an open boat beyond the protection of the harbour wall or in inclement weather. While it is mandatory to wear a life jacket as a minimum requirement, additional clothing and/or floatation suits may be worn dependant on the weather conditions on the day.

ii. **Boarding from jetty, marina or dock –** It is generally accepted that the risk of falling whilst boarding or leaving a vessel via a dock or floating structure such as a marina will be less than that posed by transferring from a launch or other vessel. However, it is recommended that a life jacket be worn, especially where there are uneven surfaces, marine growth or other such hazards, and also in inclement weather which may produce a large swell, high winds and slippery surfaces

b. WORKING ONBOARD

i. **Working within the confines of the vessel** - It is mandatory that a life jacket be worn at all times while on deck, however when working within the confines of the vessel structure e.g. in the wheelhouse, engine room or accommodation where there is no danger of falling overboard, then a life jacket does not have to be worn, but it must be available.

ii. **Working on Deck or Flybridge –** Even with guard wires or a guardrail necessitates the employee, contractor or visitor to wear a life jacket at all times.

c. SAFETY EQUIPMENT

i. **Lifejackets –** The Company supply's hydrostatic inflation lifejackets which operate both automatically on submersion in water or manually by pulling the toggle. They are issued from the HMS Stores and should be returned after use. Inflatable lifejackets should not, under any circumstances, be used when carrying out hot work if if there is a reasonable chance sparks could burn the jacket or it could be cut or damaged on sharp edges. If this is a possibility then a buoyant work vest should be work instead.

ii. **Buoyant work vests –** Available from the HMS Stores. These are foam filled, rugged, high visibility vests which are less affected by damage than the inflatable lifejackets, and therefore should be used where the work to be carried out may be more demanding, such as engineering or fabrication tasks.

iii. **Floatation suits –** The Company carry's several floatation suits, which provide thermal protection to the individual in the event of a man overboard scenario or to add warmth and protection from the weather and/or sea spray. These suits must be worn in conjunction with a life jacket. They will not provide sufficient buoyancy on their own and are not designed to. A life Jacket must also be worn in addition to the suit..

HMS Supervisors Responsibility.

It is vital before any work afloat is attempted that due consideration for the weather is given. This is especially important for sea trials and commissioning work. See Marine Working Procedure (Sea Trials) HMS001

Weather information can be obtained in advance from the following sources

Holyhead Coastguard – Tel 01407 762051
Holyhead Port Control – Tel 01407 606700
Internet Web Sites can also be used for up to date weather information

All boats must be able to communicate with HMS preferably by VHF radio. It is the responsibility of the Supervisor in charge of the boat to arrange a suitable safe means of communication with the boat handler in charge of the vessel prior to going to sea.

Communication Options Helm's should hold a valid VHF Radio license.

Ship to Shore VHF using Channel 14 for Port Control
Ship to Shore VHF using Channel 16 Emergency / Coastguard
Mobile phones can also be a valuable aid, but not relied upon.
Flare packs must also be taken onboard for emergencies.

HMS PROCEDURE PR003- MARINE TRAVELIFT

1. AIM

This procedure is primarily designed to minimise the risks associated with lifting boats for launching and recovery purposes using the Marine Travelift. It also ensures legal compliance as required by Lifting Operations and Lifting Equipment Regulations 1998 and the Provision and Use of Work Equipment Regulations 1998.

2. RESPONSIBILITIES

The Lifting Supervisor - HMS Supervisors must manage the lifting of all vessels under their control as part of any vessel refit / new build work. The Supervisors must oversee the lift and have the final responsibility as to whether a lift is safe to proceed. The lifting Supervisor is responsible for making the lifting plan for the vessel, checking the weights involved and deciding the slinging arrangement.

The Lifting Appliance Operator (Travelift Operator) – Must work with the Lifting Supervisor to ensure the safety of the lift, the safe operation of the Marine Travelift and for checking the rigging a lifting equipment. He is also responsible for managing the area used to manoeuvre the lift or machine in. He is also responsible for working closely with his banksman and ensuring radio communication is implemented for signalling and instructions.

The Banksman – To ensure he is always in contact with the lifting appliance operator, to provide clear guidance and direction to him for the lift concerning areas of poor or restricted visibility and to keep personnel away from any manoeuvring area and the suspended load itself.

***** The Travelift should not be used without a Banksman present and clear lines of communication agreed and in place with the Travelift Operator*****

3. PROCEDURE

a. Pre Lift Actions

Before using the Marine Travelift it is a legal requirement for the Lifting Appliance Operator to perform a pre-use visual safety inspection which should take between 15 to 20 minutes. Record the findings on the safety Inspection form held in the cab with any defects reported to the Safety Manager.

This may have already been completed by a previous operator that day, however this should not be relied upon; all individual operators should have satisfied themselves as to the safety of the Travelift Machine prior to their use.

Planning the Lift.

Consider (as part of the Pre-lift meeting)

- The weight of the boat, including all fuel, water and waste water onboard.
- Quantity of slings required for taking the weight and rope work to control the vessel in the dock.
- Vessels load bearing points, sharp edges, or unusual design like stabilisers

- Conditions on the day, tide, sea state and weather or wind direction which may affect safety with boat handling and load stability once lifted.
- How are people going to be transferred on/ off the vessel.
- Movement of people and other vehicles around the yard during the boat lift.

b. Preparing to Lift. (Lifting Supervisor with Lifting Appliance Operator)

Decide on the weight of the boat to be lifted. Refer to manufacturer's information, stability book etc, seek clarification for the boat's owner / client or make a calculated estimation based on experience. If this is the method used to gauge the weight of the vessel then remember to substantially over estimate and build in a good safety margin to your calculation.

Gather together the lifting slings and accessories needed for the lift and critically inspect these items for signs of any wear or damage which may lead them to fail under load. Damage to sling webbing, ground in dirt or oil, cuts or tears will all affect the slings safety performance. Likewise all chains and shackles must be inspected for signs any visual fatigue / damage or flattening of the links due to chains being dragged on the ground.

Lifting equipment showing any sign of damage should not be used and should be handed to the Storeman informing him of the defect found.

Also check the SWL (Safe Working Limit) on any chains, shackles, pins or slings to ensure it will not be exceeded. All lifting equipment will be marked by either a stamp showing a HMS I.D number and a SWL weight; in the case of slings a label will be stitched in showing the same details.

IMPORTANT – Personnel should NEVER be permitted to ride on any suspended loads / boats if it can be avoided. All personnel must vacate the vessel before lifting begins or at the earliest safe opportunity.

c. During the Lift

The Travelift Operator must be satisfied the conditions on the day and the equipment to be used correct for the lift, and equipment is fit for the purpose.

Working with the Banksman the Travelift Operator must be sure all personnel are clear of the lifted boat and not walking around the wheels of the Travelift. That the route the Travelift will take and any and the manoeuvring space needed is clear from pedestrians, including employees who are not directly working with the banksman and operator as part of the lifting process.

d. Boarding and disembarking vessels prior to lifting.

Personnel must not be lifted further than is absolutely necessary to safely allow access or egress on and off the vessel.

Boarding / disembarking vessels in the slings presents considerable risk to personnel. It has been decided the safest way of transferring people on and off vessels is to bring the bow level with and as close as possible to the quayside. Personnel should then carefully step from the quay to the vessel; it is advisable that employees assist one another in this process along with any visiting crew. Bags or items being carried (tools or equipment) should be passed over separately.

e. Care of Equipment.

Lifting Accessories used including slings should be stored carefully after use and stored inside. Travelift 30t two sling arrangement chains must be hung back on their holders in shed 2 and not left of the floor, so to avoid damage.

If Items have been in contact with salt water, the Lifting Appliance Operator or Banksman should ensure these items are washed down with fresh water prior to storage.

Particular attention should be paid to the large webbing slings. These items should not be stored outside if the temperature is expected to drop near or below freezing. Very cold temperatures and frost may cause extensive damage to the webbing structure of the slings substantially weakening it.

f. Sling Capacities

Each sling has a SWL of 24 ton when used in a basket lift configuration. Upto the machines Maximum rated capacity of 100 ton.

If two sling configuration is used the limiting factor is the chains at 7.5 ton SWL each.

Using the 4 of 6 sling configuration the limiting factor is set by the winch rated capacity of 33.3 ton SWL per set of winches.

<u>S.W.L by sling configuration.</u>
2 Slings = Maximum lift weight of 30 ton SWL
4 slings = Maximum lift weight of 66 ton SWL
6 Slings = Maximum lift weight of 100 ton SWL.

g. Actions to Consider

Its advisable to lay keel blocks in place before the boat is positioned over them. This will improve manual handling and removes going under the vessel when its lifted, which should be avoided.

h. Actions to be avoided.

NEVER RIDE ON SUSPENDED LOADS**.**

NEVER WORK BELOW SUSPENDED LOADS.

NEVER USE MBS (Maximum Breaking Strain) limits as your lifting capacity rating. **ALWAYS** work with SWL or MLL (Safe Working Load or Maximum Load Limit)

HMS PROCEDURE PR004 – Lifting Operations (Cranes and Lifting Accessories)

1. AIM

This procedure is primarily designed to minimise the risks associated the use of lifting equipment, including cranes and lifting accessories. It also ensures legal compliance as required by Lifting Operations and Lifting Equipment Regulations and the Provision and Use of Work Equipment Regulations.

2. RESPONSIBILITIES

The Lifting Supervisor

HMS supervisors are required to oversee and manage the general activities of the workforce, this includes supervising lifting operations. As part of this role they must act to ensure, in general terms, the lifting practices being undertaken remain safe and supervised at all times and should stop lifting operations at any point if deemed necessary for safety reasons.

The Lifting Appliance Operator (motorised crane, manual chain block or lever pulley items.) The operator has the direct responsibility for the safety of the lift, lifting tackle and area used to manoeuvre the lift or machine in. He is also responsible for working closely with his banksman, if needed.

The Banksman / Slinger (to be assigned by Lifting Supervisor) – To ensure they are always in contact with the operator using recognised banksman signals or a means of communication acceptable by both parties which is clearly understood, to provide clear guidance and direction for the lift concerning areas of poor or restricted visibility and to keep personnel away from any load manoeuvring area. The Banksman must be always in contact with the Appliance Operator and be clear of the load during the lift.

******* Working beneath suspended loads is not permitted*******

******* Riding on Suspended Loads is not permitted *******

3. Training & Authorisation Requirements

The Lifting Appliance Operator must have had formal training and hold a recognised certificate demonstrating he/she has passed and is qualified in the use of lifting equipment to be operated.

HMS will also authorise the each individual employee, on completion of a successful training course, with permission to operate the company lifting equipment.

Individual's require HMS authorisations for the use of the Forklift Truck, Kato Mobile Job Crane, Electric Overhead and Marine Travelift.

5. PROCEDURE

Pre Lift Actions

Before using any lifting equipment it is a legal requirement for the operator to perform a pre-use visual safety inspection in line with their training. For the Overhead Crane, Forklift and the Kato Mobile Jib Crane this process should take Around 15 minutes. Record the findings on the pre-use inspection form.

This may have already been completed by a previous operator that day, however this should not be relied upon; all individual operators must satisfied themselves as to the safety of the Machine prior to their use. Remember your responsibility as Lifting Appliance Operator.

For manual chain operated lifting blocks the operator must undertake a visual check for safety however there is no requirement to record the inspection on a form.

6. Planning the Lift.

Consider

- The weight of the load, shape stability, sharp edges, etc
- The load's centre of Gravity and if this may change during the lift e.g. Lifting liquid filled containers.
- Conditions on the day, weather, temperature, time factors etc all of which may affect safety and load stability.
- Dangers of people / other vehicles moving around the yard / workshops during the lift.
- Consider what is to be lifted, where it is to be moved to and the route the suspended load will take.
- What Lifting Tackle / Accessories should be used.
- Consider the people around you. NEVER lift items over people working blow.
- Remember to have sufficient space for the load to be placed safely on the floor in its new position, pre arrange any timber bearers or pallets in advance of the lift.

7. Preparing to Lift

The Lifting Supervisor should check that a formal written risk assessment or a pre-prepared Risk Assessment if the lift is a repeated activity is in place for the lift, and that it is understood and accepted by the Appliance Operator and Banksman assigned to the lift.

Once you have calculated the weight of the item, gather together the tackle / accessories intended to be use during the lift. Critically inspect the lifting tackle / accessories to be used for any damage that may make them unsafe. Damage to slings to include cuts, burns or heat damage, severe ground in dirt or oil, or tears will all affect the slings safety performance and lifting capacity. Lifting equipment showing signs of damage should not be used. They should be handed to the storeman informing him of the defect found.

Also Check the SWL on any chains, shackles, eyebolts or strops. All accessories must be marked by stamp showing a HMS I.D number and a SWL weight. This weight should never be exceeded.

8. During the Lift

The Operator must be satisfied the conditions on the day and the equipment to be used correct for the lift, and equipment is fit for the purpose.

Working with the Banksman (if required) the operator must be sure all personnel are clear of the lifting area, including employees who are not directly working with the banksman and operator as part of the lifting process. Proceed with the lift using your skills and knowledge gained through training. DO NOT take shortcuts, take your time and act safely.

9. Actions to be avoided.

NEVER RIDE ON SUSPENDED LOADS

NEVER WORK BELOW SUSPENDED LOADS.

NEVER USE MBS (Maximum Breaking Strain) limits as your lifting capacity rating.

ALWAYS work with SWL or MLL (Safe Working Load or Maximum Load Limit.

10. Care of Equipment

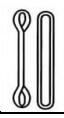
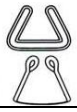
Lifting appliances should be parked safely when not in use with crane blocks lifted up clear of the working area and Forklift blades lowered to the floor and all wheeled equipment secured with handbrakes on.

Lifting Accessories / Tackle must be returned to the lifting equipment store or workshop shadow boards. If Items are damaged or lost during work activities this must be reported to the Stores.

It is of vital importance that all lifting equipment undergoes the biannual Insurance Engineer's Inspection. Therefore holding onto shackles, strops, chains when not require is not permitted.

*** The Overhead Crane in shed two must always be parked against the far wall opposite the main doors when not in use. This is to avoid the risk of collision with the Travelift which is of a similar height as the Overhead Crane Gantry. ****

10. Rated Capacity Chart

Working Load Limit (WLL) in KG							
	Straight Lift	**Choke Lift**		**Basket Lift**		**Multi-Leg Slings**	
			Cradle	7 to 45 deg	45 to 60 deg	0 to 45 Deg	
							
Mode Factor	1	0.8	2	1.4	1	1.4	2
Violet	**1000**	**800**	**2000**	**1400**	**1000**	**1400**	**2000**
Green	**2000**	**1600**	**4000**	**2800**	**2000**	**2800**	**4000**
Yellow	**3000**	**2400**	**6000**	**4200**	**3000**	**4200**	**6000**
Grey	**4000**	**3200**	**8000**	**5600**	**4000**	**5600**	**8000**
Red	**5000**	**4000**	**10000**	**7000**	**5000**	**7000**	**10000**
Brown	**6000**	**4800**	**12000**	**8400**	**6000**	**8400**	**12000**
Blue	**8000**	**6400**	**16000**	**11200**	**8000**	**11200**	**16000**
Orange	**10000**	**8000**	**20000**	**14000**	**1000**	**14000**	**20000**
Orange	**120000**	**9600**	**24000**	**16800**	**1200**	**16800**	**24000**

HMS PROCEDURE PR005 - WORKING AT HEIGHT & OBJECTS FALLING FROM HEIGHT

1. AIM

This procedure is primarily designed as a control measure for activities involving employees, contractors and visitors who may be required to work at height. Including falling into void spaces below, open hatches and unprotected edged. Consideration is also required to remove the risk of falling objects from raised platforms, vessels decks, cherry pickers, scissor lifts and the mezzanine workshop areas where tools, equipment or parts could fall or be knocked onto the floor below.

PROCEDURE

Working at height

Working at height tasks should be risk assessed before starting work. If you intend to work at height then please notify your supervisor or safety manager first. Working at heigh is any activity which requires your feet to leave the ground or vessel deck which would normally be used for walking on, or if items designed to protect from falling have been removed for example deck hand rails. If you are planning to work at height by either leaving the normal working areas or using ladders especially if these are going to be used on deck then suitable fall restraint using an approved and inspected body harness is mandatory. Your supervisor or safety manager will provide further guidance.

Open edges and open deck hatches

It is undefendable to allow an open deck edge or open hatch when working on or around a vessel. This includes working on vessel decks where no vessel guard rails are fitted. Decks of vessels under construction whereby people can either fall into the hull or off the hull due to lack of structure. If this becomes a possibility, then temporary guard trails must be installed.

If temporary handrails are erected, they must me suitably strong and robust enough to prevent a fall. Handrails must protect all the open space and must have a top guard rail set at around 1000 mm heigh and an intermediate rail at around 600 mm. Toe boards as appropriate. Access must be arranged in a way that also prevents falls so a gate or staggered arrangement to pass through should be considered and not a wide open point of access.

If deck hatches or soft patches have a planned removal as part of the build or refit, then they must be replaced as soon as possible and should only be removed to provide access for equipment or hatch maintenance. Hatches should not be left open for ease of access, to promote air, space or light or because its easier to leave them open for the work. To do so increases the risk of falls which which is an unacceptable risk.

Mobile Staircase

- Visually check the condition before use.
- Choose the correct height mobile steps for the vessel deck height. Do not use if the steps are too high or too low for the vessel.
- Make sure the mobile steps are on level ground, of necessary chock the legs and make sure the break is applied.
- If the steps need to be chocked then also tie off the ladder at the top to the vessel structure (bollards, handrails or cleats) to prevent any instability, don't create a deck trip hazard.
- ALWAYS make sure the steps are positioned at the nearest point of access to the wheelhouse, especially if the vessel has an open deck design with no handrails.

Ladders

Ladders can be dangerous if they are used poorly or no respected. Ladders should only be used as a means of access or egress and not as a working platform.

- Use at the correct angle to reduce the change of them slipping. 1: ratio, so for every four up one out. or of you prefer 75 degrees angle.
- Ladders should be securely tied off at the top or footed by your colleague.
- The ladder should extend a metre above the ascended working platform to provide a handrail to aid getting off and on the ladder.
- Do not use the ladder for access and then reach sideways while on the ladder.
- Do not carry equipment up a ladder that would result in difficulty holding on to the ladder when using it. You should always have three points of contact.

Mobile Towers

On some occasions, mobile access towers are used. The following rules should be observed when working with scaffolds:

- Only use mobile towers on even flat ground. Never on uneven surfaces.
- Check equipment for damage before use. Do not use if damage is found and report.
- Mobile tower wheels should always be locked to avoid the unintended movement.
- Towers must be erected as designed with all bracing, guard rails and gates in place and working as intended. Outriggers should also be used.
- There must be an effective, safe method of access & egress from the tower platform; this should be a correctly secured and serviceable ladder.
- Prevent anybody from working below to void the risk of injury from objects falling from above.
- Please ensure access platforms are disassembled and stored properly after use.

** HMS Personnel are not permitted to erect or use tube and fitting scaffold systems for the creation of working platforms. The use of tube and fitting scaffold is limited for guardrail fall prevention use only***

Trestles (A Frames)

- These should be a last resort. If used their design and use needs to be authorised by the Safety Manager

Storage of Materials

Please make sure materials are stored on racking or shelves which can take the weight, that goods on shelves do not lead to the shelves toppling over and that the shelving is suitable for purpose and securely positioned. How materials are positioned on shelves can help or hinder manual handling, so heavier items should be positioned so make them manageable to lift or on lower sleeves so aids aids like pallet trucks can be used to transport products. Lighter items positioned in the higher racking locations.

You are also required to keep walking areas clear, work to remove anything that can cause a trip hazard or may increase the risk of falls. Please think of others and how they may be affected by your actions and the materials, packaging and equipment you are working with including access equipment. Do not create a dangerous circumstance for someone else.

HMS PROCEDURE PR006 – WORKING IN CONFINED SPACES

1. AIM

It is critical that we avoid risks associated with confined spaces. Not least from a rescue perspective as confined spaces can present real challenges in the recovery of a person, administering first aid and the safety and protection of recovery personnel who may be required to provide aid.

Key concerns

- Getting stuck and access in and out of confined spaces.
- Low oxygen levels or the presence of harmful or toxic gasses, fumes or vapours.
- Build-up of flammable atmosphere, especially fuel tanks or flammable liquid stores.
- Being aware of how different gasses may have a heavier or light than air weight and how this may cause problems in a confined space.

Be aware that all vessel compartments may be considered confined spaces and that gasses, especially if they are heavier than air can collect in the low points of the compartment. These may then be hazardous and can interact with other working activities.

Do not enter tanks on vessels without Supervisor, Manager or Safety Manager authorisation. All hot work especially on fuel tanks is prohibited without Manager approval and valid gas free certificate may be required.

As a rule, flammable gasses and asphyxiants should not be permitted inside vessels. While propane is heavier than air acetylene is lighter then are both are considered extremely flammable gasses. Asphyxiants like refrigerant gasses are heavier then air while carbon monoxide is slightly light than air.

Procedure

a. PRIOR TO ENTRY

Prior to entering a confined space an assessment should be made which considers the following:

- Does the work require entering a confined space, or can all or part of it be done externally;
- What substances might be or have been present at the proposed place of entry/work;
- if any vapours are likely to be present are they heavier or lighter than air.(refer to Safety Data Sheets) and is there sufficient oxygen present.
- The extent of enclosure of the space and the work intended to be undertaken.
- The proposed method of entry/work;

- Potential hazards from connected/adjacent spaces or running equipment in the compartment.
- Potential for hazardous substances to be trapped.
- Adequacy of cleaning/ventilation
- Need for inspections/tests, especially oxygen levels.

Where assessment reveals that there is a risk from un-breathable air or flammable atmosphere, the area should not be entered until ventilated and then the atmosphere tested by a chemist using calibrated equipment. The chemist is to issue a gas free certificate allowing entry and detailing any restrictions such as time limits, restrictions on working methods, etc.

b. ENTERING & WORKING IN CONFINED SPACES

Once any atmospheric test results are known, and found to be acceptable, work can be allowed to commence. However, the following precautions need to be observed:

- If ventilation by way of forced air movement was required to make the atmosphere breathable in a confined space, then this must be maintained throughout the duration of work.
- If there is a risk of subsequent contamination after a space has been tested, for example, if there is a chance of hazardous substance ingress from an adjacent area, e.g. another fuel tank or line, or from other work in the vicinity such as spray painting, then further testing will be required.
- Where a person entering or working in a confined space is out of sight of if a recovery plan requires it, a safety harness and means of extraction is required.
- Care must be taken to ensure that there is no ingress of toxic fumes or substances into a confined space because of other activities such as welding fume, exhaust fume, or solvent fumes from painting or cleaning. Adequate extraction for these processes must be provided.
- Electrical tools and equipment should be no higher than 110v, and if appropriate should have a residual current device (RCD) or circuit breaker attached. Wet surfaces will increase the potential for and the effect of electric shock in confined spaces where electrical tools and equipment are being used.
- Falling objects must be prevented to entering confined spaces if the space is below other working activities.

- Ear protection must be worn if the process being carried out inside the confined space itself generates noise, or if noise is transferred from other adjacent spaces or outside the vessel and magnified.

Entering confined spaces in any capacity must always be supervised with any dangerous occurrences reported immediately.

HMS PROCEDURE PR007 – WELDING PROCESS CONTROL

1. AIM

Control exposure to welding fume. Currently this procedure is based on vessel manufacture for aluminium welding, however the principle of welding fume control would apply to other materials and tasks.

Key Welding Points

- Speedglas Adflo Respirator units must always have a particulate filter fitted.
- Add A1B1E1 Gas Filter for enclose or restricted space welding activities.
- Examine your Speedglas respirator monthly for damage. Face seals must be in good condition, breathing tube free from holes or kinks and use the kits flow rate tester to measure fan performance. Report faults to David Miller.
- Change A1B1E1 Gas Filter on condition dependant on the amount of use. Ozone has a distinctive pungent smell the Gas Filter should be changed when odour breakthrough occurs or within 6 months whichever comes first. Write the filter installation date on the filter cartridge when installing as new for reference.
- Extraction / Mechanical Ventilation must be used for sustained welding in vessel compartments.
- Use extraction equipment to create an air flow in the compartment sufficient to move fume and exchange the air in that compartment. Reduce welding time in the compartment if necessary, to allow extraction to be maintained at an acceptable rate. As a measure, particulate filters should last two days, if not then more extraction is needed.
- Where possible open workshop doors to improve general ventilation.

Low Amp Tacking and Welding Only

- Always use a speedglas powered respirator visor if you can, it provides the highest protection level. Turn down ambient lighting first to help the Auto Darkening Function work in low arc light conditions.
- If there is difficulty using auto darkening speedglas visors due to low arc light then a standard welding visor with an appropriate shade can be used with an FFP3 disposable respirator. <u>You must be cleaned shaved</u> for this as it requires a skin face seal. <u>This option is limited to a maximum of one hours welding per day.</u> You must wear an FFP3 Reparatory not matter now small the job and be clean shaven.

Other work within the workshop

- Other (Non-welding) work should not happen in a vessel compartment if sustained welding is taking place at the same time and in the same compartment. (Tacking and small infrequent weld runs are acceptable)
- Other engineering work in the same workshop or on a vessel being welded, where sustained welding is ongoing but in a different compartment or in the open which leads to being able to see, taste or smell the fume in the air then an Disposable Respirator must be worn at all times, for long periods FFP3 masks, for short periods and light fume FFP2.
- Walking through the workshop is safe without respiratory protection. This decision has been based on the fume measurements at the highest-level reading obtained. If you are walking through during welding activities, then it should be done efficiently.

Management and Supervision

- Discuss extract solutions with your Supervisor for all welding in vessel compartments or restricted spaces.
- Maintain safe access to the vessel and protect against falls from deck or into open spaces through deck hatches openings.
- Also refer to hot work procedure PR011 which is detailed later in this handbook.

General Requests

- PPE must be booked out from stores for stock control purposes.

HMS PROCEDURE PR008 – EXPOSURE TO SEWAGE (Black & Gray Water)

1. AIM

The aim of this procedure is primarily to provide guidelines to ensure that the risk from exposure to sewage during day-to-day work practices is kept as low as reasonably practicable, and that work on systems, which may contain sewage residues, is carried out in a safe methodical manner.

2. HEALTH RISKS, PRECAUTIONS AND BACTERIA ROUTES OF ENTRY

Health Risks

- Gastroenteritis, characterised, by cramping stomach pains, diarrhoea and vomiting.
- Hepatitis, characterised by inflammation of the liver and jaundice.
- Occupational Asthma, resulting in attacks of breathlessness, chest tightness and wheezing, produced by the inhalation of living or dead organisms.
- Infection to the eyes or skin.

Bacterial Routes of Entry

- The most common way is by hand to mouth contract during eating, drinking and smoking, or by wiping the face with contaminated hands or gloves.
- By skin contact, through cuts, scratches or penetrating wounds. Certain organisms can enter the body through the surface of the skin, nose and mouth.
- By breathing them in as aerosols or mists.

Protection

- Ensure you understand the risk of infection and the routes of entry to the body for bacterial organisms.
- Prevent exposure to sewage coming into direct contact with your skin, eyes and nose by using the appropriate PPE
- Keep clean using fresh water to clean down any area of your PPE which has come into contact with sewage.
- Keep dirty and clean clothing separate at all times.
- Never eat food or touch your face when in close proximity to sewage or areas where work with sewage has taken place.

3. PROCEDURE

Any work undertaken on Company premises, or aboard vessels, either on site or off, which may involve a risk of being exposed to raw sewage or its constituents in any form, should be subject to the following safe working practices.

a. PPE

Since harmful micro-organisms are an inherent part of sewage, the hazard cannot be eliminated. Therefore, PPE is an essential consideration when carrying out work where exposure to sewage is inevitable or possible.

The PPE worn as a minimum for carrying out work such as dismantling and cleaning vessel black water systems, where exposure to raw sewage residues is inevitable, should include the following items:

- Disposable Tyvek suit with hood – This will avoid contamination of works clothing, and personal clothing, which could infect others, including employee's family members if taken home. The disposable suit can be worn instead of the regular overalls if working conditions dictate.
- Rubber boots or Disposable Tyvek over shoes – Ideally, rubber boots should be worn, failing that, wearing protective overshoes will avoid contaminating employees work boots, which could result in transfer of micro-organisms onto the employee's hands when removing the shoes later in the day, and possible ingestion from handling food etc.
- PVC gauntlets – Wearing gloves is an absolute minimum requirement; gauntlets will give the added protection from splashes etc. contaminating skin, which may become exposed between the glove and the cuff of the disposable suit.
- Eye/Face protection – Eyes may become infected by splashes of contaminated water; eye protection is mandatory to avoid this occurring. Consider using face shields to prevent splashes contacting the face.
- Respirator / Dust mask of the correct type – FFP3 Standard mask will help avoid breathing in dust particles or airborne droplets which may contain micro-organisms. Important You must be clean shaven to get a sufficient face seal with the respirator for it to work effectively. You must also have had a face fit test during your occupational health surveillance.

b. Hygiene

Observing good hygiene practices is essential when carrying out work on vessel black water systems, or any other work, which involves raw sewage; standard good practice should include the following points.

- No food or drink is to be consumed or stored in the area where the work is being carried out.

- Wash hands with soap and (preferably hot) clean water before eating or smoking, and after work, also wash hands after removing gloves to prevent cross-contamination.
- If badly contaminated with raw sewage, gauntlets should be rinsed with fresh water after work is complete, and while still wearing the disposable suit, over shoes, eye protection and mask.
- The mask may then be removed, taking care not to bring the gloved hand into contact with the face.
- Disposable suits and overshoe's, along with the gauntlets, can be removed together, with the suit being taken off in such a manner as to leave the gauntlets inside, this avoids cross contamination onto the hands.
- Eye protection should then be removed.
- Finally, hands and face should be washed thoroughly using plenty of soapy water to ensure no contamination of the skin has occurred.

c. Other Safeguards

- All disposable items of PPE are to be bagged and disposed of; these are then safe to go into our general waste stream route for disposal.
- Under no circumstances should these items be re-used, or taken home.
- Under no circumstances should ordinary works clothing only be used, as this may result in exposure of others, such as the employee's family to harmful micro-organisms from contaminated clothing or shoes etc.
- Confined spaces containing sewage may contain toxic, flammable, or asphyxiating gases, and therefore should not be entered until purged with fresh air or gas tested.
- Vaccinations for Hepatitis can provide additional safeguards, however if this procedure is followed with the precautionary steps put into practice then this is not necessary.
- Information on vaccinations will be available during our annual Occupational Health Assessments.

HMS PROCEDURE PR009 - PAINTING PROCESS

1. AIM

This procedure is primarily designed to minimise the risks associated with HMS Painting Operations. Paint products present a significant risk to health and must be used with care, including any preparation and cleaning requirement.

There is a legal Duty under the Control of Substances Hazardous to Health to prevent Illness from chemical agents therefore it is vital everyone involved in painting follows this procedure.

2. RESPONSIBILITIES

As part of our duty of care HMS must ensure all paint related risks are managed to the lowest possible level. As part of this process the following safety precautions have been implemented. All employees with responsibilities for painting must follow the procedures & duties stated below.

3. PROCEDURES & DUTIES

Health Surveillance – Painters are required to undergo annual Lung Function Test and Dermatitis skin check. The company will also undertake with the employee a proactive Health Questionnaire. The aim is to ensure employees are not suffering any long tern harm or health effects as part of his duties.

Employees must also consider their own health. Report any problems which you feel may be triggered or aggravated by chemical / dust contaminates during work. Consider any symptoms, and whether or not they change depending on work. Do weekends and holidays improve matters etc. If you feel working conditions may be contributing to ill heath the matter should be raised with the Safety Manager. Particular attention should be given to avoiding contact with paint hardeners or activators, these contain Isocyanates which are sensitising agents and once sensitised to them than an acute reaction will occur. Once sensitised there is no recovery and no possibility of any further work with products containing Isocyanates or in locations were Isocyanates are present.

Safety Data Sheets (SDS)

All chemical agents used in the painting process have safety data sheets held on file or available on line. The safety data sheet file is held with Goods-In for all paint related materials, however Online access is preferred to ensure the latest SDS is used. SDS's can be referred to at any time, they hold safety critical information on the product you intend to use. They must be used in the event of an accident or spillage and should be taken to hospital with the injured party for use by the medical staff in identifying the best treatments.

Control of Substances Hazardous to Health. (COSHH) Assessments.

HMS has a duty to assess the risk of chemicals in the workplace and the effects they may have on employees Health & Safety. The Assessments are held by the Safety Manager but are available at any time to all employees.

Training and Awareness.

If undertaking paint spraying processes the individual must have undergone the Isocyanate awareness training. However skin contact with Hardness can cause sensitisation and not just from aerosols.

P.P.E (Personal Protective Equipment)

All painting processes will include some form of PPE requirement, and must be used. (Detailed Below).

Preparation Work.

- Dust respirator mask (half face type) must be used during surface preparation work where dust is generated.
- 6000 mask with 6055 Filters are required when using panel wipe or thinners as a surface cleaner.
- Eye protection is required. (Dust/ Flying Particles / Liquid splashes have been causes of accidents in the past. Please take care of your eyes at all times)
- Noise – If noise is being generated as part of the cleaning / preparation process. Ear defenders / plugs must be worn.
- NEVER dry sand antifoul paint.

Painting by Spray Application

- No paint spraying is permitted in the workshops during standard working hours. This is to ensure that no other people working in proximity are affected by paint aerosols and fumes. Loane working is not allowed the second person in attendance can wear a 3M Half face mask with 69055 filters if they are working away from the painting area and not directly associated to the painting process. It is not acceptable to be in the same workshop while spray painting is in progress without respiratory protection.
- All spray painting process must be undertaken wearing air fed mask respirator, supplied from a tested outlet which conforms to breathing air Standard BS4275.
- Eyes must be protected at all times, which includes during the mixing process.
- All exposed skin should be covered to prevent contact with paint.
- Suitable Gloves must be worn.

Painting by Roller Application

- 6000 half face respirator mask must be used with 6055 Organic Vapours Filters as a minimum standard must be used.
- Eyes must be protected at all times especially when working overhead.
- Cover any exposed skin areas to prevent paint contact.
- Wear suitable Gloves

Ventilation Requirements.

Roller painting in the engineering workshops as required for Antifouling or and other specialised coating applications is permitted. However, consideration must be given to others working in or around the area.

Good ventilation must be achieved at all times, if weather and time allows roller painting work should be done outside. Should it be a requirement of the job that painting can only be done inside the sheds. All doors should be open to maximise the natural ventilation.

Supervisors are to consider acceptable limits of fume present for others in the area not directly associated with the painting. If necessary painting is to be done last thing in the day prior to clocking off or after work, limiting the exposure to workforce at large.

Clean Up Process

All cleaning requirements should be undertaken using the same consideration for safety as the application process. All PPE must be worn.

Waste paint and thinners must be handled inline with HMS waste management policies. All spills must be reported to the Safety Manager.

Dust Respirators, gloves and over suits must be worn when changing extract filters. Used Filters are to be placed into plastic bags and sealed with duck tape. Disposal of used filters is to be arranged by the Safety Manager.

NEVER dispose of activator/catalyst into the liquid waste paint drum. If you have waste activator advise the safety manager who will arrange its disposal.

Fire Prevention

Waste rags, paints and used thinners must not become a fire risk and must be disposed of with care. All container tops must be securely sealed at all times to prevent fumes, and waste is to be removed at regular periods to reduce risk of fire or environmental contamination.

Actions to be avoided.

Paints requiring activators are usually sensitising agents to both skin and the respiratory system. It is vital as the person exposed to the paints, that you do not become sensitised. If you fail to act in accordance with this procedure there is a strong possibility repeated exposure without taking safety precautions will lead to this occupational related health problem through sensitisation.

Persons sensitised never recover. Once sensitised it leads to an acute reaction from small exposure levels. Results may include sever headache, irritation of the skin and respiratory tract and sickness. These symptoms persist long after the initial exposure has passed. Becoming sensitises to paints will end a painting career, or any career where paint is being used as part of a procedure.

HMS PROCEDURE PR010 – ELECTRICAL SYSTEMS

1. AIM

This procedure is primarily designed to minimise the risks of working with Electrical Systems. It is applicable for our electrical instillation, maintenance & repair requirements for the workshops, offices and also for work onboard vessels whether afloat or blocked off.

2. RESPONSIBILITIES

We are obliged to prevent death and injury by working safely with electrical systems and to meet the requirement of the Electricity at Work Regulations along wilt all other relevant standard applicable to the work.

Therefore it is required that only electrical engineers who are suitably trained are permitted to work on electrical systems. These include portable electrical systems and tools, fixed installations in the workshops and offices and any electrical systems onboard vessels.

3. PROCEDURES & DUTIES

HMS Managers and Supervisors are to plan and oversee all electrical instillations work. Only Company approved electricians or appointed contractors who have undergone the company induction programme are authorised to carry out electrical work, to include work on repair or testing portable electrical equipment and / or work on our sites infrastructure with fixed electrical instillations. The same restrictions also apply to all electrical work onboard vessels whether repair, refit or new build projects, including all work performed off site.

Mandatory Safety Precautions Required.

Working On Live Systems - Work on live systems is prohibited. If there is no other way and work on a live system is necessary for testing or repair then our Permit to Work Form must be completed and the Safety Manager informed before the start of work.

Locking Off System - Whenever possible a suitable locking off system must be implemented to prevent unauthorised / accidental access to isolated switches or brakers. These should not be easily defeated. The means of accessing the switch or distribution board must remain with the electrician.

Removal of Fuses – Should this option be employed the fuses must remain with the electrician. Caution should be taken to ensure alternative fuses cannot be fitted by others on board who may require power to assist their work. As such the Electrician must supplement this isolation method with an appropriate supplied sign stating the system is isolated due to ongoing electrical system work.

Tagging System – If the only means of isolating the electric supply are breakers incorporated in switch or distribution boards and locking out access is not possible, then a tagging system should be implemented using tags supplied. The Board should also be marked with appropriate signs stating the system is isolated due to ongoing electrical work in progress.

P.P.E (Personal Protective Equipment)

Electricians should wear overalls and safety glasses if snipping / stripping wires. This is in addition to any other PPE required stated in other Safe Working Procedures depending of task or location.

Fire Prevention

Electrical Fires are a real possibility. Precautions should be taken to ensure sufficient and suitable fire extinguishers are present. These should be HMS supplied extinguishers and not ones on board belonging to the vessel. Our extinguishers are tested and the service history is known and therefore their reliability is more certain.

Actions to be avoided.

It is not permitted to work on any electrical system without first instigating a suitable means of isolating the electrical system.

Remember – There are around 30 deaths per year due to electrocution at work, with a far greater number of serious permanent injuries.

There is also a risk of fire and explosion especially dangerous when working in confined spaces onboard vessels if electrical systems are unintentionally switched on during maintenance work. It is vital you take the safety precautions outlined in this procedure as shortcuts can kill.

HMS PROCEDURE PR011 - HOT WORK. (General Requirements)

(If the work process relates to welding, please also consider HMS PR007 Welding Process Control Procedure)

1. AIM

This procedure is to be used where any form of Hot Work is carried out on a vessel, whether it is during refit, whilst berthed alongside or on passage. This procedure does not cover work in confined spaces, as this is covered elsewhere.

Hot Work is defined as any process, which might ignite a flammable atmosphere or a flammable substance. This includes:

i. Welding – Manual Metal Arc, MIG, TIG, etc.
ii. Hot Cutting - Oxy-acetylene, Oxy-propane, Plasma Arc, etc.
iii. Brazing
iv. Grinding
v. Drilling
vi. Heating

2. PROCEDURE

Once the scope of work on a vessel is known, the first consideration should be:

- Is a Hot Work process absolutely necessary?
- If Hot Work is unavoidable, consider if there are any flammable materials nearby or gasses in the compartment. Most but not all flammable gasses are heavier than air so bear this in mind. The Supervisor in charge of the vessel is to check the area for the presence of any flammable substances.

Consideration should be given to the following:

- What substances might be or have been present in or in the vicinity of the area;
- Whether any such substances are flammable;
- Adequacy of cleaning/ventilation;
- Potential hazards from adjacent places, such as seepage from an adjacent tank or compartment;
- Whether proposed work will or could disturb any contained or trapped flammable substances;
- The actual or potential extent of any flammable atmosphere (carry out tests if necessary);
- The consequences of any increase in ambient temperature; (heat impacts on the individual)

- The risk of direct heat being transferred through a bulkhead to materials in any adjacent compartments.

Where assessment reveals that there is a risk of fire or explosion, the area must be cleaned and/or ventilated until a re-assessment demonstrates that the risks have been reduced to an acceptable level.

Examples of flammable substances on board vessels include:

- Fuels
- Lubricants
- Hydraulic fluids
- Solvents, as used in coatings, adhesives or cleaning fluids
- Welding, cutting or heating gasses

Prior to any hot work being carried out adequate fire fighting equipment must be brought to the area and be made ready for use.

The following is a minimum requirement where any Hot Work process is executed:

- Nobody carrying out Hot Work should be working alone
- There should be provision for fire fighting equipment of the correct type available in each area that Hot Work is taking place.
- All areas exposed to heat or sparks as part of the hot work must be clean and free from oils, greases, fuels etc.

The correct type of equipment depends on the type of substances present:

a. **Water** (extinguisher or hose reel) - Paper, wood, textiles etc.

Do not use on - Liquid, electrical or metal fires.

b. **Foam** - Liquid, paper, wood and textiles

Do not use on - Electrical & metal fires

c. **DRY POWDER** - Liquid, electrical, wood, paper & textiles

Do not use on - Metal fires

d. **CO^2** - Liquid & electrical fires, Do not use on - Metal fires

Special consideration must be given to spaces and compartments on a vessel that may contain flammable substances, but may not be apparent at first:

- Bilges – These may become contaminated after initial inspection, e.g. clean on arrival at yard, but contaminated after engine removal

- Shaft tunnels
- Tanks & spaces adjacent to fuel tanks – These could become contaminated through seepage or passing valves etc.
- Blanked or blocked pipe work
- Water and Fuel separators and their drip trays which may be nearby.

On completion of hot work all work equipment is to be removed from the area and an inspection must be made to confirm that work has cooled and would not be a source of ignition, or pose a hazard to those involved in the next phase of work in the area, including sub-contractors or vessel owners etc.

PPE Requirements

All cutting or burning activities require the correct use of PPE. Eye Protection is mandatory for these activities. Respirator Protection is also required to FFP2 level and suitable leather gloves. Overalls and Safety Boots must be worn.

HMS PROCEDURE PR012 - HAZARDOUS SUBSTANCES

1. AIM

This Procedure aims to control the use of substances that may be hazardous to health or the environment within the company. This includes a system for ordering and purchasing substances, assessing those substances once the hazards are known, and controls to ensure safe usage once the substances are in circulation.

2. PROCEDURE

The Company has a legal duty under the 'Control of Substances Hazardous to Health (COSHH) Regulations 2002', to effect adequate controls on all hazardous substances used in or generated by a process, this includes mixtures of substances and dust or fumes. It does not include asbestos or lead as these are covered by specific regulations.

In line with this, there are several steps that need to be followed to ensure that any risk to health or the environment is reduced as far as is reasonably practicable.

a. SCOPE OF WORK

Once the scope of any work on a vessel is known, the substances involved can be ascertained. These may include the following:

- Paints & Solvents
- Lubricants
- Fuel, and associated fume
- Welding consumables & associated fumes & gasses
- Chemical cleaning agents
- Hardwood dust generated from machining processes
- GRP & associated dust

Some of these substances may be kept in stock, and others will need to be ordered through the purchasing department as special orders. The General Manager, Production Manager, or Supervisor in charge of the work will provide the Safety Manager with a list of the substances required to comply with the work specification, the Safety Manager will identify any hazardous substances that may be generated by the process.

b. HEALTH & SAFETY INFORMATION

For any substances held in stock, there should be a Safety Data Sheet available, if this is not the case, this information should be ordered from the supplier.

The Safety Manager will make available all safety information concerning the substances identified in the scope of the work.

If the work involves substances that the safety manager considers unsuitable for use within the company environment using existing controls and work methods, then a suitable replacement substance that complies with company safety procedures will be suggested. The Safety Manager will then liaise with the supervisor in charge on the specification of the replacement substance, and whether it is suitable for the proposed work. If the substitute

substance is deemed unsuitable for the proposed work, the safety manager will either suggest another alternative, or increase the control measures, or modify the work method in place to allow the original substance to be used safely.

c. PURCHASING

Hazardous substances must be bought through the Purchasing Department with the purchase requisitioned by a Manager or Supervisor. It is vital all chemical agents on site and Hazardous materials are assessed for their safe use, including handling and storage requirements.

If chemical agents including cleaning products are to be purchased by cash from a local supplier then they must be safe to use and only used for their intended manufacturer purpose. Cash purchased chemical agents can only be authorised by a manager or Supervisor who must clearly identify and specify the product required. All cash purchased chemicals must be notified to the Safety Manager prior to purchase.

Chemicals or hazardous materials purchased through our purchasing system must be supplied with a Safety Data Sheet.

Unusual or one off purchases for Hazardous Materials for special purposes must be notified to the Safety Manager before purchase.

d. ASSESSMENT

All Substances, whether bought in, generated in process, or kept in stock must be subject to an assessment of the risk to health arising from exposure, and possible harmful effects on the environment.

The COSHH assessment will include the following sections:

- What substances are present and in what form;
- What harmful effects are possible;
- What harmful substances are given off;
- Under what circumstances;
- Where and how are the substances used & handled;
- Who could be affected, to what extent and for how long;
- What Precautions are in place;
- Are further control measures required to comply with the Regulations;

The assessments can be made available to all employees involved in the use of substances hazardous to health. The findings of any health surveillance carried out in line with risk of exposure to hazardous substances will also be made available to those employees concerned.

HMS PROCEDURE PR013- LONE WORKING

1. AIM

This procedure specifically outlines the special considerations involved with employees, contractors or visitors e.g. vessel owners working alone on company premises or on Company business.

2. PROCEDURE

The Company has responsibilities under the Health & Safety at Work Act, and the Management of Health & Safety at Work Regulations, for the health, safety and welfare at work of their employees and the health & safety of those affected by the Company's activities such as contractors, visitors and self-employed people who may come onto the premises.

These responsibilities must cover lone workers; there are special considerations to take into account.

3. SAFE WORKING ARRANGEMENTS

Lone working should be avoided. Cost is not a reason to accept lone working. Prior to allowing an employee or contractor to work unattended on site or on company business, the following points must be assessed:

a. Can the risks involved in the task be adequately controlled by one person

i. Is there safe access & egress for one person.
ii. Can any equipment be safely handled by one person.
iii. Can any substances or goods such as parts, be safely handled by one person.
iv. Does the work involve lifting objects that are too heavy for one person.
v. Is the lone worker able to follow site emergency procedures, or any other arrangements in place intended to maintain job safety, especially if the worker is away from the company premises.

b. Is the person medically fit and suitable to work alone.

i. Check that there are no medical conditions that may make a person unsuitable for working alone.
ii. Consider routine work and foreseeable emergencies that may impose additional physical and mental burden on the individual.

c. Is any further training required.

i. Training can help a person cope with new or unusual circumstances.
ii. Set limits to what a person is expected to do alone, and to know when to stop work and seek advice.

d. How will the person be supervised.

i. The level of supervision must be based on the risk associated with the task also consider the experience of the individual.
ii. The higher the risk, the greater the level of supervision.
iii. Regular contact with the lone working is required to ensure he/she is okay through their working period. This can be done remotely by telephone. So, if there is an accident

there is some meaningful and timely contact provision in place to check and if necessary, intervene should an accident occur.

iv. At end of the working period the lone worker must be instructed to contact his/her supervisor to advise the task is complete and the lone worker is at home or off duty at a place of safety.

e. What happens if there is an accident, or the person becomes ill.

i. Risk assessment should identify foreseeable events. These must be very small with any injury severity exceptionally low, if lone working is to be considered.

ii. Lone workers should have access to adequate first aid facilities.

iii. Any visiting lone worker will need information about hazards on the site and site emergency procedures.

iv. Regular checks must be make to during working time to check lone workers remain safe and that the can respond to contact requests from the supervisor or manager responsible for their safety.

HMS PROCEDURE PR014 - CONTROL OF SUB-CONTRACTORS AND PERSONS ON SITE WHO ARE NOT UNDER OUR CONTROL.

1. AIM

The aim of this procedure is primarily to provide a framework that allows Company representatives to effectively control the selection and appointment of sub-contractors to carry out work both on & off company premises.

2. PROCEDURE

Managers and Supervisors booking contractors must implement the following.

- Review the List of Authorised Sub-Contractors managed through the Quality System Manual, refer to (QMS) PRO-107 Supplier / Contractor Selection Process.
- Assess Contractors Risk which Holyhead Marine Services will be exposed to.
- The Contractor must demonstrate they have valid and in date insurance provision for the work they plan to deliver.
- Undertake a formal Supplier/Contractor assessment if required and update the Approved Supplier list with the Safety Manager.

If Contractor's are booked.

- The Contractor must be directed to sign in and out using the company Visitors Book
- The Contractor must have an induction which is recorded in writing with the Safety Manager or Manager responsible for the work being undertaken.
- If work tasks are very low risk the Contractor may be issued with a contractors information leaflet when they sign in to replace the induction. But only for low-risk activities.
- The Contractor must supply a Risk Assessment for the tasks they are undertaking.
- The Contractor must always be supervised and must not breach HMS Safety Rules as outlined in this handbook. This is part of the Supervisory responsibilities.

Visitors on site who are not under our control.

This group of people cover vessel owners working on their own vessels or owners' representatives.

- Holyhead Marine's job acceptance form is to be completed by the vessel owners including their insurance provision.
- Owner / Crews instructions are to take place prior to work commencement with the Safety Manager or Manager who accepted the work.
- Holyhead Marine's safety, quality and environmental standards as outlined in this book must be maintained and achieved by all parties working on site. Lower standards for vessel crews working on their own vessels is not accepted.
- All waste, parts and equipment must be removed by the ships representative and taken off site. If We are required to accept waste then it must be notified to the Safety Manager before acceptance.

HMS PROCEDURE PR015 – SUPERVISION OF YOUNG PERSONS (Work Experience, Trainees & Apprentices)

1. AIM

The aim of this procedure is primarily to provide guidelines to ensure that risks to young people visiting the site or engaged in work experience within the Company are kept as low as reasonably practicable.

2. PROCEDURE

We have a very high duty of care to trainees and young persons. It must be clear to all, that trainees including apprentices must be supervised and instructed relevant to their skill levels and are not qualified individuals. They cannot be drawn upon to deliver our work requirements in the way qualified staff member are. Therefore a higher level of supervision and care must be afforded when considering work arrangement.

- All new start personnel must have a documented site induction on day one of their placement. This must include emergency contact details and school contact details.
- Work Experience and Apprentices must be assigned a supervisor and a work colleague to provide tutorship.
- There will be limitations on machinery, these will be set during induction and must be respected. Generally, these limitations will prohibit the use of all unqualified personnel using, lathes, miller's, radial arm drills, bench top grinders along with the shipwright's workshop powered woodworking machines, cranes, forklifts and any equipment requiring specific qualifications. The supervisor must be confident the individual can undertake any given task safely.
- Work Experience candidate must never work unsupervised. Apprentices need to be supervised relevant to their skill level.

Personal Protective Equipment - Holyhead Marine requires Trainees to always wear Overalls and Safety Footwear on site as standard for all tasks. These items of PPE are to be provided by the trainees until such time as they become eligible for company issue.

Rest Break - The work experience candidate will be advised to make their own preparations for lunch. During the induction the provision for lunch will be checked as its important young persons have breaks and food. This is especially important for school children who may rely on school dinners or breakfast clubs as part of their daily food provision.

NO Unauthorised Children or Young Persons are permitted on this site for reasons of safety. Permission for the attendance of young persons can be granted by the General Manager or Safety Manager if there is a genuine purpose for the visit.

Non-Attendance - Non Attendance must be notified to the Safety Manager who will bring the matter to the attention of the school concerned or college.

HMS PROCEDURE PR016 - SITE SECURITY

1. AIM

The aim of this procedure is to eliminate breaches of site security that may compromise the health and safety of employees, sub-contractors, visitors and the general public.

As laid down in the Safety Policy, the Company will take measures to avoid risk to people, property and the environment; this can only be successfully achieved through maintaining a safe and secure working environment.

2. PROCEDURE

The Company has a statutory duty to provide a safe place of work for employees, and persons other than employees, this procedure outlines the control of visitors, contractors and vessel owners, or owner's representatives who may visit the site, and there is also the possibility of trespassers entering the site and being injured. Lone working is not allowed.

a. <u>VISITORS</u>

- All visitors are to be met at reception by the HMS employee responsible for them.
- Visitors are to be taken to sign using the visitors signing in book and must be given a visitors instructions leaflet relevant to the reason or their attendance. This detail important site safety and security information.
- Visitors are required to wear a visitors' badge while on site at all times.
- Site Safety Inductions are not required for visitors, if they are not undertaking engineering work and are accompanied by the HMS employee.
- The visitor always remains the responsibility of the HMS employee they are visiting, this includes their safety on site and ensuring they depart and sign out.

*** Any Staff member can and should challenge anyone who is unfamiliar to us and is wondering around site without a HMS staff member accompanying them. ***

c. <u>CONTRACTORS</u>

- Contractors must report to reception on arrival and be met there by the HMS employee responsible for hiring them.
- Contractors must sign in and out every day using the Visitors signing in book.
- Contractors must be instructed to report to the Safety Manager on arrival for a site safety induction before starting work.
- For very low risk activities a Contractor Safety information Leaflet can be issued in lieu of the full site safety induction, but the tasks for this option must have minimal risk and be for a short duration.
- Contractors should be booked in-line with HMS Procedure PR014- Control of Sub-Contractors.
- Contractors remain the responsibility of the HMS employee who requested them.

c. VESSEL OWNERS, OWNERS REPRESENTATIVES & CREWS

- Vessel owners, representatives & crew should report to reception on arrival.
- Vessel owners, representatives & crew must also sign in and out every day.
- Vessel Owners, representative & crew must have completed the Job Acceptance Form and have met the requirements of HMS PROCEDURE PR014 - CONTROL OF SUB-CONTRACTORS AND PERSONS ON SITE WHO ARE NOT UNDER OUR CONTROL.
- The HMS Manager or Supervisor responsible for accepting the work associated the vessels owners, representative or crew being on site remains responsible for their oversight while they are on site and to ensure they do not break our safety rules.

d. OUT OF HOURS WORKING

Vessel owners, representatives or crew must be made aware of our opening hours. There is no provision for crews to stay overnight on the vessels and must vacate the premises during the hours we are closed. Working late or during weekend requires advance notice and permissions. There is no lone working allowed on site.

e. TRESPASS

Any unaccompanied persons on site should be identified and asked if they have signed the visitor's book, and what their business is on site, anyone who has failed to sign in should be directed to reception immediately if they have a valid reason to be on site.

Trespass onto the site by any person, including children, will result in the police being notified of the occurrence.

If the police are notified of an incident of trespass onto the site, details of the incident should be logged for future reference, this should include:

- Who was on site; when, date & time.
- If anyone was injured, If any damage was done to company property.

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