

Extract from LY2 - Safety management system for vessels under 500GT

## Annex 2

### Safety management system for vessels under 500GT

#### INTRODUCTION

1. The purpose of this Annex is to provide guidance on how to develop and implement an effective safety management system for vessels under 500GT, where full certification to the International Safety Management Code is not a requirement.

#### GENERAL

2. Each operator should create a safe working environment, which should include the following:

##### A health and safety protection policy

- 2.1 This must address the issues of health, safety and the environment as they affect the company and its staff, both ashore and afloat. Such a policy might read along the following lines:

*“The policy of (name of Company/Owner) is to conduct its activities taking full account of the health and safety of its employees and of all persons using or connected with the Company/Owner. In implementing this policy, (name of Company/Owner) will ensure that the [vessel] is, at all times, properly maintained and operated by qualified personnel in full compliance with relevant legislation. In particular the [Company/Owner] will carry out an assessment of the risks to the health and safety of workers and others affected by [the undertaking], and will take the necessary measures to minimise the risks identified.”*

- 2.2 The owner/operator is recommended to develop and implement an oil management plan to the same standard as the garbage management plan and to integrate it with the Health and Safety Protection Policy. This is not required for vessels over 400GT, for which an IOPP certificate is required.

##### Procedures to ensure safe operation of vessels in compliance with the regulations and rules.

- 2.3 The regulations and rules, not addressed by this Code of Practice, which apply to all vessels include, but are not limited to:
  - International Regulations for Preventing Collisions at Sea;
  - Local Navigation Rules;
  - National health and safety regulations;
  - The Code of Safe Working Practices for Merchant Seamen;
  - All relevant national shipping or guidance notices.
- 2.3.1 The company should draw up simple procedures to ensure that safe working practices are carried out in the operation of the vessel. These may be in the form of checklists which can be followed by all personnel.
- 2.3.2 For some vessels, it might be appropriate to have permanently exhibited checklists, e.g. in the wheelhouse for navigational items. Alternatively, in a smaller vessel, the record could take any suitable form such as a diary as distinct from a specially printed logbook. Whatever form the record takes, such entries should be accepted as evidence of compliance with the **ONBOARD PROCEDURES** requirements.

### **Lines of communication between personnel, ashore and afloat**

- 2.4 Responsibility and authority of each employee should be clear. This may be best illustrated in a simple diagram, showing who reports to whom.

### **Procedures for reporting accidents**

- 2.5 The requirement for reporting accidents should be well understood by all personnel and in so doing improve the safety culture practiced on board.

### **Procedures for responding to emergency situations**

- 2.6 There should be clearly stated procedures for responding to emergency situations. These may include but not be limited to:

- fire
- collision
- grounding
- violent act
- main propulsion or steering failure
- man overboard

- 2.6.1 Checklists may be useful in this regard.

### **HEALTH AND SAFETY PROTECTION POLICY**

3. One or more competent persons should be delegated to take responsibility for health and safety, and that person/persons should be clearly identified. It is the responsibility of the owner/operator to ensure that the policy is complied with, and that the responsibilities are understood.
4. The company/owner should develop a policy on prevention of alcohol and drug abuse.
5. All personnel both ashore and afloat have a duty to take care of themselves and other persons who may be affected by their acts or omissions.
6. It is essential that, in the event of an emergency, there is the ability to communicate with the emergency services via a shore base. The shore base may be the company office ashore, the local Coastguard, Police or Fire Station, or another office as may be agreed between the vessel and the shore base.

### **RESPONSIBILITIES**

7. The Master must have authority at all times, to make decisions with regard to the safety of the vessel and the persons on board. To ensure that there is no ambiguity regarding the authority of the Master, there should be a simple written statement to this effect.

### **PERSONNEL AND TRAINING**

8. All personnel should receive training appropriate to the tasks they undertake. It is the responsibility of the company/owner to ensure that this training is given, and that the personnel have an understanding of the relevant regulations and rules.
9. As a minimum, this means:
  - for the Master, the relevant qualifications;
  - for the crew, relevant qualifications and any additional training appropriate to their designated duties.

10. Prior to the first occasion of working on the vessel, each employee must receive appropriate familiarisation training and proper instruction in onboard procedures. This could include, but not necessarily be, limited to:
- mooring and unmooring;
  - launching and recovery of survival craft;
  - evacuation from all areas of the vessel;
  - donning of lifejackets; and
  - use and handling of fire fighting equipment.

### **ONBOARD PROCEDURES**

11. Simple procedures should be developed for the operation of the vessel. These should include, but not be limited to:
- testing of equipment, including steering gear, prior to commencing a passage;
  - navigation and handling of the vessel;
  - maintenance routines;
  - bunkering operations;
  - watertight/weathertight integrity;
  - stability of the vessel; and
  - conduct of passengers and crew while on board.

### **PREPARATION FOR EMERGENCIES**

12. The potential emergencies likely to be encountered by the vessel should be considered. Exercises should then be carried out in the handling of these emergencies and evacuation from the vessel.
13. Where possible, all personnel should be involved in these exercises, both ashore and afloat.
14. The roles and responsibilities of all personnel in an emergency situation should be defined.
15. The exercises should be recorded. The names of those who participated should also be recorded.

### **REPORTING OF ACCIDENTS**

16. Vessels operating under this Code are required to report any accidents to the Administration and the company must therefore have a procedure in place. Additionally, all accidents and near accidents should be recorded and reported to the operator/owner, who should implement corrective action, with the aim of improving safety.

### **MAINTENANCE OF THE VESSEL AND EQUIPMENT**

17. Maintenance of the vessel and equipment is an essential ingredient of safety management. The equipment should be checked and tested daily when in use, in addition to the tests referred to in the ONBOARD PROCEDURES section of the Code.
18. There should be procedures for a more detailed inspection and maintenance programme of the vessel and equipment.
19. The frequency of the inspections should be determined by the owner/operator, but every event should be recorded.

20. A checklist could be employed as an aide memoir for the inspection of equipment.

**REVIEW**

21. Every company/owner should undertake a review of the safety management system of all vessels at least once in every three years.

Consumer Product Safety Commission -  
Advice on Tumble Dryers -  
Overheated Clothes Dryers Can Cause Fires

## Consumer Product Safety Commission

### Overheated Clothes Dryers Can Cause Fires

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The U.S. Consumer Product Safety Commission estimates that in 1998, clothes dryers were associated with 15,600 fires, which resulted in 20 deaths and 370 injuries. Fires can occur when lint builds up in the dryer or in the exhaust duct. Lint can block the flow of air, cause excessive heat build-up, and result in a fire in some dryers.

To help prevent fires:

- **Clean the lint screen/filter before or after drying each load of clothes.** If clothing is still damp at the end of a typical drying cycle or drying requires longer times than normal, this may be a sign that the lint screen or the exhaust duct is blocked.
- **Clean the dryer vent and exhaust duct periodically.** Check the outside dryer vent while the dryer is operating to make sure exhaust air is escaping. If it is not, the vent or the exhaust duct may be blocked. To remove a blockage in the exhaust path, it may be necessary to disconnect the exhaust duct from the dryer. Remember to reconnect the ducting to the dryer and outside vent before using the dryer again.
- **Clean behind the dryer, where lint can build up.** Have a qualified service person clean the interior of the dryer chassis periodically to minimize the amount of lint accumulation. Keep the area around the dryer clean and free of clutter.
- **Replace plastic or foil, accordion-type ducting material with rigid or corrugated semi-rigid metal duct.** Most manufacturers specify the use of a rigid or corrugated semi-rigid metal duct, which provides maximum airflow. The flexible plastic or foil type duct can more easily trap lint and is more susceptible to kinks or crushing, which can greatly reduce the airflow.
- **Take special care when drying clothes that have been soiled with volatile chemicals** such as gasoline, cooking oils, cleaning agents, or finishing oils and stains. If possible, wash the clothing more than once to minimize the amount of volatile chemicals on the clothes and, preferably, hang the clothes to dry. If using a dryer, use the lowest heat setting and a drying cycle that has a cool-down period at the end of the cycle. To prevent clothes from igniting after drying, do not leave the dried clothes in the dryer or piled in a laundry basket.

