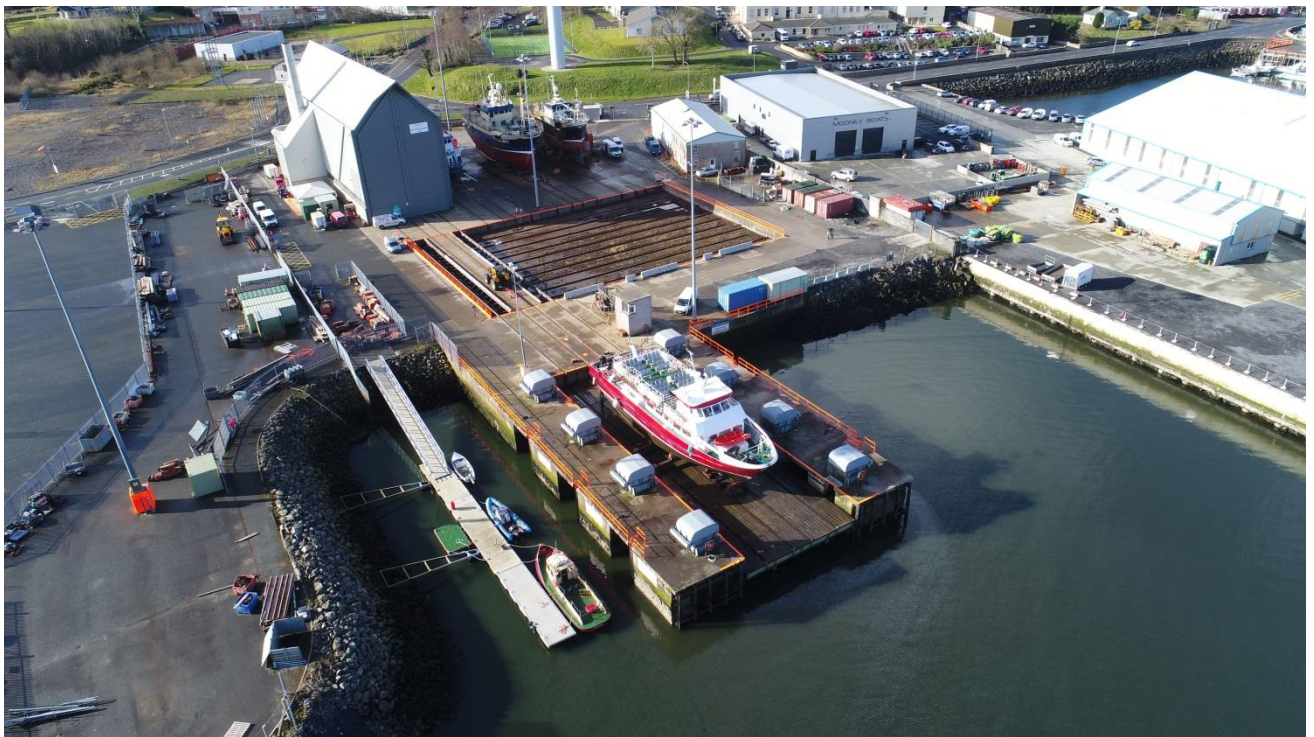




An Roinn Talmhaíochta,
Bia agus Mara
Department of Agriculture,
Food and the Marine

KILLYBEGS FHC SHIPYARD SITE SAFETY INDUCTION



Site Specific Induction to be given to all persons entering The Shipyard Area



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Abbreviations

BRB	Boat Repair Building
Evacuation Register	A register set up by Department Staff in the event of a serious incident to ensure all persons have been accounted for
FHC	Fishery Harbour Centre
Harbour Master	The official responsible for enforcing the regulations of the harbour or, in order to ensure the safety of navigation, the security of the harbour and the correct operation of the harbour facilities
HSRMS	Health and Safety Risk Management System
Risk Assessment	Outlining a risk/ hazard and managing the risk/ hazard to reduce the consequences
Syncrolift	A system for lifting vessels out of the water for maintenance work or repair; the vessel is manoeuvred over a submerged cradle, which is then lifted by a set of synchronized hoists or winches
The Shipyard	The area containing the Engineering Workshop, Boat Repair Building, Maintenance Bays, Traverser Pit, Syncrolift



1.0 Killybegs Fishery Harbour Centre– General

The Shipyard consists of the Engineering Workshop and Boat Repair Building (BRB), Ship-lift (Syncrolift), Traverser Pit and Maintenance Bays. The shipyard is an industrial site with heavy engineering works taking place including vessel movement, vessel repair and maintenance activities. These activities involve a large number of risks to all persons within the Shipyard.

Power pillars are provided at the working bays and power pillars for each bay must be used accordingly and in no circumstance should there be hazards caused by using power pillars for other work bays.

The Shipyard & Syncrolift Area is the Property of The Department of Agriculture, Food and the Marine and No Unauthorised Person is to enter the property without permission.

1.1 Contacts

NAME	POSITION	NUMBER
Harbour Office	Harbour HQ	074 97 31032
Martin Connell	Harbour Master	074 97 31032
Fergal Hegarty	Assistant Harbour Master	074 97 31032
Eddie Gallagher	Marine Foreman/ First Aid	074 97 31562
Danny Gallagher	Deputy Marine Foreman/ Fire Marshall	074 97 31562
Ballyshannon Office	Marine Engineering Division	071 98 58520

2.0 Safety Induction for the Department Shipyard

All persons entering the Shipyard must complete the induction prior to the commencement of any works and have completed the Induction Attendance Record Sheet.

This will be filed in the Strictest of Confidence and in accordance with Departmental Data Protection Policy (GDPR). For information on your Data Protection rights, please refer to <https://www.agriculture.gov.ie/media/migration/seafood/fisheryharbours/1FHCDDataProtectionNotice21052018.pdf>

This document is in line with the Safety Statement for Killybegs FHC which fits into the Departments Health and Safety Risk Management System (HSRMS) in hazard identification, risk assessment and determining risk controls.



3.0 Responsibility

Everyone has a responsibility for their own health and safety as well as the safety of others. Therefore, dangerous occurrences and potential hazards must be reported immediately to your Supervisor and to the Harbour Master.

The Shipwright (who is hired by the vessel owner) is responsible for the construction of the cradles, safe operation of the ship-lift and all movements of the vessel.

The vessel owner, known as the Contractor, shall be fully responsible for all persons employed by him, his agents or invitees, while working anywhere within the Shipyard or elsewhere in the Harbour.

The Vessel Owner shall ensure that works undertaken and any Subcontractor, including Shipwrights, shall conduct their business as required in the Syncrolift Operating Policy, Appendix E, FHC Third Party Contractor Obligations.

4.0 Safety Inspections

Inspections are used to identify noncompliance and control potential incidents to ensure loss does not occur. It is the responsibility of the Department to conduct inspections of the Shipyard as well as assets within the Shipyard. Inspections will be carried out by Departmental Staff on a daily basis with detailed inspections completed randomly. Unsafe acts and conditions will be reported to the nominated Person in Charge of safety for the Contractor and immediate action shall be taken to remove or reduce the risk identified. All users of the facility shall participate and contribute in the inspection process as and when required. The inspections will include, but will not be limited to:

- Lifting gear
- Working at Height
- Syncrolift Area
- Shipyard Area
- Training
- PPE
- Fire Extinguishers
- Tools/Equipment/Machinery
- Risk Assessments and Method Statements
- Material Safety Data Sheets



5.0 DAFM Syncrolift

Competent Department Staff operate the ship-lift (Syncrolift) and transfer vessels to the BRB or external maintenance bays under the direction of the Shipwright.

Mandatory PPE to be worn at all times in this area, with a certified Lifejacket.

6.0 Entry and Exit to the Shipyard

All Visitors to The Shipyard must be accompanied by a competent person and must be inducted.

Persons frequently using The Shipyard may apply to the Harbour Master for a security gate pass/ fob to enable access. Any issued Pass Card or Fob is the personal responsibility of the person to whom it is issued and must never be passed to others to gain entry.

The secure gate is to be kept closed at all times.

6.1 Unauthorised Persons

Under no circumstances shall Unauthorised Persons be permitted entry into the Shipyard.

Therefore, all gates must be closed and locked after use.

Should you see an Unauthorised Person or are asked by a person to gain entry; you should report this to the Harbour Master.

7.0 Emergency Evacuation Procedures

An Emergency Evacuation from the Shipyard will trigger an Incident Room to be set up in the Harbour Master's Building.

The Incident Room will have an 'Evacuation Register' specific to the incident.

In the event of an Emergency the Shipyard is to be evacuated through the Main Gate on Shore Road. You must then present yourself to Department Staff in the Harbour Master's Building where an Evacuation Register will be completed. Should you be aware of any persons who have been unable to evacuate the Shipyard; you must report this to the Harbour Master's Staff to be recorded on the Evacuation Register for Action from the 'Incident Room'



8.0 Activities within the Shipyard

- Use of Syncrolift to lift and lower vessels from and to Harbour
- Movement of small to large vessels around the Shipyard
- Working at Heights
- Mechanical Cutting involving the use of Abrasive Wheels
- Welding, Burning and Cutting
- Shot & Water Blasting
- Washing
- Painting including Spray Painting
- Mechanical lifting
- Forklift Operations
- Loading and Off-loading Operations
- Use of Scaffold and Mobile Scaffold
- Use of Small Plant (Hand and Power Tools)
- Use of Electrical Equipment
- Use of Cranes and Slings Operations
- Mobile Elevated Works Platforms (MEWPs)
- Use of Mobile Construction Plant
- Use and Storage of Hazardous chemicals (MSDS Sheets must be available to All Workers)
- General Construction Activities
- Working at or Close to Water
- Movement and Deliveries in small as well as large vehicles
- Movement of HGV's
- Work in Confined Spaces
- Working in dusty environments
- Movement of People

This list is non-exhaustive and is continually reviewed.



9.0 Risk Assessments

Site specific risk assessments are to be completed for all activities on site. See below a list of typical risk assessments that will be specific to tasks being undertaken within the Shipyard. This is a Non-Exhaustive list and Contractors and Third Parties should at all times be working under the guidance of a Task Specific Risk Assessment:

- Manual Handling
- Work in Confined Spaces
- Asbestos
- Working with Chemicals and Hazardous Chemicals
- Vessel Movement
- Weil's Disease
- Working at Height
- Housekeeping- Slip, Trips and Falls
- Slippery Surfaces
- Abrasive Wheels
- Spray Painting and Spray Painting in a Confined Space
- Shot Blasting/ Water Blasting
- Noise
- Fire Extinguishers
- Mobile Construction Plant
- Electricity
- Welding
- Overhead and Underground Services
- Working in Adverse Weather Conditions
- Movement of Small Plant and Construction Equipment
- Movement of vehicles

It is the responsibility of your Employer to ensure that there is a task specific risk assessment for every activity you are engaged in.



10.0 Department Activities in the Shipyard

The Department carries out essential maintenance in the Shipyard as well as in the FHC generally. All Contractors and Sub-Contractors will cooperate fully with Department Staff at all times. Department Maintenance Staff are located in the Workshop on the Shipyard site.

10.1 Boat Repair Building (BRB)

The Boat Repair Building (BRB) which is situated within the Shipyard is a confined area and a specific Risk Assessment shall be prepared outlining how the hazards are managed when completing works in the BRB.

The BRB has specific risks and persons should note the following:

- All Shot Blasting shall be carried out inside the BRB
- Painting is permitted inside the BRB
- Only one vessel shall be housed in the BRB at any one time
- Only DAFM Staff are to open and close the BRB door system
- Mandatory PPE to be worn inside the BRB at all times as well as specialist PPE specific to the task
- The air ventilation system should be used to reduce specific risks as set out in your company's risk assessment
- Power points within the BRB are for use within the BRB only

11.0 Emergency Numbers

EMERGENCY SERVICE	TELEPHONE No.
Ambulance, Fire Brigade, Gardai, Coastguard	999 or 112
Eddie Gallagher- First Aid 	087 682 0104 
Letterkenny General Hospital Emergency Department	074 91 25888
Dr. Woods (Killybegs)	074 97 41122
Dr. Burke (Killybegs)	074 97 31148
NowDOC	074 97 35107



In the event of an emergency Dial 999 or 112 immediately and ask for Ambulance, Fire Brigade, Gardaí, and Coastguard

In the event of an Accident or a Major Incident:

- Contact Emergency Services
- Arrange for the provision of First Aid; provide ancillary information to the medical services where appropriate (e.g. the label information and the Safety Data Sheet of any substance if the accident arose as a consequence of contact with eye or ingestion of the substance).
- Evacuate the immediate area, if safe to do so
- Preserve the scene, if safe to do so
- Inform Direct Supervisor
- Retain all documentation
- Take photographs (if appropriate)

12.0 First Aid



Contractors are required to provide first aid facilities for their staff whilst they are working in the Shipyard.

Department Trained First Aid Staff:

NAME	POSITION	CONTACT No.	ON SITE
Eddie Gallagher	Marine Foreman	087 682 0104	Yes



13.0 Fire

In the event of a major fire the Emergency Evacuation Procedure in 7.0 of this document should be strictly followed.

Minor fire incidents where evacuation is necessary will be controlled by the On-Site Fire Marshall (Danny Gallagher). In a minor incident All Staff on-site must gather at the Assembly Point at the Main Entrance to the Shipyard and await instruction from the Fire Marshall.

13.1 Fire Extinguishers

Fire Extinguishers are located within the Engineering Workshop Building and in the Boat Repair Building.

The appropriate Fire Extinguisher should be used for specific type of fire and Fire Extinguishers are not to be used for any other purpose.

Know your Fire Extinguisher						
Symbols found on fire extinguishers and what they mean		 WATER	 FOAM SPRAY	 ABC POWDER	 CARBON DIOXIDE	 WET CHEMICAL
Wood, paper & textiles		✓	✓	✓	✗	✓
Flammable Liquids		✗	✓	✓	✓	✗
Flammable Gases		✗	✗	✓	✗	✗
Electrical Contact		✗	✗	✓	✓	✗
Cooking oils & fats		✗	✗	✗	✗	✓



14.0 Site Rules of Department Shipyard

14.1 PPE

Mandatory PPE shall be appropriately worn on site at all times.

Contractors are reminded of their full responsibility for undertaking all works on his/her vessel within the Shipyard and Risk Assessments and Method Statements must be clear in defining risks/hazards and how these will be managed. Additional PPE requirements for specific tasks must be clearly stated on Risk Assessment.

Mandatory PPE

- Hi-Vis Jacket/ Coat
- Hard Hat
- Safety Boots
- Gloves



When working at or near water a certified Lifejacket is to be worn at all times

Other PPE should be worn when required, and as appropriate to the particular task being undertaken. See examples below which is Non-Exhaustive

For example:

- Abrasive Wheels- Mandatory PPE with PPE Appropriate to the task including ear defenders, face mask, goggles, gloves and where Con-saws are used a water bottle shall be used at all times
- Welding- PPE Appropriate to the task as well as Mandatory PPE
- Shot and Water Blasting- PPE Appropriate to the task as well as Mandatory PPE
- Working in Confined Spaces- Mandatory PPE with appropriate Training and use of breathing apparatus or appropriate face masks
- Working at Height- Scaffolds to be erected and secured by Competent Persons and checked when moved, before every shift and after adverse weather conditions- Harness to be worn at all times as well as Mandatory PPE

14.2 Personal Behaviour

Persons using the Shipyard must walk at all times, there shall be no running and designated walkways should be used as far as is reasonably practicable.

There shall be no horseplay within the Shipyard or the Harbour at any time!



14.3 Housekeeping

Work areas must be kept clean and tidy at all times to prevent slips, trips and falls, especially when leaving and when work has been completed.

14.4 Waste Management

The Department provides separation bins for different types of waste including:

- Timber
- Metal
- Household/ General
- Paint tins
- Oil Products

Waste must be separated and disposed in the appropriate bin at all times. Specialist waste including chemicals must be disposed of in the appropriate manner by a Licenced Carrier.

14.5 Incident, Accident, Near Miss Reporting

All incidents, accidents, dangerous occurrences and near misses must be reported to your Supervisor and to a Department Representative immediately who will inform the Department's Health & Safety Officer. Contractors shall inform the Harbour Master of any incidents or accidents immediately.

A record of all instances shall be kept in the Department's Site Specific Health & Safety Folder. All incidents or accidents (incl. persons, crashes/collisions, property damage, complaints and/or dangerous occurrences) shall be reported to the Harbour Master.

14.6 On Site Parking

Parking is only permitted in the designated parking bays. Additional parking is available near the Harbour Masters Building.

(There are designated Parking areas outside the Engineering Workshop which are for use only by Marine Engineering Division staff and vehicles).





14.7 Delivery of Goods

All deliveries to be unloaded within the Shipyard; ensure Suppliers and Delivery Company Personnel are inducted prior to off-loading. Ensure someone from your Company is available to receive goods and a certified Banks-man and Forklift/ Crane Operator are used when unloading goods. Goods are to be loaded and unloaded as set out in your Risk Assessment. All lifting equipment must be inspected and tested and records of such tests kept in accordance with the Safety, Health and Welfare at Work (General Application) Regulations 2007.

14.8 Banks-man

All Banks-men must be appropriately trained/ qualified. They are responsible for directing manoeuvres and ensuring the safety of persons in the vicinity of the operations. Banks-men must be clearly identifiable to the lift operator by wearing appropriate PPE for the task and must stand out from other Operatives and use clear signals recognisable by personnel involved in the operations.

14.9 Safety Statement

All contractors must possess a current Safety Statement which contains a site-specific risk assessment for the activities being undertaken and which has been prepared by a competent person. This document shall be copied to the Harbour Master.

14.10 Working Times

The shipyard is generally open from 8:00am to 6:00pm; access outside of these hours is only permitted with prior arrangement from the Harbour Master.

14.11 Working at Height

Ladders shall not be used in the Shipyard when working at height for any purpose. Access to height shall only be by means of an appropriate MEWP operated by a competent and qualified person or by means of scaffold steps or other specially fabricated stair type platform. All scaffold or other steps must be designed, erected and dismantled in accordance with the Code of Practice for Access and Working Scaffolds.



14.11.1 Mobile Elevated Work Platforms (MEWPs)

When operating Mobile Elevated Work Platforms (MEWPs) a site specific risk assessment shall be completed in accordance with HSA legislation as set out in MEWPs Guidance on Safe Operating Procedures. 'It is important that those that manage and supervise the use of MEWPs have received adequate training. Ensure all MEWP operators are competent and have received the appropriate training for the particular MEWP they are operating. Training records should be kept on file'. HSA, (MEWPs) Guidance on Safe Operating Procedures. GA1 must be available for inspection when required.



MOBILE ELEVATED WORK PLATFORMS (MEWPs)
Guidance on Safe Operating Procedures



14.12 Noise

Equipment and engines may produce noise which is augmented when they are operated in an enclosed space. Noise should be controlled in accordance with Safety, Health and Welfare at Work (General Application) Regulations 2007, Chapter 1 of Part 5: Control of Noise at Work.

- Noisy areas must to be identified and a risk assessment carried out by the Contractor
- Appropriate measures must be in place to ensure compliance with Part 5, Chapter 1 of the Safety, Health and Welfare at Work (General Application) Regulations 2007, as amended.



Noise is to be reduced when and where possible with unused plant and machinery to be 'Switched Off' when not in use.



14.13 Dust/ Airborne Particles

Exposure to dust and other airborne particles is to be eliminated where possible. Measures should be taken to avoid contact with such risks. Should it be necessary to perform such tasks every effort shall be made to protect the persons performing the task as well as other persons in the workplace and anyone near the workplace. Some measures are outlined below:

- Closed systems should be used, where appropriate, to prevent the escape of dust/ vapour
- All dust control equipment must be properly maintained and cleaned in accordance with the manufacturer's recommendations
- Con saws to be used with water bottles at all times
- Respiratory PPE to be worn when necessary and appropriate to the task
- When performing a task that is likely to produce dust or other airborne particles, you or your Supervisor should inform persons in the immediate vicinity and a Department Representative to ensure that persons not directly involved in the task but in the area are warned of the Potential Hazard to safety and health. It must be agreed with the Harbour Master that a Safe Method of work is in place and risk has been managed prior to commencement of such works.

14.14 Hazardous or Asphyxiate Substances

Entry into a confined space should not be permitted unless the space has been adequately ventilated and a competent person has declared it safe to enter. Calibrated Gas Monitors to be used as necessary and an Emergency Escape/ Rescue Plan must always be in place.



14.15 Use of Chemicals and Substances Hazardous to Health and MSDS

When working with and transporting chemicals and substances, the appropriate PPE is to be worn at all times and at no time put third parties at risk.

MSDS should be made available to all staff using or others in the vicinity of the Chemical or Substance.



Contractors are to have an up to date Risk Assessment for the use of all chemicals on site; updated on a regular basis or when there are changes in use or conditions. A chemical register is to be kept up to date of all chemicals used. All chemicals are to be correctly stored and all Chemical Registers, MSDS and Chemicals to be REACH compliant.

14.16 Spillages

Spillages in the Shipyard should be notified immediately to your Supervisor.

All spillages should be:

- Clearly marked and barriers put in place if necessary to prevent slips
- Report to it to your Supervisor
- Protect drains or other means for environmental release. Spill socks and absorbents may be placed around drains, as needed
- Remove contaminated clothing
- Cleaned up as quickly as possible

A major spillage will result in a Major Incident, the alarm should be raised immediately and the Emergency Evacuation Procedure in Section 7.0 of this document put into action.

14.17 Biological Hazards

All personnel are reminded that working in such an environment there will be Biological Hazards.

In accordance with the 2013 Code of Practice for the Safety, Health and Welfare at Work (Biological Agents) Regulations 2013, the principles of good occupational safety and hygiene should be observed at all times.

To help reduce the risk of Biological Hazards everyone should:

- Wear appropriate PPE when dealing with Biological Hazards
- Dispose of household and personal waste appropriately
- Wash hands regularly and before eating and drinking

14.18 Asbestos Hazards

Asbestos may exist on pipes and lagging within vessels; therefore where there is a risk of asbestos being disturbed or removed from a vessel, a specific risk assessment should be completed by competent persons to assess and ensure the safe removal and disposal of this hazardous material. The risk associated with exposure to asbestos relates to the possibility that the fibres within the asbestos containing material (ACM) can become released into the air and are then inhaled.



Breathing in air containing asbestos fibres can lead to asbestos-related diseases (mainly cancers of the chest and lungs).

The Safety, Health and Welfare at Work (Exposure to Asbestos) Regulations, 2006 (S.I. No. 386 of 2006) , aim to protect the health and safety of all employees who may be exposed to dust from asbestos containing materials, during the course of their work activities. The regulations apply to all work activities and workplaces where there is a risk of people inhaling asbestos dust.

No asbestos related work is to be undertaken without prior consultation with the Harbour Master.

14.19 Lone Working

Lone Working on site should be avoided if possible and your Supervisor should know where you are at all times. If for any reason Lone Working is necessary, your Risk Assessment will outline that Lone Working can be carried out in a safe manner.

14.20 Only competent persons to operate plant and machinery

Evidence of any relevant in date CSCS, FAS, IPAF etc. qualifications must be given to the Harbour Master upon request before plant/machinery operators will be allowed to conduct works in the Shipyard.

14.21 Never tamper with equipment

Never remove guard rails or scaffold ties. Do not remove guards. Do not attempt to fix defective equipment unless you are competent to do so.

14.22 Use 110v equipment

110v equipment only, must be used in the Shipyard. 240v equipment is strictly prohibited without prior authorisation from the Harbour Master and a detailed Risk Assessment.

14.22.1 PAT Test on Electrical Tools & Equipment

All Electrical Equipment should be PAT Tested and be clearly marked to show date of test and when next test is due.

14.23 Drugs, Alcohol and Substances

Persons taking or under the influence of alcohol, drugs or substances will be required to leave the Shipyard immediately.

Supervisors should be made aware of medication taken by Staff if it is likely to impact upon work.



14.24 No food or drink on the work site

All food and drink must be consumed in the suitable locations, not on the work site. Always wash your hands before eating. Always dispose of food waste/litter in the appropriate bin. Waste food attracts vermin and all precautions should be taken to avoid the risk of contracting Weil's disease.

14.25 No Smoking Policy

Under the Tobacco Smoking (Prohibition) Regulations 2003, Smoking within any 'place of work' operated by the Department is prohibited.



14.26 Welfare Facilities

It shall be the responsibility of the Contractor to provide and maintain appropriate welfare facilities. Any Welfare Facility being brought to site must be agreed in the first instance by the Harbour Master. There shall be no provision for Welfare Facilities that are of a permanent or semi-permanent nature.

All welfare facilities are to be maintained and kept clean and in an orderly manner at all times. Toilets are provided at the rear of the Boat Repair Building and must also be kept in a clean and orderly manner.

14.27 Painting in the Shipyard

Painting in the Shipyard shall be by brush or roller application only. All spray painting must be approved by the Harbour Master in line with the signs clearly displayed in the Shipyard which state that MSDS must be produced for all materials being used, appropriate PPE to be used, other users of the Shipyard to be clearly informed, concentration and exposure values for chemicals to be advised to the Harbour Master and if spray painting is permitted by the Harbour Master, back screens must be used to prevent overspray.



14.28 Water Blasting in the Shipyard

There must be agreement with the Harbour Master on Risk Assessments and Method Statements prior to the commencement of any Water Blasting within the Shipyard. No Water Blasting shall be carried out without the Harbour Master's consent.

15.0 Plant, Tool and Machinery

Inspect Plant prior to use and on a daily basis and record your inspections. Any defects should be reported to your Supervisor immediately and the equipment should not be used until repairs have been completed.

Only use tools and operate machinery that you are competent in using.

16.0 Lifting Equipment

All lifting operations must be planned, supervised and carried out by competent persons.

All lifting equipment must be certified and tagged with SWL. A GA1 Form (Report of Thorough Examination) should be available.

Daily checks shall be completed on all lifting equipment prior to use. A valid GA2 (Report of Weekly Examination) Form and tag on all lifting equipment (Slings, Chains) is required.

Defective equipment is not to be used under any circumstances and all defects to be reported to your Supervisor immediately.

Under no circumstances should lifting operations take place with persons below the load at any point.

17.0 Weather Conditions

The weather can have an adverse effect on your work. Cold and wet weather can reduce concentration and make manual work more difficult. Hot weather may result in heat exhaustion, sunburn or sunstroke. Wind, ice and fog can all increase the risk of slips, trips and falls.

- In adverse weather conditions all Risk Assessments should be reviewed
- Arrangements should be made to obtain timely warnings of adverse weather
- Suitable personal protective clothing (PPE) should be provided
- Adequate rest breaks should be provided



- Adequate welfare facilities should be provided by your employer with hot and cold running water and facilities to allow for drying clothes and taking meals/hot drinks



SHIPYARD SAFETY 21 POINT CHECKLIST:

- Wear Mandatory and PPE Appropriate to the task at **ALL** times
- Ensure you are aware of the Risk Assessment for the Task
- Know where your First Aid Kit is located
- Never Work Alone unless it is safe to do so
- Wear a Lifejacket when working at or near water
- Report Incidents/ Near Misses to your Supervisor
- Know the Evacuation Procedure
- Always consider the Safety of others using the Shipyard
- Keep your workplace tidy and free from Trip Hazards and Spillages
- Complete Daily Checks on Plant and Equipment and report any defects to your Supervisor and do not use defective equipment.
- Check SWL Inspection on Lifting Gear and never use lifting gear for purposes for which it is not intended
- Never use Ladders
- Review and make yourself aware of MSDS if working with chemicals or biological hazards
- No Unapproved Spray Painting Outside the BRB (Harbour Master must be consulted)
- Implement the Site Waste Management Policy
- Water Bottles to be used to reduce dust where appropriate
- No Smoking on Site
- Food and Drink should be consumed in a safe location and not on site or in the BRB
- Always Wash your hands before Eating and Drinking
- Vehicles to be parked in the designated Parking Areas
- Horseplay will not be Tolerated