



MARINE ENVIRONMENT PROTECTION
COMMITTEE
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ROLE OF THE HUMAN ELEMENT

Duties and Training for Ship Safety Representative

Submitted by the International Transport Federation (ITF)

SUMMARY

<i>Executive summary:</i>	This document provides a draft outline of the duties and responsibilities of a Ship Safety Representative and the Knowledge, Understanding and Proficiency requirements for a Ship Safety Representative to successfully perform in that capacity
<i>Strategic direction:</i>	5.2
<i>High-level action:</i>	5.2.2
<i>Planned output:</i>	-
<i>Action to be taken:</i>	Paragraph 5
<i>Related documents:</i>	STW 39/5/1; MSC-MEPC.2/Circ.3, Appendix 2; STW 40/5 and MSC 84/24

Introduction

1 At the eighty-fourth session of the MSC, it was agreed that the duties of the Ship's Safety Representative should be discussed at STW 40 and that the minimum Knowledge, Understanding and Proficiencies of a Ship Safety Representative should be identified.

2 The ITF, in response to the Committee request, submitted document STW 40/5 to the Sub-Committee on Standards of Training and Watchkeeping relating to guidance on the training of a ship safety representative. The Sub-Committee requested some clarification and agreed that it was appropriate to forward this document for consideration to the Joint MSC/MEPC Working Group on the Human Element (STW 40/14, paragraph 5.13). This document has therefore been re-submitted with the appropriate amendments.

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Duties of a Ship Safety Representative

3 To be an effective Ship Safety Representative (SSR), the crewmember or members in that position should be capable of fulfilling the following duties and responsibilities:

- .1 working with shipboard management to create a safety culture on board;
- .2 participating in all meetings of the onboard safety committee;
- .3 communicating with the crew about safety issues;
- .4 being a resource for the crew when they have questions about safe operations;
- .5 reporting to the master when there are concerns about safety on board, but have access to Designated Person (DP) ashore if safety concerns merit;
- .6 informing the crew about safety and health in general;
- .7 participate or observe when infrequent or high-risk operations take place;
- .8 reviewing pre-work job safety/risk analysis forms; and
- .9 more than one Ship Safety Representative (SSR) may be required based on ship/crew size and trade.

4 In light of the foregoing, the guidance relating to training of Ship Safety Representative is set out in annexes 1 and 2.

Action requested of the Committee

5 The Committee is invited to review the above proposal and annexes 1 and 2 and take action as appropriate.

ANNEX 1**GUIDANCE IN THE TRAINING IN THE SKILLS REQUIRED TO PERFORM
THE DUTIES OF A SHIP SAFETY REPRESENTATIVE**

1 The ship safety representative appointed under the provisions of the relevant national and international codes and conventions, before being assigned their shipboard duties, should have training in the required skills relating to:

- .1 understanding of occupation and health safe working practices;
- .2 identification of job safety and hazards;
- .3 familiarity with the safety equipment available and its correct use;
- .4 full understanding of established standard operating procedures and safety rules;
- .5 understanding of required inspections and maintenance of personal protective equipment to ensure it is in good working order;
- .6 appreciate the importance of reporting injuries or accidents to supervisors promptly;
- .7 assisting in the development of standard operating procedures that incorporate safe working practices;
- .8 participation in setting health and safety objectives and performance;
- .9 develop communication skills to ensure a full understanding of the importance of good working practice by crew and enumerating possible concerns to the supervisor of safety committee;
- .10 evaluate operating procedures and make relevant suggestions for improvement;
- .11 participate in the development of solutions to safety and health problems on board;
- .12 assist in implementing and evaluating occupational health and safety training activities; and
- .13 involvement in analysis of injury and accident reviews.

2 The training process for the ship's safety representative should be clearly defined within the documentation of the companies ISM Code but not incorporated into the familiarization training. Training should be conducted by a person fully qualified to instruct in occupational safety and health and with the ability to assess the representative's ability to fulfil their responsibilities. Copies of all the relevant international and national guidelines, codes and regulations should be available on board, for the ships safety representative, in the language understood by the majority of the crew.

3 The company should have an ongoing training programme and material should be available at all times to ensure the representative is kept up to date with occupational health and safety legal requirements, administration warnings and advice and company operational policies.

ANNEX 2

**KNOWLEDGE, UNDERSTANDING AND PROFICIENCY FOR SHIP SAFETY
REPRESENTATIVE**

Column 1	Column 2	Column 3	Column 4
Competence	Knowledge, understanding and proficiency	Methods of demonstrating competence	Criteria for evaluating competence
Apply knowledge of vessels to enhance safety	Knowledge of and ability to use ships emergency procedures in case of: <ol style="list-style-type: none"> 1. Fire 2. Confined space entry 3. Release of hazardous chemicals 4. Over-exposure to hazardous chemicals 5. Working aloft 6. Abandon ship 	Assessment of evidence obtained from practical instruction and demonstration such as approved Basic Safety Training and ship familiarization	Procedures and actions are in accordance with STCW Code A chapter V, IMDG and ISM Codes
Understand the company	Knowledge of the company structure and the departments that affect safety and health for crew	Assessment of evidence obtained from regulatory required ship familiarization	Procedures and actions are in accordance with STCW Code A, chapter V and ISM Code
Perform duties of Seafarer Safety Representative	Knowledge for performance of duties and responsibilities of Seafarer Safety Representative. <ol style="list-style-type: none"> 1. Promotion of safe behaviour for the safety culture on board the ship 2. Human factors and cultural diversity. Acceptance of safety culture 3. Understand basics of cross-cultural communication 4. Onboard safety committee 5. Consideration of suspending work that involves a clear danger to personnel 6. Documented procedures for raising complaints of hazards and receiving timely employer response 7. Participation in development and training of the occupational health and safety programmes. Encourage crew to report hazards 8. Ensuring the crew is supported by management to correct hazards 9. Ensuring management's response to reports of hazards in writing within specified time frame 	Assessment of evidence obtained from approved training, exercises and practical demonstration	Expected standards of work and behaviour are observed at all times

Column 1	Column 2	Column 3	Column 4
Competence	Knowledge, understanding and proficiency	Methods of demonstrating competence	Criteria for evaluating competence
International and national Conventions and regulations	<p>Knowledge of Flag State guidelines for the management of occupational safety and health on board ships</p> <p>Basic knowledge of IMO Conventions</p> <ol style="list-style-type: none"> 1. SOLAS (ISM) 2. MARPOL 3. STCW <p>Awareness of ILO Maritime Labour Conventions including:</p> <ol style="list-style-type: none"> 1. the Need for a Maritime Labour Certificate and Declaration of Maritime Labour compliance Certificate 2. the manner for processing of Crew Safety Concerns 3. ILO Provisions: A general understanding of relevant ILO Conventions and Recommendations <p>World Health Organization</p> <ol style="list-style-type: none"> 1. General health problems for seafarers 2. Studies of countries and research activities 	Assessment of evidence obtained from approved training	Procedures and actions are in accordance with STCW, IMO, WHO and ILO Conventions
Be able to take action on safety concerns based on understanding of the policies and procedures that apply	<p>Knowledge of and ability to use :</p> <ol style="list-style-type: none"> 1. The ships ISM/SMS 2. Company's risk management efforts 3. Accident Theory 4. Accident, incident and near-miss reporting and tracking system 5. Investigation and root cause analysis 6. The ship's maintenance records 7. Near-miss and lessons learned reports affecting crew safety and health 	Assessment of evidence obtained from approved training, exercises and practical demonstration	Procedures and actions are in accordance with SOLAS
Conduct risk management, risk assessment and understand risk-based decision making	<p>Knowledge of :</p> <ol style="list-style-type: none"> 1. Accident prevention 2. Critical safety operations 3. Occupational safety and health data trend analysis 4. Job safety analysis 5. Shipboard watch implications 	Assessment of evidence obtained from approved training, exercises and practical demonstration	Procedures and actions are in accordance with SOLAS, MLC 2006 and company policies and procedures

Column 1	Column 2	Column 3	Column 4
Competence	Knowledge, understanding and proficiency	Methods of demonstrating competence	Criteria for evaluating competence
Apply Human Factors concepts to operations and how they affect safety	Knowledge of the effects of or impact of: <ol style="list-style-type: none"> 1. Fatigue 2. Stress and distractions 3. Situational awareness Knowledge of how to: <ol style="list-style-type: none"> 4. Recommend and monitor abatement of the above 5. Monitor incentive programmes as applicable 	Assessment of evidence obtained from approved training, exercises and practical demonstration	Expected standards of work and behaviour are observed at all times
Issue correct safety equipment	Knowledge of safety equipment and measures to be taken for: <ol style="list-style-type: none"> 1. Respiratory protection 2. Hearing loss prevention 3. Lock-out-tag-out 4. Fall protection 5. Safe lifting 6. Occupational health and safety equipment control 7. Calibration of safety related measuring devices 8. Personal protective equipment 	Assessment of evidence obtained from practical instruction and demonstration such as approved Basic Safety Training and ship familiarization	Procedures and actions are in accordance with STCW Code A, chapter V, IMDG and ISM Codes
Record Keeping	Knowledge of and access to records from: <ol style="list-style-type: none"> 1. Trend analysis to identify common causes of death, injury, illness, accident, near-miss incident, and problem data including investigation reports and root cause analysis (see also appendix 7, fatality, injury, illness and incident investigation); and injury, illness, near-miss and problem rates 2. Hazardous condition notifications and abatement actions 3. Crewmember safety suggestions 4. Industrial hygiene monitoring results for both personal and area samples 5. Safety committee reports 6. Safety inspection reports or log entries 7. Medical surveillance data (aimed at identifying exposures so that proper interventions, including improvement of hazard controls, may be initiated) 8. Training record, date and attendance 9. Occupational health and safety management programme audits 	Assessment of evidence obtained from approved training, exercises and practical demonstration	Procedures and actions are in accordance with SOLAS, WHO, IMDG Code, MLC 2006 and company policies and procedures