

AZ MARINE OFFSHORE SERVICES PTE LTD



Safety Rules & Regulations for Compliance by the Ship's Crew

To : Master of Vessel

cc : Superintendent of Vessel
Chief Engineer
Chief Officer

Re : SAFETY RULES AND REGULATIONS FOR COMPLIANCE BY THE SHIP'S CREW

1. In the interest of health, safety and environment of your vessel, crewmembers, and our workers, we draw your attention to the attached Safety Rules and Regulations.
2. These Safety Rules and Regulations are in accordance with The Workplace Safety & Health (Shipbuilding and Ship repairing) Regulations 2008 and the Maritime and Port Authority of Singapore (Dangerous Goods, Petroleum and Explosives) Regulations 1997.
3. We shall be very grateful if you could furnish us with a copy of the gas free certificate issued by MPA, your Tank Sounding Chart, General Arrangement (GA), ship crew landing passes and crew list. Kindly also indicate to us the types of last cargo carried.
4. Your co-operation will be greatly appreciated.

Thank you.

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EMERGENCY CONTACT NUMBERS

For emergencies in **AZ Marine Offshore Services Pte Ltd**

OFFICE	65942104	
SECURITY	65942164	
OPERATION MANAGER	65942165	91127885
WSH OFFICER	65942152	93369755 / VHF 09

SAFETY RULES AND REGULATIONS

- Workplace Safety and Health Act 2006
- Workplace Safety And Health (General Provisions) Regulations
- Workplace Safety And Health (Shipbuilding And Ship-Repairing) Regulations 2008
- Workplace Safety And Health (Confined Spaces) Regulations 2009
- Workplace Safety And Health (Operation Of Cranes) Regulations 2011
- Workplace Safety And Health(Work At Heights) Regulations 2013
- Maritime and Port Authority of Singapore (Dangerous Goods, Petroleum and Explosives) Regulations 1997 – MPA
- Az Marine Offshore Services Pte Ltd – QEHS procedures

The following requirements must be strictly adhered to for the prevention of fires, explosions and injuries as stipulated in the above regulations.

1. VESSEL SAFETY CO-ORDINATION COMMITTEE (VSCC)

Where any hazardous work is to be carried out on board any ship or the structural part of a ship under construction in the shipyard, a daily Vessel Safety Co-ordination Committee shall be established by the Ship Repair Manager comprising representatives from both the shipyard and the ship.

The function of the VSCC shall include planning and co-ordination of all work activities that are to be carried out on board the vessel so that such works are done safely and with due regard to the health and welfare of all personnel working on the vessel.

The chairman of the VSCC shall be the shipyard Ship Repair Manager and the shipyard's WSH Officer or EHS Assistant shall be the secretary.

The master, owner or agent of the ship or his representative and the supervisors (including the contractor's supervisors) from each trade involved in any work on board the ship shall be members of the vessel safety co-ordination committee.

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2. WSH (Shipbuilding and Ship-repairing) Regulations 2008:

Any work carried out in a shipyard or on board a ship in connection with —

- 1.1 The construction, re-construction, repair, refitting, fitting, painting, finishing, furnishing or breaking up of a ship;
- 1.2 The scaling, scurfing or cleaning of boilers (including combustion chambers and smoke boxes) in a ship;
- 1.3 The cleaning of any tank, bilges or holds in a ship; and
- 1.4 The survey or inspection of a ship or its contents (where such survey or inspection is not carried out by the crew of the ship).

3. Safety and health training

- a. Every person not to carry out any hazardous work, unless he has undergone a safety and health training course approved by the MOM.
- b. Every person not to carry out any hot-work, unless he has undergone a safety and health training course on hot-work approved by the MOM.
- c. Every person does not carry out any spray painting work, or painting in a confined space, unless he has undergone a safety and health training course on painting approved by the MOM.

4. Vessel safety co-ordination committee

- a. The vessel safety co-ordination committee shall plan and co-ordinate all work that is to be carried out on board the ship so that such work is done safely and with due regard to the health of all persons working on the ship.
- b. The ship repair manager shall be the chairman of the vessel safety co-ordination committee.
- c. The workplace safety and health officer or such other person as may be appointed by the ship repair manager shall be the secretary of the vessel safety co-ordination committee.
- d. The master, owner or agent of the ship or his representative and the supervisors (including the contractor’s supervisors) from each trade involved in any work on board the ship shall be members of the vessel safety co-ordination committee.

5. Permit-to-work system

The following types of work that are carried out in relation to a ship (including a ship under construction) in a shipyard.

- a. Hot work
- b. Work in a Confined space
- c. Work at height (Above 3 Meter)
- d. Heavy lifting work

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- e. Work which involves the use of any hazardous, volatile, corrosive or flammable chemical, material or solvent in significant quantities;
- f. Spray painting work;
- g. Grit-blasting work carried out in a confined space;
- h. Testing or dismantling of any pipe or equipment that —
 - (i) contains, or had contained, oil or substances that are flammable, toxic or corrosive; or
 - (ii) contains steam;
- i. Ballasting and de-ballasting of a ship;
- j. Repair or maintenance work carried out on the hydraulic system of a ship;
- k. Bunkering and transferring of fuel oil;
- l. Radiography work; and
- m. Lock out and tag out.

Note: Hot-work (includes flame cutting/welding and grinding ,electric arc welding and any operation involving the generation of sparks and transmission of heat) **MUST NOT** be attempted on any part of the vessel by ship's crews.

6. Safety of equipment

Ensure that the equipment is good construction, sound material and adequate strength free from defects; and appropriate for the work for which it is to be used.

7. Hazards arising from protruding objects

All passageways, stairs, platforms and other means of access or places of work are kept free from debris or protruding objects or any other obstructions that could cause tripping; and

Any sharp projection which is present in any passageway, stair, and platform and other means of access or place of work and which may injure any person is removed or otherwise made safe.

8. Prevention of accidental closure of hatch

Ensure that if any cover of a hatch opening is in the open position, effective means is provided to prevent accidental closure of the cover.

9. Lock-out procedures

Ensure that every person carrying out any inspection, cleaning, repair or maintenance of any plant, machinery, equipment or electrical installation in the workplace is fully instructed on the lock-out procedures for that work before commencing that work.

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10. Lifting gears

No lifting gear of whatever material shall be used in a workplace unless an authorised examiner has tested and examined the lifting gear; and issued and signed a certificate of test and examination, specifying the safe working load of the lifting gear.

11. Measures to be taken to prevent falls

Ensure that all openings in floors of the workplace are securely covered or fenced.

Any person who has to work at a place from which he would be liable to fall a distance of more than 2 metres shall be provided with a secure foothold and handhold at the place.

Any person who is exposed to the risk of falling into water and of drowning to provide equipment and means of rescuing and resuscitating.

12. Anchors

Weighed anchors must be securely arrested to prevent accidental release. Any work involving the lowering or heaving of the anchors must not be attempted without the prior permission of the shipyard's Operation Manager.

13. Propeller and Rudder

Turning operation of propeller and rudder must not be attempted without the prior permission of the shipyard's Operation Manager.

Should there be any work inside the main engine crankcase, the turning gear MUST ALWAYS BE in engaged position and the fuse removed from the switchboard.

Re-instatement of these systems is only to be carried out after consultation with the shipyard's Operation Manager and completion of a suitable risk assessment.

Note: Ship's personnel to comply with the LOTO procedures of the shipyard.

14. Fixed CO2 / Halon/N2 Fire-fighting system

Vessel's CO2 /Halon/N2 system must be isolated by Ship's Crew to prevent accidental discharge of the gas upon vessel's arrival in the yard, before any work activities can commence.

15. Owner's crew or hired contractor

Owner's crew and Owner's contractor are in general not allowed to perform any work when the ship is undergoing repair in the shipyard.

Exception is given for navigation equipment and automation only, subject to prior approval from shipyard's Operation Manager upon consultation from AZ MARINE Management.

Upon approval, ship's crew or ship's contractor must comply with permit-to work system of the shipyard.

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16. Vehicular hazards

No person shall drive a vehicle of any class or description in a shipyard unless he has obtained the authorisation of the occupier of the shipyard to do so.

Ensure that the person does not drive the vehicle unless the person has been fully instructed as to the dangers likely to arise in connection therewith and the precautions to be observed; and has received sufficient training to drive the vehicle.

17. Lighting

Sufficient and suitable general lighting and emergency lighting for use in the event of a power failure affecting the general lighting, which is sufficient in intensity and distribution to allow for the safe evacuation or rescue of persons in the ship.

18. Disposal of rubbish

Ensure that the handling and disposal of any rubbish or other article is done in a manner which will not endanger persons, no rubbish is allowed to accumulate so as to constitute a hazard; and no rubbish is thrown from heights.

19. Prohibition on smoking

Smoking is strictly prohibited on board vessels due to fire safety reasons. Ensure that no person smokes in any place other than a designated smoking area.

20. Alcohol and drugs

Consumption of drug is an offence and strictly prohibited under the Singapore law.

Ship personnel ARE PROHIBITED to consume alcohol. Those found to be under the influence of alcohol shall be reported to the Owner Rep and/or the Ship's Master for disciplinary action.

21. Owner's item delivery/taking out

Owner's item entering/leaving the shipyard is restricted to the following stipulated timing only:-

0830hrs – 1200hrs and 1300hrs – 1700hrs

All the deliveries should be discussed in the VSCC meeting for crane and rigger availability.

Any ship's item to be taken out from the shipyard will only be allowed after obtaining an approved gate pass from the shipyard's Operation Manager.

22. Personal Protective Equipment (PPE) requirements

The Master / Responsible person of the vessel is responsible to ensure that all the ship crews, owner contractors and visitors are in compliance with the below PPE requirements while on working areas and visiting the vessel.

- a. Eye protection
- b. Fall protection
- c. Foot protection
- d. Hand protection

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- e. Head protection
- f. Hearing protection

For ship crews leaving the vessel, they must be equipped with safety helmets, and covered shoes. No open sandals are allowed in the working areas.

Helmet storage locations have been provided at the Security Office near for safe keeping and convenience.

Other additional PPE requirements must also be complied with as per the job specification. The condition of the PPE must be regularly inspected to ensure full compliance and protection.

23. Emergency exits

The Vessel Master to ensure that every person reporting for work on board the ship is given a briefing by his supervisor on the safe conduct of work and the means of escape and exits in the area of his work.

Minutes of Meeting for Briefing of Shipyard’s Safety Rules & Regulations

held onboard Vessel on _____ at _____

Name of Vessel _____

Type _____ Gross Tonnage _____

Port of Registry (Country) _____

1. The shipyard’s WSH Officer explained the Yard’s Safety Rules & Regulations to the members.
2. The shipyard’s WSH Officer called the meeting to order at _____ hours. He explained that the function of the Vessel’s Safety Committee is to plan and to co-ordinate all work activities on board the vessel.
3. The shipyard WSH Officer advised the ship’s Master to inform the crewmembers and officers to refrain from lending the ship’s tools to the yard workers. They must also keep their cabins locked at all times. These measures are necessary for the safe keeping of the ship’s tools and the crew personal belongings during the repair period in the yard.
4. He ship’s Master of the vessel informed members that the last cargo carried was _____ . Copies of the Material Safety Data Sheet (MSDS) are provided / not provided by the ship’s Master.
5. The shipyard’s WSH Officer advised the ship’s Master to remind the crewmembers to wear their personnel protective equipment when they are within the operational areas as well as to observe the pedestrian walkways and crossing when walking inside the shipyard premises.

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