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| **Shipboard Occupational Training** | | |
| Reference [Fleet Ops](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/fleet_ops.htm) > [9.0 Safety Management](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/safety_management.htm) > 9.3 Accident and Incident Management | | |
| **Checklist Not Required to be completed By Officers that have completed Deck Officer Familiarization Programme SAF121 & Engine Officer Familiarization Checklists/Questionnaires OP234 &235** | | |
| **PART A – ALL SHIPS REQUIRED ITEMS:** | | |
| **Training to be completed before being assigned to any shipboard working duty and not later than 3 Days after Embarkation Until Completed Crew Member to Work under Supervision.** | | |
| Crewmember's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rank & Dept: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Ship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Embarkation Location & Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Once fully completed, the checklist is to be filed with the crew member's personal file onboard** | | |
| **Supervisor/Manager (in his/her role of H&S Supervisor in the SEPPH Committee structure) to tick Box When Task Completed and Sign Off Sheet on Satisfactory Completion** | | |
| **CREWMEMBER MUST BE TRAINED ON ALL ITEMS BELOW AS APPLICABLE TO HIS/HER WORKPLACE BY HIS/HER LINE SUPERVISOR/MANAGER:** | | |
| **SECTION 1: General - All Departments** | | **Tick as applicable, Remarks** |
| Completion of Onboard Safety Familiarisation (incl watertight door Operations) | |  |
| Awareness of Scheduled Arrangements for Work & Rest | |  |
| Awareness of Department Standing Orders | |  |
| Location & Knowledge of Workplace Fire Fighting Lockers, Equipment & Appliances | |  |
| Location of Fire Alarms in Workplace | |  |
| Location of LSA Equipment in Workplace | |  |
| Location of Watertight & Fire Doors in Workplace | |  |
| Location of Emergency Exits and Escape Routes in Workplace | |  |
| Knowledge and Use of Safety Signs | |  |
| Procedures for Reporting Defective Equipment | |  |
| Procedure for reporting of hazoccs, near misses, unsafe acts and conditions and familiarity with safety campaigns currently run by the Company | |  |
| Use of PPE including Location, Fault Reporting and Company Policy | |  |
| Awareness of Manual Handling Techniques | |  |
| Awareness of Ships Garbage Management Plan & Procedures for Garbage Separation | |  |
| Hazmat and Chemicals - Storage & Labelling and Material Safety Data Sheets (MSDS) | |  |
| Correct use of workplace Hazmats or Chemicals | |  |
| Procedures for Dealing with Hazmat and Chemical Spills | |  |
| Procedure for Hazmat & Chemical Disposal | |  |
| Location of Code of Safe Working Practices for Merchant Seamen and awareness of relevant sections. Awareness of the Shipboard Health and Safety Organization as per [Fleet Ops](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/fleet_ops.htm) > [1.0 Shipboard Administration](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/ship_admin.htm) > 1.3 Shipboard Management>1.3.2 SEPPH Committee | |  |
| Any Occupational Health and Safety videos relevant to the position or workplace as identified by Supervisor/Manager and listed in **Part B** | |  |
| Instruction/Training/Awareness of hazards identified by Supervisor/Manager within applicable workplace risk assessment as listed in **Part B** | |  |
| Any additional items as identified by the Supervisor/Manager and listed in **Part B** | |  |
| **PART A – ALL SHIPS REQUIRED ITEMS:** | | |
| **SECTION 2: Deck Department** | | **Tick as applicable, Remarks** |
| Operation and Hazard Awareness of Specific Workplace Equipment, Machinery & Tools | |  |
| Operation & Maintenance of LSA | |  |
| Operation of Mooring & Anchor Winches and Awareness of Snap Back Zone | |  |
| Operation of Pilot Door, Pilot Ladder and Shell Openings | |  |
| Permit to Work System & Procedures for Entry to Enclosed Space, Hot Work, Working Aloft, Over-side etc. | |  |
| Oil Spill Procedures and Location of Equipment | |  |
| Any additional items as appointed by the Supervisor/Manager and listed in **Part B** | |  |
| **SECTION 3: Engine Department** | | **Tick as applicable, Remarks** |
| Operation and Hazard Awareness of Specific Workplace Equipment, Machinery & Tools | |  |
| Location of Machinery Stops | |  |
| Location & Operation of Emergency Generator | |  |
| Location & Operation of Emergency Fire Pump | |  |
| Permit to Work System & Procedures for Entry to Enclosed Space, Hot Work, Unmanned Machinery Space, Electrical Work, in Lift Shafts, Aloft, Underwater Etc | |  |
| Procedures for Bunkering | |  |
| Environmental Discharges Procedures | |  |
| Procedures in Event of a Blackout | |  |
| Machinery Space Housekeeping Procedures | |  |
| Oil Spill Procedures and Location of Equipment | |  |
| Any additional items as appointed by the Supervisor/Manager and listed in **Part B** | |  |
| **SECTION 4: Hotel Department (including concessionaires) - As Applicable** | | **Tick as applicable, Remarks** |
| Operation and Hazard Awareness of Workplace Equipment, Machinery & Tools | |  |
| Procedures for Washing Down Galley i.e. Unplug or Isolate Electrical Appliances | |  |
| Safety Release Inside Walk-In Freezers/Fridges | |  |
| Emergency Call Buttons in Saunas/Steam Rooms | |  |
| Awareness of Company Guidelines and Procedures for F&B Safe Handling and Hygiene & Sanitation incl. Gastro Illness & Viral Outbreak | |  |
| The hazards, risks and controls (per vessel specific Risk Assessments) for:   * Slips, trips and falls * Finger trapping on Doors/Hardware * Use of Knives (for Galley personnel) * Handling of medical sharps (for housekeeping personnel)   as a minimum, and any other job specific risk assessments as listed in **Part B** | |  |
| Any additional items as appointed by the Supervisor/Manager and listed in **Part B** | |  |
| Supervisor/Manager Name:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Supervisor/Manager Signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Crewmember's Signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

**Shipboard Occupational Training**

**WORKPLACE SPECIFIC TRAINING AS IDENTIFIED BY SUPERVISOR/MANAGER**

**PART B – VESSEL AND CREW MEMBER SPECIFIC TRAINING**

**Once fully completed, the checklist is to be filed with Part A in the crew member's personal file onboard**

**CREWMEMBER MUST BE TRAINED ON ALL ITEMS BELOW IDENTIFIED BY SUPERVISOR/MANAGER (in his/her role of H&S Supervisor in the SEPPH Committee structure) as related to the workplace and activities to which the seafarer will be assigned on board, that are not listed in the Part A:**

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| **SECTION 1: WORKPLACE SPECIFIC TRAINING** | **Tick when training complete** |
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| **SECTION 2: MARLINS eLearning Suite (MELS)/OTHER - OCCUPATIONAL VIDEOS TO BE VIEWED AS IDENTIFIED BY SUPERVISOR/MANAGER** | **Tick when training complete** |
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| Supervisor/Manager Name: Supervisor/Manager Signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Crewmember's Signature: Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |