

FAYARD A/S QHSE MANUAL



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Quality Health Safety Enviroment

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1. Introduction

Dear employees,

This handbook contains important information of quality, health, safety and environment at FAYARD A/S.

Guidelines specified concerning quality, health, safety and environment are to be followed by everybody in the area.

Many steps are being taken for your safety by the company, but remember that you are responsible for your own safety.

Make yourself familiar with the contents of this book. Use the instructions and make them handy. Always have the book close to your while at work.

Generally, we carry out dangerous work, but don't let habits and the everyday routine make you careless or neglectful of risks.

I want you to come home in the same condition as you came here this morning.

Please think and act safely.

Best regards,

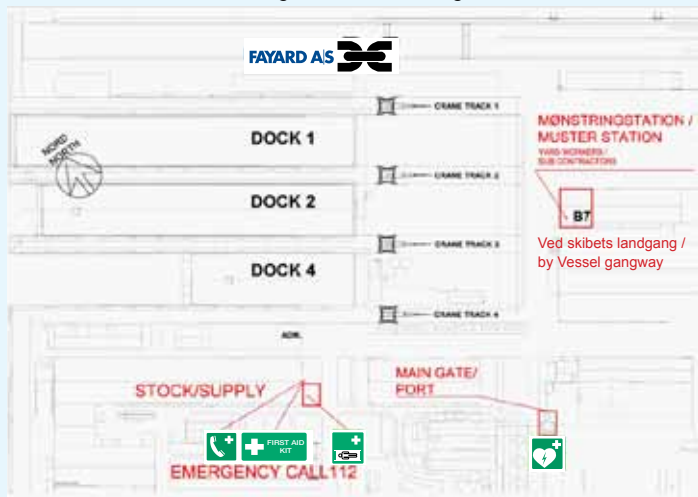
Thomas Andersen
CEO

2: Accident and mustering procedure

When the alarm sounds, go to the place of mustering as shown below. The crew of the ship musters ashore as agreed with the safety management of the ship.

Everybody shall keep quiet and go to his/her own professional group/department group until further notice is given or assistance has been called for.

Evacuation Alarm: 7 short signals and one long



3: PPE – Personal Protective Equipment

It is the target of the company to protect its employees by PPE – Personal Protective Equipment. The individual employee has the responsibility for his/her own safety, by using his/her Personal Protective Equipment appropriately.

Personal Protective Equipment is found in the storage.

Helmet:

- Safety approved helmet is to be worn during stay within the area of FAYARD A/S (the administration not included).
- Modifying the helmet or its design is prohibited.
- The helmet must be worn on the head.
- The helmet should be positioned right on the head, not tilted backwards, forwards or sideward.
- Do not use any paints, solvents, chemicals, glues, fuels or similar on the helmet.
This will damage the helmet. Only clean using hot water and soap.
- The lifetime of the helmet is influenced by heat, cold, impacts, chemicals and sun light and should be inspected regularly.
- Also straps and internal suspension should be controlled for wear and damage.
- Name + company as well as labels giving access to ships are permitted on helmets.
- The color of the helmets at FAYARD A/S is normally WHITE. The Safety crew wears GREEN helmets. Fireguards wear RED helmets.

Goggles/eyeglasses:

Obligatory sign is a blue sign indicating what to do.

Hearing protection:

Hearing protection is to be used in places where hearing protection is mandatory.

Please remember that you are responsible for your own safety.

Respiratory protection:

Respiratory protection or fresh air masks are to be used in tanks and in areas with heavy smoke concentration.

Work gloves:

Work gloves are to be worn as protection during the work.

Work clothes:

Work clothes are to be worn when you stay within the area of FAYARD A/S. The body must be fully covered by long sleeves and legs.

It is prohibited amending your clothes. Damaged clothes should be changed as soon as possible

Footwear:

Approved safety footwear is to be worn whenever you are within the area of FAYARD A/S.

This does not apply to the employees of the administration while staying in the building or passing to and from.

Fall protection

Fall protection is to be used when working in heights exceeding 2m. In lifts and on platforms higher up than 2m, fall protection must be worn. Fall protection belts can be obtained in the depot. The use of fall protection is not mandatory when working on approved scaffolds with railings.

4: Safety symbols and signs

It is important that you understand the meaning of symbols and signs. The signs are separated into 5 groups:

Accident, Fire, Prohibition, Recommendation and Warning



Accident is a green sign indicating first aid kits or evacuation plans.



Fire is a red sign indicating fire fighters and fire hoses.



Prohibition is a sign with a red frame and a red line across indicating prohibition at FAYARD A/S



Recommendation is a blue sign indicating what to do.



Warning is a yellow sign indicating potential hazard

5: Clearing and cleaning

Many accidents occur because your working place is not tidy and clean. They occur when you trip, fall or slip on materials and other things lying around. If you see a potential accident, don't just ignore it. Remember to remove the risk or report it to your superior.



REMEMBER, YOUR WORK IS NOT FINISHED UNTIL THE PLACE HAS BEEN CLEANED UP.

- Keep cables away from ladders, lifts and scaffoldings.
- Make it a habit that your working area is tidy and cleaned up - both before, during and after the job.
- If you spill oil or liquids, clean it up immediately, don't wait.
- Keep access roads clear to provide free access to fireguards and equipment.
- Don't leave loose objects on scaffoldings or the ship where they are likely to fall down or be kicked down. Think of falling objects as a risk.
- Don't use scaffold boards for other purposes than foot boards on scaffoldings.
- Don't leave manholes or holes in deck without covering or marking.

6: Fire precaution and fire fighting

- It is your duty to help prevent fires.
- Make yourself familiar with fire procedures and escape routes from the working place.
- Make yourself familiar with the place of fire extinguishers and which type of fire extinguisher to use.



Fire rating	A	B	C	D	E
fire type  extinguisher type 	Timber, paper, textiles, glows	Liquids, oil, gasoline, chemicals	Gases	Metals, aluminum	Electrical articles switch boards
water extinguisher	Yes	Yes special	No	Yes	Yes special
powder extinguisher	Yes	Yes	Yes	No	Yes
CO2-extinguisher	No	Yes	Yes	Yes special	Yes
foam extinguisher	Yes	Yes	No	Yes special	Yes special

If an extinguisher has been used, it is your responsibility to have it replaced.

Fire equipment must not be modified or changed.

Fire precautions on the ship:

It is important that all flammable materials in connection with the work are removed immediately from the ship. This also includes flammable liquids as well as highly flammable materials close to the work.

- Put oil-containing waste or flammable materials in the containers/waste receptacles for that purpose.
- Smoking prohibited on board and anywhere near the vessel
- Escape routes are to be kept clear. Fire doors must not be blocked and are to be kept clear.
- Access roads through the ship are to be kept clear.
- No stocks of painting or flammable liquids must be onboard the ship unless these are kept in safe rooms/containers.
- All gas cylinders must be kept on open deck.
- Oxygen/gas hoses from tanks are coiled up on the deck at the end of each shift.
- Oxygen/gas hoses are to be detached during breaks.

Evacuation according to the procedures of the ship:

All employees must make themselves familiar with the evacuation plans and emergency exits on the ship. Please pay attention to the active certificates of the Yard when leaving the ship.

Remember:

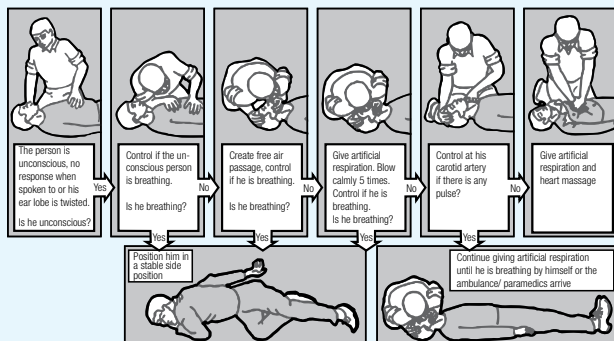
**Where are the first aid kits? Where are the fire extinguishers?
Where are the emergency exits, stretcher and defibrillator?
Where is your mustering place?
Report to your superiors.**

7: Procedures and work descriptions:

Throughout your working day / your shift, there are some important rules to comply with:

- WALK, do not run.
- Only use the appropriate walkways and gangways, do not make shortcuts.
- Pay attention to the persons/employees working above, underneath, next to, around the corner.
- Always comply with the instructions on the safety signs.
- Never accept using defective equipment. Always remember to report any defects to your superior.
- Never climb over a fence/railing.
- Think of falling objects. They are dangerous and avoidable, be careful.

7.1: First aid:

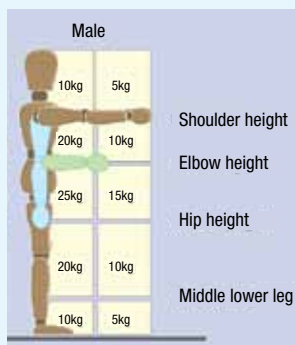


7.2: Manual lifting

Manual lifting and moving of goods/objects is by far the greatest cause of injuries in the industry. Mostly, because a wrong lifting technique is used. This often results in back injuries – either acutely or later on.

Therefore, please follow these simple tips:

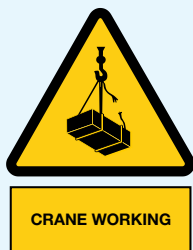
- If the shape of the object is hard to handle or the weight too great, get help.
- Pay attention to sharp edges, splinters, nails or wires.
- Wear GLOVES.
- Plan your lifting: Before the lifting, remove obstacles on your way. When lifting, you must make sure you have a clear view over and around the object. Make sure the place is sufficient for the object to be put down.



- When stacking objects on top of each other, do not stack higher than it is safe, prevent the stack from tilting. Check that nothing protrudes from the object to hinder the passage. Allow appropriate passage between any stacked objects.
- Always lift by using the strong muscles of the thighs and legs and keep your back straight.
- Discuss lifting of heavy objects in the Tool Box Talks.

8: Crane signals and caution at tracks

- **HOOK UP:**
Hold your forearm in an upright position next to your head with a finger rotating.
- **HOOK DOWN:**
Hold your forearm in an upright position next to your hip with a finger rotating.
- **Swinging / turning crane:**
Hold your arm in a straight position pointing in the direction of the swing / turn to be made.
- **STOP LIFTING:**
Lift both hands up next to your head



8.1: CAUTION at crane tracks

- Make yourself familiar with the position of the crane tracks. Crane tracks are running along the docks. And crane tracks are running along the quaysides.
- NEVER leave anything on or in the vicinity of the crane track.
- NEVER park cars, trucks or vehicles on the crane track, or in the vicinity of it.



- If you see anything happening unintentionally in the vicinity of a moving crane, push the emergency button on the undercarriage of the crane.
- When moving a mobile crane/lift or any protruding objects on a truck: To prevent collision, keep attention to the frame of the FAYARD A/S crane.
- BE CAREFUL of LIVE cables in the pits.



9: Alcohol and drugs

It is a well-known fact that abuse of alcohol and drugs by the employees affects their ability to working safely which may seriously affect the safety of other people and the task of the company.

Our policy is ZERO TOLERANCE and in case of any suspicion of abuse, tests may be required.

Violation of the rules causes dismissal.

10: Violation of rules and procedures

A course of action may be initiated/implemented against any employee who violates our quality, health or safety rules and procedures.

The course of action may vary depending on the seriousness of the violation observed as well as the effect upon other people, but in the worst case, it may result in a dismissal.

11: Smoking

**SMOKING IS ONLY ALLOWED IN OPEN AREAS OF
FAYARD A/S.**

**SMOKING PROHIBITED ON BOARD AND ANYWHERE
NEAR THE VESSEL.**

12: Environment

FAYARD A/S has and maintains a policy to ensure that the environment is affected at a minimum where possible. All employees are to behave with responsibility towards the environment and:

- You must not modify or misuse any equipment designed for removing contamination.
- You have to cooperate with the company to ensure that we carry out / work according to laws and rules as well as our standards.
- It is your duty to immediately report to your superiors of any incorrect procedure, occurred incidents, defective tools or equipment and dangerous situations which have come to your knowledge.

12.1: SORTING OF WASTE

- WASTE is sorted and placed in the appropriate containers.
- WASTE CONTAINERS are marked to prevent any confusion of the contents.
- IF in doubt where to put your waste, ask your superiors.
- KEEP the box/container CLOSED after use to prevent waste from flying around.

DO NOT OVERFILL THE WASTE CONTAINERS.

NEVER MIX DIFFERENT TYPES OF WASTE.

LIQUIDS AND FLAMMABLE LIQUIDS MUST NEVER BE KEPT IN OPEN CONTAINERS.

12.2: Spills

Spills are spreading quickly and may harm the environment. Many spills can be prevented. FAYARD A/S has the following rules:

- In case of spills of any flammable substance, STOP working immediately and remove any open fires and spark-generating works.
- Locate the leakage to seal/repair it.
- Limit the spill maybe by using oil absorber to stop the spreading. Booms are used on the water surface.
- Remove the spill. A vacuum tanker can be used to remove large oil spills.

REMEMBER

- DO NOT IGNORE the spill, stop working and take immediate ACTION.
- Do not STORE the spill, make sure to report the spill to your superiors.
- DO NOT LEAD ANY SPILL through a hose to the sewage system.
- ALWAYS USE ABSORBENT MATERIALS (oil absorber)

IF IN DOUBT, CONTACT YOUR SUPERIOR IMMEDIATELY.

13: Quality

The purpose of the quality policy of FAYARD A/S is to deliver safe, effective and quality repairs of ships and other floating units.

This results in the following primary objectives:

Management

- Always provide protection of the values of our customers and satisfy their requirements.
- Carry out all repairs safely and efficiently according to the class.
- Ensure full access to efficient management and technical support to our customers.
- Provide sufficient and relevant training of our employees.
- Provide clear procedures and working instructions to ensure safe working at all times.

Processing

FAYARD A/S recognizes the value of good workmanship in all aspects of ship repairing and the importance of well maintained equipment, dock facilities and workshops to provide satisfactory repairs at reasonable financial costs after which the ships can return to efficient servicing with a minimum of off-hire.

Procurement

FAYARD A/S recognizes the importance of diligence and quality when procuring goods, equipment and services.

New technology

FAYARD A/S recognizes the fact that new technology is developing continuously and therefore carefully evaluates the use of technology to improve safety, protection of the environment as well as efficiency on each single ship under repair at the yard.

FAYARD A/S Thomas Andersen
CEO










14: Safe working routines (SAR)

SAR 001	Hot work
SAR 002	Cherry pickers/Lifts
SAR 003	Working in confined spaces/tanks
SAR 004	Abrasive blasting
SAR 005	Clearing/cleaning/Tripping risk
SAR 006	High pressure washing
SAR 007	Working safely with electricity
SAR 008	Manual lifting
SAR 009	Open hatches/access roads
SAR 010	Lifting above colleagues
SAR 011	Working with painting
SAR 012	Working on scaffolding

SAR 001 Hot Work









WELDING/FLAME CUTTING/ANGLE GRINDING

Correct/Incorrect:

-  ALWAYS MAKE SURE that you have a HOT WORK PERMIT and that it is visible.
It is to be agreed whether you use the work permit of the ship.
-  Always make sure that your fireguard is visible and brings his fire extinguisher and hose with him.
The fireguard who usually does not take part in the work process wears a RED helmet and a RED vest.
The fireguard may take part in the work process, though.
-  WEAR correct PERSONAL PROTECTIVE EQUIPMENT
PPE= Personal Protective Equipment.
-  Always make sure the place is tidy and clean.
-  Always remember to bring firefighting equipment with you.
-  DO NOT ADMIT unauthorized persons in your working area when you perform flame cutting/welding.
-  DO NOT PERFORM work that is not described in your HOT WORK PERMIT.
-  DO NOT PERFORM flame cutting and welding if you are not trained/qualified to do this.
-  DO NOT MISUSE your personal protective equipment when welding/flame cutting.

SAR 002 Cherry pickers/Lifts









Correct/Incorrect:

-  ALWAYS WEAR an approved safety belt in the lift basket.
Not in any scissor lift
-  ALWAYS MAKE SURE that you are attached firmly to the basket.
-  Always stand in an upright position with your FEET on the BOTTOM of the basket.
-  Keep the basket clean.
-  NEVER CLIMB up the sides of the basket.
-  NEVER CLIMB out of the basket to get onto a ship or the quayside.
-  NEVER LEAN OUT of the basket.
-  NEVER OVERLOAD the basket. Read the workload specifications carefully.

SAR 003

WORKING IN CONFINED SPACES/TANKS

Correct/Incorrect:

-  TAKE CARE that the confined spaces/tanks are free of gases and that the tank contains oxygen.
Make sure the certificate is visible.
It is to be agreed whether you use the work permit of the ship.
-  ALWAYS WEAR the correct PERSONAL PROTECTIVE EQUIPMENT PPE.
-  ALWAYS bring a LAMP in the confined spaces/tanks. It must work!
-  You are required to have a permit to go down into confined spaces/tanks. This permit is issued by your foreman/superior.
-  Ventilate the confined spaces/tanks as necessary.
-  NEVER GO into confined spaces/tanks ALONE.
-  Smoking is NOT ALLOWED in confined spaces/tanks.
-  DO NOT WALK into confined spaces/tanks in case of an accident.

SAR 004 ABRASIVE BLASTING








Correct/Incorrect:

-  ALWAYS WEAR correct PERSONAL PROTECTIVE EQUIPMENT.
PPE= Personal Protective Equipment.
-  WEAR A FRESH AIR MASK when blasting.
-  WEAR A DUST MASK and GOGGLES close to places where blasting is carried out.
-  Before use, INSPECT your abrasive blasting equipment.
-  NEVER USE damaged equipment. Check your hoses before use.
-  NEVER MODIFY your equipment.
-  DO NOT ADMIT UNAUTHORIZED persons into the area where blasting is carried out.

SAR 005

CLEARING/CLEANING TRIPPING RISK








Correct/Incorrect:

-  KEEP your working area CLEAN.
-  CLEAN/CLEAR the area when the job is finished. Pay attention to objects that may fall down. Falling objects are dangerous.
-  WASTE IS PUT into the appropriate tanks/containers
-  Make sure that hoses / cables are coiled up at the end of each shift.
-  DO NOT LET equipment/materials lying around – it results in tripping risks.
-  NEVER IGNORE bad clearing/cleaning, report it to your foreman and follow up.
-  DO NOT LEAVE waste without considering the environment in which you work and live.

SAR 006

HIGH PRESSURE WASHING









Correct/Incorrect:

-  WEAR the correct PERSONAL PROTECTIVE EQUIPMENT.
PPE= Personal Protective Equipment.
-  WEAR A FULL FACE VISOR when you are high pressure washing or is standing next to it.
-  Before the use, check your high pressure washing equipment.
-  NEVER USE damaged equipment.
-  Modifying your equipment is PROHIBITED.
-  DO NOT USE high pressure washing equipment that you are not familiar with.
-  DO NOT ADMIT unauthorized persons in your working area.

SAR 007

WORKING SAFELY WITH ELECTRICITY









Correct/Incorrect:

-  CHECK that the facility is voltage-free before you start working.
-  LOCK the switch if possible. Otherwise, protect yourself by demounting fuses and/or attach signs.
-  Use the correct tools for your work.
-  WEAR the correct PERSONAL PROTECTIVE EQUIPMENT.
PPE= Personal Protective Equipment.
-  NEVER USE damaged equipment or equipment which is not appropriate for the task.
-  DO NOT CARRY OUT electrical work/repairs without having the authorization for it.
-  DO NOT WORK ALONE on electrical tasks with an implied safety risk.
-  Do not misuse your personal protective equipment.

REMEMBER, ELECTRICITY MAY KILL.

SAR 008 MANUAL LIFTING









Correct/Incorrect:

-  In case of heavy lifts, ASK FOR HELP.
-  USE THE RIGHT LIFTING TECHNIQUE: keep your back in a straight position, use your legs, bend your knees.
-  WEAR WORK GLOVES.
-  WEAR SAFETY FOOTWEAR.
-  REMEMBER: THINK SAFETY WHEN PLANNING YOUR WORK.
-  IF POSSIBLE, USE AUXILIARY TOOLS
-  DO NOT LIFT UNSTABLE OBJECTS.
-  DO NOT TRY TO LIFT HEAVY OBJECTS - ask for help.

SAR 009

OPEN HATCHES/ACCESS ROADS









Correct/Incorrect:

-  BE CAREFUL, BE CAUTIOUS WHERE YOU STEP.
-  PROVIDE RAILING/COVERING of holes/access ways.
-  REMEMBER BARRIERS where there is a risk to fall down.
-  Where necessary, ALSO REMEMBER BARRIER TAPE.
-  Be careful in case of any object that may fall through openings/
fall down into tanks.
-  RESPECT BARRIERS, DO NOT CROSS.
-  DO NOT LEAVE HATCHES/HOLES UNPROTECTED.
-  RESPECT BARRIERS, do not damage or remove them.

**REMEMBER: DO NOT PASS ANY UNMARKED
OPENING – REPORT IT / CORRECT IT.**

SAR 010 LIFTING ABOVE COLLEAGUES







Correct/Incorrect:

-  Make sure that the communication between everybody who take part in the lifting are okay, maybe by using VHF radios.
-  MAKE SURE that only qualified employees are carrying out the lifting.
-  USE ONLY APPROVED LIFTING EQUIPMENT.
-  WHEN LIFTING ON PALLETS make sure the objects are fixed - otherwise use a wire cage pallet/net.
-  NEVER WALK UNDER LIFTED GOODS.
-  NEVER ALLOW UNSAFE LIFTS OR TRANSPORTATIONS.
-  NEVER USE damaged lifting equipment.
-  NEVER APPLY lifting equipment without labelling or approval.

REMEMBER, SAFETY IS YOUR RESPONSIBILITY.

SAR 011 WORKING WITH PAINTING

Correct/Incorrect:









-  WEAR correct PERSONAL PROTECTIVE EQUIPMENT
PPE= Personal Protective Equipment.
-  APPLY appropriate SAFETY LIGHTING and RESPIRATORY PROTECTION/VENTILATION during painting in confined spaces/tanks.
-  Ensure CORRECT HANDLING of your equipment and only by competent people.
-  PROTECT THE ENVIRONMENT, if you spill anything, clean up immediately.
-  DO NOT SMOKE and DO NOT USE OPEN FIRE when working with solvents or painting.
-  NEVER LEAVE BUCKETS/CONTAINERS containing paint or solvents OPEN.

ONLY USE 24V LIGHTING IN CONFINED SPACES/TANKS OR SEA CHESTS.

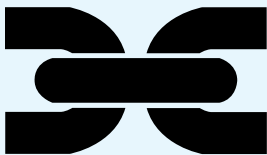
REMEMBER TO WORK SAFELY UNDER THE CONSIDERATION OF THE ENVIRONMENT THAT YOU WORK AND LIVE IN.


SAR 012 WORKING ON SCAFFOLDS

Correct/Incorrect:

-  ONLY USE SCAFFOLDS MARKED with a GREEN label.
-  CALL THE SCAFFOLD BUILDER if your scaffold is to be changed.
-  PROTECT scaffolding boards when working with HOT WORK.
-  KEEP SCAFFOLDS CLEAN AND TIDY. Falling objects are dangerous.
-  NEVER USE SCAFFOLDS with a RED label.
-  Modifying the scaffold is PROHIBITED.
-  DO NOT OVERLOAD YOUR SCAFFOLD.
-  Do not CLIMB to and from the SCAFFOLD, use the LADDER.

REMEMBER TO CHECK THAT YOUR SCAFFOLD IS SAFE TO USE.

FAYARD A|S

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