



Safety Procedure: "Particular dangerous work"



1. Safety procedure:
2. Safety equipment:
3. Gasfri certificate/confined spaces:
4. Permit for Hot Work:
5. Tool Box Talk (TBT):
6. Fire watch:
7. In case of emergency:
8. Telephone list:
9. Hot Work form:

1. Safety procedure:

All personnel and workers must follow the safety instructions according to FAYARD A/S rules and regulations. Violation of rules and instructions will involve expulsion immediately.

General safety principles:

Always and everywhere, we will work according to these principles:

- Safety and safe work conduct are a condition of employment.
- All accidents and injuries are preventable.
- We are all committed to continuous improvement.
- We will adhere to or exceed all applicable HSE laws, regulations and standards.
- A job is only done satisfactory, if it's done safely.
- Every employee has a responsibility for his or her own safety and for the safety of others.
- No business objective or job is so important that it will be pursued at the sacrifice of safety.

2. Safety equipment:

All personnel and worker are to protect themselves against accidents. Following safety equipment and personnel protection are to be used when working on board and in workshops.

- Safety helmet.
- Safety glasses.
- Safety gloves with heat resistant.
- Safe work clothes.
- Fresh air breathing app (smoky environment) (ventilation/exhaustion).
- Tools need to be in good conditions.
- Tools to be checked before the work is started.
- Good housekeeping and cleaning at the workplace.

- **GAS AND OXYGEN HOSES MUST BE DISCONNECTED EVERY TIME YOU LEAVE THE JOB!**

3. Gas-free certificate/access confined spaces/tanks:

Gas-free measurement and measurement of oxygen must be done before hot work is started, where there is a risk of gas including in confined spaces or tanks.

After oxygen/gas measurement, a certificate is issued, which is handed out to the vessel, the project manager and the relevant foreman. A copy is placed at the gangway. Permission to enter confined spaces or tanks may only be provided by your foreman. Confined spaces or tanks are defined by access takes places through a manhole (yet, something else may be agreed or instructed by the vessel).

4. Hot Work:

Hot Work permit (also in confined spaces/tanks) must be made every day before 07.00hrs on board, if possible. The area of the permit must be agreed. The Hot Work Permit may have a duration of 1 shift, or maximum 12 hrs. This cannot be extended!

The permit must contain the following and reference is made to the Hot Work Permit enclosed:

- Date
- Time
- Location
- Name of fire watch

5. Start-up meeting - "TOOLBOX TALK" - "TBT"

- A Toolbox Talk must include all personnel who are actively involved in the job.
- Following items must be included in the agenda:
- Description of job scope and planning.
- Instruction to each individual.
- Contingency break-off signal for potential interruption of work.
- Obtain each person's understanding of the job.
- Recognize contribution from other employees regarding performance of the work.
- Is there a risk of dropped objects?
- Are jacks, wedges or pressing tools used for the job? If YES, then prevent potential collapses which may triggered by mistakes.
- Ask questions if you have any doubts about performing the job.
- Remember to prevent dropped objects and potential collapses!

TBT is enclosed, yet, for very difficult jobs the TBT is to be made in writing.

6. Fire watch: (FIREGUARD)

Fire watch will be carried out all over locations where Hot Work is taking place. The fire watch must be present minimum 30 minutes after completion of the job. Fire watch is also present during breaks. Fire watch shall control the tidiness.

When shifting day- and night shift, fire watch will overlap by 1 hour. The incoming fire watch will have full instruction and briefing of progress from the last 12 hrs.

It is the responsibility of the steel foremen to inform the fire watch for location where hot work will start.

Fire watch will carry red helmet and red waistcoat. Fire watch will speak and understand English language. Fire watch can also be one of the workers on the job.

7. In case of Emergency:

- Call 112**

- Inform where you are.
- Inform about the accident.
- Arrange first aid to be carried out until the rescue team arrive.
- Call +045 75920000 and inform about the accident and what has been done. After normal working hours, see the telephone list.
- Keep the ship crew informed all the time.
- Arrange someone to be at place of accident to guide and instruct the rescue team.
- Stop all works and all shipyard personnel must come ashore.
- Stay close to the accident scene.
- Get more information.

**REMEMEBER: IT IS YOUR RESPONSIBILITY THAT
THE WORK IS PERFORMED IN A SAFE WAY**

8. Telephone list:

FAYARD A/S	Kystvejen 100	Dk-5330 Munkebo
Main number		0045-75 92 00 00
E-mail		fayard@fayard.dk
Homepage		www.fayard.dk

Project Managers/Contacts:

Thomas Andersen	0045-20 73 60 00
Jon Lohman	0045-21 61 55 21
Kent Gorm Nielsen	0045-21 61 55 71
Carsten Due	0045-21 61 55 20
Henrik Stammer	0045-21 61 55 23
Jesper Gravesen (HSE)	0045-21 61 55 35

EMERGENCY CALL **112**

Main Gate Lindø	0045-30 83 09 00
Fire Station	0045-65 15 15 15
Police	0045-66 14 14 48
Rescue services	0045-70 10 20 31
Taxi	0045-65 97 43 10
Medical services	0045-70 11 07 07

First aid equipment - Hart Defibrillator - Tank rescuing equipment - Basket for crane lift - Go to stock supply.

HOT WORK CHECK LIST

OK	N/A	Før opstart / Start criteria.
		<u>Vurder hvor mange brandvagter der er nødvendigt for at udføre jobbet sikkert.</u> <u>Assess how many fire guards that are necessary to perform the job safely.</u>
		<u>Brandvagten skal være bekendt med sit udstyr. Kendskab til alarm- signaler/lyde.</u> <u>Fire watch is trained in use of this equipment and familiar with location of sounding alarm.</u>
		<u>Skidt, klude, væsker, olier fjernet og stedet rengjort.</u> <u>Dust, lint, debris, flammable liquids and oily deposits removed; floors swept clean.</u>
		<u>Varmt arbejde udstyr i god stand, (stelforbindelse, ledninger, håndtag, osv.)</u> <u>Hot Work Equipment in good condition (e.g. power source, welding leads, torches, etc.)</u>
		<u>Brandslanger og sprøjter virker. Der er brandtryk!</u> <u>Sprinklers and hoses streams in service / operational with pressure!</u>
		<u>Eksplorationsfarlig atmosfære er fjernet. Ventileret.</u> <u>Explosive atmosphere in area eliminated. Ventilated.</u>
		<u>Brandalarm / Flamme detektor i området isoleret eller blokeret.</u> <u>Fire alarms / Flame detectors in area is isolated or blocked.</u>
		<u>Afdæk med brandtæppe af alt der er i farezone for at blive ramt af gnister og ild.</u> <u>Cover with fire blanket of all objects in danger zone of being in direct contact with sparkles and fire.</u>

OK	N/A	Nødvendigt imens jobbet er i gang / Checks while job is ongoing.
		<u>Området holdes rent imens jobbet er i gang.</u> <u>Area kept clear while job is ongoing.</u>
		<u>Fjern brandbare materialer, om muligt. Ellers overdæk med Brandtæppe eller skærm med metalplade.</u> <u>Remove flammable and combustible material where possible. Otherwise protect with fire blankets or metal shields.</u>
		<u>Gangvej fri under varmt arbejde.</u> <u>Gangways kept clear through the job.</u>
		<u>Hvis brandvagten bliver nød til at forlade området skal en afløser være tilstede eller, alt varmt arbejde stoppes og personerne som udfører varmt arbejde, advares derom.</u> <u>If fireguard have to leave or go a replacement have to come or all hot work has to be stopped and people doing the hot work to be notified.</u>

OK	N/A	Slut / Pause kriterier / End / Break criteria.
		<u>Brandvagten skal blive ved jobbet minimum 30 minutter efter jobbet er afsluttet. Der skal være brandvagt i pauserne.</u> <u>Fire watch will be provided during and 30 minutes after work, including any coffee or lunch breaks.</u>
		<u>Området bliver ryddet og alt affald bliver opsamlet og slanger taget fra, svejseværker ryddet til side.</u> <u>Efter endt job pakkes CO2 værker sammen.</u> <u>The area will be cleared, and all waste is collected, and hoses taken out, welding works cleared aside. After end job welding machine to be packed together.</u>

VARMT ARBEJDE TILLADELSE - HOT WORK PERMIT

FAYARD A/S 

Varmt arbejde på skibe - Fremgangsmåde:

- Inden varmt arbejdet igangsættes, skal der udfyldes en varmt arbejde tilladelse.
- Tilladelser findes ved landgange til skibene, eller kan udleveres af din formand.
- Den udfyldte tilladelse skal underskrives af dig, skibets repræsentant og af brandvagten.
- Den udfyldte tilladelse skal være tilgængelig under udførelse af varmt arbejde.
- Tilladelsen gælder maksimalt en dag 12 timer (kl. 07 til 19) eller et skift (kl. 19 til 07).
- Efter arbejdets afslutning skal tilladelsen kvitteres af dig, skibets repræsentant og brandvagten.
- Den nederste part rives af og afleveres til din formand. Skibet beholder den øverste part.

Hot work on vessels - Procedure:

- Before you can start up doing hot work, you need to fill in a Hot Work Permit.
- Permits are available next to the gangways to the vessels, or you get it from your foreman.
- The filled in Permit has to be signed by you, the vessels representative and the fireguard.
- The filled in Permit must be available at all the times, when you do the hot work session.
- The Permit is valid maximum 12 hours (07 to 19 a clock), or for a working shift (kl. 19 to 07 a clock).
- After hot work is finished, sign of the Permit by you, the vessels representative and the fireguard.
- The lower part of the Permit must be delivered to your foreman. The vessel keeps the upper part.



Toolbox Talk Log

Date and Time: _____ Safe Job Analysis: _____

Supervisor: _____ Work Permit: _____

Task Description: _____ Hot work Permit: _____

Safety Delegate: _____ Lifting plan No: _____

Attendees Name	Company	Signature
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		
7. _____		
8. _____		
9. _____		



Red -STOP

Amber -Process with caution

Green -OK

The rule says: **Three Ambers = Red**

1. **Pause** for five minutes to think or discuss with your colleagues, especially when something changes
2. **Identify** what concerns you have about the situation. Add up all the factors. These are your ambers.
3. **Stop** what you are planning to do or doing if you get to three ambers or have any reds
4. **Recognize** what you can or cannot alter in order to control the problem. Change what you can. Re-assess your ambers to see if you can now carry on.
5. **Agree** with colleagues in advance about using The rule of Three to stop work. Discuss what your ambers are. Use terms like counting your ambers, managing into the green or close to red, so that everyone can communicate how they are managing.

Points for supervisor

Explain the scope of the task

Potential Dropped Objects

Nominate person in overall charge of the task

Nominate work group leaders

Nominate individuals with special task

Give instructions on equipment operation

Give details on management of concurrent activities

Details of contingency procedures

Instruct Work Group Leaders

Instruct individuals with special tasks

Ask open question to verify understanding

Verify conditions are OK to start

Other issues

POINTS TO REMEMBER

A Toolbox Talk must include personnel who are actively involved in the task. Following items must be included in the agenda:

- Description of task scope and plan
- Instruction to individuals
- Communication incl. signal
- Contingency break-off signals and action
- Obtain each person's understanding
- Discuss potential Dropped Objects

During Toolbox Talk

- Ask open question
- Recognize contribution
- Talk with - not to - people
- Confirm understanding
- Document result of dropped object discussion

About Operation

- Objective
- What / Where / Why
- Who are involved
- How long
- Concurrent activities
- Other tasks affected
- Plan how / Procedures / Contingencies

Factors

- People: Who is responsible, special skills required.
- Process: Describe Hazards and controls.
- Plant: Insolation, Weather, Location, Exposure, etc.
- Equipment: Right tools, Protective clothing.

No job is so important that we cannot take the time to do it safely



Points Raised:

Responsible for Task:

If there is a deviation from original plans, a new toolbox talk must be held and documented.