

## BACKGROUND

Following its ongoing initiative for enhancing Safety Culture, V.Group has produced a new “Stop the Job” policy, procedure and DVD.

## DETAILS

### • STOP THE JOB POLICY

- applies onboard and ashore
- grants the right to stop the job to ALL when deemed unsafe
- assigns no blame when genuine as per the Just Culture Policy



### STOP THE JOB POLICY

This policy is applicable to all Marine Operations' employees whether on board or ashore.

The Company encourages and supports any decision to STOP THE JOB if it becomes apparent that harm could occur to:

- Ourselves
- Our co-workers
- Members of the public
- The environment in which we work
- Assets we work with.

Any person regardless of position and seniority has the right and duty to apply the Stop the Job policy if, in their opinion or judgment, such activity is deemed unsafe and may lead to a potential incident.

No blame will be assigned to the person(s) genuinely activating the Stop the Job process in line with the Just Culture policy.

### • STOP THE JOB Procedure

- aims at early accident prevention
- encourages active intervention when unsafe acts / omissions / conditions / situations / behaviours observed
- refers to compliance with the V.Rules

#### V.Rules



Work with a valid work permit when required.



Verify energy isolation before commencing work.



Use appropriate PPE when required.



Conduct gas tests when required.



Do not enter an enclosed space without authorisation.



No alcohol or drugs while working.



Do not walk under suspended loads.



Do not smoke outside designated areas.

### • The FINAL BARRIER DVD (Safety Culture Series)

- promotes team work and communication
- empowers stopping the job
- establishes any employee, no matter how junior, as the final safety barrier



V.Group

Safety Culture Series



## ACTIONS REQUIRED

### Stop the Job

**All ships do the following procedure:**

**Note:** The eLVMS will be updated with the above Policy, Procedure, DVD in next revision

- 1) Review and familiarize ALL personnel onboard with the enclosed new Policy, Procedure (incl. the V.Rules) and DVD
  - ▶▶ see Annexes
- 2) Post the Policy onboard
- 3) Include the Policy and Procedure (incl. V.Rules) together with the eLVMS (Leisure Vessel Management System) folder
- 4) Follow the DVD instruction letter
- 5) Perform the above with all new on-signers, incl. contractors working onboard
- 6) Document above (items 1) and 2) )
  - ▶▶ use form SAF111 Training Session Attendance
- 7) Confirm to the DPA when 1) above complete

■ ■ Completed ■ ■

## Attachments:

- **Annex I** – Stop the Job Policy
- **Annex II** – Stop the Job Procedure, including V.Rules explained
- **Annex III** – The Final Barrier / Stop the Job DVD material

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- Ourselves
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- Members of the public
- The environment in which we work
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Any person regardless of position and seniority has the right and duty to apply the Stop the Job policy if, in their opinion or judgment, such activity is deemed unsafe and may lead to a potential incident.

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\_\_\_\_\_  
**Managing Director / General Manager**

12-01-2014

**Date**

## Stop the Job

Intervening at an early stage assists in preventing accidents. If you see a V.Rule being broken we expect you to intervene if it is safe to do so.



►► See – [Stop the Job Policy](#)

## Stop the Job Process

All employees are responsible for this process.

- 1) **Stop the Job** if:
  - a) Someone is breaking a V.Rule
  - b) Any situation arises due to an:
    - unsafe act of any person involved in the operation
    - unsafe behavior of any person involved in the operation
    - omission by any person involved in the operation
    - non-action of any person involved in the operation,
  - c) Any situation, if continued may lead to a hazardous occurrence
- 2) Secure site
- 3) Notify immediately:
  - a) Master
  - b) Safety Officer
- 4) Consult supervisor on how to continue work safely
  - a) Consider:
    - Conducting new risk assessment
    - Issuing new work permit

# V.Rules



Work with a valid work permit when required.



Verify energy isolation before commencing work.



Use appropriate PPE when required.



Conduct gas tests when required.



Do not enter an enclosed space without authorisation.



No alcohol or drugs while working.



Do not walk under suspended loads.



Do not smoke outside designated areas.

## V.Rules

Obtain a valid Permit to Work whenever required.



You must:

- Understand the Work Permit and follow it.
- Confirm that the Work Permit is valid.
- Confirm with the Officer in Charge of the work that it is safe to start work.

# V.Rules

Verify isolation before commencing work.



You must:

- Understand the isolations that protect you from danger.
- Use Lock-Out / Tag-Out to isolate energy (e.g. electric power, steam, hydraulic).
- Confirm with the Officer in Charge of the work that systems are adequately depressurised and isolations are in place.
- Confirm with the Officer in Charge of the work that it is safe to start work.

## V.Rules

Use appropriate PPE when required.



You must:

- Comply with the minimum Personal Protective Equipment Matrix.
- Check equipment before using it.
- Use fall protection equipment when working at height.



# V.Rules

Conduct gas tests when required.



You must:

- Confirm with the Officer in Charge of the work that the atmosphere is tested.
- Confirm with the Officer in Charge of the work that it is safe to start.
- Stop work if you smell gas.

Gas testers must:

- Understand which tests the Work Permit requires and how often.
- Use certified equipment for the tests.

# V.Rules

Do not enter an enclosed space without authorisation.



You must:

- Never enter a space that does not have a valid Work Permit and Entry Tag.
- Never enter an enclosed space without confirming with the Officer in Charge that it is safe to do so.

Officers must:

- Approve and control access to an enclosed space.
- Have a means of communication with people in an enclosed space.

# V.Rules

No alcohol or drugs while working.



You must:

- Always inform your Supervisor if you are taking medicine that may have an effect on your performance. If in doubt, always check with the Master.
- Never use, keep, sell or distribute illegal drugs.
- Never purchase alcohol ashore for consumption on board.

**On Vessels where Alcohol permitted:**

- Never exceed a Blood Alcohol Concentration (BAC) of 0.04% by weight or 40mg/100ml.
- Never consume alcohol up to 4 hours before a scheduled work period.

# V.Rules

Do not walk under suspended loads.



You must:

- Never cross a barrier controlling an area with a suspended load without authorisation.
- Follow the instructions of the Person In Charge of the lift.

A Person In Charge must:

- Mark the unsafe area and put barriers in place.
- Ensure that nobody walks under a suspended load.

## V.Rules

**Do not smoke outside designated areas.**



You must:

- Know where the designated smoking areas are
- Intervene if you see someone smoking outside a designated area

# V.Rules

Intervene if YOU see someone breaking these rules.



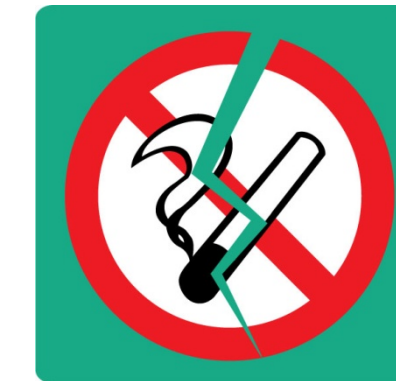
You must:

- Stop the job if you see someone breaking a V.Rule.
- Seek advice from the Officer in Charge if you are unsure.
- Set an example to others by complying with the V.Rules.

## V.Rules



**Breaking the V.Rules puts you and your  
colleagues at risk**





**V.Group**

Safety Culture Series



**The Final Barrier**



Showtime.....



# The Final Barrier



January 2017

## PREPARATION NOTES

PRINT IN 'NOTES' FORMAT

PRESENTATION BEGINS AT NEXT SLIDE



V.Ships (UK) Ltd.  
8 Elliot Place  
Glasgow  
G3 8EP

The Master  
All Vessels in Technical Management

21 December 2016

### **SAFETY CULTURE VIDEO – THE FINAL BARRIER**

The purpose of this letter is to introduce the latest V.Group Safety Culture video, entitled 'The Final Barrier', and to provide instructions on actions you are to take.

The video highlights the essential nature of teamwork and communications, and the fact that any team member is empowered to Stop the Job. Having viewed the film yourself and become familiar with the messages it contains, you should arrange a viewing for your entire on-board team. I realise that watchkeeping commitments will mean this will take more than one viewing, but it is very important to me that you display visible leadership around this topic and introduce the sessions personally. The short accompanying PowerPoint presentation provides a suitable framework to support you in this, and to focus the thoughts of your team for a follow-on discussion to consolidate the message. You will need to print a copy of the presentation in 'notes' format to see all the guidance.

Having ensured that your entire on-board team are aligned with the content in the film, I would then ask that the messages that it provides are continually reinforced. This will require discussion with your senior team, as well as with everyone else on board. The main principles to think about are:

- Anyone can stop the job – and must do so if they are concerned
- No-one should be criticised for stopping a job when it turns out it was unnecessary
- There needs to be an environment on board where anyone feels able to speak up – no matter how junior.

Creating this environment is a key responsibility of leaders, and can only be done by setting a suitable example. I realise that this is not always easy, and it may not happen quickly, but the effort to get this right is always worthwhile, and I thank you now for your support of this important initiative. Any feedback you have is very welcome, please send it to [training@vships.com](mailto:training@vships.com).

Best regards,

A handwritten signature in black ink, appearing to read 'Matt Dunlop', with a stylized, flowing script.

Matt Dunlop  
Group Director, Marine Operations