

SAFETY, ENVIRONMENTAL PROTECTION & PUBLIC HEALTH COMMITTEE

Vessel

Report Number

(year & month e.g. 0201 for Jan 2002)

AGENDA

Items for 'New Business' to be submitted to the relevant Officer in good time for the agenda to be circulated.

Persons assigned responsibility for progressing corrective action are to be identified in the "person responsible column".

Requisitions and communications to progress corrective actions are to be identified

1. Date, time & place meeting opened. Members present and apologies for absence
2. Minutes of previous meeting agreed as true account
3. Safety Officer's Report
4. Medical Officer's Report
5. Hygiene Officer's Report
6. Environmental Officer's Report
7.
 - a. ISM Code & Vessel Management System - Motivation of Crew
 - b. VMS Procedural Review
 - c. Company Bulletins, Case Studies or Local Work Instructions received
 - d. Company's Objectives for improvement and KPIs on safety, environment, public health
 - e. Effectiveness of recently implemented corrective actions for inspections /audits findings and Hazardous Occurrences
8. Minutes of previous meeting reviewed and progress/action reported.
9. New business.
10. Any other business.
11. Date of next meeting.

MINUTES

Each point raised / discussed to be identified by agenda number and consecutive number.(e.g. second point of new business is 9.1)

| 1. Date, time & place meeting opened. List of names present and apologies for absence. | | Person Responsible for Action |
|--|--|-------------------------------|
| Committee Members are to include the Captain (as the Chairman), Heads of Department (or Deputy), Safety Officer, Deputy Safety Officer (Engineer), Medical Officer, Hygiene Officer, Environmental Officer, Elected OHS / Safety Reps. | | |
| 1.1 | | |

| 2. Previous minutes agreed as true account of meeting. | | Person Responsible for Action |
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| 2.1 | | |

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| 3. Safety Officer's Report Summary to include: Safety findings from internal and external parties' inspections/audits, status of safety equipment and rounds, relevant safety correspondence and an evaluation of safety training & drills, accidents, incidents and near misses (Hazardous Occurrences (HazOcs)) All HazOcs have been reported, investigated, analysed, categorised with corrective actions identified and all this recorded (in Shipsure when installed onboard or the relevant SAF forms) Effectiveness of Risk Assessments reviewed and progress updated as required. New items requiring particular discussion and action should be brought up under new business. | | Person Responsible for Action |
| 3.1 | | |

Near Misses (SAF11 or via Shipsure) raised and Stop cards (SAF 97) including Unsafe Acts and Conditions , OHS items if raised by the Crew Welfare committee received and analyzed

3.2

Crew occupational Safety and Health: LWC / LTIs cases , evaluation of adequate PPE , alteration of shipboard work processes that may affect safety and health or violation of Work/Rest Hours

3.3

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| <p>4. Medical Officer's Report</p> <p>Summary to include medical findings from internal and external parties' inspections/audits, status of medical equipment, water testing, personnel checks/inspections, relevant correspondence and the evaluation of medical training & reports, medical items if raised by the Crew Welfare Committee</p> <p>New items requiring particular discussion and action should be brought up under new business.</p> | <p>Person Responsible for Action</p> |
| <p>4.1</p> | |

| 5. Hygiene Officer's Report Summary to include hygiene and sanitation findings from internal and external parties' inspections/audits, status of hygiene equipment, relevant correspondence and the evaluation of hygiene training & reports and hygiene and sanitation items if raised by the Crew Welfare committee New items requiring particular discussion and action should be brought up under new business. | Person Responsible for Action |
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| <div>5.1</div> | |

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| 6. Environmental Officer's Report Summary to include environmental findings from internal and external parties' inspections/audits, status of environmental equipment and operations, relevant correspondence and the evaluation of training & reports, environmental HazOccs (pollution incidents, near misses acts/conditions), enviro items if raised by the Crew Welfare Committee, New items requiring particular discussion and action should be brought up under new business. | | Person Responsible for Action |
| 6.1 | | |

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| 7. | <p>a. ISM Code & Vessel Management System Motivation of Crew To include the evaluation of the previous month's "ISM Code & Safety Management System Motivation of Crew" topic & strategy and to identify the topic & strategy" for the forthcoming month.</p> <p>b. VMS Procedural Review To review VMS procedures and advise any recommendations for improvement.</p> <p>c. Company Bulletins, Case Studies or Local Work Instructions received Reviewed and implemented</p> <p>d. Company's Objectives for improvement and KPIs on safety, environment, public health (reference Annual Management Review Report and periodical interim reports received) – vessel aware of and familiar with and being supported as appropriate</p> <p>e. Effectiveness of recently implemented corrective actions for inspections /audits findings and Hazardous Occurrences</p> | Person Responsible for Action |
| 7.1 | | |

| 8. Minutes of last meeting reviewed. Progress reported / action identified for outstanding items. Review each item (do not delete the previous month(s) text) until the item is minuted as completed or closed. Where no progress has been made, either reconfirm the individual assigned responsibility for corrective action or reassign/redirected responsibility. Items are to be identified by their original report and agenda consecutive numbers. (e.g. 0206 9.3). | Person Responsible for Action |
|--|--|
| <div>8.1</div> | |

| 9. New business. Items for discussion are to be submitted to the Safety Officer in good time for the agenda to be circulated. Individuals assigned responsibility for progressing corrective action are to be identified in next column. Requisitions / communications to progress corrective actions are to be listed. | Person Responsible for Action |
|---|--|
| 9.1 | |

[illegible]

| 10. Any other business. | | Person Responsible for Action |
|--|--|-------------------------------|
| Opportunity for members to raise other items for discussion. | | |
| 10.1 | | |

| 11. Date of next meeting. | | Person Responsible for Action |
|---------------------------|--|-------------------------------|
| 11.1 | | |

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| Signed | Safety Officer | Date |
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| Signed | Master | Date |
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| DPA Comments Ref. | | Person Responsible for Action |
|----------------------|--|-------------------------------------|
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| Signed | DPA | Date |
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