



SUB-COMMITTEE ON STANDARDS OF
TRAINING AND WATCHKEEPING
40th session
Agenda item 5

STW 40/5
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TRAINING FOR SEAFARER SAFETY REPRESENTATIVES

Duties and Training Standards for Ship Safety Representative

Submitted by the International Transport Workers' Federation (ITF)

SUMMARY

Executive summary:	This document provides a draft outline of the duties and responsibilities of a Ship Safety Representative (SSR) and the Knowledge, Understanding and Proficiency (KUP) requirements for a ship safety representative to successfully perform in that capacity
Strategic direction:	5.2
High-level action:	5.2.2
Planned output:	-
Action to be taken:	Paragraph 4
Related documents:	STW 39/5 and MSC-MEPC.2/Circ.3, Appendix 2

Introduction

1 At MSC 82, following consideration of document MSC 82/21/2 (New Zealand, South Africa and the Philippines) it was agreed to include in the STW Sub-Committee's work programme, a high priority item on 'Training for seafarer safety representatives'.

Duties of a Ship Safety Representative

2 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 and reviewing recorded minutes;
- .3 communicating with the crew about safety issues;

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- .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;
- .9 having latitude to observe all parts of drills on board, with crew safety and drill objectives in mind; and
- .10 more than one SSR may be required based on ship/crew size and trade.

3 In order to meet the responsibilities of an SSR, the crew member or members performing those duties should:

- .1 have suitable experience at sea;
- .2 be appointed or elected by ship's crew;
- .3 be able to communicate effectively with the master and crew orally and in writing;
- .4 be assigned normal duties as member of engine or deck department; and
- .5 possess the Knowledge, Understanding and Proficiencies (KUP's) outlined in the annex.

Action requested of the Sub-Committee

4 The Sub-Committee is invited to review the above proposal and the annex and take appropriate action on:

- .1 the definition of the duties and responsibilities of the SSR; and
- .2 consider the annex for appropriate levels of training for guidance to flag States.

ANNEX

Draft Table A-VI/6

Specification of minimum standard of proficiency for persons elected as Seafarer Safety Representative on board

Column 1	Column 2	Column 3	Column 4
Competence	Knowledge, understanding and proficiency	Methods of demonstrating competence	Criteria for evaluating competence
	Basic knowledge and understanding of various operations and safety precautions that apply, including:		
Apply knowledge of vessels to enhance safety.	<p>Knowledge of and ability to use ships emergency procedures in case of:</p> <ol style="list-style-type: none"> 1. Fire 2. Confined space entry 3. Release of hazardous chemicals 4. Over-exposure to hazardous chemicals 5. Ship access and egress plans 6. Working aloft 7. 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 the STCW Code part A, SOLAS 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 the STCW Code part A, SOLAS chapter V, IMDG and ISM Codes.
Perform duties of Seafarer Safety Representative	<p>Knowledge for performance of duties and responsibilities of Seafarer Safety Representative.</p> <ol style="list-style-type: none"> 1. Development of control strategies throughout the vessel. 2. Promotion of safe behaviour for the safety culture onboard the ship 3. Human factors and cultural diversity. Acceptance of safety culture. 	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
	<ol style="list-style-type: none"> 4. Understand basics of cross cultural communication. 5. Onboard safety committee. 6. Consideration of suspending work that involves a clear danger to personnel. 7. Documented procedures for raising complaints of hazards and receiving timely employer response. 8. Participation in development and training of the occupational health and safety programs. Encourage crew to report hazards. 9. Ensuring the crew is supported by management to correct hazards. 10. Ensuring management's response to reports of hazards in writing within specified time frame. 		
<p>International and national Conventions and regulations</p>	<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>Assessment of evidence obtained from approved training.</p>	<p>Procedures and actions are in accordance with STCW Convention, and other IMO, WHO and ILO Conventions.</p>

Column 1	Column 2	Column 3	Column 4
Competence	Knowledge, understanding and proficiency	Methods of demonstrating competence	Criteria for evaluating competence
	World Health Organization 1. General health problems for seafarers. 2. Studies of countries and research activities.		
Be able to take action on safety concerns based on understanding of the policies and procedures that apply.	Knowledge of and ability to use: 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 ships 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.	Knowledge of: 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.
Apply Human Factors concepts to operations and how they affect safety.	Knowledge of the effects of or impact of: 1. Fatigue 2. Stress and distractions 3. Situational awareness Knowledge of how to 4. Recommend and monitor abatement of the above 5. Monitor incentive programs as applicable	Assessment of evidence obtained from approved training, exercises and practical demonstration.	Expected standards of work and behaviour are observed at all times.

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Competence	Knowledge, understanding and proficiency	Methods of demonstrating competence	Criteria for evaluating competence
Issue correct safety equipment.	<p>Knowledge of safety equipment and measures to be taken for:</p> <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 part A chapter V, IMDG, and ISM Code.
Record Keeping	<p>Knowledge of and access to records from:</p> <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; and 	Assessment of evidence obtained from approved training, exercises and practical demonstration.	Procedures and actions are in accordance with SOLAS, WHO, IMDG, 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
	9. occupational health and safety management programme audits.		
