1. **Purpose :** To ensure safe execution of “GENERAL DECK SAFETY” and associated activities.
2. **Scope:** Applicable for all vessels which are managed / owned by KFS.
3. **Definitions and Abbreviations :**

**Nil**

1. **Roles and Responsibilities :**

**Vessel Masters** are responsible for implementing this procedure.

**Operations** dept. shall ensure that

1. Vessel masters are competent to handle the subject procedure and if not give adequate training either internal or external as suitable through HR or direct as possible.
2. Ensure that all associated equipment’s and items utilising for the subject procedures are adequate enough to ensure safety of personnel and the assets of KFS and all associated parties while executing the subject operation.
3. Take a lead role in preparing and reviewing RA (risk assessment) along with other RIAC committee. Review of RA can be due to either normal annual review or due to the reasons as identified in section 5.3 of Hazard Risk assessment procedure. Operations must report to QHSE / DPA about the review requirement due to the above stated condition.
4. **Procedure :**

**5.1 Lighting**

* Lights should be turned on in all areas that need illumination except those lights that interfere with navigation of the vessel. (See related SAFEOPS Training Program).
* Walking in darkened areas without a flashlight should be avoided.
* Extension light cords should not be allowed to chafe or sharp surfaces or corners.
* Explosion proof lights should be used in areas where flammable vapors may be present. Make certain that the bulb is guarded.
* All installed lighting in machinery and deck spaces should be properly guarded to prevent accidental bulb breakage.

**5.2 Doors and Hatches**

* Open doors and hatches should be latched back or otherwise secured to prevent swinging and slamming.
* Open manholes should be barricaded or roped off, and covered when not in use.
* Gear and supplies should be kept clear of doorways and hatches being used.
* The integrity of watertight doors and hatches should be maintained at all times.
* All watertight doors should be closed at all times when underway.

**5.3. Warning Signs**

* Warning signs are displayed to warn personnel of certain hazards, routes of safe exit, and locations of safety equipment
* All signs should be understood and observed.
* A sign should be posted near the area where personnel are working over the side.
* A sign should be posted near radar and radio if personnel are working inmthe vicinity of scanner or antenna. Do not turn on equipment. Use lockout/tagout devices. (See section 7., Lockout/Tagout Procedure)
* Proper signs should be posted when taking on or discharging fuel. Do not smoke and do not use open lights during this operation.
* All fire and safety equipment should be clearly labeled for quick identification by vessel personnel or persons in addition to the crew.

**5.4 Deck Surfaces, Stairs and Walkways**

* Installation and maintenance of “non-skid” surfaces should be applied to fixed ladders, stairs, and high use deck areas to prevent slips, trips and falls.
* Stairways should be painted a vivid color for better visibility.
* All slipping, tripping, or stumbling hazards should be kept off the deck.
* Never run on decks. Always walk.
* When carrying tools or materials, always keep one hand free to use the handrails as you go up and down stairways.
* All stairways should be well illuminated.
* All steps, walkways, and stairs should be kept free of obstructions and slippery materials such as oil and grease.
* Tools, equipment, and materials should not be left on walkways.
* Standard handrails should be provided for stairs with four or more steps.
* Use handrails when walking up/down stairways or steps.
* Gangways, walkways and handrails should be inspected frequently to determine their strength and integrity.
* If hoses and electrical cords cannot be run overhead, then secure them to the floor or ground whenever they are laid across walkways.
* Always look at the path you will take in order to prevent tripping, slipping, or stumbling.
* Always take the safest path to your destination.

**5.5 Slips, Trips and Falls**

Slips, trips and falls are a major contributor to injuries and lost time accidents. Be careful and observe the following guidelines.

* The following situations should be avoided, if possible, to help prevent slipping. If these conditions cannot be avoided completely, then use extreme caution when traversing the area :

1. Wet floors/decks.
2. Oily floors/decks.
3. Highly waxed and polished floors.
4. Mats at the foot or top of a stairway. (All mats and rugs should have non-slip backing)
5. Icy floors (walk-in freezer).

* Remove any spilled liquid from the deck immediately.
* Always pay close attention to where you are walking on both interior and exterior decks.
* Good traction helps prevent slipping. The soles of some footwear may increase the chance of slipping, therefore, wear safety footwear that provides good traction.
* When exerting extreme force on wrenches, made sure that your footing is stable in case the wrench slips or releases quickly.
* Good housekeeping helps prevent tripping.
* Engine Room floor should not be loose.
* In addition to tools used in day-to-day operations, many items can cause tripping. Be alert for tripping hazards such as loose deck plates, electrical cords, air hoses, mooring lines, transfer hoses, etc. Take action to eliminate tripping hazards where possible.
* Open hatches and every other temporary opening in a deck, which a person could accidentally step into should be well marked. The openings should be constantly attended, protected by barricades or standard railings, or roped off before any grating or boards are removed, or before any holes are opened.
* Take special precautions when working in a location without handrails(i.e., on barges, boars, stacked cargo, and tank tops).
* Employees should wear safety harness when working 2 meter or more above a deck or over the side, unless other adequate protection against falling is provided. A permit for working aloft or over the side should be obtained from the master.

1. **Reference** :

* ISO 9001:2008- Clause No7.1, 7.2, 7.5
* ISO 14001:2004- Clause No: 4.4.6
* OHSAS18001:2007- Clause No: 4.4.6
* ISM code 2010 – Clause No: 7

1. **Related records**

* Galley Cleaning Plan KFS-IMSF-SOM-02-Galley Cleaning Plan
* Mess Room Cleaning Plan KFS-IMSF-SOM-02-Mess Room Cleaning Plan
* Toilet Cleaning Plan KFS-IMSF-SOM-02-Toilet Cleaning Plan