Novaveritas NV

HSSEQ

FROM: NOVAVERITAS NV – HSSEQ Department

TO: to all NV Surveyors & Auditors and technical personnel

DATE: February 12th, 2016

SUBJECT: Risk assessment before boarding the vessel

OBJETIVE: Controlling the risk in the workplace

ANNEX I: Risk Control Instructions: PPE must be used where appropriate.

ANNEX II: Risk Control Instructions: Check List.

ANNEX III: Risk Control Instructions: Guideline to control Risk

Inquiries concerning the subject of this circular should be directed to hsseq@novaveritas.net

A) INTRODUCTION

As part of managing the health and safety of our and your business you must control the risks in your workplace. To do this you need to think about what might cause harm and decide whether you are taking reasonable steps to prevent that harm. This is known as risk assessment and it is something you are required by Novaveritas Quality System to carry out and in some cases by law law to carry out.

A risk assessment is not about to create extra paperwork, but rather about identifying sensible measures to control the risks in your workplace. Your risk assessment will help you decide whether you have covered all you need to do to avoid real risk.

B) IDENTIFY THE HAZARD

One of the most important aspects of your risk assessment is accurately identifying the potential hazards in your workplace. You can use our standard form to identify hazard.

You can use also the http://www.hse.gov.uk/index.htm forms and instructions.

C) FILLING THE NV MATRIZ FORM

For each identified hazard, you shall write down what it is necessary to do to manage these risks. Where you consider that there is not existing good control enough, you should write down what it is necessary to do to control the risk.

Completed matrix must be sent with your report and invoice.

Annex I, Annex II, and Annex III must be filled by auditor/inspector at least one time per year and when he is entering into a new port facility.

Noncompliance of this requirement will be considered as non-conformity and payment of service will be delayed.

HSSEQ Department

Auditor Name:

Port Facility

ANNEX I

Risk Control Instructions

When you enter into a port facility operational area you must use always PPE.

PPE must be used where appropriate. *(Check which of these PPE you use)*

	Safety Helmet	
	Safety Glasses (goggles)	
	Foot protection	
	Hand Protection	
	Hearing Protection	
	Protection clothing with high visibility strips	

ANNEX II

Risk Control Instructions

Risk Control Check List - Prior to Start Onboard Activities

A checklist can help identify hazards and potential prevention measures and, used in the right way, forms part of a risk assessment. This checklist is not intended to cover all the risks of every workplace but to help you put the method into practice.

A checklist is only a first step in carrying out a risk assessment. Further information may be needed to assess more complex risks.

Incident Category	Hazard	Cause(s)	Consequence (s)	Control Mesures (What do you do?)
Personal Injury	Transit to the vessels though port facility results in injury	Wet or slippery quay surface. Lack of Communication between ship, shore, port facility. Poor information flow. Inadequate equipment. Lack of identification of defined lay down areas. Poor port facility traffic design.	**Slip/trip or fall. Minor injury. Serious injury or death.**	
Personal Injury	Enclosed-space entry See: Marine Circular 007 – TEC	Enclosed-space entry with no PPE as required for entry. Lack of familiarization with HSE procedures. Lack of appropriated onboard trained personnel.	**Slip/trip or fall. Serious injury or death.**	

Personal Injury	Onboard Equipment. Risks associated with loading and unloading of plant and equipment.	Lack of appropriated Familiarization. Lack of identification of defined lay down areas. Traffic design and management Supplier management of loading activities Loading and unloading procedure Utility locations identified Load & unload from level ground	**Slip/trip or fall. Serious injury or death.**	
Personal Injury Customer´s property damage	Risk from accidental or deliberate actions by the external personnel during operation and routinary onboard activities. Interference with operation activities without proper permission from Master.	Lack of external personnel (Sub-contractor) induction into vessel / port procedures or activities.	**Damage to customer property. Slip/trip or fall. Serious injury or death.**	
Personal Injury. Traffic	Risk of personal injury and vehicle damage site while undertaking their duties	Lack of traffic control at port facility. Poor visibility.	**Crashing. Serious injury or death. Damage to customer property.**	
Environment	Unexpected contamination on site due lack of appropriated management of ship´s elements.	Lack of familiarization with procedures.	**Damage to the environment. Contamination.**	
Affecting all interested parties.	Unexpected act of God. (Earthquake, Tsunami, Fire on board, etc.)	Lack of familiarization with procedures.	**Serious injury or death.**	

We encourage you to add more identification of hazards in order to control all potential risk. We suggest to consult: https://www.dir.ca.gov/dosh/etools/09-031/HazAssessCheck.pdf

ANNEX III

Risk Control Instructions

Guideline to control Risk

Work process /action undertaken in area	Hazard associated with activity	Control already in place		Severity of Harm	Control to reduce risk
1.- Transit to the vessel	Slippery, radiation,	Use full instructions	**Very unlikely**	**Medium**	
2.- Boarding the vessel	Slippery, radiation, dust contamination, fall into the water, falling of ladder while climbing	Use full PPE; Guidance from local parts	**Unlikely**	**Medium**	
3.- Deck tour	Slippery, radiation hazard, dust contamination, falling when working	Use full PPE; Guidance from local parts	**Unlikely**	**High**	
4.- Bridge tour	Slippery, radiation, electrical shock	Use full PPE; Guidance from local parts	**Unlikely**	**Medium**	
5.- Galley tour	Slippery,cutting, burning	Use full PPE; Guidance from local parts	**Unlikely**	**Medium**	
6.- Bosun Store room	Slippery, radiation,	Use full PPE; Guidance from local parts	**Unlikely**	**High**	
7.- Engine Room	Slippery, radiation, falling when working, electrical hazard	Use full PPE; Isolate electrical parts	**Unlikely**	**High**	
8.- Confined spaces tour	Slippery,	Permit to work before start working and followed	**Unlikely**	**High**	
9.- Hold inspection	Slippery, falling when working, dust contamination	Permit to work before start working and followed	**Unlikely**	**High**	
10.- Derrick inspection	Slippery, radiation, falling when working, electrical hazard	Permit to work before start working and followed	**Unlikely**	**High**	
11.- Drill	Slippery, falling when working, dust contamination	Arrange work prior to start drill	**Unlikely**	**High**	

I declare that the above information is true and correct to the best of my knowledge.

Name, date, and signature: