

Safety Activities on Board Danish Ships

In this folder you can read about safety activities on board Danish Ships.

The folder gives you information about the provisions in chapter XIA in Information from the Danish Maritime Authority A regarding Safety Activities on Board Merchant Ships. These regulations must be available on board and accessible to all crew members.

Safety representative

On board passenger ships, a safety representative is elected if the safe manning including the master numbers four or more persons.

If the safe manning including the master numbers 15 or more persons, a safety representative must be elected within each field of work (deck, engine, room, restaurant). If more than 50 persons are working within a field of work, two safety representatives must be elected.

If the ratings are alternating (ship's assistants) one safety representative must be elected for the deck and the engine room.

On board cargo ships, a safety representative is elected if the safe manning including the master numbers four or more persons. If the safe manning including the master numbers 15 or more persons, two safety representatives must be elected among the fields of work (deck, engine room, galley) employing most persons.

It is important that everybody working on board helps to promote the safety activities. In this way they will make the ship a safe and healthy workplace. No one is under the obligation to accept election as a safety representative.

Safety representatives are elected for a term of two years and may be re-elected.

The safety group

For each safety representative the master shall appoint a supervisor. The supervisor and the safety representative together shall constitute one safety group.

The function of the safety group is to help to solve safety and health problems in cooperation with the daily supervisor.

The safety group gives advice to the master and the person in charge of the work on health and safety matters. In addition, its duty is to try to solve the health and safety problems of the ship/field of work.

The master is responsible for ensuring that safety representatives are elected and that everybody is informed of who is the member of the safety group.

Tasks and duties

The safety group shall ensure:

- that working conditions and the work are organized and performed in a way that is safe and without any risks to health
- that substances and materials are only used in working processes and by methods which provide effective protection of the employees against accidents and diseases
- that effective training and instructions are provided
- that machinery and other technical appliances etc. are designed and used in a way which is safe and without any risks to health and safety.

Further, the safety group shall:

- take part in the planning of health and safety activities in its area, including assessments of health and safety conditions
- serve as liaison between the employees and the safety committee
- keep the safety committee informed of health and safety problems
- submit proposals for improvements to the safety committee.

It is the duty of the safety group to prevent health and safety risks. Where risks cannot be prevented on the site, the group must report the matter to the master.

Training and knowledge

Members of the safety group are required to undergo a training programme concerning the working environment, approved by the Danish Maritime Authority. This programme is also called “§16 training programme”. Within four weeks after the election of a safety representative and appointment of a supervisor, the ship owner shall enter them for this programme. However, this does not apply if they have already completed such a training programme, or if a person from the same field of work on board could have been elected or appointed.

On board ships where the safe manning including the master numbers 4 to 6 persons, there need only be one person on board who has completed the training programme. This could be the master.

Members of a safety group who have not completed a §16 training programme must receive approved health and safety training in the form of the so-called distance learning package. This package does not replace the §16 training programme, but is a kind of “here and now solution” until the person can attend a training programme.

Rights

Members of the safety organization are protected against notice of termination of their employment, dismissal or any other deterioration of their conditions in the same way as shop stewards.

The safety group and the safety committee



The safety group is to serve as liaison between the employees and the ship's safety committee and shall keep the committee informed of health and safety conditions. This contact with the safety committee is particularly important on board passenger ships with several safety groups within the same field of work if both safety groups and the safety committee shall perform their tasks satisfactorily.

The safety committee and the Danish Maritime Authority

During inspection on board, the Danish Maritime Authority will normally contact the safety organization, including the safety representatives. The safety committee shall be informed of any notices in writing given by the Danish Maritime Authority.

The safety committee

The safety group or groups and the master together constitute a safety committee.

If there are more than three safety groups on board passenger ships with shiftworking, three safety representatives and three supervisors together with the master constitute a safety committee.

The safety representatives represent the ratings on the safety committee.

Tasks

The safety committee shall:

- register health and safety problems and give the crew, the ship's management, and the ship owner advice on solving health and safety questions
- plan, manage and coordinate health and safety activities on board
- keep up-to-date on the health and safety provisions laid down to protect the employees on board
- contribute to defining principles for adequate and necessary training and instruction adjusted to the working conditions on board the ship
- ensure that continuous inspection of observance of safety directions is carried out
- cooperate with the Danish Maritime Occupational Health Service
- ensure that causes of accidents, poisoning and health damage and imminent risk of such incidents are investigated; and arrange for implementation of measures to prevent any recurrence.

Questions relating to safety, including the holding of boat and fire drills, may be dealt with by the safety organization. The safety committee must have a fixed item on the agenda concerning evaluation of boat and fire drills.

Planning

The safety committee is to take part in the planning of health and safety activities on board.

This means that the safety committee:

- must receive all necessary information of importance to health and safety on board
- is given the possibility of making proposals concerning health and safety
- has adequate time for handling its duties as to safety activities
- is given opportunities during working hours to acquire the necessary knowledge of or training in health and safety issues
- is consulted about the planning and introduction of new technology that may have consequences for health and safety in connection with the choice of equipment, personal protective equipment and technical appliances
- is consulted in the planning of purchases and use of substances and materials
- is consulted before any contact to the Danish Maritime Occupational Health Service.

On board ships with more than one safety group, the relevant group must be involved in the planning to any necessary extent.

Meetings

The safety committee must hold meetings at least once every three months. In addition, meetings are held when serious accidents, serious poisoning and other health damage have occurred, or after serious incidents that might have caused accidents or health damages. The meetings can be replaced by an inspection once every three month, when the case is a cargo vessel having a crew on 4 – 6 employees. An inspection report must be filled in. Inspection reports are available in the Regulations and in the trade guidance Coaster Kit from the Danish Maritime Occupational Health Service

At meetings of the safety committee the ship's survey book must be available to members of the committee.

Notice of meeting

Ordinary meetings are convened in good time by the chairman of the safety committee. The chairman must convene a meeting if at least two members of the committee so request. The members and the other employees must be notified of the agenda well in advance of the meeting.

Proposal for agenda

The agenda of the meeting could include the following items with advantage:

1. Reading and approval of the minutes of the previous meeting.

2. Working environment
 - Deck
 - substances and materials
 - ergonomics
 - accident risks
 - Engine room
 - substances and materials
 - ergonomics
 - accident risks
 - Galley/restaurant
 - substances and materials
 - ergonomics
 - accident risks
 - Other subjects
3. Safety of the ship
 - Evaluation of boat and fire drills
 - Other subjects
4. Miscellaneous

Minutes

Minutes must be drawn up in writing of all meetings, including extraordinary meetings. It is important that the minutes include:

- The decisions that were made
- Who is responsible for ensuring that the decisions are carried out
- When they must be carried out.

The minutes must be handed out to the members of the committee and made available to the crew members on board and sent to the ship owner.