

## ROLE: Safety Officer

Safety Officer has the overall responsibility for onboard safety management and risk control during the stage of the voyage. This includes establishing safe routines for work and living on board, conducting safety briefings and drills, ensuring safe execution of planned activities and events, and maintaining a strong safety culture across the crew.

Note: The Captain holds the safety responsibility related to sailing/motoring, including maritime lifesaving gear and navigation-related safety. The Safety Officer supports the Captain by reinforcing safe practices and ensuring the crew understands and follows safety procedures.

## Responsibilities

The Safety Officer is responsible for preventing incidents and injuries through planning, training, and operational control, and for coordinating immediate response when safety incidents occur—both on board and in connection with shore activities.

As Safety Officer you have the following responsibilities:

- Maintain a structured approach to safety: identify hazards, assess risk, implement mitigation, and follow up on deviations/near-misses
- Ensure all crew receive a safety briefing upon boarding (or at stage start), including muster points, alarms, roles, and “stop work” authority
- Plan and conduct regular safety drills in coordination with the Captain (e.g., fire response roles, evacuation routines, man overboard support roles)
- Establish and enforce safe routines for onboard work: lifting, moving heavy objects, use of tools, working aloft, working on deck in rough weather, and operating near open flames/heat sources
- Ensure safe deck operations when docked or alongside: mooring line handling, gangway safety, fall risks, and safe visitor movement if relevant
- Coordinate with Stage Responsible and Chef on safe handling of fuel, hot work, cooking hazards, and safe stowage of equipment and supplies
- Ensure clear housekeeping and “trip hazard control”: clean decks, secure loose gear, proper stowage, and safe access routes below deck
- Ensure availability and correct placement of key safety equipment for non-sailing operations (e.g., fire extinguishers accessible, fire blanket visible, emergency lighting/torches where relevant)

- Coordinate with The Medic on prevention measures where safety and health overlap (hygiene discipline, fatigue management, dehydration/heat/cold exposure, infection control when relevant)
- Lead incident response coordination until the Captain or shore-based emergency services take over (fire, injury scene safety, hazardous conditions)
- Ensure rapid and correct reporting of incidents, near-misses, and unsafe conditions to the Captain and Stage Responsible, including recommended corrective actions
- Support onboarding and supervision of crew members with limited experience, ensuring they understand safe behavior expectations and critical hazards
- Ensure safety planning for events and guest activities (crowd control, safe movement, no-go zones, handling of open flames, cooking/fire risks, visitor briefings)

### **Additional responsibilities – shore and harbor security**

The Safety Officer is responsible for practical security and safety measures connected to harbor stays and shore time, especially in unfamiliar or less safe environments.

As Safety Officer you have the following additional responsibilities:

- Perform a “harbor safety and security assessment” upon arrival (or during planning), especially in less secure marinas/ports
- Coordinate with Stage Responsible and Captain on selection of berth/mooring approach with safety in mind (lighting, access control, distance to services, emergency exit routes)
- Establish routines for safe gangway/access control: who is allowed on board, visitor handling, and when the ship should be locked/secured
- Ensure sensible “night routines” in higher-risk locations: reduced visible valuables, deck lighting policy, watch/rounds as agreed, and clear escalation rules
- Advise on personal safety for crew ashore in foreign countries (or unfamiliar locations): buddy system, check-in routines, curfew/time windows when relevant, and avoiding high-risk areas
- Ensure the crew knows local emergency numbers, rendezvous points, and how to contact the ship/Stage Responsible if problems occur ashore
- Coordinate basic theft prevention: securing tools, electronics, loose gear, and ensuring hatches/companionways are secured when appropriate
- Support planning for transport logistics ashore (taxis, walking routes, late-night returns) with focus on risk reduction
- Ensure critical documents and communication equipment are protected (passports/ID, phones, radios), and that a backup contact plan exists if phones fail
- Encourage respectful, low-profile behavior ashore to reduce conflict risk, and ensure crew are briefed on local customs/sensitivities where relevant

## Requirements and skills to fulfill the role

The following requirements defines the role:

- Strong safety mindset and ability to consistently enforce standards without creating friction
- Ability to perform practical risk assessments and translate them into simple, workable routines
- Clear, direct communication under pressure, including the ability to stop unsafe work
- Calm leadership in emergencies and good coordination skills across roles on board
- Familiarity with maritime working environment hazards (moving decks, weather exposure, mooring lines, ladders, confined spaces)
- Practical understanding of basic security thinking during harbor stays and shore time (theft prevention, access control, safe routines)
- Basic understanding of incident reporting, root cause thinking, and corrective/preventive actions

It is recommended the Safety Officer has prior experience from ship operations, outdoor expeditions, or other high-risk environments where routine, discipline, and rapid decision-making are required. The Safety Officer must align closely with the Captain to avoid ambiguity in authority, especially when conditions deteriorate.

## Expected deliverables

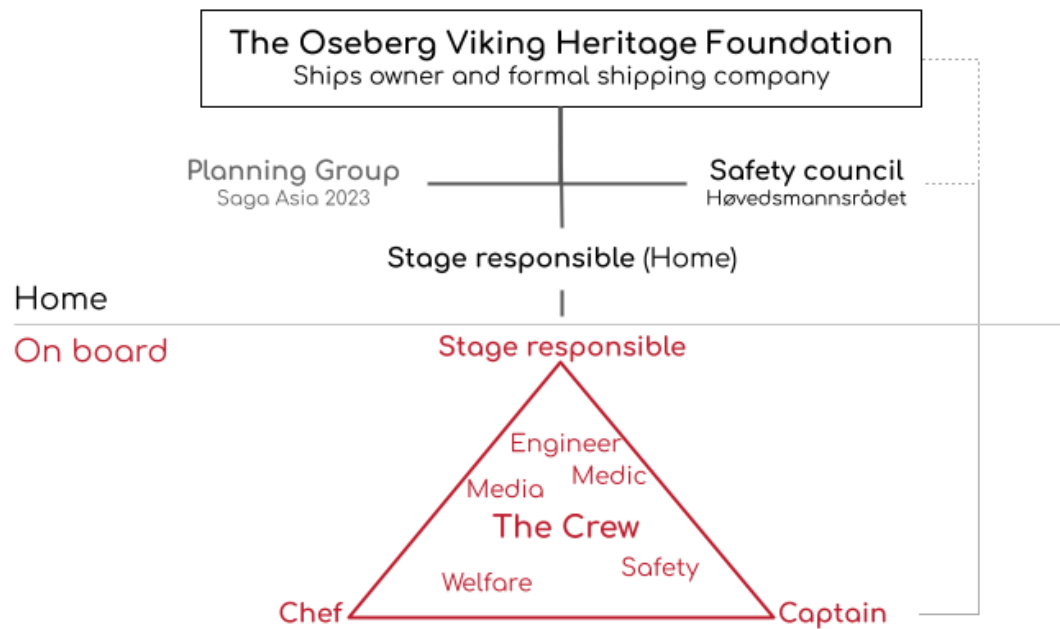
- A safety briefing conducted at stage start (and for new crew joining mid-stage), covering alarms, muster, emergency roles, safe movement, and key hazards
- A visible and functioning “safety routine” on board: housekeeping, stowage discipline, safe tool use, line handling rules, and deck movement rules
- A harbor safety/security briefing when staying in less secure marinas or unfamiliar ports (access routines, locking/lighting, valuables, and night routine)
- A shore safety plan communicated to the crew when relevant (buddy system, check-ins, rendezvous point, local emergency numbers, and return routine)
- Minimum one planned safety drill per stage (or as agreed with Captain), with clear roles and learning points shared with the crew
- Documented reporting of incidents and near-misses to the Captain and Stage Responsible, including recommended corrective actions

## Organizational setup

See illustration below.

On board the ship the Captain closely collaborates with the Stage Responsible and the Chef as a part of the daily routines.

## Organization when on the voyage



## Operation guidance

The following procedures are the Safety Officer baseline actions. Adapt as needed based on conditions, route, location, and activity level.

### Safety briefings and onboarding

- Conduct a stage-start safety brief: alarms, muster point, emergency roles, how to call for help, and “stop work” principle
- Ensure new crew receives a short onboarding safety talk immediately upon arrival
- Reinforce basic movement rules: “one hand for the ship,” safe footwear, and no running on deck

### Harbor and shore security routine (when needed)

- Assess location risk: lighting, access points, security presence, nearby public traffic, and history/reputation if known
- Agree “access control”: who may come aboard, how visitors are handled, and when to challenge unknown persons
- Establish night routine: lock/secure access points, reduce visible valuables, and ensure clear rules for late return
- Define shore check-in: buddy system, expected return time, and what to do if someone does not return as planned
- Define rendezvous points and backup communication methods
- Encourage low-risk transport choices late at night (avoid isolated walking routes)

### Housekeeping and stowage

- Keep decks and below-deck areas free of loose equipment and trip hazards
- Secure all gear for expected sea state and weather changes
- Ensure safe access routes remain clear (especially at night)

### Fire prevention and response readiness

- Verify that extinguishers/fire blanket locations are known to crew and remain accessible
- Coordinate with Chef on safe galley routines, especially with open flame/hot surfaces

- Ensure batteries/fuel/cooking areas are managed to reduce ignition risk
- In a fire: raise alarm, initiate first response actions, and coordinate containment until Captain/emergency services take over

#### **Deck work and line handling (when docked/alongside)**

- Ensure clear communication and commands during mooring/line handling
- Keep non-essential crew clear of working area
- Identify snap-back zones and avoid standing in line of tension
- Ensure safe gangway usage if visitors/crew embark/disembark

#### **Weather exposure and fatigue**

- Monitor for fatigue-related risk and push for rest discipline where needed
- Ensure crew dress appropriately for cold/wet conditions and maintain hydration
- Coordinate with Captain and Stage Responsible if conditions warrant reduced activity or additional controls

#### **Incident and near-miss management**

- Secure the scene and prevent secondary injuries
- Ensure The Medic can work safely at the incident site
- Report to Captain and Stage Responsible: what happened, immediate actions taken, and recommended prevention measures
- Capture near-misses as learning opportunities and adjust routines accordingly