



Every Job. Every Time.





STP Safety Program

For Every Job Follow The STP Guide:

STOP – Take a minute! Do not simply go ahead with a job thinking everyone knows what to do, how to do it and that the equipment is working. Take a minute for safety.

TALK – Talk about the right way, the safe way to do the job. Are there any hazards? How should they be handled? Ask questions about the job. Make sure everyone understands what they are to do and how to do the job safely.

PROCEED – Proceed with the job only after everyone is sure of their job, how to do it safely and all the questions are answered.

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Safety is always good seamanship. Learn and practice good seamanship. It will keep you from being hurt or causing someone else to be hurt. This booklet is written to inform all of our ship's personnel and visitors of possible hazards which occur on nearly any vessel. Please read this booklet carefully and ask your supervisor if you have any questions. Practice good seamanship and work safely at all times.

Always Remember: If you feel a job is too hard or strenuous for you, always ask for help **BEFORE** trying to do the work. If you do not understand how to do a job, operate equipment, or orders you are given, ask the supervisor to explain **FIRST** before trying to do the work.

General Safety Instructions

- Follow instructions and all warning signs. Observe all safety rules.
- Report unsafe conditions to the supervisor **RIGHT AWAY**.
- Do not try to use equipment or machinery until you know how.
- Report all accidents, injuries, and illnesses to the supervisor **IMMEDIATELY**.
- Avoid pinch points between fixed and movable objects.
- Assume all steam pipes are hot.
- Do not sit on railings, bulwarks, or open hatches.
- When lifting, bend your knees and keep your body erect.
- **LIFT WITH YOUR LEGS**. Have a firm grip on the object.
 - If it is heavy – **GET HELP!**
- Inform the relieving (next) watch of any hazardous conditions (things that can hurt you.)
- Keep portholes closed in rough weather.
- Fasten deadlights when open.
- Know the dangers of your job. If in doubt, **ASK!**

Alcohol or Drug Use

If you have been drinking alcohol, or using drugs, do **NOT** try to work. It is better to be disciplined than to risk your life. Do **NOT** take prescription drugs before going to work if they make you sleepy or dizzy.

Slips, Trips & Falls

- **BE CAREFUL** and watch where you are going when moving about, on or off the ship. Protect yourself from a slip, trip or fall. Don't take chances.
- Shoes with torn or loose soles can trip you. Metal heel or toe plates are dangerous. Use extreme care on wet decks.
- Loose things should not be left where anyone can trip over them. They should be stowed in the proper place.
- Do not walk with your hands in your pockets. If you slip or trip you might not be able to save yourself.
- Do not use empty milk cases, boxes, etc., as step stools.
- Do not run on deck.
- Wear ice cleats if you think you need them.

Good Housekeeping

- A clean and neat ship will be a safer one. Keep quarters and work spaces clean. Keep walkways clear. Clean up oil and grease spills right away.
- **Do not throw anything over the side.**
- Clean oil and grease off handrails. Do not block ladders, escape hatches, stairways, passageways, switches and fire fighting or rescue equipment.
- Only use solvents which are allowed by your supervisor.
- Paint cans and liquids that can burn must be safely stored with lid **on tight**. Store paint in the paint locker. Fasten down anything that can move in rough seas.
- Properly stow all tools and gear after every use.

First Aid & Reporting An Injury

There are people aboard who are skilled in first aid. If you hurt yourself, ask for help. Report any injury **IMMEDIATELY**. If someone is hurt badly – get help before doing anything. Always let the pilothouse or supervisor know what is happening. He will ask for proper help and see to it that the injured person is cared for.



Safety equipment must always be used when you work at certain jobs. If you are unsure what safety equipment to use and when to use it, ask the supervisor before doing the job. Care of safety equipment is everybody's job. Before using safety equipment be sure you know **HOW** to use it. Make sure it is in good working condition.

Hard Hats & Bump Caps

Hard hats must be worn whenever there is a chance of injury to your head. **ALWAYS** wear hard hats when you are:

- Working on the dock
- Handling mooring lines
- Working in cargo holds
- On deck during cargo handling
- Lifting or lowering objects with a crane
- Working in tanks and spaces with low head room

Everyone must wear at least a bump cap in the engine room. Bump caps or hard hats must be worn in the tunnel.

Eye Protection

Eye and face protection includes goggles, safety glasses or face shields which must be worn to protect your eyes and face from injury. Always ask a supervisor which kind of eye protection is needed for the job.

ALWAYS use eye protection when –

- Using grinders
- Running lathes, drills or other power tools
- Chipping, wire brushing or scraping
- Using acids, caustics, or chemicals spray painting
- Inside boilers
- In conveyor spaces while working cargo
- Running windlasses and brake releases
- Using spray cleaners or any aerosols
- **ALWAYS** protect your eyes on any job

Ear Protection

Ear plugs or muffs must be worn when there are high noise levels.

Ear plugs or muffs must be worn when warning signs say to.

ALWAYS wear ear protection, when –

- In the engine room and machinery is running
- In the conveyor spaces when unloading equipment is running
- In the generator room at all times

Ear plugs **and** muffs must be worn when working for longer than 15 minutes in the lower engine room (diesel) with machinery running.

Respirators

Respirators must be worn where there is a lot of dust or vapors in the air or when warning signs say to. Check the MSDS/SDS for proper type.

ALWAYS wear a respirator when –

- Spray painting
- Working in boilers
- Chipping and scaling in a close space
- Spray cleaning with solvents
- In the tunnel, unloading cargo
- Working with aromatic sealants
- Sand blasting
- When stated in the MSDS/SDS



Work Vests

Work vests must be worn when you may fall in the water.

ALWAYS wear a work vest when –

- Handling mooring lines or cables on the dock
- Working from stagings or bosun's chairs over water
- Working scows or in the work boat
- Being landed by a boom
- Reading draft marks
- Working on the dock

Safety Harnesses

Safety harnesses must be worn at any time when you may fall.
Ask a supervisor whether a harness should be used.

ALWAYS wear a safety harness when –

- Working in a cargo hold
- Working aloft
- Working on staging
- When going over the side on the landing chair
- When rinsing cargo holds and handling the hose
- Anytime there is a chance of falling greater than six feet

Clothing

Wear proper work clothes with no loose sleeves or cuffs. Always wear proper fitting clothes which will protect you for the job you must do. Be sure you are covered from the sun in the summer. Be sure you are warm enough for winter (dress in layers). Wear Hi-Viz clothing when on deck.

Foot Protection/Shoes

Steel-toe safety shoes or boots with rubber soles must be worn on duty. Warm, waterproof boots must be worn when it is cold and wet. Never wear fabric shoes (sneakers) or sandals on deck or in the engine room at any time. Loafers, sneakers, clogs or sandals are **RESTRICTED** to interior cabins and never allowed on deck, in the engine room or in the galley.

Gloves

Proper gloves must be worn at any time when you could hurt your hands.

ALWAYS wear proper gloves when –

- Handling lines or cables (leather gloves)
- Using acids or chemicals (rubber gloves)
- Welding and burning (leather gloves)
- Around high voltage electricity (insulated rubber gloves)
- Lighting off and changing oil burner (heat proof gloves)
- Operating incinerator (leather gloves)



Your duties for fire and boat stations are shown on the MUSTER LIST and on the card over your bunk. Signals are also shown on the Muster List.

KNOW YOUR FIRE AND BOAT STATION DUTIES PER THE MUSTER LIST.

Man Overboard!

- If you see someone fall overboard, toss a life ring, life jacket or something that floats overboard **AS FAST AS YOU CAN.**
- Then call the pilothouse **WITHOUT DELAY.**
- If it is dark, try to find a life ring with a **WATER LIGHT.** Toss it close to the person in the water.
- If someone falls between the ship and dock, get help and put a safety block over the side.
- Know where life rings, life jackets and safety blocks are located on your ship.

Fire Prevention

- Know the firefighting equipment on your ship.
- Follow the rules and signs to prevent fires.
- Throw oily things in covered metal containers **ONLY.** Empty them daily.
- Be sure you know how to handle flammable liquids. If you don't – ask someone who does.
- Do not clean clothes with solvents or gasoline.

Fire Fighting Safety

If you find a fire, see or smell smoke, call the pilothouse **RIGHT AWAY**. If the **FIRE IS LARGE**, look for others and get out. Close all doors behind you. Shut off ventilation. Get help.

If the **FIRE IS SMALL** fight it. Keep near a door to escape. Stay low away from heat and smoke. Stay out of confined spaces.

Fixed Fire Fighting Systems

Every ship has some type of fixed fire fighting system. The system uses a means of taking away the oxygen from the fire. You should know the systems and the alarms. **Get out of the space if you hear the alarm sound.**

Smoking Prohibited

Starting June 1, 2013 smoking will not be allowed in any interior area that has re-circulated air/ventilation. This includes crew quarters, rec room, the galley and dining/mess rooms and conveyor shacks. Also, smoking on deck during fueling or loading coal is not allowed. Smoking in the tunnel is not allowed when carrying coal or grain.



Leaving and returning to the ship must be done by permitted means only.
SHORT CUTS MUST NEVER BE USED.

Dock Property

- Stop, look and listen before crossing railroad tracks. Do not crawl under, over or between railcars. Use care in walking around trains. Avoid walking under or near cargo handling equipment.
- **USE** shipboard flood lights to help light up dock property where used by people.
- When you can, use the “Buddy System” in going ashore, especially at night.
- Use care when walking near or on spilled cargo.

Walkways & Doors

- Avoid the shore side decks when cargo is being worked. Use care near places where handrails, deck covers or gratings are removed. Obey warning signs. Do not stay around these places unless you must for a good reason.
- In rough weather, use tunnels or life lines on deck. Use salt or sand on ice and snow. Use care stepping over doorway thresholds. Close doors securely. Use dogs or latches.
- Never put your hands on an open door jam. Watch your head on low doors.

Boarding Ladders

- Never use a boarding ladder until the ship is moored and the ladder secured. Only one person at a time on the ladder. Face the ladder at all times and use both hands on the rails. Always use a parcel bag for handling packages, duffel bags, suitcases, etc. Do not carry things in your hands while on the ladder. Tell someone on deck when you are going to use the ladder so they will know not to raise the ladder with you on it.
- Stay clear of cables and ladders which are not secured.
- Always be sure the rope rails are tight after an accommodation ladder is raised or lowered.
- Use **EXTREME** care when boarding from a boat. Be sure the ladder is secure top and bottom and spaced off the hull. If there is no rail opening, step over the wire rope railing. **ALWAYS** ask for help from someone on the ship.
- Use extreme care when using boom ladders. Use boom ladders only when you absolutely must. Tell the wheelsman whenever you intend to use the boom ladder.
- Always secure the safety chain at the top of the boarding ladder.



Portable Ladders

- Check ladders and platforms before using. Report defects to an officer.
- Do not use make-shift ladders or scaffolds. Place ladders firmly on deck. Use a safe angle and secure it. Do not place ladders against things which can move.
- Face the ladder and use both hands. Raise or lower tools by means of a line or container. Do not reach more than one arm's length from the ladder.

Stairways & Passageways

Do not run; use handrails.

Deck

Watch your step. To avoid slips, trips and falls keep clear of cables. Use the offshore side when handling cargo.

Port Openings

- Keep portholes closed in heavy weather. When open be sure the deadlight and port light are safely chained.
- **KEEP YOUR HEAD AND HANDS INSIDE OPEN PORTS.** Don't throw things out of open ports.

Confined Spaces

- Do not enter any confined space until it is vented and you have been told it is safe to do so by a supervisor. A confined space is a tank, void, double bottom, ballast tank or other such space.
- **ALWAYS** have two or more people around before entering a confined space.
- **NEVER** enter a fuel tank or sewage tank without permission from a supervisor.
- **ALWAYS** do what you are told by the supervisor in charge.

Washing Down

- One person may use a wash down hose on a **low pressure** system.
- On a high pressure wash down using fire or general service pumps, or any pump with over 100 PSI pressure – **two persons must be on the hose.**
- Rinsing cargo holds two persons on the hose are required and the person on the nozzle must be using a harness/fall protection.
- **Always check the handle and screw of the nozzle to be sure it is secure.**

Chains, Blocks & Tackle

- All lifting gear should be checked over to be sure it is in good condition before it's used.
- **NEVER** stand under a load.
- Secure lifting gear only to solid steel structural parts. Use eyebolts whenever you can. Make sure eyebolts are secure and the right size. Hoists on rails must be tied back when not in use.



Lock Out – Tag Out Rules

- Before working on equipment, be sure the main switch or valve is off or closed, is tagged “**DO NOT USE**” and is positively locked out. When a valve must be kept closed for work on a system, be sure the wheel is positively isolated (locked out).
- Use a proper tester before working on an electric circuit. Tell the next watch of any locks or tags. Be sure everyone is clear and power is off before removing locks and tags.

Air Tools

Use goggles to protect your eyes, keep hoses neatly coiled. Ask for help when you think you need it. **ALWAYS** turn off air when leaving tools behind.

Hand Tools

Use the right tool for the job! Never throw tools around. Never store tools where they may fall on you. Return them to their proper place. Report any broken tool. Be sure sharp edges of tools are protected. Ensure all guard covers are in place when using a tool that needs one.

Incinerator Operation

Don't overload the incinerator. Do not operate the incinerator unless you have been trained to do so. Never throw aerosol cans into it – they will **explode**. Safety glasses, face shield, leather apron and gloves all must be used when opening the incinerator.

Chemical Safety

Before working with any chemical, (solvent degreaser, paint, etc.) read the label and Material Safety Data Sheet (MSDS/SDS). This is necessary so you will know how to safely use the chemical and what to do in an emergency such as a chemical spill or to start first aid procedures. If unsure, ask a supervisor. Material Safety Data Sheets (MSDS/SDS) are on file in the ship's computer system or on the bridge in the MSDS/SDS binder. MSDS/SDS are available from your supervisor, just ask.



General Safety – Deck Department

- Inspect all gear before using. Do not run winches, windlasses or hatch gear until you have been told how to.
- Use leather-faced gloves when handling cables. When handling mooring lines, use the becket. **DO NOT** put your hand in the eye of the cable. Keep out of the bight of any line or cable. Avoid stepping over any line or cable.
- When locking, stand clear of cables being released. Stow all lines not in use. If a hatch cover jams – **use a pinch bar**, not your hands.
- On ships with hatch cranes – **DO NOT STAND BETWEEN HATCHES** when the crane is running.
- Use a bar to line up one piece hatch cover. **DO NOT USE YOUR HANDS.**
- Only the operator may ride the hatch crane. The hatch crane operator must be sure all alarms are working and all personnel are clear of the hatch crane operating area. This means at least two hatches away or standing outside the rails.

ALWAYS USE PROPER PROTECTIVE EQUIPMENT.

No One Is To Be In A Hold When It Is Being Loaded

- Never enter any cargo hold, for any reason, while the ship is being loaded without getting permission from the Mate on watch.

Landing Boom Chair & Fall Arrester

Always wear a life jacket or work vest when being lowered on the landing chair. Inspect the landing boom lines, and fall arrester chair before using, your life is on the line. Be sure the chair, rigging and lines are in good condition. **WAIT FOR THE MATE'S SIGNAL** before getting on the chair. Sit squarely on the chair and hold on with both hands. Don't get off the chair until both feet are squarely on the dock.

Hatches & Hatch Crane

Stay clear of open hatches. Stay outside the rails or at least two hatches away from the hatch crane when it is operating.

Men In Cargo Holds

If using a ladder, always use both hands. When working in a cargo hold for maintenance or clean-up:

- Gates must be closed
- Belt must be stopped
- Safety harness must be hooked up

ALL THREE CONDITIONS MUST BE MET UNLESS THE MASTER APPROVES AN EXCEPTION.



General Safety – Engine Department

Decks, Stairs, Ladders

Be extra careful to clean up any oil or grease spills. Do not run up or down ladders. Watch for things in your way. **WATCH YOUR HEAD!**

Machine Tools

- Be sure you know how to use machine tools before you turn them on.
- Make adjustments only with the power turned off. Use lockout-tag out. Wear goggles or safety glasses. See that all guards are in place.
- **DO NOT** wear gloves, ties, rings, loose or ragged clothes. If your hair is long, keep it away from the machinery.

Boilers

- Be sure you know what you are doing before working on boilers.
- Be sure the firebox is fully vented before lighting off.
- Always use a torch to light off. Stand to one side so you will not be burned if a flare back occurs. Wear safety glasses and a face shield.
- Never let a burner drip oil. It is a sure way to start a bad fire.
- If you work on gauge glasses, wear goggles. Be sure to shut off both sides and drain them before starting work.

Electric Equipment

Make repairs on electric equipment **ONLY IF YOU KNOW HOW.**

When working on boards or circuits:

- Use lock out–tag out (LOTO) procedure.
- Make sure rubber mats are in place.
- Wear insulated gloves.
- Avoid live conductors.

- Be sure power is off, tagged, and locked out.
- Let an engineer know what you are doing.
- Use caution.

Electrical Systems

Don't Wear Jewelry or Rings. Do not open or close breakers unless you are told to do so. Wear insulated rubber gloves when opening or closing exposed switches. Do not change fuses unless you are told to. Always assume electric equipment to be "Hot". All hand-held electric tools must be grounded. Do not stand on a wet or damp surface when using hand held electric tools. Always use a ground fault circuit interrupter (GFCI) device with portable electric tools and extension cords. Follow lock out – tag out rules.

General

- Use care not to be sprayed by hot oil when changing filters, strainers, or burners.
- **ALWAYS USE PROPER PROTECTIVE EQUIPMENT**

Conveyor & Tunnel Safe Practices

- Always observe the Invisible Line.
- Stop belts when working on idlers or gates. Use lock out – tag out procedure.
- Do not stand under portable vibrators. Make sure chains are connected at all times. Make sure you know how to attach portable vibrators before you use them. Know where the emergency stops are located. Know how to use them!
- No one should wear contact lenses in conveyor spaces while working cargo.
- **ALWAYS USE PROPER PROTECTIVE EQUIPMENT**
- **ALWAYS USE LOCK OUT – TAG OUT PROCEDURES WHEN SERVICING OR REPAIRING THE CONVEYOR SYSTEM**



General Safety & Sanitation – Galley

Ranges

- Make sure roll rails are in place when ship is rolling.
- Keep your face above the top of the range when you open oven doors. Use care in handling pots of hot liquids.
- Keep vents and hoods clean and free of grease. Use extreme care in the use of the deep fryer. Always ask the Chief Engineer to make galley repairs.

Refrigerator

- Hook refrigerator doors back when open to keep them from swinging.
- Do not crawl inside reach-in reefer boxes.

Lifting

- Bend your knees, get a good grip and lift with your legs.
- If unsure, **get help** before lifting anything.

Knives

- Sharp knives are **SAFER** than dull ones. Stow knives safely, always with blades protected. Wipe blades off with cutting edge turned away.

Cleaning

- Keep the galley and yourself “shining” clean for everyone’s health.
- Wipe up water and grease spills as soon as they happen. Keep floors dry and clean.
- Always wear goggles and rubber gloves when using caustics. **NEVER USE BARE HANDS.**
- Use rubber gloves when cleaning with steel wool pads.
- Inspect all glasses and dishes for cracks or chips.
- **SWEEP UP** broken glasses and dishes – never use your hands.
- Throw away broken glasses and dishes safely.
- Test hot water before putting bare hands into it.
- Long hair must be tied back or under a hair net.
- **ALWAYS USE PROPER PROTECTIVE EQUIPMENT.**



STP Safety Program

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STOP – Take a minute! Do not simply go ahead with a job thinking everyone knows what to do, how to do it and that the equipment is working. Take a minute for safety.

TALK – Talk about the right way, the safe way to do the job. Are there any hazards? How should they be handled? Ask questions about the job. Make sure everyone understands what they are to do and how to do the job safely.

PROCEED – Proceed with the job only after everyone is sure of their job, how to do it safely and all the questions are answered.

*Send recommendations for changes to
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STP Safety Program

S = Stop!

T = Talk about the job; what are the hazards and how should you handle them?

P = Proceed with your work.



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