

HEALTH AND SAFETY HANDBOOK





HEALTH AND SAFETY HANDBOOK

We are led by Experienced Managers with on Rank Master, Chief Engineer and Commercial/Contracts Management Experience



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12 SAFETY/GOLDEN RULES

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- 1 Pre Tasking Planning
- 2 Stop work authority
- 3 Use of tools
- 4 Personal Protective Equipment
- 5 Manual Handling / Ergonomics
- 6 Clear deck
- 7 Alcohol and drugs
- 8 Confined space
- 9 Isolation
- 10 Working at Height / Dropped Objects
- 11 Management of change
- 12 Report ALL incidents

PERSONAL DETAILS

Name _____

Private address _____

Telephone number _____

Employer

ADventure Offshore

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Warn in case of
accident

24/7 service

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Private tel. no. _____

Blood type _____

Medication _____

Passport number _____

Valid until _____

Seaman's book no. _____

Valid until _____

Personal safety _____

logbook no. _____

WELCOME TO ADVENTURE OFFSHORE

We are pleased to welcome you to ADventure Offshore and hereby provide you with our health and safety handbook. This handbook offers you a brief insight into the health and safety organisation of ADventure Offshore, as well as the accompanying health and safety regulations. You can regard the contents of this book as an addition to the specific rules and regulations of the company where you are being deployed.

All ADventure Offshore employees will receive this book. We expect you to study it and act according to its regulations when performing your working activities.

During your activities, you must pay appropriate attention to your own working conditions as well as those of others. In practice, you are just as likely to be involved in an accident due to the activities of others, as you are due to your own activities.

Thus, your colleagues may also be at risk from your activities. It is important for you to be aware of this.

If you have any questions about health and safety issues at work, you can convey them to your supervisor. This allows us all to work together in ensuring the health and safety of all our employees and any other persons involved.

POLICY STATEMENT

OCCUPATIONAL, HEALTH AND SAFETY

At ADventure we are committed to:

- ✓ Ensuring the safety and wellbeing of our customers and staff by maintaining a goal zero record.
- ✓ Providing and maintaining a safe working environment through a thorough risk assessments conducted by competent and technical QHSE expertise.
- ✓ Equipping and maintaining equipment (such as PPEs etc.) and systems of work that are, as far as reasonably practical and safe without any adverse health risk.
- ✓ Training of all employees and other authorized persons, both on board and ashore, to be in line with stringent compliance to regulations, which may be made in pursuant to Merchant Shipping Acts by ensuring a goal zero record.
- ✓ Minimizing pollution by employing technologies suitable and friendly to the environment from the during the company's operations.



Henry V. Wood
Managing Director

RESPONSIBILITY

Continuous improvement processes are needed to realise the above mentioned objectives. This requires the input of all employees: each employee is responsible for helping the organisation to improve in the field of health and safety. The established health and safety policy has been communicated to all company employees and agency staff by distributing this handbook.

As stated above, policy can only be implemented if all employees are prepared to contribute and share their thoughts on the matter. The Board will ensure that everyone is familiar with this policy. This policy statement will be evaluated on an annual basis and will, if necessary, be updated by the, undersigning party.

The Board and all office staff at ADventure Offshore continuously attempt to improve operating processes and we hope you will be able to deliver a positive contribution.



Henry V. Wood
Managing Director

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GENERAL

1.1 Introduction for new employees

All employees who come to work for ADventure Offshore will receive a thorough introduction, which consists of a general section and a specific section focussing on their specific activities.

The general section addresses some of the following aspects: the activities of ADventure Offshore, reporting illness and the rights and obligations of employees.

The section about health and safety addresses risk factors that play a role in the maritime sector. ADventure Offshore will contribute by supplying all (health and safety) information it has at its disposal concerning the employee's activities.

1.2 Order, tidiness and behaviour

Your behaviour in the work place can have an impact on the health and safety of everyone else. Most incidents are caused by the so-called 'NIC' formula:

Negligence
Inattention
Carelessness

Measures to prevent accidents:

- ✓ Make sure that the work place, tools and buildings are always neat and tidy.
- ✓ Do not eat or drink in the work place.
- ✓ Always be hygienic, keep toilets and sinks clean and wash

your hands before each pause and after each visit to the toilet.

- ✓ Store dangerous substances and tools so that no one can come into contact with them involuntarily.
- ✓ When leaving the work place, ensure that people can enter in a safe manner.
- ✓ Gather waste immediately and clean spillages immediately.
- ✓ Store flammable material in the allocated location.
- ✓ Store material in a stable manner and check on a regular basis.
- ✓ Ensure that pipes cannot roll away and check on a regular basis.
- ✓ Only use tools and machines for their designated purposes and use all mandatory personal protection equipment.
- ✓ Always follow the procedures, even though there seems to be a simpler or faster way to do it.

SAFETY / GOLDEN RULES

With continuous and strong commitment to Health and Safety Management, ADventure Offshore has introduced a set of rules that consolidate our existing safety standards and are dedicated to preventing harm to people: **the 12 Safety/Golden Rules.**

Inspired from best practices in industry and that of our clients, this set of 12 simple but essential Golden rules raises our own risk awareness and that of our colleagues.

3 Objectives of the 12 Safety/Golden Rules.

- Develop personal safety awareness.
- Prevent unsafe acts or situations.
- Comply with rules and procedures.

Safety is everyone's concern: together we can work to achieve zero incidents.

1. Pre Tasking Planning

Many factors can impact the safety aspects of a task, so each operation needs to be planned in advance. Consider your environment- both the work force and material - in order to plan a task with optimal safety. Ensure each step of the plan is followed.



- ✓ Control hazards through task focused risk assessment.
- ✓ Be involved in task planning and voice any safety concerns.
- ✓ Assess any new risks if conditions change or the task procedures are modified.



- ✗ Start a task without prior risk assessment and authorization.
- ✗ Underestimate the potential risk in any task.
- ✗ Hesitate to ask questions if you are not sure about any stage of task safety planning

2. Stop work authority

During any operation, be critical regarding the situation. If you notice anything that presents a risk for safety, you have the authority to **STOP WORK**. It is better to have a delay than an accident.



- ✓ STOP WORK for any unsafe act of condition.
- ✓ Raise questions when you feel unsure.
- ✓ Share your point of view with your co-workers
Support and encourage STOP WORK culture with your co-workers.



- ✗ Hesitate to call a STOP WORK for any unsafe act of condition.
- ✗ Continue a task if you're unsure about an uncontrolled risk.
- ✗ Permit your co-workers to continue tasks when an unsafe act or condition is present.

3. Use of tools

Poor body mechanics can result in an injury when using tools or handling an object. The task to be performed must be evaluated and risks assessed. Precautions must be taken to when using powered or hand tools.



- ✓ Adapt your body mechanics to the tool rating and avoid excessive repetitive motions.
- ✓ Use tools to the manufacturer's specifications and ensure they have no defects.
- ✓ Wear the correct PPE for the use of the tool.



- ✗ Carry out any work if you do not have the right tools for the task.
- ✗ Use a defective tool, or one in poor condition.
- ✗ Ignore the operating procedure for tools and never exceed the design limits of tools.

4. Personal Protective Equipment

In your job, you're often exposed to a large number of hazards. Personal Protective Equipment (PPE) is the last barrier which provides a protective measure against such hazards.



- ✓ Use the appropriate PPE for the task.
- ✓ Wear a personal flotation device whenever required.
- ✓ Check the condition of PPE and report any damage. Remove damaged PPE from use



- ✗ Neglect wearing PPE for a job lasting 'a few minutes.
- ✗ Perform work without wearing general or task-specific PPE.
- ✗ Mistreat or misuse PPE.

5. Manual Handling

You will face situations when manual handling is required. Can you do it by yourself? Do you need help from anyone else or from a mechanical device? Consider the route if you are carrying an item, the set-down area and weather conditions: all may introduce hazards into the task and you must plan ahead.



- ✓ Minimize manual handling whenever possible.
- ✓ Ask for help when needed, and use mechanical means when appropriate.
- ✓ Check manual loads for sharp edges or other hazards; and keep your back straight and bend your legs when lifting and setting down loads



- ✗ Manually handle when the task can be conducted another way.
- ✗ Forget about pinch-points and other hazards to hands and feet.
- ✗ Use your back instead of your legs when lifting loads and don't twist or stretch your back when carrying loads.

6. Clear deck

You will face situations when manual handling is required. Can you do it by yourself? Do you need help from anyone else or from a mechanical device? Consider the route if you are carrying an item, the set-down area and weather conditions: all may introduce hazards into the task and you must plan ahead.



- ✓ Keep clear of all suspended loads.
- ✓ Remain within designated areas until suspended loads are safe to approach.
- ✓ Ensure loads are securely slung and do check them for dropped object hazards.



- ✗ Approach or walk under any suspended load.
- ✗ Attempt to walk between a suspended load and a fixed object.
- ✗ Start a task until communication is clearly established.

7. Alcohol and drugs

Alcohol and drugs have no place in any workplace. Misuse of alcohol and drugs can create personal health issues. The effects can last for hours, days or longer, placing individuals and other people at higher risk.



- ✓ Maintain a zero approach to alcohol or drug use in the workplace or whenever likely to affect the safety of people.
- ✓ Represent yourself, your family and your Company with respectful and honorable behaviour.
- ✓ Do report to your supervisor anyone you know has or suspect have recently consumed alcohol or drugs.



- ✗ Permit anyone to work if you know or suspect they have recently consumed alcohol or drugs.
- ✗ Don't drive or operate any machinery under the influence of alcohol or drugs.
- ✗ Forget that side effects from prescribed drugs may increase the risk of accidents.

8. Confined space

Confined space entry is highly hazardous without elective controls in place. Risk assessment, permit to work and rescue planning must be in place before starting any confined space entry. You may only enter a confined space when all other options have been assessed and there is sufficient reason to enter the confined space



- ✓ Confirm risk control measures are communicated and understood.
- ✓ Ensure all people involved understand the permit to work conditions.
- ✓ Verify and maintain controls and isolations



- ✗ Enter any confined space until the atmosphere has been checked and verified safe.
- ✗ Enter any confined space until isolation and other controls have been verified safe.
- ✗ Neglect emergency rescue training and preparation.

9. Isolation

Sources of energy to equipment and machinery can be fatal if not correctly controlled. Effective controls include risk assessment, permit to work and a plan to ensure any isolation needs are identified, sequenced, tagged and locked when necessary. These control measures must be in place before.



- ✓ Confirm risk control measures are communicated and understood.
- ✓ Ensure all people involved understand the permit to work and isolation/de-isolation plan conditions.
- ✓ Verify and maintain controls on isolations/de-isolations.



- ✗ Start a task without prior risk assessment and authorization.
- ✗ Underestimate the potential risk in any task.
- ✗ Hesitate to ask questions if you are not sure about any stage of task safety planning.

10. Working at Height / Dropped Objects

If people work at height there are potential high severity risks such as falling or dropping objects onto coworkers. Effective controls such as risk assessment and permit to work must be in place before working at height. People should only work at height when all other options have been assessed and there is sufficient reason to work at height.



- ✓ Ensure all people involved understand the permit to work conditions.
- ✓ Ensure that working at height risk control measures are communicated and understood.
- ✓ Verify and maintain controls.



- ✗ Work at height if there is a safer alternative.
- ✗ Work at height until a permit to work is issued and risk control measures are communicated and understood.
- ✗ Neglect emergency rescue training and preparation.

11. Management of change

Uncontrolled changes can introduce risk of undesired events and outcomes, including risks to health and safety. Operational, technical and organizational changes must undergo risk assessment. This is applicable to changes affecting onboard/ashore equipment, safety systems or devices; changes to procedures, planned operating conditions or safety parameters; changes in personnel, especially any safety-critical positions.



- ✓ Ensure the need for change is justified and authorized.
- ✓ Confirm change risk control measures are communicated and implemented.
- ✓ Provide appropriate training for those responsible for making and implementing changes



- ✗ Make any operational, technical or organizational change without appropriate authorization.
- ✗ Neglect to update plans and procedures accordingly.
- ✗ Forget to re-assess risk mitigation if there are unexpected changes in the situation.

12. Report ALL incidents

When incidents happen, we must ensure that the causes can be identified and corrected and the learnings shared. This way, we can best ensure the incident doesn't happen again. This is why it is always necessary to report and investigate incidents.



- ✓ Remember that reporting certain incidents is a legal requirement.
- ✓ Investigate incidents properly so that causes are identified and control measures put in place to prevent recurrence.
- ✓ Do follow up and ensure control measures are effectively implemented



- ✗ Start a task without prior risk assessment and authorization.
- ✗ Underestimate the potential risk in any task.
- ✗ Hesitate to ask questions if you are not sure about any stage of task safety planning

MOORING AND UNMOORING

Mandatory Personal Protection Equipment



Checklist for employees

- ✓ Always use an adequate number of crew when mooring/unmooring.
- ✓ Make each other aware of unsafe situations.
- ✓ Familiarise yourself with the equipment used in order to be able to spot any wear and tear at an early stage.
- ✓ Provide supervision at stem and stern whilst mooring/unmooring.
- ✓ Has the mooring plan been discussed?
- ✓ Use well-working communication equipment.
- ✓ Do not carry out more than one aspect of the job at anyone time (like manning winch and handling ropes)

Be vigilant

In many instances accidents do not happen because of the complicated nature of a manoeuvre, but rather because of lack of care and attention whilst carrying out a (simple) job.

Please keep in mind that: **You have a legal obligation to point out unsafe routines and/or incorrect usage of protective equipment to the people you work with.**

Organisation and safety

- ✓ Communication equipment has been tested and agreement has been reached on the division of labour; the crew has been briefed on the mooring plan.
- ✓ All supervising officers are familiar with the nature of the equipment used.
- ✓ Experience and vigilance are vital in the prevention of accidents.
- ✓ Supervision over and operation of winches and capstans should be in the hands of experienced crew.
- ✓ Officers in charge should have an overall picture of the situation at all times.
- ✓ Preparation of the work space is vital to safety at work.
- ✓ Work should only be carried out by authorised persons.

Equipment

- ✓ All tools and equipment used should be inspected and maintained regularly.
- ✓ All of the mooring gears movable parts should be current.
- ✓ The surfaces of all hawser fair leads, cable guides, bollards and warping ends should be kept clean and in good working order.
- ✓ Ropes and warps should be in good condition and should have been inspected.
- ✓ Care, control and maintenance are of prime importance, however, always be aware that ropes may snap at any time.
- ✓ Lay-out and equipment—and therefore the mooring plan too—are different on every ship. For that reason make sure to study a ship's lay-out on boarding.
- ✓ The operational direction will have been clearly marked, both on the drum and the handle.
- ✗ Unclear marked workspaces increase the risk of accidents.

Mooring and unmooring

- ✓ An adequate number of experienced crew will be available.
- ✓ Do not carry out more than one aspect of the job at any one time (like manning winch and handling ropes).
- ✓ Whilst moored, regular checks should be carried out to ensure that the vessel is still alongside safely (“mooring rounds”).
- ✓ Crew will take into account the effects of:
 - the wind.
 - the current.
 - suction from passing ships.
 - waves and swell.
 - the tide.
 - the ships movements as a result of cargo operations.
- ✓ Always maintain a safe distance from warping ends/drums to prevent becoming trapped (keep hands and fingers free).
- ✓ Sound communication between ship and shore (and tug if and when applicable) is of the essence.
- ✓ Wear stout protective gloves to ensure a strong grip as rope burns and steel cables have burrs.
- ✓ Be vigilant of observers whilst mooring and unmooring: ropes may snap at any time.
- ✓ Do not ever lay ropes and warps around sharp corners.
- ✓ When using a winch, the angle to the hawsole should be as large as possible.
- ✗ Do not ever stand close to taut ropes or warps and stay clear of the snap-back zone.

- ✗ As much as possible, stand behind the warping end when handling ropes; avoid the side of the taut rope.
- ✗ Do not ever stand inside a bend or loop of any rope or warp.
- ✗ Stay clear of moving parts.
- ✗ Beware of heaving lines being thrown aboard from tugs or shore.

Stopping and belaying ropes

- ✓ For preference, do not just belay a rope by using figures-of-eight: instead first hitch it twice around the lower side of the bollard.
- ✓ Using a winch to handle ropes and warps should never be done by one single person.
- ✓ Level out stress on ropes as much as possible.
- ✓ Be aware of the different elasticity of the various materials.
- ✗ Do not leave stoppers attached to rope after use.
- ✗ Avoid too many turns on the drum.
- ✗ Steel cables must not be belayed on top of ropes.
- ✗ When using 'split drum' never allow a double layer on the working part to avoid fouling and/or trapping/damaging ropes.

Steel cables

- ✓ Steel cables must be stopped with chain stoppers which should run in the opposite direction to that of the cable in question.
- ✓ Steel cables must not kink whilst being ran out or heaved up.

- ✓ Only special shackles should be used to connect steel cables to ropes (e.g. Tonsberg).
- ✗ Beware of burrs: use stout leather gloves.

Physical strain and storage

- ✓ When using mooring gear, the availability of sufficient manpower to reduce physical strain is vital.
- ✓ After use, ropes should be stored clear of the deck.
- ✗ Avoid manual pulling on ropes as much as possible to avoid straining – and possibly injuring – the back.

HATCH COVER CRANES/ GANTRY CRANES

Mandatory Personal Protection Equipment



Checklist for employees

- ✓ Hatch cover cranes should always be operated by at least two crewmembers.
- ✓ Check that no people, cables or other equipment are on or near the track.
- ✓ Check the working order of the bell, the lighting, the signal lights and the emergency stop.
- ✓ Ensure that the wheels are properly on the track.
- ✓ Only use appliances that are suitable for the job, and that are in good working order.
- ✓ Evaluate the degree of trim and list before and during hatch cover crane activities.

Working safely with hatch cranes

- ✓ Before use, check that all parts, safety devices and signals are in good working order.
- ✓ Whilst operating hatch cover crane carriages always ensure that the manufacturer's requirements are complied with.
- ✓ Specific cargos may cause crane tracks to be slippery, which may seriously limit the use of the hatch cover crane, especially in case of trim.

- ✘ Hatches, tweendecks and bulkheads should not be removed when work is being carried out underneath or on top of them.
- ✘ Do not use the hatch cover crane if the ship has a trim or a list exceeding the manufacturer's indicated limits
- ✘ Do not use the hatch cover crane if the hatch crane carriage has visible defects.
- ✘ Hatches should never be handled by a single person. Make sure that the job is performed by at least two people –one on each side of the hatch– who are in continuous communication with each other.

Opening and closing hatches

- ✓ Check that all wedges and securing pins have been removed.
- ✓ Bring the hatch cover crane into position and check that the hooks are inserted in line with the hoisting points before lowering the spreader.
- ✓ Ensure that the hooks on both starboard and portside have been attached properly to the hoisting points before starting to hoist.
- ✓ Check the movements of the power cable.
- ✓ Move the hatch cover crane slowly and with consideration.
- ✓ Move hatch covers as low as possible and avoid all obstacles.
- ✘ Do not move and hoist at the same time.

Use as hoisting device

- ✓ Prevent the hatch cover crane from toppling over.
- ✓ Only use suitable equipment that has been specifically designed for this purpose.

- ✓ Ensure that the hoisting points SWL (Safe Working Load) cannot be exceeded.
- ✓ Free hanging loads should only be moved at the lowest possible speed and in a flowing movement.
- ✓ Sound preparation is half the job.

WORKING SAFELY UNDER A CRANE

Mandatory Personal Protection Equipment



Checklist for employees

- ✓ Only use approved hoisting equipment like straps, chains, pulleys, clamps, harnesses, etc. (damaged hoisting equipment should NEVER be used and must be handed in immediately).
- ✓ Check safeties, latches, etc. prior to use.
- ✓ Never walk under the hoisted load and cordon off the work place.
- ✓ When using two/three or multiple hooks, the top angle between parts may never exceed 120°.
- ✓ Fit hoisting equipment to the right part of the load and use a control line if necessary.
- ✓ Never walk under the hoisted load and cordon off the work place.

Communication

If you need to perform activities under a crane, you must always wear a safety helmet, in addition to other prescribed PPE.

It is very important to maintain effective communication with the crane operator. This means you must be familiar with the required communication equipment and the agreed signs.

HOISTING ACTIVITIES

Mandatory Personal Protection Equipment



Checklist for employees

- ✓ Only use certified hoisting equipment.
- ✓ Visually inspect all hoisting equipment for damage, prior to use.
- ✓ Are you and your colleagues wearing safety helmets?
- ✓ Has the load been effectively strapped and is it hanging in a stable manner?
- ✓ Are there any loose objects on the load or can components fall from the load?
- ✓ Ensure that the load is lowered in a stable manner.
- ✓ Ensure that hoisting hooks are in good condition and that clamps have been closed.
- ✓ Ensure no other objects are being “dragged” by the load.
- ✓ Ensure that the load has been tied to the pallet hook.
- ✓ Ensure that you give the correct hoisting instructions; communicate with the crane operator.
- ✗ Do not use damaged materials.

Hoisting

Hoisting involves transporting a free-hanging load, for which (in principle) a crane is needed. A maximum capacity has been marked on all cranes. Therefore, check in advance the loads you want to transport and mention this when ordering the crane, or consult with the crane operator.

Every crane has a crane booklet. This mentions whether the crane has been approved during the annual inspection, as well as its capacity.

Code of conduct re chains

- ✓ Check for damage.
- ✓ When in doubt: do not use.
- ✓ Tighten all nuts.
- ✓ Check hook load capacity.
- ✓ Protect against sharp corners.
- ✓ Apply longitudinal stress only.
- ✓ Ensure dry storage.
- ✓ Check hook's safety catch.
- ✗ Do not ever apply loads to the hook's point.
- ✗ Do not use a hammer in rigging chains.

Code of conduct re pulley blocks

- ✓ Check for damage.
- ✓ When in doubt: do not use.
- ✓ Inspect/repair after overloading.
- ✓ Check safety catch's condition and working order.
- ✗ Do not overload suspension.
- ✗ Do not extend handle.
- ✗ Never apply lateral stress.
- ✗ Do not ever apply loads to the hook's point.

Code of conduct re steel cables

- ✓ Store in a dry place.
- ✓ Only apply non-acidic lubricants.
- ✗ Do not knot.
- ✗ When hosting; Do not use cables with grips.
- ✗ Avoid all contact with acids and/or caustic substances.

Steel cables to be discarded

- ✗ Frayed splices.
- ✗ Burrs.
- ✗ Broken strands.
- ✗ Bends or kinks.
- ✗ Visible rust/corrosion or wear.

Code of conduct re hoist straps

- ✓ Store in a dry place.
- ✓ Labels must be legible.
- ✓ Check for damage.
- ✓ Beware of sharp corners.
- ✓ Avoid excessive (direct) sunlight.
- ✓ WLL/SWL must be clearly visible.
- ✗ Keep clear of chemicals.
- ✗ Do not knot hoist straps.

Hoist straps and/or circular straps to be discarded

- ✗ Labels missing.
- ✗ Visible heat damage.
- ✗ Damage to load-bearing fabric.
- ✗ Damage to loop.
- ✗ Damage by acid and/or caustic substances.

Lifting safely with small devices

- ✓ Sound preparation, Job-Risk Analysis.
- ✓ Ensure that the WLL/ SWL cannot be exceeded.
- ✓ Mark permanent attachment sites with WLL/SWL.
- ✓ Use spider or beam when hoisting large items.
- ✓ When using a spider: the safe top angle is 90°.
- ✓ Check condition and working order prior to use.
- ✓ Ensure that the load cannot fall or become unsecured.
- ✗ Do not hoist/swing over personnel (or anyone else).
- ✗ Never exceed WLL/SWL.
- ✗ When using a spider: never exceed a top angle of 120°.
- ✗ Do not return damaged or overloaded equipment to stores.
- ✗ Do not extend pulley blocks handles.
- ✗ Do not attach lifting gear to pipes and/or railings.
- ✗ Do not use any equipment that has not been specifically designed for lifting.
- ✗ Do not use any homemade equipment for lifting.
- ✗ Do not place unsecured items on top of a load to be lifted.
- ✗ Do not paint over WLL/SWL markings on permanent points of attachment and hoisting booms.

Signalling

Use the standard signals whilst operating the crane.



ELECTRICITY

The various risks

The first distinction that can be made in terms of electrical risks, is the one between the risks to humans (burns, electrocution) and the risks to the environment (fire, explosion, etc.).

Risks to humans

There can be a variety of consequences when the human body comes into contact with electrical current:

- A shock reaction (jumping up), which can result in a fall or another accident .
- Muscle cramp that prevents one from loosening one's grip, whereby contact-time is extended and the consequences for the human body are worsened.
- Impact on the workings of particular vital organs (e.g. the heart).
- Damage to tissue and organs.
- Death.

Risks to the environment

In addition to consequences for the human body, electricity can also have far-reaching consequences for the environment. A fire or explosion may be caused by excessive heating in a device or circuit, due to overload or a short circuit. In order to prevent these risks, or to limit them, it is necessary to take preventive measures that include; a safe installation, appropriate information and training for employees, use of correct equipment and performing work in accordance with safety regulations.

Work permits

On several occasions a work permit is needed to work on electrical circuits. Use the guidelines which apply for this type of work.

PIRACY

Introduction

Piracy is a serious and growing problem in the 21st century. Piracy exists and will, unfortunately, never disappear. Piracy can be encountered in various forms, including:

- Hijacking a ship in order to obtain ransom money
- Theft of property (money, laptops, cameras etc)
- Theft of goods from the ship (cargo, stocks, life buoys, etc)

Risk of piracy

Every form of piracy presents a risk to the ship and the crew. It is thus important to deal with the matter as effectively as possible.

The best way to do this is self-reflection. This means: good seamanship and consideration of various situations!

Naturally, ADventure Offshore is also aware of the dangerous situations caused by piracy and their impact on day-to-day affairs. Dealing with piracy is also part of ADventure Offshore's internal communication plan for emergency situations. Furthermore, rescuers will also ensure that such plans and anti-piracy procedures are on board.

Tips

Here are a few useful tips for dealing with piracy:

- Maintain contact with the ADventure Offshore office, agent, local authorities and the coast guard when you travel through an area where piracy can be expected.
- In consultation with ADventure Offshore and the ship's engineer, install protection measures on board (such as barb wire fencing).
- Make sure there is extra surveillance for the entire duration of the passage.
- Make sure that doors, etc. are closed, whereby limiting easy access.
- Use the various available handbooks, guidelines and hand-outs about piracy.
- Make sure pirates have difficulty getting on board. If they get on board, make sure they do not have access to all areas.
- Follow training and hold anti-piracy exercises on board so that everyone is familiar with the tasks and what each person must do.
- Be vigilant.

FIRE PREVENTION

Checklist for employees

The first step towards fire prevention is order and tidiness. Further, the following points are also important;

- ✓ It is best to keep oily rags in metal drums and to immediately clean spilt oil and similar products.
- ✓ When storing paints, thinners, grease and oil, one should ensure that packaging is closed properly.
- ✓ Make sure that thinners are not placed next to warm pipes.
- ✓ When paint, thinner, grease or oil is transported, storage should already have been arranged.
- ✓ Be familiar with the location of fire extinguishers and the types of fire for which they should be used.
- ✓ Fire extinguishers must be easy to access. Thus, there should be no blockages.

ACCIDENTS

Checklist for employees

The following action must be taken in case of accidents:

- ✓ Look after potential victims, never leave a victim alone.
- ✓ Take people at risk to a safe location.
- ✓ Report the situation (or have it reported) to people in the immediate environment and company first-aid staff.
- ✓ In case of fire: try to extinguish the fire, if possible, using available fire extinguishers.
- ✓ Close windows and doors.
- ✓ Immediately follow instructions from company first-aid staff/emergency staff.

(NEAR) ACCIDENT AND INCIDENT REPORTS

Reporting accidents

At ADventure Offshore, all accidents, near accidents and incidents must be reported, irrespective of the consequences. To report them, you must complete a (near) accident and incident form. **Please note:** (near) accidents also include unsafe work situations and unsafe working activities.

For this purpose, you can use the form used by the client. If this form is unavailable, you can request a '2022-08 Accident Report form' from your ADventure Offshore's consultant.

You can then send this form, in consultation with your supervisor, to the consultant. ADventure Offshore investigates all reported (near) accidents or incidents. During this investigation, an important role is played by your opinion about the circumstances that caused the accident. So please complete the form as comprehensively as possible.

ADventure Offshore will send you an information letter to inform you about the relevant outcomes of the investigation.

Absence caused by an accident

Not only does ADventure Offshore always try to prevent accidents from happening, we also try to minimise any period of absence from work due to such accidents. Therefore we provide professional medical supervision by our company doctors. We will together with the medical experts and you cooperate to ensure that you will be fully fit for duty as soon as possible. That way we hope to create the best possible solution for all parties involved.

COMMUNICATION IN THE EVENT OF ACCIDENTS

Do not talk to the press if an accident has occurred. You must also not communicate with the family members of accident victims – leave this to the directors of ADventure Offshore. Ensure that ADventure Offshore always has a telephone number for people who need to be informed in the event of an accident.

WARN IN CASE OF ACCIDENT

24/7 service
+233-202600596
+233-244449377

HYGIENE

Personal hygiene is important, certainly in tropical countries. The following points are important when maintaining a suitable level of hygiene:

- ✓ Keep washing areas and toilets as clean as you would when at home.
- ✓ Do not leave food or packaging lying around in mess rooms and canteens.
- ✓ To ensure food safety you must be working hygienically in the kitchen. Provide hand cleaning, personal care, work with clean tools and products and follow the procedures.

ENVIRONMENT

Protection of the environment is an important topic that has been addressed in shipping for many years. This includes the reduction of waste flows, noise problems, surface water pollution and soil contamination.

Contribute to a better environment when you are at work. Avoid unnecessary wastage on board and abide by the ship owner's environment policy. Naturally, pollutants (chemical substances, waste, etc.) should not be thrown overboard, this includes small waste as cigarettes, plastics and paper. This can be thrown in the designated containers.

DISCRIMINATION, AGGRESSION, VIOLENCE AND SEXUAL INTIMIDATION

ADventure Offshore values good social contact between employees. Everyone who is appointed to perform a job within the company is entitled to a good work place – this is a fundamental human right.

Socially unacceptable behaviour towards others, in the form of discrimination (on whatever basis), aggression and violence (mental and physical), bullying or sexual intimidation (in any form or towards any sex) is not permitted.

People who are guilty of such unacceptable behaviour or encourage others to behave in such a manner, will be held to account by the organisation.

ALCOHOL, DRUGS, SMOKING AND THE USE OF MEDICINES

Alcohol and drugs

ADventure Offshore wants to ensure that health and safety risks are minimised for all our employees. The use of alcohol and drugs can directly result in an unsafe working environment for the employee, for other employees and any other persons involved. Therefore, in order for ADventure Offshore and her Customers to maintain a safe and healthy work environment, a ZERO tolerance Alcohol & Drugs policy is applicable. This means that any consumption of alcohol is prohibited at all times during presence upon the work site (which includes any vessel, barge, rig or installation) and at minimum 24 hours prior to the estimated start of working activities by the employee.

In case of any incongruence between policies, the policy of the Owner/Customer shall prevail over this ADventure Offshore Policy.

When on board and/or at the work site of the client, you must follow the applicable alcohol and drugs policy, which normally has a 'zero tolerance' approach. This means NO alcohol or drugs will be tolerated and that you will be immediately removed if you fail to comply. In general, ADventure Offshore is entitled to take appropriate measures if you are under the influence of narcotics during or immediately prior to work hours. You can read more about this in your employment contract with ADventure Offshore.

For activities abroad (for example, countries in the Middle East and/or Asia), you should be aware of the very severe penalties

(prison) for transporting and/or consuming alcohol/drugs. Keep yourself well informed and always comply with regulations.

For more detailed information ADventure Offshore has a separate memo on the Alcohol & Drugs Policy.

Smoking

Smoking policy dictates that smoking is prohibited in the offices of ADventure Offshore . When at the work site, you must adhere to regulations that apply at that particular location.

Use of medicines

The use of some medicines can also have an impact on working capacity and can result in an inability to work. Every time medicines are used, employees must check whether they could influence their work suitability and, if necessary, consult their doctor or company doctor about whether work can be carried out and, if possible, what kind of work.

In addition, ensure that your employer is aware of your blood type and the medicines that are critical to you, or whether you are allergic to, for example, medicines and/or particular foods.

Other health risks

Unlike a few years ago, the health risks for sea crew are not only restricted to on-board accidents and tropical diseases, but also include illnesses caused by high blood pressure, excess weight and diabetes. These health problems are determined by genetics and lifestyle and can partly be influenced and avoided. We urge all our crew to eat healthy and perform exercise at regular intervals. That way you will not only be able to stay healthy during work; you will then also be more likely to enjoy your well-deserved pension afterwards!

TROPICAL DISEASES

Travelling to the tropics comes with the risk of being infected by tropical diseases. Good hygiene and a cautious approach are advised, e.g. avoiding uncooked vegetables, washing lettuce with tap water, contaminated or undercooked chicken, shrimps and meat, as well as ice cubes.

Vaccination is possible against a variety of diseases. ADventure Offshore will ensure that everyone working for ADventure Offshore in tropical regions is aware of preventive measures that must be taken.

ADventure Offshore always follows the recommended program of the Travel Clinic. For more follows detailed information on several tropical diseases ADventure Offshore has separate memos available, such as: Ebola (Sierra Leone, Liberia, Guinee), Ebola (Nigeria), Zikam(several countries in Central and South America).

MALARIA

Malaria is a serious disease that is contracted via mosquito bites. To prevent Malaria infection, it is recommended that you visit a GGD, Travel Clinic, Tropical disease centre, policlinic for infectious diseases or a specialised GP prior to departing for a Malaria region.

We will advise you about which Malaria tablets you should take. It is advised to closely adhere to instructions concerning the duration and frequency of medicine consumption: insurance companies will not pay out if it transpires that you have not taken tablets, or have not taken enough of them. In this case, ADventure Offshore

may recuperate any incurred costs from you.

What you need to know about Malaria:

- Only Malarone and Lariam are still effective in most Malaria regions. There must be Malarone on board, not only for prevention but also for treatment!
- Fever – headache – muscle pain (flu symptoms) in Malaria regions mean Malaria until the contrary has been proven.
- Malaria Tropica can kill within 3 days.
- Any form of prevention is always better than no prevention at all.
- Preventive measures against Malaria include a mosquito net, the use of anti-mosquito products like Deet and pesticides.
- In the evening, cover arms and legs with clothes in order to prevent mosquito bites .
- A single mosquito bite is enough to contract Malaria .
- Malaria mosquitoes are active up to 3km off the coastline. Always ensure that you have a small supply of tablets with you; these pills may save your life in case of a sudden attack of Malaria.

In case of long-term deployment in a malaria region and/ or regular return to a malaria region, it would be sensible to consult your GP about the use of malaria medication. Medicines can have side-effects if used for long periods.

FINALLY

Always be respectful to the client; avoid conflicts and never discuss with the client of your own accord. Problems such as damage, risks and accidents will be handled by vessel's personel/crew manager and the consultant. Never allow yourself to be forced into actions you deem irresponsible. Behave correctly and always remain calm. In case of doubt, always contact the ADventure Offshore's personel/crew manager. Remember 1 thing:



Make sure you are well informed and be alert. Your safety (and that of others) is determined by you!

CREW CODE OF CONDUCT

Adventure offshore requires the following virtues from its Crew members, Captain, and Crew alike.

- **Punctuality:** All seafarers are required to be punctual in every aspect of their life on board ships; vis-a-vis shore-leave or , reporting for watch-keeping duty and all other work. Absence at the time of sailing may seriously delay the ship or even prevent sailing, resulting in loss of both time and money.

- **Duties:** Every seafarer should carry out their duties efficiently to the best of their ability. Seafarers have the right to be told clearly what their duties are and how they are responsible for carrying them out; if in doubt, they should ask.

- **Treatment of Ship's property and accommodation area:** The ship is both a seafarer's place of work and abode. Therefore, both personal and shared facilities and accommodation should be used appropriately with consideration for others and always be kept clean and safe.

- **Behaviour and attitude towards others:** Owing to the multicultural nature of the shipboard work, a person's behavior can be nuisance to others on board. In extreme circumstances, it can also place the ship and the crew at risk of danger. Behaviour such as noise, abusive language including racism, sexual harassment, bullying, aggressive attitudes are prohibited.

- **Compliance with company rules and procedures:** Any person on board a ship must abide by the applicable company rules and procedures.

- **Others:** Strive to create an environment of recognition, appreciation and support of human values in the workplace and always seek the best practice of professionalism to a highest standard of discipline and competence.

- **Unlawful Activities.** Apart from the above-mentioned practices, any other unlawful activities and misconducts should be avoided. Any Crew found guilty may face sanctions per company internal procedures.

A handwritten signature in blue ink, appearing to read 'H. Wood', with a long horizontal stroke extending to the left.

Managing Director

Henry Wood

ON BOARD COMPLAINT PROCEDURE

All seafarers are free to lodge complaints relating to any matter that is alleged to constitute a breach of the requirements of the Maritime Labour Convention 2006.

A copy of the on-board complaint's procedure is to be contained in the joining pack issued to all seafarers. All non-seafarers (contractors, technicians, etc.) are to be given a copy of this chapter together with a copy of the complaints form and list of complaints contacts.

The person on board authorized to provide seafarers with confidential and impartial advice on a complaint, and otherwise assist in following the on-board complaint procedures are the Chief Officer (for deck & catering department) and Chief Engineer (for engine department).

Blank on-board complaint forms must be available for all seafarers in the Crew MLC folder.

Completed forms are to be handed to an officer as mentioned above who will fill in the form, following the instructions of the "OCF- On board Complaint Form".

The person designated ashore and authorized to provide seafarers with confidential and impartial advice on a complaint and otherwise assist in lodging a complaint is the Crew/Personnel Manager.

The contact details for the national and flag state competent authorities are contained in the MLC National Points of Contacts and Company Contacts in the "APE-Appointed and Elected Persons Notice" displayed on the bridge, engine room and messroom(s).

Seafarers with a complaint should bring it to the attention of the proper authority on board as provided below:

- **Superior Officer.**
- **Head of Department.**
- **Master.**

Seafarers shall have the right to be accompanied or represented during the complaints procedure and shall not be victimized.

Complaints should be resolved possibly at the lowest level in a timely and efficient manner. Only when the matter cannot be resolved at the satisfaction of both parties shall it be elevated to the next level.

Seafarers shall have fourteen days from the date of the alleged occurrence of the complaint to bring the matter to the crew member's superior officer, head of department or the Master, each of whom has a further five days to bring about a resolution of the complaint.

If the superior officer, head of department or Master is unable to resolve the matter, the seafarer shall have the right to bring it directly to the Company.

All complaints and the decisions made on them shall be recorded using the "OCF- On board Complaints Form". Upon settlement of the complaint a copy of the form shall be filed in master's MLC Folder and a copy shall be given to the concerned crewmember.

Both copies are to be signed by the Master and crewmember concerned.

Contact Information (to be completed by the vessel):

Crew Manager Responsible for Vessel

Name: Hery Victor Wood Email: crew.adventure-offshore.com Telephone: +233 202600596

Designated Person Ashore (DPA) or his/her Designee

Name: Hery Victor Wood Email: info.adventure-offshore.com Telephone: +233 202600596

Vessel Flag States Office of the Maritime Administrator

Name: Email: Telephone:

Competent Authority/National Maritime administration of the seafarers' country of residence

See Full List on Page 46

Designated person(s) onboard ship who can, on a confidential basis, provide seafarers with impartial advice on their complaint (Note -Master must appoint this person on board.)

Name: Human Resources Manager Email: Telephone:

NATIONAL ADMINISTRATION

Whilst every effort is made to ensure that the information below is correct, it cannot be guaranteed as details may periodically change. The most recent information and such for non-listed countries is available on the National administration website via [ILO MLC database](#)

COUNTRY	ADMINISTRATION	TELEPHONE	EMAIL
Ghana	Ghana Maritime Authority		info@ghanamaritime.org
Cameroon			
Indonesia			
Gabon			
Nigeria	Nimasa	5452843, / 5450885	info@nimasa.gov.ng

Bangladesh	Department of Shipping	+880 9555128-9 +880 2 9513305	info@dos.gov.bd , dosgdgbd@btcl.net.bd
Bulgaria	General Labour Inspectorate Executive Agency	+359 29885172	secr-qlsecretar@gli.government.bg
Bermuda	Department of Maritime Administration	+1441 295 7251	enquiries.bermudashipping@gov.bm
China	Maritime Safety Administration, Shanghai, China	+86 21 6607 2773 (Crew Management Section)	cyc@shmsa.gov.cn
Croatia	Republic of Croatia Ministry of Maritime Affairs	+385 16169104	igor.butorac@pomorstvo.hr
Estonia	Estonian Maritime Administration - Eesti Veeteedeamet	+372 6205665 +372 6205500	eva@vta.ee navinfo@vta.ee eino.ots@vta.ee
France	Service des Affaires Maritimes		
Georgia	Lepl "Maritime Transport Agency"	+995 422 274925 +995 422 274917 +995 422 274916	info@mta.gov.ge
Germany	BG Verkehr/Dienststelle Schiffssicherheit	+49 40 361 37213 +49 40 361 37600	mlc@bg-verkehr.de
Greece	Hellenic Republic Ministry of Shipping, Maritime Affairs and the Aegean Hellenic Coast Guard Seamen's Labour Directorate	+30 210 419 1442 +30 210 406 4217 +30 210 419 1295	dner@yen.gr
India	Shipping Master Mumbai	+91 22 2269 7971 +91 22 2269 7972	smumbai@dgshipping.com
Indonesia	Department of Sea Communication	+21 3811308 +21 3447017	helpdesk@ditlala.org
Ireland	The Marine Survey Office (MSO) of the Irish Maritime Administration (IMA)	+353 1 6620922 +353 1 6620923 +353 1 6783440	NMOCIreland@dttas.ie chrisreyolds@dttas.ie davemcmlyer@dttas.ie
Italy	Ministry of Transport - Directorate General for the supervision of port authorities, port facilities and maritime transport and inland waterways	+39 6 59084205	009@sicnavge.it
Latvia	Maritime Administration of Latvia Primary contact: Arturs Oss Secondary contact: Sigita Lazdane	+371 67062166 +371 67062101	arturs.oss@lja.lv lja@lja.lv
Lithuania	Lithuanian Maritime Safety Administration	+370 46 469602	msa@msa.lt
Myanmar	Myanmar Marine Department	+95 1 558904	myanmarine@mptmail.net.mm desdma@mptmail.net.mm
Norway	Norwegian Maritime Authority	+47 5274 5000	post@scdir.no
Pakistan	Government Shipping Office	+92 2199263021 +92 2199263011	contact@shippingoffice.gov.pk
Philippines	POEA (Phil Overseas Employment Administration)	+63 2 833 6992 +63 2 5516641 +63 2 5511560	onboardconci@poea.gov
Poland	Ministry of Maritime Economy and Inland Navigation	+48 22 583 8670	sekretariat_gt@transport.gov.pl
Portugal	Directorate-General of Maritime Authority	+(351)210 984 050 +(351)210 984 038	Costa_campos@marinha.pt Dgam.scpmh@marinha.pt
Romania	Romanian Naval Authority	+40 241 616 124 +40 241 616 104	rna@rna.ro
Russia	Ministry of Transport of the Russia Federation (MINTRAS)	+7 495 6261010	info@mintrans.ru
Sri Lanka	Ministry of Ports & Highways	+94 112435127	dmsmos@sltnet.lk
Sweden	Swedish Transport Agency	+46 771 52 00 52	
Switzerland	Trade Union "Nautilus International"	+41 61 262 24 24	infoch@nautilus.org
Turkey	Republic of Turkey Ministry of Transport, Maritime	+90 312 203 11 16 +90 312 203 11 11 (24 hrs)	okm@ubak.gov.tr
UK	UK Maritime and Coastguard Agency	+44 (0) 203 8172543	mlc@mcga.gov.uk

Record of Onboard Complaint

Reference ILO Maritime Labour Convention 2006 Regulation 5.1.5;

Name of Complainant:	Rank:
Department:	Supervisor/HOD:
Complaint Made to:	Date of Initial Complaint:
Ship	Master

NOTE: A seafarer making a complaint should refer to the onboard HR and/or to the respective crew representatives and has the right to be accompanied or represented at any investigation or conciliation by another seafarer of their choice on board the ship

Details of Complaint:

--

Actions Taken

Date Resolved:

--	--

If not resolved –further actions taken

--

HOD Signature

Seafarers Signature

Master Signature

MLC Mediator Signature

--	--

A copy of this report must be given to the seafarer making the complaint.

PICTOGRAMS



Wear head protection



Wear eye protection



Wear protection clothing



Wear Safety Footwear



Wear Gloves



Wear Safety Vest



Wear Face Protection



Wear Dust Mask



Wear Hearing Protection

Hazard Communication Standard Pictogram

The Hazard Communication Standard (HCS) requires pictograms on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard(s). The pictogram on the label is determined by the chemical hazard classification.

HCS Pictograms and Hazards

<p>Health Hazard</p>  <ul style="list-style-type: none"> • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity 	<p>Flame</p>  <ul style="list-style-type: none"> • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides 	<p>Exclamation Mark</p>  <ul style="list-style-type: none"> • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non-Mandatory)
<p>Gas Cylinder</p>  <ul style="list-style-type: none"> • Gases Under Pressure 	<p>Corrosion</p>  <ul style="list-style-type: none"> • Skin Corrosion/ Burns • Eye Damage • Corrosive to Metals 	<p>Exploding Bomb</p>  <ul style="list-style-type: none"> • Explosives • Self-Reactives • Organic Peroxides
<p>Flame Over Circle</p>  <ul style="list-style-type: none"> • Oxidizers 	<p>Environment (Non-Mandatory)</p>  <ul style="list-style-type: none"> • Aquatic Toxicity 	<p>Skull and Crossbones</p>  <ul style="list-style-type: none"> • Acute Toxicity (fatal or toxic)

PERSONAL SAFETY

DO YOUR PART



WEAR HEAD PROTECTION



WEAR EYE PROTECTION



WEAR SAFETY FOOTWEAR



WEAR PROTECTION CLOTHING



WEAR HAND GLOVES



WEAR SAFETY VEST



WEAR FACE PROTECTION



WEAR DUST MASK





Why Choose Us?

We are led by Experienced Managers with on Rank Master, Chief Engineer and Commercial/Contracts Management Experience

**CONTACT
US**



+233-302902145 / 0202600596



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marketing@adventure-offshore.com



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Airport City, Accra - Ghana