

## Online & Classroom Lesson Plan: MARFO41 – Personal Safety and Social Responsibility (PSSR)

**Delivery Mode:** Online/Classroom – Series of interactive online slides, videos and a final multiple choice assessment within the student portal.

**Location:** Online & In Classroom ( SCA Office )

**Duration:** 8 hours – ( 6 hours online, 2 hours classroom practical )

**Unit Code:** MARFO41

**Qualification:** MARSS00033 Safety Training Certification Skill Set ( CoST )

**RTO:** Superyacht Crew Academy (RTO ID: 91462)

### Session Objectives

By the end of the session, learners will be able to:

- Comply with emergency procedures and contribute to a safe shipboard environment
- Demonstrate understanding of pollution prevention measures and social responsibility
- Identify hazards, risks, and safety practices in line with WHS/OHS standards
- Apply teamwork, fatigue management, and effective communication skills onboard

### Key Topics and Activities – Online Lesson Plan

Online Course Section	Topics Covered	Learning Activity	Resources	Assessment	Time
Introduction	<ul style="list-style-type: none"><li>• Importance of the course</li><li>• Ship familiarisation</li><li>• Types of ships and hazards</li><li>• Working environment of the ship</li></ul>	Online interactive course slides & videos	Axcelerate student portal Learners guide Laptop Wifi	–	30 Mins

Comply with emergency procedures	<ul style="list-style-type: none"> <li>• Types of emergencies</li> <li>• Contingency plans</li> <li>• Emergency signals and Muster Lists</li> <li>• Action to take on discovering a (potential) emergency</li> <li>• Action to take on hearing emergency alarm signals</li> <li>• Value of training and drills</li> <li>• Knowledge of escape routes and internal communication and alarm systems</li> <li>• Internal communication</li> <li>• Escape routes</li> </ul>	Online interactive course slides & videos			
Prevent pollution of the marine environment	<ul style="list-style-type: none"> <li>• Pollution caused by human activities and nature</li> <li>• The main sources of marine pollution</li> <li>• Effects of marine pollution</li> <li>• Understanding the complexity of the marine environment</li> <li>• Basic environmental protection procedures</li> <li>• Legislation and international conventions</li> <li>• Contents of MARPOL 73/78</li> <li>• Sewage disposal arrangements and garbage management plan / record book</li> <li>• Shipboard Oil Pollution Emergency Plan (SOPEP)</li> <li>• SOPEP summary flowchart</li> <li>• Garbage disposal arrangements and handling</li> <li>• Shipboard organization to deal with pollution</li> <li>• Obligation to report pollution incidents</li> <li>• When to report pollution incidents</li> <li>• Whom to report a pollution incident to</li> </ul>	Online interactive course slides & videos	Axcelerate student portal Learners guide Laptop Wifi	-	30 Mins

	<ul style="list-style-type: none"> <li>• Structure of oil spill response team and assigned duties to officers and crew</li> <li>• Measures for control of oil spills</li> <li>• Shipboard response to oil spills due to various causes</li> <li>• Importance of drills</li> <li>• Pollution by sewage from ships</li> <li>• Pollution by garbage from ships</li> <li>• Control of oil discharge from machinery spaces and oil fuel tanks</li> <li>• Contents of the Oil Record Book</li> <li>• Contents of the Garbage Record Book</li> <li>• Air pollution – MARPOL Annex VI</li> <li>• Control of discharge of oil and special areas</li> </ul>				
Observe safe working practices	<ul style="list-style-type: none"> <li>• Importance of adhering to safe working practices at all times</li> <li>• Safety and protective devices available to protect against potential hazards</li> <li>• Safety manual</li> <li>• Safety culture increases safety</li> <li>• Initial onboard and familiarisation induction for new crew</li> <li>• International Safety Management (ISM) Code</li> <li>• Principles of safety reviews and operations</li> <li>• Organisation and work procedures</li> <li>• Job hazard analysis (JHA)</li> <li>• Personal protective equipment (PPE)</li> <li>• Life-saving appliances</li> <li>• Fire-fighting appliances</li> <li>• Medical equipment</li> </ul>	Online interactive course slides & videos	Axcelerate student portal Learners guide Laptop Wifi	–	30 Mins

	<ul style="list-style-type: none"> <li>• Oil spill equipment</li> <li>• Use and demonstration of PPE</li> <li>• Location and use of firefighting equipment</li> <li>• Operations which can be hazardous to personnel or ship</li> <li>• Loading and unloading of cargoes</li> <li>• Working aloft</li> <li>• Handling and stowage of dangerous, hazardous, and harmful substances</li> <li>• Engine-room watchkeeping and maintenance</li> <li>• Lifting loads (manually and mechanically)</li> <li>• Entry into enclosed spaces</li> <li>• Hot work</li> <li>• Precautions to be taken prior to entering enclosed spaces</li> <li>• Distinguishing between hazards and risks</li> <li>• Occupational Health and Safety / Work Health and Safety</li> <li>• WHS/OHS records and reporting on ships</li> </ul>				
Contribute to effective communications onboard	<ul style="list-style-type: none"> <li>• Understanding communication</li> <li>• Principles of communication</li> <li>• Methods of communication</li> <li>• Barriers to communication</li> <li>• Effective communication skills</li> <li>• Effective transmission skills</li> <li>• Effective listening skills</li> <li>• Effects and consequences of ineffective communication</li> <li>• Communication summary</li> <li>• Designated person for raising WHS/OHS issues</li> </ul>	Online interactive course slides & videos	Axcelerate student portal Learners guide Laptop Wifi	-	30 Mins

Contribute to effective human relationships onboard	<ul style="list-style-type: none"> <li>• Maintaining good relationships aboard ship</li> <li>• Teamworking principles</li> <li>• Team building</li> <li>• Problem solving principles</li> <li>• Conflict resolution</li> <li>• Mapping the conflict</li> <li>• The win/win approach</li> <li>• Deal with empathy</li> <li>• Use assertiveness</li> <li>• Manage emotions</li> <li>• Negotiation skills</li> <li>• Third-party mediation</li> <li>• Mental health &amp; crew well-being</li> <li>• Social responsibilities</li> <li>• Rights and obligations of crew</li> <li>• Employment conditions</li> <li>• Drugs and alcohol</li> <li>• Health and hygiene on board</li> <li>• Relationship summary</li> </ul>	Online interactive course slides & videos	Axcelerate student portal Learners guide Laptop Wifi	-	30 Mins
Understand and take necessary actions to control fatigue	<ul style="list-style-type: none"> <li>• Proper rest</li> <li>• Effects of sleep, schedules, and the circadian rhythm</li> <li>• Physical stressors</li> <li>• Environmental stressors</li> <li>• Effects of schedule changes on seafarer fatigue</li> <li>• Consequences and symptoms of fatigue</li> <li>• Fatigue mitigation and management</li> <li>• Recording hours of work and rest</li> </ul>	Online interactive course slides & videos	Axcelerate student portal Learners guide Laptop Wifi	-	30 Mins
Assessment	Previous Sections covered	Online Assessment	Axcelerate student portal Learners guide	Online multiple choice questions	1 Hour

			Laptop Wifi		
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## Learning Resources

- Learner Guide: MARFO41 Personal Safety and Social Responsibility (PSSR)
- Axcelerate student portal log in
- Laptop
- Wifi

## Assessment Tools

- Axcelerate trainer dashboard for marking

## Online Lesson Plan – Performance Evidence Tasks

Task No	Practical Task	Performance Evidence	Resources	Trainer Comments	Time
Online Task 1	Follow confined space entry and procedural documentation. Correct PPE chosen. Fill out confined spaces entry form.	interpreting and following information on WHS/OHS legislation, safety management system (SMS), organisational procedures, written job instructions, specifications, standard operating procedures (SOPs), charts, lists, and other applicable reference documents	Axcelerate student portal Learners guide Laptop Wifi		20 Mins
Online Task 2	Fill out sample safety minutes meeting form	keeping accurate records/minutes of discussions with consultation forums on WHS/OHS matters	Axcelerate student portal Learners guide		20 Mins

			Laptop Wifi		
Online Task 3	Student to fill out permit to work form, must fill out a full hot work permit to simulate safety procedures	keeping records for monitoring the effectiveness of practices and procedures with respect to the safety of the vessel	Axcelerate student portal Learners guide Laptop Wifi		20 Mins
Online Task 4	Demonstration of WH&S incident report, fill out form.	maintaining incident records according to standard workplace procedures	Axcelerate student portal Learners guide Laptop Wifi		30 Mins
Online Task 5	Complete a WHS/OHS Hazard Report Form	reporting and documenting the processes and outcomes of WHS/OHS requirements	Axcelerate student portal Learners guide Laptop Wifi		30 Mins

## Learning Resources

- Learner Guide: MARFO41 Personal Safety and Social Responsibility (PSSR)
- Axcelerate student portal log in
- Laptop
- Wifi

## Assessment Tools

- Axcelerate trainer dashboard for marking
- Online assessment in student portal – Forms & Permits to fill out

## Classroom Lesson Plan

Time	Task No	Practical Task	Performance Evidence	Resources	Trainer Comments
8:30 – 8:45am	Task 1	Student discussion how they would eliminate or control risks on vessels. PPE demonstration. Hierarchy of risk control diagram.	applying the hierarchy of risk control, including the preferred order of risk control measures from most to least preferred	PPE Kit Laptop TV Whiteboard Marker	
8:45 – 9:00am	Task 2	Student to demonstrate how they would effectively communicate with fellow crew members over WH&S issues, Group discussion.	communicating with crew and others, as appropriate, about work health and safety (WHS)/occupational health and safety (OHS) matters	Laptop TV Whiteboard Marker	
	Fire Practical & Pool Practical	Fire Drill & Sea Survival Drill	conforming to established emergency response procedures for initial and follow-up actions		
9:00 – 9:15am	Task 3	Check vessel for hazards, student group discussion on hazards covered in online	identifying and checking hazards relating to personal safety	Laptop TV Whiteboard Marker	



		slides			
9:15 – 9:30am	Task 4	Group discussion, what training new crew need when joining a vessel	identifying WHS/OHS training needs of crew	Laptop TV Whiteboard Marker	
9:30 – 9:45am	Task 5	Students to Investigate a reported safety incident and how they would respond, use learner guide case study	investigating incidents according to organisational procedures	Laptop TV Whiteboard Marker	
9:45 – 10:00am	Task 6	Class discussion, instructor to show safety audit results and hold Q&A with students, use <i>SAFETY AUDIT REPORT</i> form	obtaining results of safety audits according to organisational procedures	Laptop TV Whiteboard Marker	
10:00 – 10:15am	Task 7	Roleplay different department roles in the classroom in a safety meeting	participating in consultation forums	Laptop TV Whiteboard Marker	
	Pool/Fire Day	Completed at sea survival and fire fighting practical days full drills.	participating in safety drills		
10:15 – 10:30am	Task 8	The student identifies a WHS concern related	scheduling meetings with the relevant consultation forums to discuss WHS/OHS matters.	Laptop TV Whiteboard	

		<p>to deck operations (e.g., missing safety signage, trip hazards, lack of PPE compliance)The student must verbally report the issue to the simulated Safety Officer (role-play with trainer or classmate). The student is to propose scheduling a meeting with the Safety Committee / relevant consultation forum to address and resolve the issue promptly.</p>		Marker	
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## Resources

- Whiteboard
- Slides
- Laptop
- Learner guide
- Pen
- TV
- Incident & report forms

## PPE Equipment for demonstration

Superyacht Crew Academy | RTO ID – 91462

Qualification – MARFO41 – Personal Safety and Social Responsibility (PSSR)

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- Hard hat
- Safety glasses
- Steel cap boots
- Gloves
- Ear protection
- Harness
- Safety lines
- Working with heights rigging gear
- First aid kit
- Safety signs
- Gas masks
- High Vis vest

### Tasks to be completed at fire grounds & sea survival facility on practical days

MARFO46 Task	MARFO35 Task	MARFO41 Performance Evidence
Task 18	Task 13	participating in safety drills
Task 6		conforming to established emergency response procedures for initial and follow-up actions

Because we have live training drills at the fire grounds and sea survival facility, the tasks mentioned above cover the performance evidence required in MARFO41 – Personal Safety and Social Responsibility (PSSR).

