

Workplace Instructions for Work with Substances and Materials on Board Danish Ships

In this folder you can read about the preparation of workplace instructions.

The requirements on WORKPLACE INSTRUCTIONS are found in Information from the Danish Maritime Authority A, chapter II, on chemical exposure of the working environment.

Workplace Instructions are also mentioned in the folder "Work with Substances and Materials on Board Danish Ships".

The reason for preparing Workplace Instructions is the fact that you may only work with dangerous substances and materials when sufficient information about them is available.

The information necessary to prepare Workplace Instructions can be obtained from the supplier's Safety Data Sheet and from the description of the particular work situation, etc., on board.

Safety Data Sheets contain information about general conditions regarding safety and health, irrespective of where, how, or for what the substance or material is used.

The Workplace Instructions - which must be prepared by the ship owner or the master - will advise you of the particular precautions you must take in order to work safely with substances and materials - on your particular ship.

Safety Data Sheets for e.g. diesel oil do not provide any information on how to avoid getting symptoms or becoming ill when cleaning in the engine room - but this must be stated in the Workplace Instructions.

The Workplace Instructions shall be used as written instructions for you before applying the substance or material. The Workplace Instructions shall be easily available to you, who are to work with the substances and materials in question.

The Workplace Instructions form an important part of the workplace assessment that must be performed when working with dangerous substances and materials.

Workplace Instructions must include the following:

The Workplace Instructions shall include Safety Data Sheets and relevant information on the ship and workplace such as:

- first aid measures
- fire fighting, including information about precautions in case of fire
- precautions regarding accidental leakage, including information on safety directions by spill
- handling and storage, including information about safety directions on storage
- exposure controls/personal protection, including information about measures to be taken in case of exposure to the substance or material and about special working clothes and personal protective equipment, and any bans on solitary working
- disposal considerations, including information about precautions to be taken on disposal
- other information, e.g. application fields

The 4 models

No specific demands are laid down in the regulations as to how you should prepare the Workplace Instructions.

Up to now, the Danish Maritime Authority is aware that ship owners and staff on ships are working with Workplace Instructions which follow one of the 4 models described below.

Also, The Danish Maritime Occupational Health Service has published advisory material on Workplace Instructions which is based on the principle that substances and materials with the same chemical composition can be grouped in common Workplace Instructions.

When preparing Workplace Instructions you may use one of the four models, or combine the models so that they fulfil your specific requirements.

Model 1

Add relevant ship's and workplace information to the existing Safety Data Sheets (legibly).

Model 2

Prepare short separate Workplace Instructions containing relevant ship's and workplace information only. In the Workplace Instructions you shall mention that they are a supplement to the Safety Data Sheets.

Model 3

Prepare Workplace Instructions by transferring the Safety Data Sheets regarding the 7 items mentioned above supplementing them with relevant ship's and workplace information. Information on the hazards posed by the substance or material must be added. In these Workplace Instructions you must also mention that they are a supplement to the Safety Data Sheets.

Model 4

Write the entire supplier's information together with relevant information about the workplace in the Workplace Instructions - with the same layout.

Advantages and disadvantages of the 4 models

Model 1

Easy to prepare for small ships with a limited number of substances and materials, but not so easy to read.

Model 2

Easy to read (max. 2 pages), but requires the Safety Data Sheets to be attached to the Workplace Instructions. It is possible to group several "similar" substances and materials in one set of Workplace Instructions.

Model 3

Not quite as easy to read as model 2. On the other hand, so much information is given that the Safety Data Sheets can be kept in another, still accessible, place on the ship (e.g. on the bridge). It is possible to group several "similar" substances and materials in one set of Workplace Instructions.

Model 4

The most time-consuming - the same layout for all supplier information (and workplace information) is used making it easier to read. Can be used, for instance, where the ship owner has a large organization available. Safety Data Sheets from different suppliers may have very different layouts, as requirements only concern the contents. All relevant information is kept together. Here it is also possible to group several "similar" substances and materials in one set of Workplace Instructions.

These models must only be regarded as examples of how to comply with the rules.

The Danish Maritime Authority has prepared an example of a workplace instruction in accordance to each of the 4 models. The examples can be ordered at The Danish Maritime Authority.