

Working Safely on the Waterfront

Checklist One – Vessel/Work Environment Checklist – General OHS Issues

October 2009



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Checklist One may be used without modification. However, where necessary, the checklist should be adapted to suit the particular circumstances of a workplace. Checklists that are already in place may continue to be used if they address all potential hazards in that particular workplace.

Facility name _____

Vessel name _____

Names of person/s in charge:

1. Ship's Duty Officer

2. Of shift _____

Hatches to be worked (*please circle*): 1 2 3 4 5

Please indicate date and time of inspection activities:

Date	Time	Activity	Names of personnel involved
	:	On arrival of ship at port/prior to work commencing	(Supervisor/Foreman)
			(Health and Safety Representative)
			(Ship's representative)
			(Other)
	:	Regular inspection/s [†]	(Supervisor/Foreman)
			(Health and Safety Representative)
			(Ship's representative)
			(Other)

[†]Regular inspections may need to be undertaken more frequently than indicated here – use additional checklists as required.

Transfer any items marked 'No' to 'Actions for follow-up' at the end of the checklist.

On arrival of ship/prior to work commencing

PERSONNEL

Item		Circle	
1	Have Health and Safety Representatives (HSRs), supervisor/foreman been identified for this inspection and ongoing vessel inspections?	Yes	No
2	Have other relevant personnel been identified to participate in the inspection process? (Ship's Master/appropriate crew member/other)	Yes	No
3	Have all workers* been inducted?	Yes	No
4	Are all workers* supervised by a competent person*?	Yes	No
5	Are staff numbers adequate for this job?	Yes	No
6	Are skills/competencies of workers* adequate for this job?	Yes	No
7	Have workers* been advised of any changes to work procedures and specific requirements for the vessel and operation?	Yes	No
8	Has sufficient time been allowed to discharge the load?	Yes	No

*†See page 35.

EMERGENCY PROCEDURES

Item		Circle	
9	Have requirements for the vessel and operation been identified?	Yes	No
10	Does the emergency plan identify all responsible personnel?	Yes	No
11	Have language barriers been identified and considered in the emergency plan for this vessel? (e.g. with ship's crew)	Yes	No
12	Have ship-shore communication protocols been established and communicated?	Yes	No
13	Are all workers* inducted/trained in the emergency procedure?	Yes	No
14	Is there a backup communication system?	Yes	No
15	Are workers* trained in using the backup communication system?	Yes	No

*See page 35.

During operation – dockside

GENERAL

Item		Circle	
16	Are physical conditions monitored throughout the operation?	Yes	No
17	Are Bureau of Meteorology (BOM) contacts identified and maps available?	Yes	No
18	Have weather conditions been considered in planning operations?	Yes	No
19	Have personnel been issued with appropriate weather gear?	Yes	No
20	Is appropriate fire fighting, first aid and safety rescue gear available?	Yes	No
21	Are lighting levels on wharf suitable for the tasks and environment?	Yes	No
22	Have noise levels been assessed?	Yes	No
23	Has appropriate hearing protection been provided where required?	Yes	No
24	Are walkways and other surfaces clear of obstructions and residue build-up? (e.g. loose gear, residual cargo, debris, oil, power cables, overhead fittings)	Yes	No
25	Are all portable electrical leads tested and tagged?	Yes	No
26	Are leads for portable electric lighting or power devices rigged to ensure they do not interfere with access and egress?	Yes	No

TRAFFIC MANAGEMENT

Item		Circle	
27	Are controls in place to separate workers* from powered mobile plant?	Yes	No
28	Are all tasks involving potential interaction of people and powered mobile plant supervised?	Yes	No
29	Are warning signs and speed limits displayed? (e.g. prohibited entry, pedestrian walkways)	Yes	No
30	Are all travel surfaces well maintained and in good condition?	Yes	No

*See page 35.

APPLIANCES, GEAR, ETC.

Item		Circle	
31	Are log books available for all items of plant, equipment and gear?	Yes	No
32	Is a gear register available for all equipment?	Yes	No
33	Has all ship's gear that is to be used by stevedores for loading/unloading been inspected to ensure it is safe for use?	Yes	No
34	Is all gear used in accordance with its marked Safe Working Load (SWL)/Working Load Limit (WLL)?	Yes	No
35	Have all lifting appliances been appropriately tested and serviced?	Yes	No
36	Is the load shifting/bearing equipment suitable for the task?	Yes	No
37	Are there any damaged or non-conforming items?	Yes	No

During operation – vessel

GENERAL

Item		Circle	
38	Are physical conditions monitored throughout the operation?	Yes	No
39	Are there obvious non-conformances with required standards? (Marine Orders/ILO Code of Practice. If yes, refer matter to appropriate authority)	Yes	No
40	Is the vessel type appropriate for the cargo?	Yes	No
41	Is ship's cargo/stowage plan available to assist with discharge planning?	Yes	No
42	Has advice on vessel/cargo condition been received from previous port?	Yes	No
43	Has advice on vessel/cargo condition been provided to forward port?	Yes	No
44	Is appropriate fire fighting and safety rescue gear available?	Yes	No
45	Are all mooring lines taut and in good order so as to prevent sudden movement? (If not, refer matter to Ship's Master)	Yes	No

GANGWAY

Item		Circle	
46	Is there safe means of access between wharf and vessel? (platform, screens, nets, handrails, obstructions, signage)	Yes	No

DECK

Item		Circle	
47	Are there safe means of access to vessel operating areas? (check for damaged handrails, grab rails, side rails)	Yes	No
48	Are all walkways and other surfaces clear of obstructions and residue build-up? (e.g. loose gear, residual cargo, debris, oil, power cables, overhead fittings)	Yes	No
49	Are appropriate fixed ladders and work platforms available?	Yes	No
50	Have requirements for temporary installations been identified? (e.g. portable ladders, access platforms)	Yes	No
51	Are all temporary ladders secured at least one metre from the top?	Yes	No
52	Have all areas where falls are possible been identified?	Yes	No
53	Are appropriate fall protection/prevention mechanisms available?	Yes	No
54	Have all areas where falls from height are possible been identified?	Yes	No
55	Are physical barriers in place to prevent falls from height?	Yes	No
56	Are waste bins readily available?	Yes	No
57	Are storage areas for loose items sufficient and well-located?	Yes	No
58	Are all portable electrical leads tested and tagged? (refer AS/NZS 3760:2003)	Yes	No
59	Are leads for portable electric lighting or power devices rigged to ensure they do not interfere with access and egress?	Yes	No
60	Are work areas adequately ventilated with safe atmosphere? (e.g. enclosed, restricted or confined areas)	Yes	No
61	Has testing for oxygen-deficient atmospheres or other contaminants been done?	Yes	No
62	Has appropriate respiratory equipment been issued?	Yes	No
63	Is all respiratory equipment well maintained?	Yes	No

TRAFFIC MANAGEMENT

Item		Circle	
64	Is there a system in place to prevent people from accessing areas where loads are being lifted/lowered?	Yes	No
65	Is there a system to prevent people from entering the path of travel of a suspended load?	Yes	No
66	Have any risks from interaction of workers* and powered mobile plant been identified?	Yes	No
67	Are controls in place to separate workers* from powered mobile plant?	Yes	No
68	Are all tasks involving potential interaction of people and powered mobile plant supervised?	Yes	No
69	Are warning signs and speed limits appropriately displayed? (e.g. prohibited entry, pedestrian walkways)	Yes	No
70	Is there interaction of people with powered mobile plant or equipment in restricted areas?	Yes	No
71	Is any interaction of people and powered mobile plant in restricted areas adequately supervised?	Yes	No

*See page 35.

APPLIANCES, GEAR, ETC.

Item		Circle	
72	Is a history of ship-board equipment available?	Yes	No
73	Are log books (including preventative maintenance schedules) available for all items of plant, equipment and gear?	Yes	No
74	Has all ship's gear been inspected to ensure it is safe for use?	Yes	No
75	Is a gear register available for all equipment?	Yes	No
76	Is all gear used in accordance with its marked Safe Working Load (SWL)/Working Load Limit (WLL)?	Yes	No
77	Have all lifting appliances been appropriately tested and serviced?	Yes	No
78	Is all load shifting/bearing equipment suitable for the task?	Yes	No
79	Are there any damaged or non-conforming items?	Yes	No

***worker**, is a person who carries out work in any capacity for a person conducting a business or undertaking; including work as an employee, as a contractor or sub-contractor, as an employee of a contractor or sub-contractor, as an employee of a labour hire company who has been assigned work in the person's business or undertaking, as an outworker, as an apprentice or trainee, as a student gaining work experience, or as a volunteer. The person conducting the business or undertaking is also a worker if the person is an individual who carries out work in that business or undertaking.

†**competent person**, in relation to a specified task, refers to a person who has, through a combination of training, education and experience, acquired knowledge and skills that enable the person to correctly perform that task.

Sign-off (supervisor/person in charge)

Item	Circle	
Have records of vessel condition and on-forwarding actions been kept?	Yes	No
Has a record of this inspection (including who was involved and when it was completed) been forwarded for record keeping?	Yes	No

Signature _____ Name _____