**SAFETY BRIEFING (TOOLBOX TALK)**

**WITH CONTRACTORS BEFORE PERFORMING WORK ONBOARD**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Vessel:** | **Date:** | | **Time:** | | | **Vessel location:** | |
| **Work / Operation\* at hand:**  \*TBT to be re-issued if activity changes | | | | | | | |
| **Contractors’ Company Name:** | | | | | | | |
| **Items discussed** | | | |  | **Remarks / Details** | | |
| If contractors are NOT staying overnight onboard - a crew member is assigned to closely supervise them at all times and he/she is made known to them | | | |  | *[State rank/name of assigned crew member]* | | |
| Contractors are staying overnight onboard - form SAF92 “Familiarization Induction for Non- Marine Persons Working Onboard” completed and issued for each of them | | | |  |  | | |
| Contractors will work on ship’s system / equipment | | | |  | *[Specify which system/equipment]* | | |
| Objectives of the job incl. technical information | | | |  |  | | |
| Manpower and skills required | | | |  |  | | |
| Contractors have own procedures/ plan for the work to be performed? | | | |  | *[attach a copy of contractors procedure/work plan if available]* | | |
| No conflict with ship’s procedures and activities | | | |  |  | | |
| Procedures agreed and understood by both crew and contractors | | | |  |  | | |
| Hazards identified (safety, health, environmental, damage) | | | |  |  | | |
| Work environment (t°, humidity, ventilation etc.) satisfactory | | | |  |  | | |
| PPE required | | | |  |  | | |
| Hazardous Materials involved | | | |  | *[ensure compliance with the C.O.S.H.H requirements for contractor’s chemicals, incl. availability of MSDS, storage & segregation, PPE, proper handling]* | | |
| Equipment used and associated hazards | | | |  |  | | |
| Safe access / exit discussed | | | |  |  | | |
| Manual handling problems | | | |  |  | | |
| Emergency actions agreed | | | |  |  | | |
| Risks Assessed- existing Risk Assessment reviewed / further required | | | |  | *[attach a copy of the Risk Assessments if formally made]* | | |
| Permits to Works discussed and issued | | | |  |  | | |
| Isolations / Locking / Tagging out | | | |  |  | | |
| Other matters discussed | | | |  |  | | |
| Points requiring further action | | | |  | *[action by]* | | |
| Contractors performing the work / operation: | | | | Crew involved in the safety briefing and the work: | | | |
| *Position / rank* | | *signature* | | *Position / rank* | | | *signature* |
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Chief Engineer or Staff Captain:

Name: ……………………………. Position: ………………………. Signature: …………..…………….