	MARINE TRANSPORT LINES	Prepared By: J. Tronti	No.: CAP-MTL-002 Effective Date: 08/11/11
Company Administration Procedures Manual		Approved By: R. Grune Signature in Master File	Page 1 of 4 Revision No.: 3
SUBJECT: DRUG AND ALCOHOL POLICY			

1.0 PURPOSE

To define the Company procedures on drugs and alcohol in the workplace, establish procedures for drug testing and for handling of violations. The Procedure applies to all Company employees.

2.0 RESPONSIBILITY

All MTL management and ship board personnel shall ensure adherence to this policy and procedure.

3.0 DEFINITIONS

None

4.0 POLICY

Prohibited Conduct

4.1 Drugs

4.1.1 The misuse of legitimate drugs, or the unlawful use, sale, possession, distribution, dispensation, manufacture or presence in the body in an amount detectable by a drug test of a controlled substance or illegal drug, while performing Company business or job-related duties, while in a Company facility or on Company vessels or premises, or while operating Company equipment, is strictly prohibited. Illegal drugs mean any drug or intoxicant which is not legally obtainable or legally obtained in the State or location where the employee is tested, or a legal drug used or obtained in a manner not authorized by law.

4.2 Alcohol

4.2.1 The use, sale, possession, distribution, dispensation or presence in the body of alcohol in any amount, while performing Company business or job-related duties, while in a Company facility or on or assigned to Company vessels or premises, or while operating Company equipment, is strictly prohibited. For administrative, non-vessel employees, the alcohol prohibition set forth in this policy applies during the individual's normal working day, including lunch.

4.3 Use of Drugs or Alcohol Outside of the Workplace

4.3.1 Off-duty use of drugs and/or alcohol may result in a violation of this policy if a drug or alcohol test is administered and produces a positive test result. As set forth below, there are situations where a drug or alcohol test may be administered without a showing or evidence of impairment.

4.4 Refusal to Submit to Drug and/or Alcohol Tests

4.4.1 Refusal to submit to a drug and/or alcohol test, refusal to provide a written consent and authorization for the release of test results, if required, or failure to cooperate during the testing procedure, including the alteration or substitution of a specimen during the testing procedure, also constitutes a violation of this policy, and in the case of applicants, will result in disqualification for employment and/or withdrawal of any conditional offer of employment.

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4.5 Reporting of Convictions

Employees engaged in performing work procured from the Federal Government must notify the Company of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. Failure to make such notification is in violation of this procedure. (The Company shall notify the contracting agency within ten days after receiving such notice.)

5.0 PROCEDURE

5.1 Drug and Alcohol Testing

Consistent with this procedure and to comply with federal and state regulations and vendor requirements, the Company may test employees/applicants in the following circumstances:

- a. Pre-Employment Testing: Prior to employment, applicants may be required to successfully pass a drug test.
- b. Reasonable Cause Testing: In cases where the Company has a reasonable cause to believe that an employee is using, has used, or has in his/her system the presence of any detectable amount of drugs or alcohol.
- c. Random Testing: Pursuant to Federal regulations (and contractual and vendor requirements), certain employees shall be subject to unannounced drug and alcohol testing on a random basis.
- d. Post-Accident/Serious Marine Incident Testing: Employees involved or suspected of being involved in a serious accident shall be requested to provide a urine, blood or breath specimen, as appropriate. Such request will be made:
 1. After any marine casualty or accident as defined by 46 C.F.R. 4.03-2; or
 2. After a commercial accident as defined by C.F.R., 49 382.303; or
 3. After any accident (other than a marine or commercial casualty or accident) involving a fatality, a serious injury (requiring professional medical care other than first aid) and/or damage of Company property in excess of \$500.00. This includes any accident that involves a Company owned vehicle, a Company rented/leased vehicle or a vehicle rented/leased directly by the employee for Company business; or
 4. After any accident involving a fatality or a serious injury (requiring professional medical care other than first aid) occurring while the employee is on Company business. This includes accidents that occur during the use of a vehicle owned by the employee or others while conducting Company business.

In all cases, the employee should immediately contact a Company representative to set up an alcohol/drug test. If there is no Company representative at the scene of the accident, the employee should call Risk Management or Human Resources to arrange for a test at the nearest appropriate facility.

Employees driving their personal vehicles on Company business who are involved in an accident resulting only in property damage to either their vehicle or to the 3rd party's property should immediately report the accident to Risk Management. Depending on the circumstances and severity of the accident/damage, an alcohol/drug test may be requested.

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Testing done pursuant to Federal regulations will test for the following prohibited substances and/or their metabolites:

- Amphetamines and methamphetamine
- Marijuana
- Opiate and or derivatives
- Cocaine
- Phencyclidine (PCP)
- Alcohol

Vendor specifications may require testing in certain instances for additional prohibited drugs and the Company reserves the right to include testing for other illegal drugs in the future.

Wherever applicable, the Company will employ and adhere to procedures outlined in relevant federal, state and local regulations as they pertain to such matters as:

- a. Specimen collection procedures.
- b. Chain of custody.
- c. Drug testing laboratory procedures.
- d. Reporting and recordkeeping requirements.
- e. Review by Medical Review Officers.
- f. Confidentiality.

5.2 Violation of Procedure

Employees found to be in violation of this policy will be discharged. In addition, Federal regulations may require the Company to report a positive drug or alcohol result and the employee may be subject to license revocation proceedings.

Employees who refuse to submit to a drug and alcohol test when requested, or refuse to provide a written consent or authorization for the release of test results, or who fail to cooperate during the testing procedure, including the alteration or substitution of a specimen during the testing procedure, will also be discharged. If an applicant fails to comply with any provision of this policy, the applicant will be disqualified for employment and any conditional offer of employment will be withdrawn.

Employees who fail to notify the Company of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction will be discharged.

Employees who test positive in violation of the terms of a post-rehabilitation agreement or fail to adhere to other conditions of said agreement with the Company will be discharged.

5.3 Employee Assistance Program

Employees who recognize that they have a drug or alcohol problem are encouraged to voluntarily seek assistance through the Employee Assistance Program. Voluntary participation in this program shall remain confidential and shall not be revealed to other employees or management personnel without the employee's consent.

In cases of self-referral to the Employee Assistance Program, the Employee Assistance Program will condition an employee's post-rehabilitation return to work on the employee's written agreement to adhere to a specific rehabilitation program and to submit to random testing for a period of up to 60 months. If an unannounced drug and/or alcohol test conducted pursuant to a post-rehabilitation agreement produces a positive test result or the employee fails to adhere to the conditions of said agreement, the Administrator, Drug Testing, will notify the employee's Human Resources

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Department of the positive test result. Appropriate federal and/or state authorities will also be notified, if required.

6.0 RELATED DOCUMENTATION

Reference Drug Alcohol Procedure HR-IV.3.

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	MARINE TRANSPORT LINES	Prepared By: J. Tronti	No.: CAP-MTL-004 Effective Date: 5/01/12
Company Administration Procedures Manual		Approved By: J. Tronti	Page 1 of 1 Revision No.: 5
SUBJECT: SMOKING POLICY			

1.0 PURPOSE

Provide the Master with procedures necessary to enable him/her to fulfill his/her responsibility to comply with Company Smoking Policy.


2.0 RESPONSIBILITIES

All Company personnel, vendors, contractors, and visitors shall comply with the Smoking Policy.

3.0 PROCEDURE

- 3.1. The Company Smoking Policy shall be posted in the officer's and unlicensed crewmember's mess hall and lounges.
- 3.2. While at sea or in port (during FOS or ROS), smoking is to be permitted only in topside or engineering control room areas as designated by the Master/OIC. Smoking in staterooms, common areas, such as lounge areas, mess halls and areas where food is prepared is strictly prohibited. Repeated violation and lack of adherence to this policy is cause for immediate dismissal.
- 3.3. Additionally, smoking on open decks or exterior areas of the vessel and in machinery spaces is limited to areas specifically designated by the Master in the vessel specific smoking policy.
- 3.4. While in port, in accordance with the local port or terminal regulations, all port or terminal smoking restrictions must be complied with and if required, the Master will assign designated smoking areas aboard the vessel. Should vessel design prevent the designation of a smoking area, smoking will then be prohibited.
- 3.5. If the Master considers that safety conditions aboard the vessel may be compromised or that smoking may constitute a danger, steps will be taken to further restrict or completely eliminate smoking on board the vessel. Examples of this include, but are not limited to, possible concerns to the transfer of hazardous cargoes in either bulk liquid or container and routine maintenance where solvent cleaning or paint fumes may be present.
- 3.6. Should a conflict arise between smoking and non-smoking crewmembers, the Master will take steps to prevent exposing the non-smoking crewmember to second hand smoke. Should this continue to pose a problem, this situation shall be reported to the Vessel and Fleet Manager for final resolution.
- 3.7. Only proper ashtrays and receptacles are to be used for smoking. Proper ashtrays or receptacles are to be provided in each permitted or designated location.
- 3.8. All new employees are to be informed of the vessel smoking restrictions during the Crew Member Orientation. It must be clearly understood that smoking, while at sea, in port or at a terminal, is only permitted when done in accord with vessel and local regulations. This item to be incorporated into vessel familiarization checklists.
- 3.9. The Company's Employee Assistance Program has information on various smoking cessation programs. Personnel who would like assistance in quitting smoking may contact Employee Assistance at (800) 327-9757.

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	MARINE TRANSPORT LINES	Prepared By: L. Perry	No.: CAP-MTL-019 Effective Date: 05/01/12
Company Administration Procedures Manual		Approved By: J. Tronti Signature in Master File	Page 1 of 5 Revision No.: 4
SUBJECT: INCIDENT AND NEAR MISS REPORTING			

1.0 PURPOSE

To ensure that incidents and near misses are reported, mitigated, and when appropriate investigated.

2.0 RESPONSIBILITY

This procedure applies to all Marine Transport Lines (MTL) employees.

3.0 PROCEDURE

3.1 The Master/Person-In-Charge (PIC) of the vessel (or a designated representative) shall be responsible for the following:

3.1.1 Indoctrination of the crew regarding incident/near miss-reporting procedures

3.1.2 Investigate incidents and near misses.

3.1.3 Immediately report the occurrence of any injury noted in 3.5.5 to the Risk Management Department in Jacksonville, FL.

3.1.4 If, repatriation is required it shall be discussed with Risk Management and Operations. Repatriation of injured or ill persons shall be arranged through the local vessel agent.

3.1.5 Provide all completed reports to the Risk Management Department, as soon as possible.

3.1.6 Maintain a daily record of all illness or injuries in vessel's Medical Log record. A copy of the Medical Log is to be submitted to the Risk Management Department on a monthly basis.

3.1.7 The Master/PIC is also required to prepare and submit required USCG Form #2692 and #2692B when required within 5 days of serious marine incident. Prior to submittal it shall be reviewed by the Fleet Manager. Copies of the 2692 forms shall be retained onboard the vessel. The Master/PIC or Operations must verbally notify the nearest USCG sector as soon as practical after the serious marine incident.

3.2 REPORTING REQUIREMENTS OF EMPLOYEES

3.2.1 Every crew member, whether on or off duty, is responsible for reporting an incident, injury or near miss to the Master or department head, as soon as possible.

3.3 INCIDENT, INJURY, AND NEAR MISS INVESTIGATION PROCESS

3.3.1 To standardize incident, injury, and near miss investigations, the Master shall refer to Incident Investigation procedure, CAP-MTL-027.

3.3.2 The primary purpose of such investigation and reporting is to establish the root cause of incidents resulting in injuries, thus providing a basis for their avoidance in the future.

3.3.3 In addition to being an investigative tool, the questions and statements found in the Incident Investigation procedure, CAP-MTL-027 are to reinforce the accountability all crewmembers have for incident prevention by the adoption and application of safe working procedures.

3.3.4 This process is to be applied to ALL incidents requiring medical care in excess of routine first aid and/or damage to equipment or property over \$10,000 and spills of petroleum

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based products to the environment. Investigations by Why Tree or the Tap Root process shall occur in a timely manner following the incident.

3.3.5 After determining a cause, all consideration shall be given to determining the corrective action. These will be communicated as lessons learned to the MTL fleet.

3.4 NOTIFICATION REQUIREMENTS

3.4.1 It is the responsibility of the Master/PIC to make notification to the Fleet Manager, as soon as you can safely do so, of all incidents and, injuries.

3.4.2 Serious marine incidents must be reported to the nearest USCG sector as soon as you can safely do so.

3.4.3 In cases where the result of an illness or injury is grave (death, dismemberment, amputation, fractures, disfigurement, etc.), immediate contact must be made with the Fleet Manager, who will in turn notify the Risk Management Department and the executive chain of command.

3.4.4 If an injured or ill crewmember requests notification to the next of kin, it is the Master's/PIC's responsibility to notify Fleet Manager to request they contact the next of kin.

3.5 COMPLETION OF REPORT FORMS

3.5.1 The person charged with investigating incidents will be provided with report forms that must be fully completed and signed as described thereon. Each crewmember that is an eyewitness to the occurrence, should report to the Master/PIC as soon as possible.

3.5.2 Examples of all forms used by the Company to document incidents and injuries are noted in part 4 of this procedure related documentation in this procedure.

3.5.3 Incidents/Injuries

3.5.3.1 Upon determining that an individual's ailment is the result of an incident, the Medical Officer shall immediately notify the Master/PIC. The Master/PIC shall make certain that the following forms are fully completed:

- Request for Medical Attention/Examination
- Report of Illness to Member of Crew or Passenger
- Report of Accidental Injury to Crewmember or Passenger
- Statement of Witness or Person Nearby Scene of Reported Accident
- Statement of Individual Reporting Injury
- Seaman's Request for Medical Attention/Examination
- Non-Witness Statement

3.5.3.2 In the event the injury is classified as a "Lost Time Injury" (LTI), a check mark shall be placed in the box located at the top of form MTL-409, Report of Illness of Member of Crew or Passenger, and comply with the procedures found in **Incident Investigation procedure, CAP-MTL-027**.

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3.5.3.2.1 When the individual's ailment is judged an illness, the Medical Officer shall ensure that the following forms are fully completed:

- Report of Illness to Member of Crew or Passenger

3.5.4 Seaman's Request for Medical Attention/Examination

- Request for Medical Attention/Examination

3.5.4.1 Lost Time Incident (LTIs)

3.5.5 A lost time incident is defined by MTL as an injury or industrial illness that prevents a person from reporting to work on the next day or for two consecutive watch periods excluding the period when the incident occurred. When an injured person continues to work on light duty, the incident is not a LTI, but must be reported as a restricted duty incident. Any use of these categories to "under report" will be investigated.

3.5.6 An industrial illness is defined as an illness attributable to the industry. A person who suffers food poisoning as a result of poor hygiene in the galley or dermatitis from handling chemicals without proper protection would be a LTI. A case of appendicitis would not be considered a LTI.

3.5.7 All vessels are to report LTI to their Fleet Manager or their designee. The following format shall be utilized:

- Date and time of the injury/industrial illness.
- Name and rank of the person injured.
- Brief description of the incident.
- Brief description of the corrective action taken to prevent recurrence.
- How long, or best estimate of how long, the person was incapacitated for.

3.6 REPATRIATION FOR INJURY/ILLNESS

3.6.1 Should any ill or injured person require repatriation, the vessel's Master is required to do the following:

- A medical evaluation may be necessary to determine if the individual is fit to travel. If fit to travel, arrange transportation to the crewmember's final destination. This is not to the port of engagement but rather the crewmember's home.
- Assure that the crewmember has adequate cash subsistence for travel. Final payoff will be reconciled with payroll and risk management. Make proper notification.

3.7 DAMAGES AND PRESERVATION OF SERVICE

Damages to customer property that render the vessel "out of service" shall be recorded and reported to MARAD as soon as the damage can be assessed; records of these activities shall be maintained by the Fleet Manager.

3.7.1 As soon as possible, after damage occurs to the vessel, the Master/PIC shall report:

- Date and time of incident
- The extent of physical loss or damage to the ship, cargo or equipment.
- Report of any personal injuries.
- The effect, if any, on the ship's seaworthiness.
- The vessel's operational needs.
- What assistance or shoreside support is required
- Estimated delay, if any that will be incurred by the ship and impact on her voyage.
- Cause of the loss or damage.

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3.7.2 For hull damage, cargo and ballast distribution shall be confirmed from the departure loading condition. Soundings shall be taken of all tanks and voids.

- Damage shall be reported in detail, with reference made to the ship's drawings and plans, and specific reference to particulars such as frame or plate number to identify the exact location.
- Photographs shall be taken as applicable and sent to the MTL office as soon as possible. If the vessel is equipped with a digital camera, the image files shall be E-mailed immediately. Sketches or drawings, or marked-up copies from ship's plans, shall be faxed to the MTL office immediately.

3.7.3 When an incident involves any item of the ship's portable gear, machinery or equipment, the Master shall retain it on board (if possible), undisturbed and tagged for identification, until instructions are received from the Company as to its disposal.

- The Chief Engineer shall send to the MTL office his/her own assessment of the repair work necessary and the methods of repair including parts and materials required.

3.8 NEAR MISS REPORTS

A Near Miss can be classified as an occurrence where there was no damage or injury, but it is recognized by those involved that there could have been.

In order to assist in the prevention of incidents that cause damage or injury, Near Misses must be reported, as they occur. To facilitate a Near Miss submission the near miss electronic form, CC-332-(system generated Infopath), shall be used. The near miss form is located on the **vessel's computer desktop, once complete it will be sent by e-mail to the designated individual on the SSQE Sharepoint site.**

3.8.1 To facilitate the Near Miss submission process the vessel populates the database, print the form to PDF (which is their record) then hits the transmit button which sends the near miss to the appointed Near Miss Receiver. The Receiver documents the Near Miss and forwards to the DPA/Operations Integrity for review.

3.8.2 The form when received is sent by the Receiver to the specific operations group for their review in the event follow-up to the vessel and MTL fleet is required. If there is no additional information required, then operations can send to the fleet and post as required.

3.8.3 The Receiver will keep the "csv" in the database for periodic summary reporting. If there are corrections required to the near miss, the vessel needs to update the csv as needed and resend to the Receiver. The receiver will then update the database and send you the final PDF for distribution and posting as necessary.

3.9 INCIDENT REVIEWS

3.9.1 All reviews will be forwarded to Operations, the SSQE Department, and where applicable Risk Management.

3.10 RECORDS

3.10.1 All forms relating to this procedure are defined and provided with filing instructions in the Incident Investigation procedure, CAP-MTL-027.


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4.0 RELATED DOCUMENTS

- 4.1 Medical Log (Form MTL-400)
- 4.2 Request for Medical Attention/Examination (Form MTL-401)
- 4.3 Report of Accidental Injury to Crewmember or Passenger (Form MTL-409)
- 4.4 Report of Illness to Member of Crew or Passenger (Form MTL-414)
- 4.5 Statement of Witness or person near by scene of Reported Accident (Form MTL-415)
- 4.6 Statement of Individual Reporting Injury (Form MTL-416)
- 4.7 Seaman's Request for Medical Attention/Examination (Form MTL-417)
- 4.8 Non-Witness Statement (Form MTL-418)
- 4.9 Incident Investigation Procedure CAP-MTL-027
- 4.10 Nonconformance, Corrective and Preventive Action Report (CAP-MTL-013)
- 4.11 Near Miss Form# CC-332 (File Electronically)

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	MARINE TRANSPORT LINES	Prepared By: M. Walsh	No.: CAP-MTL-025 Effective Date: 09/01/09
Company Administration Procedures Manual		Approved By: J. Tronti Signature in Master File	Page 1 of 1 Revision No.: 1
SUBJECT: GENERAL RESPONSIBILITIES FOR ALL PERSONNEL			

1.0 PURPOSE

- 1.1 This procedure is written to ensure that all MTL understand their duties and responsibilities for safety, quality and pollution prevention onboard their vessel.

2.0 RESPONSIBILITIES

- 2.1 The Master shall ensure that his crew understands the general responsibilities below, and to ensure that they understand their more specific responsibilities as designated in the Deck and Engine sections of this Manual.


3.0 PROCEDURE

- 3.1 All crewmembers are responsible onboard any MTL vessel (to which they are assigned or visiting), to keep a watchful eye on their own safety, and the safety of their fellow crewmembers.
- 3.2 Crewmembers are required to know where to locate and understand the Company Safety, Quality Health and Environmental Policy, and adhere to the safety procedures and practices within the Operating Manual and other Safety Management System documents.
- 3.3 All crewmembers are responsible for assessing their own personal safety and ensuring that before they begin a job, they understand the safety risks and hazards associated with the task. Where safety risks or hazards cannot be determined, they shall contact their Supervisor for assistance before beginning the task in question.

4.0 RELATED DOCUMENTATION

- 4.1 "Duties and Responsibilities of Engine Department Personnel", ENG-MTL-001
- 4.2 "Responsibilities of Safe Navigation", NAV-MTL-001
- 4.3 "Responsibilities and Duties of Master", OPS-MTL-001

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	MARINE TRANSPORT LINES	Prepared By: Operations Integrity	No.: CAP-MTL-028 Effective Date: 10/15/2013
Safety and Health Procedures Manual		Approved By: F. Larkin	Page 1 of 1 Revision No.: 1
SUBJECT: STOP WORK AUTHORITY			

1.0 PURPOSE

- 1.1 Define the responsibility and authority given to all employees to stop work when a dangerous situation arises.

2.0 SCOPE

- 2.1 This procedure applies to all MTL owned and managed vessels.

3.0 RESPONSIBILITY

- 3.1 All Employees are accountable for understanding the hazards associated with the task to be performed, and using their Stop Work Authority when there is a danger perceived to people, the equipment, the environment or customer service.

4.0 PROCEDURE

- 4.1 Stop Work Authority: Every employee has the authority and responsibility to stop work including vendors and visitors to MTL vessels, worksites and facilities when:

**Conditions are unsafe
A known violation of policy or procedure is recognized
A potential hazard is identified or believed to exist**


- 4.2 The authority to stop work if unsafe operations are encountered is via the "stop work authority" card which were issued to all vessels and staff personnel in January of 2011. Anyone can stop work or the work of others with this card if they reasonably believe that personnel, property or the environment is in danger.
- 4.3 If work is stopped, perform a (JSA) – Job Safety Analysis and/or (PSC) – Personal Safety Check in accordance with the procedures out lined and described above. The activity in question should be reviewed; work will restart only after an evaluation is made of the conditions and correction of identified hazards is accomplished. If in doubt about the safety of the work activity or if someone refuses to stop work when the Stop Work Authority is used, notify the supervisor immediately.
- 4.4 The supervisor will evaluate and determine if the safety and environmental issues have been properly addressed and/or resolved. If conditions are safe, work will continue. If you personally still believe the activity is unsafe, you may address your concerns to the next level of MTL management, the DPA, SSQE or both.
- 4.5 Additional guidance and reference material for stop work issues may be obtained from the Corporate Safety and Health Manual in addition to other correspondence located on C-LINK and the MTL Share point site.

5.0 RECORDKEEPING

None

6.0 RELATED DOCUMENTATION

None

	MARINE TRANSPORT LINES	Prepared By: I. Douglas	No.: PER-MTL-007 Effective Date: 09/01/09
Marine Personnel & Training Manual		Approved By: J. Tronti Signature in Master File	Page 1 of 3 Revision No.: 1
SUBJECT: CODE OF CONDUCT			

1.0 PURPOSE

- 1.1 The purpose of this section is to define appropriate conduct aboard Company vessels.

2.0 RESPONSIBILITY

- 2.1 It is the responsibility of all vessel personnel to understand and adhere to this procedure and to ensure that all vessel personnel behave in a lawful safe and professional manner.

3.0 GENERAL CODE OF CONDUCT FOR SEAFARERS

- 3.1 Seafaring is a civilian occupation that places upon those who go to sea demands not found in industry ashore. Seafarers are called upon to spend not only their working hours but also their leisure hours in the confined environment of a vessel and with the same individuals for company. In this environment, the need for discipline and behavior assumes a particular importance. However, disciplinary procedures should not be viewed primarily as a means of imposing sanctions. They are also designed to emphasize and encourage improvements in individual conduct.
- 3.2 The most effective form of discipline is self-discipline that, in turn, springs from a responsible attitude to the job, whatever it may be, and concern for the efficient operation of the vessel and for the comfort and convenience of fellow crewmembers. Failures of self-discipline, which occur, will have to be dealt with by reference to an imposed framework of discipline or Code of Conduct. This document sets out such a Code, containing the basic rules of reasonable behavior expected of all officers and crew. Observance of it will make seafaring a better and more rewarding job for all those involved and will help to secure the safety of everybody aboard.
- 3.3 Orders must be given and obeyed if a vessel is to operate safely and efficiently. Co-operation cannot be imposed but will normally be readily forthcoming if it is immediately apparent to the recipient of an order that the order is a reasonable one or, if it is not so apparent, if a reasonable request for an explanation of the necessity for the order is acceded to. At the same time willful or repeated refusal to comply with reasonable orders or other anti-social behavior must be expected to have certain consequences.
- 3.4 Conduct in emergencies
- 3.4.1 In any emergency or other situation in which the safety of the vessel or of any person on board (whether crew or supernumeraries) is endangered, the orders of the Master and Officers must be complied with. There can be no exception to this rule. Failure to comply will be treated as among the most serious of breaches of this Code and will be liable to lead to the offender's dismissal not only from the vessel (at the first opportunity) but his/her Company. It may also warrant prosecution under the Flag Regulations.
- 3.5 Conduct in situations other than emergencies
- 3.5.1 Emergencies are fortunately rare and this document is primarily concerned with the day-to-day situation on board. It should be kept in mind, however, that certain acts of misconduct, e.g. absence from place of duty, drinking or drug abuse could have the

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effect of causing a state of emergency. The following paragraph sets out some broad general rules for everyday conduct.

- 3.6 **PUNCTUALITY:** is very important both for the efficient operation of the vessel and to avoid putting extra work on fellow crewmembers. This is true of joining the vessel at the time appointed, returning from shore leave, reporting for watch-keeping duty and all other work. Absence at the time of sailing, in particular, may seriously delay the vessel or even prevent sailing until a replacement is found.
- 3.7 **DRUGS:** The unlawful possession, use or distribution of drugs by any person on board vessel renders him/her liable to dismissal as well as possible legal proceedings. See "Drug and Alcohol Policy".
- 3.8 **ALCOHOL:** The rules prohibiting the unauthorized bringing of intoxicating liquor on board should be strictly observed. See "Drug and Alcohol Policy".
- 3.9 **BRINGING UNAUTHORIZED PERSONS ON BOARD:** The vessel's rules or port authority's restrictions on bringing unauthorized persons on board must be strictly observed.
- 3.10 **OFFENSIVE WEAPONS:** These must not be brought on board.
- 3.11 **SMOKING IN PROHIBITED AREAS:** The Company Smoking Policy must be complied with. See "Smoking Policy".
- 3.12 **DUTIES:** Every member of the crew should carry out their duties efficiently and to the best of their ability. They are entitled to be clearly informed of what their duties are and to whom they are responsible for carrying them out. If he/she is in doubt, they should ask. Within the scope of their duties, reasonable commands and instructions must be obeyed.
- 3.13 **TREATMENT OF ACCOMMODATION:** For the duration of the voyage, the vessel is not only the seafarer's place of work but also his/her home. Accommodation and other facilities, whether provided for his/her personal use or to be shared with others, should therefore be treated with respect.
- 3.14 **BEHAVIOR TOWARD OTHERS:** Anti-social behavior can cause a seafarer to become a nuisance to others on board and in extreme circumstances can hazard the vessel and the crew. This can include not only drinking and drug abuse but also such behavior as causing excessive noise, abusive language, aggressive attitudes and offensive personal habits. The fact that some need to sleep while others are awake should also be kept in mind.
- 3.15 **Dealing with breaches of the code**
 - 3.15.1 It is necessary to have a procedure for dealing with breaches of this Code of Conduct backed by appropriate sanctions. These may range, according to the seriousness of the breach, from informal warnings for the most minor breaches, through various grades of formal warning including reprimands, to dismissal from the vessel. Seafarers are subject to the general law of the Flag State for certain offenses, prejudicial to the safety of the vessel or those on board. There also remains a liability to prosecution in the Courts under the relevant shipping legislation of the Flag State.
- 3.16 **Acts of Misconduct**
 - 3.16.1 If proved to the reasonable satisfaction of the Master to have been committed, acts of misconduct shall be dealt with under Flag State Regulations and/or vessel's articles of agreement and specific Company rules.

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3.16.2 Acts of misconduct can be defined but not limited to:

- Assault, fighting, or threatening bodily harm;
- Willful damage to vessel or any property on board;
- Theft or possession of stolen property;
- Possession of offensive weapons;
- Persistent or willful failure to perform duty;
- Possession, use or distribution of alcohol and unlawful drugs;
- Conduct endangering the vessel or persons on board;
- Combination with others at sea to impede the progress of the voyage of navigation of the vessel;
- Disobedience of condition of employment relating to safety of the vessel or any person on board;
- To be asleep on duty or fail to remain on duty if such conduct would prejudice the safety of the vessel or any person on board
- To smoke in any part of a vessel carrying dangerous cargo or stores is prohibited,
- Use of naked lights, unapproved electric lights or other unapproved personal electrical appliances in any part of a vessel carrying dangerous cargo or stores is prohibited,
- Intimidation, coercion and interference with the work of other employees;
- Behavior which seriously detracts from the safe and efficient working of the vessel;
- Causing or permitting unauthorized person to be on board the vessel while it is at sea.
- Harassment or discrimination against another employee, port officials, or other any other visitor.
- Failure to timely report an accident or injury to supervisor.
- Making false statements on employment application or shipping articles.
- Insubordination.
- Concealing or harboring an infectious disease that might endanger the health of other crewmembers.
- Behavior or misbehavior while ashore that could result in delay to the vessel.

4.0 RELATED DOCUMENTATION

- 4.1 Drug and Alcohol Policy (CAP-MTL-002)
- 4.2 Smoking Policy (CAP-MTL-004)

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	MARINE TRANSPORT LINES	Prepared By: Operations Integrity	No.: SAF-MTL-001 Effective Date: 10/15/2013
Safety and Health Procedures Manual		Approved By: F. Larkin	Page 1 of 5 Revision No.: 7
SUBJECT: MANAGEMENT OF WORKPLACE HAZARDS			

1.0 PURPOSE

- 1.1 Define requirements for management of work related hazards by the use of job safety analysis and work permits on Marine Transport Lines (MTL) vessels.

2.0 SCOPE

- 2.1 This procedure applies to all MTL owned and managed vessels.

3.0 RESPONSIBILITY

- 3.1 The Master (in FOS) and MTL Chief Engineer in Charge (ROS) are accountable for ensuring departmental officers and supervisors conduct all operations and tasks under their control in accordance with the MTL Health and Safety Procedures.
- 3.2 Chief Engineer, Chief Mate and Managers are ultimately responsible for administering risk assessment and management within their respective departments. The officer on watch in each department (in the absence of the Chief Engineer or Chief Mate) will be responsible for administering the pre-job safety-planning program.
- 3.3 Supervisors (includes Officers and Unlicensed Personnel) are accountable for checking that workers are assigned job tasks appropriate to their rating, and to make PPE available to workers by assigning it, or providing it upon request. Supervisors shall ensure that jobs are adequately manned to achieve the desired purpose safely and the level of supervision at the job site is adequate. Supervisors are accountable for ensuring the standard of housekeeping in the work areas under his/her control is satisfactorily maintained.
- 3.4 Employees are accountable for understanding the hazards associated with the task to be performed, and mitigating the hazards of the Task. Where a Task is perceived to be beyond the skill level, knowledge or hazard mitigation skill of the employee assigned, he or she shall contact their supervisor immediately for assistance.

4.0 PROCEDURE

- 4.1 Job Safety Analysis (JSA) is a system of recognizing and accounting for potential hazards that may lead to an injury while performing a task.
- 4.2 The JSA is a part of the Vessel's Permit-to-Work System, which also includes Hot Work (HW), Enclosed Space Entry (ESE) and Lock-Out/Tag-Out (LOTO). JSAs are performed in conjunction with the other permits at a rate of one per task (ie. Entry into a particular Ballast Tank may require a LOTO, and ESE Permit, however it would only require one (1) JSA Form to be completed for the Task).

A second JSA would only be required under circumstances such as the extension of the task timeframe, if the scope of the work were to change, or if the conditions under which the work was to be performed were to change.

- 4.2.1 The following minimum tests shall be used to determine if a job safety analysis is required. Should any of the below conditions be answered in the affirmative; a Job Safety Analysis will be completed.

- Is this activity a non-routine type of activity that has never or rarely been performed?
- Will the job require special rigging?
- Does the job involve compliance with any safe practices or procedures, such as: hot work, enclosed space entry or lock-out/tag-out?
- Are contractors, cadets or persons not previously familiar with the vessel involved?

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- Do outside factors such as weather; task unfamiliarity, etc. make it necessary to perform pre-job planning?
- Does this activity involve starting up a new piece of equipment?
- Does this activity potentially create a hazard to other individuals in the general vicinity of the work being performed?
- Does the activity involve any special consideration for PPE such as respirators, fall protection, etc.?

4.2.2 Vessels shall document any job safety analysis that is performed on the vessel using the following form: Job Safety Analysis (JSA) Checklist (Form MTL-058).

4.2.4 JSAs are conducted onboard the Vessel when Vendor work is being carried out. They should be done when:

- A Vendor has not worked onboard the particular Vessel before;
- A Vendor has not been onboard the particular Vessel in the past 1 year;
- A Vendor has not conducted a particular task assigned within 1 year and crew deems the task worthy of a JSA;
- There have been changes (since Vendor's last visit) to the Vessel's structure or equipment that the Vendor is working with; and
- Any member of the MTL/Vessel Staff believes a JSA is warranted.

4.3 Performing and Documenting Job Safety Analysis

4.3.1 When required, Job Safety Analysis on the vessel shall be completed using a Job Safety Analysis (JSA) Checklist (Form MTL-058). Supervisors along with crew performing the task are responsible for the completion of the form. Completed JSA forms shall be available for review at or near the job site as practicable. Completed JSA forms shall be retained as outlined in the retention matrix.

4.3.2 The Job Safety Analysis (JSA) Checklist (Form MTL-058) should be completed by a team who possesses the appropriate knowledge and expertise to evaluate the hazards and the appropriate hazard mitigation methods associated with a given job or task. Completed JSA forms shall be reviewed by the vessel's Senior Officers (during Senior Officer Meetings or other time as appropriate) to ensure all known hazards have been identified and the mitigation is satisfactory. The vessel staff may ask for assistance from the SSQE department or from Operations Integrity.

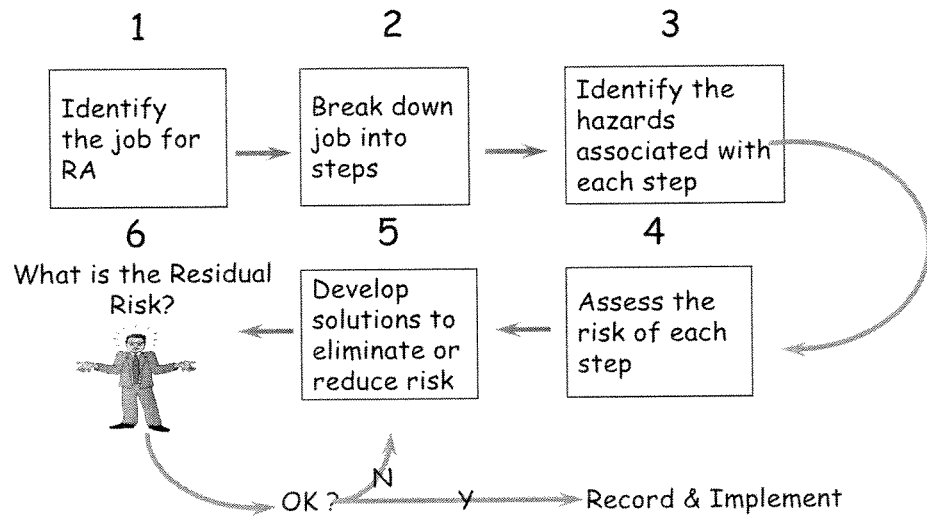
4.3.3 The Job Safety Analysis (JSA) Checklist Form is designed to provoke a thought process.

- Identify the major steps needed for a job.
- Identify the potential hazards that may be present both to personnel and to the environment.
- List any precautions necessary to complete the job safely.
- Identify stopping points during a job that may require additional personnel or rest due to fatigue, and stopping points that may present additional hazards or require additional PPE.
- PPE required.
- Condition of equipment.
- Procedures that may apply.
- Notification to necessary personnel.
- Recording all personnel and/or contractor personnel involved in the job.

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The Residual Risk identified in the chart above determines whether a task can be performed.

Job Risk Assessment Process



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5.0 PERSONAL SAFETY CHECK

5.1 Prior to beginning of *any* task, a Personal Safety Check shall be completed.

JOB SAFETY ANALYSIS: 1-2-3

1. Define Job! Assess

- Identify requirements to do the job
- Do your Personal Safety Check
- Survey Your Surroundings


2. Identify Job Hazards! Analyze

Situational Awareness

- Process
- Personal
- Environmental

3. Apply Controls! Act

- Optimize Work Environment
- Engineering/Administrative Controls
- Chose and wear correct PPE!
- Ask for assistance, if needed!



June 2010

[Card Front]

PERSONAL SAFETY CHECK

- ☞ Do I understand the task?
 - Procedures
 - Hazards
 - Outcome
- ☞ Have I been properly trained?
 - Formal Training
 - Previous Experience
 - Job Safety Briefing
- ☞ Communication procedure in place?
 - Chain of Command
 - Agreement on verbal and visual commands
- ☞ Personal Protective Equipment?
 - Hazards identified
 - Hazard communication — MSDS
 - PPE identified and worn
- ☞ Proper assets for completion?
 - Tools
 - Personnel
 - Time
- ☞ Site Hazard Analysis?
 - Environmental
 - Situational
 - Structural
- ☞ All Safety concerns addressed?
 - Personnel
 - Team
 - Equipment

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5.2 If the questions on the Personal Safety Check card cannot be answered satisfactorily; the task cannot be performed until the areas of concern are addressed by reviewing the task and areas of concern with your supervisor.

6.0 JOB SAFETY ANALYSIS BOOK (JSA BOOK)

6.1 The SSQE Department shall provide a Job Safety Analysis Book (JSA Book) showing selected jobs/tasks performed onboard Company owned and operated vessels. The Job Safety Analysis Book shall guide the user through the JSA process:

- Selected Tasks;
- Potential Physical Hazards;
- Administrative Controls;
- Engineering Controls; and
- Personal Protective Equipment (PPE).

6.1.1 The Job Safety Analysis Book shall be used as the basic reference document for job safety planning and risk assessment on Company vessels. At least one copy of the JSA Book shall be maintained on each Company owned and operated vessel.

6.1.2 The JSA Book is designed to be used by supervisors and employees prior to the commencement of certain tasks.

6.1.3 The JSA Book may be reviewed during vessel safety meetings, crewmember vessel familiarization, pre-job safety meetings with either crew or contractors or other times as deemed appropriate.

6.1.4 The JSA Book is a generic document and is to be used as a guide by Crewmembers and Supervisors prior to performing a task potentially requiring a JSA as described by paragraph 4.3.5.

7.0 RECORDKEEPING

7.1 Completed Job Safety Analysis (JSA) Checklist (Form MTL-058) shall be retained in accordance with the record retention

7.2 Completed Work Permits shall be retained in accordance with the record retention.

8.0 RELATED DOCUMENTATION


8.1 "Hot Work Procedure", SAF-MTL-008

8.2 "Enclosed Space Entry Procedure", SAF-MTL-009

8.3 "Lock Out Tag Out Procedure", SAF-MTL-010

8.4 Job Safety Analysis (JSA) Book

8.5 Job Safety Analysis (JSA) Checklist (Form MTL-058)

	MARINE TRANSPORT LINES	Prepared By: M. Riggio	No.: SAF-MTL-003 Effective Date: 08/11/11
		Safety and Health Procedures Manual	Approved By: J. Tronti Signature in Master File
SUBJECT: HAZARDS COMMUNICATION			

1.0 PURPOSE

- 1.1 The purpose of this procedure is to provide specific instructions for the safe handling and use of hazardous chemicals and products whether these substances are consumable products or carried as cargo onboard MTL vessels.

2.0 RESPONSIBILITY

- 2.1 The Master shall ensure that:

- Updated Hazards Communication Program notifications are accessible to employees and the material safety data sheet (MSDS) binders are updated.
- Hazardous chemicals and products are stored, handled, and used in a safe manner.
- Containers are properly labeled.
- Emergency response procedures are followed.

- 2.2 Employees shall comply with the following procedures:

- Become informed of the hazards in the workplace.
- Know where hazards are located.
- Learn how to read container warning labels.
- Become familiar with and learn how to read and comply with MSDS requirements.
- Use and maintain safety gear, and take other appropriate measures to protect their health.
- Ask their supervisors if they have any questions about a hazardous product.

- 2.3 MTL Purchasing Department shall:

- Request suppliers of consumable stores (for either the deck, engine or steward departments) provide the latest edition Material Safety Data Sheet (MSDS) with each product that is delivered to the vessel.

3.0 PROCEDURE

- 3.1 Employees shall have access and make themselves aware of the hazards of chemicals before they are used.

- 3.2 Material Safety Data Sheets (MSDSs)

- 3.2.1 Material Safety Data Sheet (MSDS) provides detailed information concerning the health hazards of chemical substances. MSDS information includes but is not limited to: chemical identity, physical hazards, health hazards, safe handling precautions, exposure tolerances, and emergency and first aid procedures. MSDS shall be referenced for information on hazardous chemicals and what can be done to avoid injuries from handling them.

- 3.2.2 MSDSs shall be readily accessible to employees and shall be maintained by the Chief Engineer.

- 3.2.3 If an MSDS is not available for a hazardous cargo or consumable store, employees shall notify their supervisor.

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3.3 Consumable Products

3.3.1 Upon receipt of the consumable products MSDS, the Chief Officer (for deck and steward stores) and the Chief Engineer (for engine stores) will indicate the date the document was received on board the vessel on the MSDS document.

3.3.2 If an MSDS is not provided with the consumable products, the Supplier will be requested to provide the MSDS.

3.3.3 Only the most recent available MSDS shall be retained. MSDS records shall be periodically reviewed. Any MSDS with a vessel receipt date in excess of five years will be:

- Discarded if the product is no longer on the vessel.
- Updated with a current MSDS. The supplier of the product shall be requested to provide a current copy of the MSDS.

3.3.4 Upon receipt of the latest MSDS, all expired editions of the MSDS on board will be replaced. All expired and removed MSDS will be discarded.

3.3.5 Before purchasing any new consumable product that could be hazardous, the Purchasing Department shall obtain an MSDS from the manufacturer or its representative.

3.4 Labeling and Other Forms of Warning (Consumable Products)

3.4.1 Employees shall never handle a product until they can identify it. If a label is missing, employees should immediately tell their supervisor, who shall attempt to identify the product and label it appropriately or dispose of the product appropriately.

3.5 Secondary Container Labeling (Consumable Products)

3.5.1 Should a bulk container that contains a chemical be broken down into distribution-sized, it shall be relabeled to ensure identification of the chemical as required. This shall be done if the chemical is not being consumed immediately by one user.

3.6 Chemical hazard training shall be given to affected personnel at time of their initial vessel safety familiarization and whenever a new hazardous substance is introduced to the workplace.

4.0 RECORDS


4.1 Chemical hazard training conducted on the vessel shall be recorded.

5.0 RELATED DOCUMENTATION

5.1 Training Attendance Record (MTL-054)

5.2 Training (PER-MTL-006)

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	MARINE TRANSPORT LINES	Prepared By: J. Tronti	No.: SAF-MTL-004 Effective Date: 09/01/09
Safety and Health Procedures Manual		Approved By: Signature in Master File	Page 1 of 4 Revision No.: 3
SUBJECT: PERSONAL PROTECTIVE EQUIPMENT			

1.0 PURPOSE

- 1.1 Provide MTL employees the requirements for adequate and effective personal protective equipment (PPE).

2.0 RESPONSIBILITY

- Supervisors shall ensure that personnel wear the required PPE.
- Employees shall comply with this PPE Procedure.
- Purchasing shall control the purchase of acceptable PPE.

3.0 PROCEDURE

- 3.1 Personal Protective Equipment (PPE) is worn by employees to protect against any of the following hazards: chemical, biological, noise, kinetic/mechanical, illumination, temperature, radioactive, ergonomic, vibrations, confined space entry, biological, and noise when control by some other means cannot be effectively accomplished.
- 3.1.1 PPE shall be readily available to all employees as required and necessary to perform assigned job tasks. Masters shall contact Purchasing for acquisition of PPE required on board their vessel through normal requisitioning procedure. The following shall be issued to each newly hired crewmember at the time of signing on the vessel (as appropriate):
- work gloves appropriate to the work process
 - hard hat
 - safety goggles
 - coveralls
 - suitable clothing for wet work (rain suit)
- 3.1.2 PPE shall be selected for use based on the risks posed by the job task given.
- 3.1.3 PPE shall be maintained in a sanitary and reliable condition. Equipment shall not be used if found to be defective or damaged either during the inspection, prior to use, or while donning. The manufacturers instructions shall be followed for use, maintenance and cleaning of PPE.
- 3.1.4 Each employee shall inspect each piece of PPE before and after use. If PPE is found to be defective, the employee shall immediately notify his/her supervisor for new equipment. Defective PPE shall be immediately removed from service. PPE shall be returned and properly stowed after each use.
- 3.1.5 Protective clothing that becomes contaminated with hazardous materials or chemicals shall be decontaminated at the end of each work shift, and/or disposed of properly.
- 3.2 Head Protection
- 3.2.1 A hard hat shall be worn at all times while employees are working on the vessel. Hard hats are not required for work within the wheelhouse or accommodation spaces

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SUBJECT: PERSONAL PROTECTIVE EQUIPMENT	Page:	2 of 4
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provided the work performed presents no risk of head injury. A bump cap may be used in the engine room when there is no significant risk of objects falling from above.

3.2.2 Personnel working on or near moving machinery must be on their guard against the possibility of loose clothing, jewelry, or their hair becoming entangled in the machinery. In the case of long hair, hair nets shall be worn where any risk of entanglement exists.

3.2.3 Steward staff will utilize hair nets or a hat whenever handling food to maintain a sanitary cooking environment.

3.3 Hearing Protection

3.3.1 Hearing protection devices shall be worn in all high noise areas. Hearing protection is required in all known or suspected areas with noise levels of 85 decibels. Protectors include earplugs, disposable or permanent, and earmuffs.

3.3.2 Hearing protection areas shall be identified and disposable hearing protection devices will be located at the entry points to these spaces. Areas identified which produce excessive noise levels shall not be entered nor shall work be conducted at the location without the employees wearing personal noise suppression devices.

3.3.3 Earplugs shall be maintained in hygienic condition, free from dirt or grease, since these devices are handled often for fitting and removal. Instructions accompanying each earplug device shall be carefully followed for proper fit and cleanliness.

3.4 Face and Eye Protection

3.4.1 Goggles, full-face shields, or other suitable eye protection shall be worn at all times when there is a possibility of eye injury. Minimum protective eyewear shall be safety glasses with side shields. When selecting eye and combined eye and face protectors, careful consideration shall be given to the kind and degree of the hazard, and the degree of protection and comfort afforded. The main causes of eye injury are:

- exposure to chemicals
- exposure to particles and foreign bodies
- infra-red rays - gas welding
- ultra-violet rays - electric welding

3.4.2 General-purpose goggles provide protection against medium to heavy impact. Chemical goggles protect against fumes, vapors and liquid splashes. Welding goggles/masks protect the eyes from ultra violet rays and bright welding glare. It is imperative that the proper type of eye protection be chosen for a particular job.

3.4.3 Face shields shall be used to protect the face and neck from flying objects, sprays and splashes of liquids and molten material. Face shields shall never be worn as the sole means of eye protection. The proper type of goggles shall be worn in conjunction with face shields.

3.5 Respiratory Protective Equipment

3.5.1 Appropriate respiratory protection equipment shall be utilized whenever work involves potential exposure to atmospheres that are oxygen deficient or contain contaminants that may be harmful to health. See "Respiratory Protection Procedure".

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3.5.2 Hand and Foot Protection

3.5.3 Appropriate protective gloves and/or gauntlets shall be worn where there is risk of exposure to high temperatures, sharp edges, chemicals or any other conditions or materials that may cause injury to the hands and forearms. The type of gloves and/or gauntlet shall be chosen according to the hazard being faced and the kind of work being undertaken.

3.5.4 All employees while at work on deck or in the engine room shall wear safety shoes, full-shelled boots or work shoes in good condition, with slip resistant and oil resistant soles. Open-toed shoes or shower shoes shall not be worn outside of an individual's cabin.

3.5.5 To further MTL's commitment on the issue of safe foot wear, it is agreed that any crewmember that purchases safety shoes (steel toes with proper soles), shall receive a refund of seventy-five dollars (\$75 USD) annually. To be eligible for reimbursement, the crew member must:

- Wear the safety shoes purchased.
- Submit to the Master an original receipt for purchase of these shoes, dated no more than 30 days prior to the request for reimbursement. The Master shall keep the receipt.

3.5.6 All refunds will come out of the Master's cash statement.

3.6 Protection from Falls

3.6.1 All employees who are working aloft, outboard of the safety railings in any other area where there is a risk of falling more than 6 feet shall use fall protection devices. See "Fall Protection Procedure".

3.7 Protection Against Drowning

3.7.1 Personal flotation devices (PFDs) are required when work is done outboard of the safety railings. In addition, a life ring with sufficient length of line attached shall be kept ready for immediate use. The preferred type PFD is a work vest, Type V PFD. Alternately, a life jacket, Type I PFD, may be worn in lieu of the Type V PFD provided wearing the Type I PFD will not create hazards such as imbalance to the wearer or otherwise hinder the movement of the wearer.

3.8 Extreme Hazard Protective Clothing

3.8.1 Certain cargoes carried on particular vessels present unique hazards such as: hazard of cold burn (frostbite), skin irritant, chemical burn or toxicity via skin absorption. Protective clothing shall be provided to employees that are required to work in the vicinity of these types of hazardous substances.

3.8.2 On vessels authorized to carry hazardous cargoes, personnel shall use the required protective clothing when such cargoes are handled and other operations such as tank cleaning, cargo transfer equipment connection operators are carried out.

3.8.3 A Material Safety Data Sheet (MSDS) supplied by the shipper shall be used as a reference for PPE required when handling hazardous substances. A copy of the MSDS shall be readily available to all personnel. See "Hazards Communication Procedure".

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3.9 PPE Training

3.9.1 Employees shall be instructed regarding Company PPE procedure at the time of the crewmember vessel familiarization. All personnel who may be required to use protective equipment shall be properly trained in its use and advised of its limitations. See "Vessel Familiarization", for details concerning vessel familiarization training.

3.10 Enforcement of PPE Procedure

3.10.1 Violations of the Company PPE Procedure shall be treated by written reprimand. Continued violation shall be cause for dismissal.

4.0 RECORDS

4.1 An inventory list of PPE shall be maintained on board the vessel for each department.

5.0 RELATED DOCUMENTATION

5.1 Bloodborne Pathogens Exposure Control (SAF-MTL-005)


5.2 Respiratory Protection Procedure (SAF-MTL-006)

5.3 Fall Protection Procedure (SAF-MTL-011)

5.4 Hazards Communication Procedure (SAF-MTL-003)

5.5 Vessel Familiarization", (PER-MTL-003)

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	<p align="center">MARINE TRANSPORT LINES</p>	Prepared By: Operations Integrity	No.: SAF-MTL-008 Effective Date: 10/15/2013
Safety and Health Procedures Manual		Approved By: F. Larkin Signature in Master File	Page 1 of 7 Revision No.: 5
SUBJECT: HOT WORK PROCEDURE			

1. PURPOSE

This procedure provides general requirements for performing hot work jobs on board Marine Transport Lines (MTL) owned and managed vessels.

2. RESPONSIBILITY

The Master is responsible for ensuring all hot work is done in a safe manner and in full observance of all qualifications and requirements listed in a Marine Chemist's Hot Work Certificate and/or the vessel's Hot Work Permit.

3. PROCEDURE

3.1 General

- 3.1.1 Hot Work is any work involving welding or burning, and other work including certain drilling and grinding operations, electrical work and the use of non-intrinsically safe electrical equipment that may produce a spark, or sufficient heat to cause ignition of flammable or combustible materials
- 3.1.2 In ports or places in the United States or its territories, a certified marine chemist (or other person authorized by the Officer in Charge of Marine Inspection) shall be used to certify required tanks before entry. This will include areas identified by NFPA 306; and are generally areas where an ignition source is within 25 ft. of the welding or burning action. Copies of any certificate issued by a marine chemist or person authorized by the Officer in Charge of Marine Inspection shall be retained on the vessel for a period of one year.
- 3.1.3 Many cargo terminals prohibit vessels from conducting hot work operations while the vessel is alongside the terminal's berth. The vessel (or company representative on behalf of the vessel) must be given permission by the terminal's owner or operator to perform hot work while at the terminal's berth. Permission to conduct hot work may be obtained by the Superintendent, the Master, or other responsible vessel officer. Hot work permission from a terminal must be documented. Written permission may be in the form of the terminal representative co-signing the Hot Work Permit or signing the Declaration of Inspection (for tank vessels) or other suitable document. The Master is responsible for complying with all hot work requirements stated by the terminal (or Port Authority if applicable).
- 3.1.4 Whenever hot work is performed, supervisors and employees shall take into account the existence of potential ignition sources including the presence of flammable vapors in the atmosphere of the work area and adjacent spaces.
- 3.1.5 The Master and Chief Engineer shall designate personnel authorized to perform hot work involving, welding, cutting and/or brazing.
- 3.1.6 All hot work jobs shall be performed in accord with all applicable regulations and safety requirements regardless of where the hot work job is performed.

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3.2 Special Areas Designated Safe for Hot Work

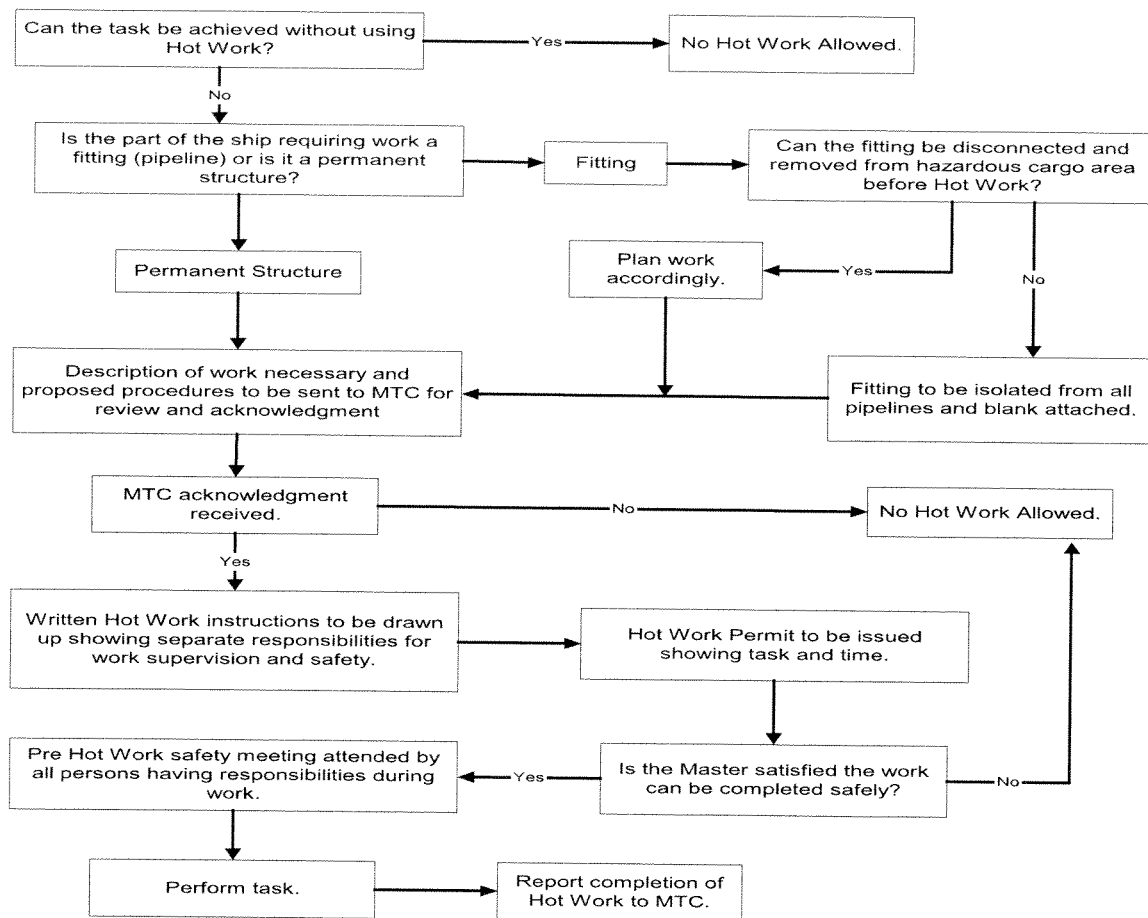
3.2.1 Special areas designated safe for hot work are: the machine shop-welding area and the main weather deck aft of the accommodation and/or machinery houses. Other areas may be named or identified as a special area designated safe for hot work upon request of the Master and approval by the Director of Engineering/Fleet Manager.

3.2.2 Hot work outside of the special areas designated safe for hot work shall be avoided and deferred to the next shipyard whenever possible.

3.2.3 Hot work outside the special areas designated safe areas is prohibited unless the Master has decided the hot work is justifiable, conditions are safe and specific acknowledgement has been obtained from Marine Transport Corporation.

3.3 Hot Work Planning

3.3.1 The Hot Work Flow Chart (shown below) details the process for determining whether hot work should be performed on the vessel. This flow chart assumes the work is considered essential for safety or the immediate operational capability of the vessel, and that it cannot be deferred until the next planned visit to a repair yard.



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3.4 Notification and Company Review and Acknowledgment of Hot Work

- 3.4.1 Prior to conducting hot work outside of special areas designated safe for hot work, the Master or Chief Engineer shall notify the Company of the proposed hot work job. The purpose of this notification is to allow management to review and acknowledge the vessel's proposed hot work job. **MTL acknowledgment of the hot work proposal must be obtained before any hot work outside of special areas designated safe for hot work commences.**
- 3.4.2 Hot Work Notification messages and subsequent company acknowledgement is not required for a hot work job that has been previously planned or contracted for by the MTL Engineering Department.
- 3.4.3 In the event hot work repairs are needed as part of a vessel emergency that directly affects the safety of the vessel, hot work notification is not required if such notification will delay the emergency repair. In the event of such an emergency, both the Master and Chief Engineer shall ensure that the hot work is in fact required and all pre-job safety checks are completed. Notification shall be made as soon as practical.
- 3.4.4 Notification of the proposed hot work job shall be made in the form of an e-mail message addressed to the Hotworkops Distribution List (**Hotworkops@mtlx.com**) in the vessel's e-mail directory.
- 3.4.5 The subject line of the Hot Work Notification e-mail message must contain the following text: Hot Work Proposal No. SSS-NNN-YYYY. (SSS is the vessel's ID number. NNN is the sequential hot work job identifier. YYYY is the calendar year. Example: **HOT WORK PROPOSAL No 823-003-2003**).
- 3.4.6 Persons included in the Hotworkops Distribution List shall review the notification of the proposed hot work job. Any persons in the Hotworkops Distribution List may veto the proposed hot work job, ask for additional information and /or recommend additional requirements for the hot work.
- 3.4.7 The Hot Work Notification message shall use the format below:
1. ADVISE hot work job to be undertaken
 - Description of hot work job,
 - Location of hot work job,
 - Reason for hot work job (include reason why the work cannot be removed to a safe area)
 2. SPECIFY the area and adjacent compartments are cleaned and gas free or inert and the area is clear of combustible materials.
 3. SPECIFY that no cargo/bunker transfer operations, tank cleaning, gas freeing, or ballast change operations will take place during the hot work period.
 4. SPECIFY that safety precautions (such as Lock Out Tag Out and fire prevention actions) will be taken.
 5. ADVISE time expected to commence hot work (MM/DD/YY – HHMM)
 6. ADVISE time expected to complete the work (MM/DD/YY – HHMM).
- 3.4.8 Company acknowledgment of the vessel's hot work proposal shall be communicated in the form of an e-mail message from the vessel's Superintendent. To allow for automatic filing of the Company acknowledgment of the proposed hot work job, the reply button should be used on the original Hot Work Notification e-mail message. The acknowledgment message may be written as in the following example:

ATTN: CAPTAIN & CHIEF ENGINEER

WE AGREE TO YOUR PROPOSAL INVOLVING HOT WORK PROVIDED THAT ALL CONDITIONS AS SPECIFIED ARE MET AND MONITORED.

IF ANY CONDITION CHANGES, OR SHOULD ANY QUESTION ARISE AS TO THE SAFETY OF PERSONNEL, EQUIPMENT, OR THE VESSEL; THEN, ALL HOT WORK SHALL IMMEDIATELY STOP UNTIL SAFE CONDITIONS ARE RESTORED OR RECTIFIED.

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PRIOR TO THE COMMENCEMENT OF HOT WORK, FINAL WORK SITE AND EQUIPMENT SAFETY CHECKS ARE TO BE MADE. THE FINAL AUTHORIZATION SHALL COME FROM THE MASTER (OR PERSON IN CHARGE OF THE VESSEL). A FIREWATCH SHALL BE MAINTAINED DURING ALL PHASES OF HOTWORK PARTICULARLY IN ENCLOSED SPACES.

REFERENCE SHALL BE MADE TO THE HOT WORK PROCEDURE, SAF-MTL-008. KINDLY ADVISE THIS OFFICE UPON COMPLETION OF HOT WORK VIA E-MAIL.

3.4.9 Upon completion of the hot work operation, notification shall be made by the vessel in the form of an e-mail message. The reply button should be used on the original Hot Work Notification e-mail message.

3.5 Hot Work Permits

3.5.1 The Hot Work Permit is the last administrative control used before a hot work job begins. The Hot Work Permit is the pre-job safety checklist that the Master signs off, thus giving the go-ahead for the job to begin. The Master is ultimately responsible for the safety of his/her vessel, crew, and cargo. The Hot Work Permit is the tool for the Master to confirm the hot work job is well planned and will be done safely. **NO HOT WORK JOB MAY BEGIN WITHOUT THE MASTER'S/PIC APPROVAL.**

3.5.2 **A Hot Work Permit is required for any hot work job performed outside of the machine shop- hot workstation or designated hot work area.**

3.5.3 The Hot Work Permit is required before the hot work job is started. This is applicable to contractor hot work job when the vessel is in an FOS status and calling in a foreign port. A modified vessel Hot Work Permit is required when a marine chemist has issued a Hot Work Certificate. The marine chemist Hot Work Certificate should be notated on the vessel's Hot Work tracking sheet.

3.5.4 While in ROS Status, continuous maintenance work or work generated by the vessel Superintendent/PE for the annual business plans (to be done by contractors/vendors only); the Hot Work Permit MTL-064 form is not required. It is also waived when in plant at a shipyard where the shipyard has taken delivery of the vessel. When hot work is undertaken for continuous maintenance/business plan requisitions; MTL-064A shall be completed with the purchase order number, contractor name and anticipated length of hot work accomplishment. This form shall be annotated daily by the PIC or his designee after verification of the hot work site and its surrounding safety preventative measures is completed.

3.5.5 The Hot Work Permit shall specify the duration of validity and shall not exceed the twelve (12) hours from the time of issue of the permit. Routine breaks (e.g. meal times and rest periods) not exceeding one-hour duration, are permissible without re-endorsement of the Hot Work Permit. Breaks in the hot work operation exceeding one hour require the Hot Work Permit to be re-endorsed.

3.5.6 Each Hot Work Permit shall cover only one designated work project in one specific work area.

- Critical areas that require frequent monitoring shall be identified.
- Any change of conditions upon which the permit is issued shall render the permit invalid.
- Any unauthorized / unsigned alterations to the permit shall render it invalid.

3.5.7 A senior responsible officer shall complete the Hot Work Permit and certify that a check of the equipment and the job site has been made and conditions are safe for hot work.

3.5.8 Before hot work is started a safety meeting with personnel involved in the hot work operation shall be held. The planned work and safety precautions shall be reviewed. Personnel shall be instructed in their duties.

3.5.9 All personnel involved in hot work operations shall understand his/her duties and any special conditions defined in Hot Work Permit. He/She must be familiar with job site and fire fighting equipment therein.

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- 3.5.10 The Master shall countersign the Hot Work Permit and grant permission for the hot work job to proceed.
- 3.5.11 If a contractor is assigned to perform a hot work job, the contractor's supervisor shall sign the Hot Work Tracking sheet and agree that he/she understands and will comply with the Company Hot Work Procedure (SAF-MTL-008). The MTL Senior Officer is responsible for the control and actions of all contractors carrying out such work on behalf of the vessel including enclosed space entry.
- 3.5.12 The original copy of the Hot Work Permit and/or Hot Work Vendor Tracking Sheet shall be displayed in the navigation bridge or ship's office as appropriate for the duration of the work performed. A copy of the Hot Work Permit should be available near the job site.
- 3.5.13 Completed Hot Work Permits and vendor tracking sheets shall be retained on the vessel for a period of one year. Completed vendor tracking sheets MTL-064A shall be attached to the Purchase Order file and findings tab in NS-5 at job completion
- 3.5.14 Any person may stop a hot work job if circumstances arise that make it unsafe for hot work to continue. Re-evaluation of the condition of the job site shall be performed including additional atmosphere testing and the Hot Work Permit endorsed again before hot work is resumed.
- 3.6 Hot Work Requirements for General Areas/Compartments
- 3.6.1 A work area or compartment shall meet the following criteria before the area or space is considered safe for hot work:
- 3.6.2 The oxygen content of the work area atmosphere shall not exceed 22% by volume.
- 3.6.3 The concentration of flammable materials in the atmosphere shall be less than 1% of the lower explosive limit (LEL).
- 3.6.4 Residues, scale or preservative coatings shall be cleaned and maintained sufficiently to prevent ignition or the spread of fire in the presence of hot work.
- 3.6.5 All adjacent spaces containing or having contained flammable or combustible materials shall be sufficiently cleaned of residues, scale or preservative coatings to prevent ignition or the spread of fire; or shall be inerted (8% or less oxygen by volume), or in the case of the ship's fuel tanks, lube tanks, engine room or fire room bilges, or other machinery spaces, shall be treated in accordance the marine chemist's and/or vessel senior officer's requirements.
- 3.6.6 Local cleaning of areas where hot work is to be done shall not be accomplished by using solvents of any kind nor shall solvents be present in any such area for the purpose of cleaning equipment.
- 3.6.7 Hot work on pipelines shall only be permitted when the appropriate pipeline section is detached from the system by cold work and the open-ended sections of the remaining system have been sealed off. The section of pipe to be worked on shall be gas free.

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3.7 Enclosed Space Hot Work Requirements

- 3.7.1 All work conducted within an enclosed space shall be done in accordance with the "Enclosed Space Entry Procedure", in addition to this Hot Work Procedure.
- 3.7.2 Before hot work is undertaken the compartment shall be cleaned and ventilated until tests with a combustible gas indicator (explosimeter) give a reading of not more than 1% LEL. Oxygen content of 21% by volume is required before the space may be entered. All sludge, scale, and sediment shall be removed from the vicinity around the area of hot work job, including reverse sides of frames, bulkheads, etc. Other areas that may be affected by the hot work job shall also be cleaned (e.g. the area immediately below the place where the hot work is being undertaken).
- 3.7.3 Periodic atmosphere test shall be made while the hot work job is in progress and before the resumption of hot work after a break. Continuous gas alarm detectors may be used as an additional safeguard. A suitably trained firewatcher shall be in attendance in the compartment while hot work is in progress.
- 3.7.4 A fire watch shall be established in empty, non-inerted, adjacent spaces where a hazard resulting from the transfer of heat may be created. Fire watch monitoring shall be continued for sufficient time after completion of hot work job. Effective means of containing and extinguishing welding sparks and molten slag shall be established. Persons assigned fire watch duties shall be instructed in their duties.
- 3.7.5 All pipelines to a tank being worked on shall be isolated, and adjacent tanks and spaces shall be rendered safe by gas freeing, inerting, or filling with water. Other tanks that may not be gas-free shall be closed. An adjacent bunker tank containing fuel may be considered safe as long as tests on the ullage space in the bunker tank with a combustible gas indicator give a reading of not more than 1% LEL and no heat transfer through the bulkhead of the bunker tank will be caused by the hot work.
- 3.7.6 Continuous checks shall be made to ensure that there is no ingress of flammable gases or liquids, toxic gases or inert gas from adjacent tanks or spaces by leakages into the working space. If the hot work could cause heat transfer through a common bulkhead, the adjoining space shall either be filled with water well above the level at which work is being done, inerted or gas freed with all combustible residues on the bulkhead removed.
- 3.7.7 Hot work on pipelines and valves shall be permitted as per this procedure. Heating coils shall be flushed and opened to ensure that they are gas free.
- 3.7.8 Concurrent pumping of cargo or ballast, tank washing and any other operations utilizing the cargo system of the vessel while hot work is in progress is prohibited.
- 3.7.9 Adequate fire extinguishing equipment shall be laid out ready for immediate use.

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3.8 Grit Blasting and Mechanically Powered Tools


3.8.1 Grit blasting and the use of mechanically powered tools are not normally considered as coming within the definition of hot work. However both these operations shall be permitted only under the following conditions:

- The work area is not subject to vapor release or a concentration of combustible vapors, and is free of combustible material.
- The area is gas-free and tests with a combustible gas indicator shall give a reading of not more than 1% LEL.
- The ship is not alongside a terminal.
- There is no cargo, bunkering, ballasting, tank cleaning, gas-freeing, purging or inerting operations in progress.
- Adequate fire fighting equipment is available for immediate use.
- The hopper and hose nozzle of a grit blasting machine is electrically bonded to the deck or fitting being worked.
- Risk of perforation of pipelines when grit blasting or chipping shall be considered when planning and executing the job. Before work on cargo lines, fuel lines, inert gas/vapor lines or crude oil wash lines on deck commences, the pipelines shall be isolated and the atmosphere inside the part to be worked is confirmed as either inerted to less than 8% oxygen by volume or gas-free to not more than 1% LEL.

3.8.2 The use of hand tools such as chipping hammers and scrapers for steel preparation and maintenance is permitted without a Hot Work Permit.

4. RELATED DOCUMENTS

- 4.1 Hot Work Permit (Form MTL-064)
- 4.2 Contract Hot Work Vendor Tracking Sheet (Form MTL-064A)
- 4.3 Enclosed Space Entry Procedure (SAF-MTL-009)
- 4.4 46 CFR 35.01-1
- 4.5 NFPA Standard for the Control of Gas Hazards on Vessels, NFPA 306

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SUBJECT: ENCLOSED SPACE ENTRY PROCEDURE			

1.0 PURPOSE

- 1.1. Identify areas of enclosed space hazards and provide procedures for safe enclosed space entry aboard Marine Transport Lines (MTL) owned or managed vessels.

2.0 RESPONSIBILITY

- 2.1. All MTL employees (sea staff and office staff) assigned enclosed space entry duties shall comply with this procedure.

3.0 PROCEDURE

- 3.1. No person shall enter any enclosed space without authorization of the Master or the Officer-in-Charge.
 - 3.1.1. The Officer-in-Charge is the vessel's Master or Chief Mate who is capable of recognizing and evaluating employee exposure to hazardous substances or unsafe conditions. The Officer-in-Charge shall control the enclosed space entry operation.
 - 3.1.2. An enclosed space is defined as a space with restricted access that is not subject to continuous ventilation and in which the atmosphere may be hazardous due to the presence of flammable gases, toxic vapor, inert gas or oxygen deficiency. Enclosed spaces are large enough for an employee to enter and performed assigned work, but have limited means of egress, and are not intended for continuous occupation. Enclosed spaces include but are not limited to:
 - Cargo, fuel and lubricating oil tanks
 - Slop and waste oil tanks
 - Ballast tanks
 - Double bottoms
 - Fore peak and after peak tanks
 - Fresh water tanks
 - Voids, trunks and cofferdams
 - Chain lockers
 - Sewage tanks
 - Duct Keels
 - Pressure vessels
 - Pipelines or fittings connected to any of the above
 - Spaces not routinely ventilated such as, boilers, inert gas scrubbers and water seals
 - Compressor rooms, battery lockers and CO2/inert gas storage room
- 3.2. Atmosphere Tests
 - 3.2.1. Entry into an enclosed space shall be undertaken only after the atmosphere within the space has been comprehensively tested from outside the space with test equipment that is calibrated and checked for correct operation. Calibration of atmosphere testing equipment shall be performed at the beginning of each workday the instruments are used.
 - 3.2.2. Atmosphere testing equipment used shall be suitable for the test required; of an approved type; correctly maintained; and frequently checked against standard samples.

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- 3.2.3. Enclosed space atmosphere testing shall only be performed by personnel who have demonstrated knowledge and competency in the use of the equipment to the satisfaction of the Master.
- 3.2.4. A representative cross-section of the enclosed space shall be conducted prior to any personnel entering the space by sampling at several depths and through as many openings as practicable. Ventilation shall be stopped at a minimum period of ten (10) minutes before initial atmosphere tests are performed.
- 3.2.5. Atmosphere tests shall be done prior to initial entry, after entry is interrupted, after 12 hours and whenever deemed necessary by the Officer-in-Charge. While personnel are in the enclosed space frequent atmosphere tests shall be made.
- 3.2.6. Personal monitoring equipment designed purely to provide a warning against oxygen deficiency and/or hydrocarbon concentrations and shall not be used as a means of determining whether a dangerous space is safe for entry.
- 3.3. Conditions for Safe Entry
- 3.3.1. To be considered as, "Safe for Entry" the following atmosphere conditions shall be met:
- Hydrocarbon (flammable) vapors – All spaces that have previously contained combustible or flammable vapor shall be tested with an Explosimeter (combustible gas indicator) or an equivalent test instrument. Under standard climatic conditions, entry is not permitted until a reading of zero percent of the Lower Explosive Limit (LEL) is present in all areas of the tank. (In very hot and sunny conditions, despite prolonged ventilation, it may not be possible to achieve zero percent LEL. Under such conditions, a maximum level of 1 percent LEL is acceptable provided that full details of the prevailing weather conditions are recorded on the Enclosed Space Entry Permit.
 - Volatile Organic Compounds (VOCs) – are organic compounds having a tendency to evaporate easily at room temperature. VOCs are emitted as gases from certain solids or liquids. Familiar substances containing VOCs include solvents, paint thinners and fuels such as diesel. Also, many VOCs are heavier than air and can displace the atmosphere in an enclosed space.
 - Hydrogen Sulfide (H₂S) – In tanks previously containing H₂S cargo a reading of 0 (zero) ppm is required (Note: H₂S vapor may be present in sewage tanks).
 - Oxygen deficiency – A reading with an oxygen analyzer of at least 20.8 % by volume is required.
 - CO (carbon monoxide) level not exceeding TLV at 12 ppm
 - Other toxic gases – In spaces previously containing chemicals or other toxic substances a reading with an appropriate gas absorption indicator of half (½) the Threshold Limit Value (TLV) for the toxin measured.
- 3.3.2. An enclosed space meeting the conditions for safe entry in 3.3.1 above shall be have a placard or sign posted at the point of entry with the legend, "Safe For Entry".
- 3.3.3. The Officer-in-Charge shall collect all "Safe For Entry" placards or signs at the end of the workday, after twelve (12) hours, if space becomes unsafe at anytime or when an interruption of enclosed space entry has occurred.
- 3.3.4. Enclosed space entry is prohibited if the; "Safe For Entry", placard or sign is not displayed at the point of entry.

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3.4. Ventilation

- 3.4.1. When opening the entrance to a space care shall be taken to avoid the effects of a possible release of pressure or vapors from the space.
- 3.4.2. The space will be isolated and secured against the ingress of hazardous substances by blanking off pipelines or other openings or by closing valves. Such valves shall then be secured as per "Lock Out/Tag Out Procedure".
- 3.4.3. Ventilation of the space shall be started immediately and continued during the period when personnel are working within the space and during any period of work interruption.
- 3.4.4. If necessary, the space will be cleaned or washed to remove as far as practicable any sludge or other deposit liable to give off hazardous vapor. Special precautions may be necessary when undertaking such work.
- 3.4.5. The space will be thoroughly ventilated by mechanical means. It is then checked to ensure that all hazardous gases are removed and no pockets of oxygen deficient atmosphere remain.
- 3.4.6. Compressed oxygen broadens the flammable range and is a static electricity generator. It shall never be used to ventilate any space, particularly if the presence of flammable vapors is suspected.
- 3.4.7. Mechanical ventilation of Venturi, fan or other means shall be bonded to the hull via temporary bonding lead to discharge the development of static electricity.

3.5. An Enclosed Space Entry Permit

- 3.5.1. Before entering any enclosed space all the appropriate safety checks listed on the permit must be carried out by the Officer-in-Charge of the operation.
 - 3.5.2. The Enclosed Space Entry Permit shall be completed by the Officer-in-Charge and signed by the Master before personnel enter the enclosed space.
 - 3.5.3. The enclosed Space Entry Permit shall be made available to the persons who are to enter the space.
 - 3.5.4. Whenever any condition occurs that could alter the safety of the enclosed space, a new permit shall be issued.
 - 3.5.5. Originals of Enclosed Space Entry Permits shall be kept aboard the vessel for one year.
- 3.5.6. Entry into an enclosed space
- 3.5.7. Prior to entry into an enclosed space each member of the entry team shall participate in a pre-entry safety meeting. The discussion shall include (at a minimum) the following:
 - Purpose for entering the space
 - Assignment of job tasks
 - Hazards and measures to control hazards
 - Required Personal Protective Equipment (PPE)
 - What to do in event of an emergency
 - The identity of the tank(s) to be entered
 - Inspection and tagging out valves and headers on both sides of the tanks.
 - Isolating and tagging out each tank's system components.
 - Informing the watch officer(s) who is entering what tank and the purpose of the entry. Posting tank entry warning sign in the Engine Control Room.
 - Noting compliance with these requirements on the Enclosed Space Entry Permit.
 - The Master (FOS)/Chief Engineer (ROS) shall approve each tank entry.

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3.5.8. The number of persons entering the space shall be limited to those who actually need to work in the space and who could be rescued should an emergency occur.

3.7 When vessel personnel are required to enter confined spaces which are under the direct control of an MTL contracted vendor; the condition and precautions listed in the preceding paragraphs of 3.2 through 3.6 must be verified with the vendor's supervisory personnel before entry. MTL personnel will not enter enclosed spaces under contractor production control unless accompanied by the vendor's supervisory personnel.

3.7.1. An MTL enclosed space entry tracking form (MTL-066A) for specific space entry requirements shall be completed in lieu of the MTL-066 form when the need to enter contractor certified and controlled enclosed/confined spaces occurs.

3.8 Safe access in and out of the space and adequate lighting (as practical) shall be provided. The employment and use of temporary covers for fall protection inside the space shall be considered along with designated routings for extended work periods.

3.8.1. Hot Work Permits are required when hot work is to be performed in an enclosed space, refer to the "Hot Work Procedure".

3.8.2. No welding or flame cutting equipment, electrical equipment or other sources of ignition shall be taken or put into the space unless the appropriate space entry and hot work permit requirements are fully implemented and approval to proceed has been signed by the Master. No one shall carry matches, lighters or any smoking material into an enclosed space.

3.8.3. All compressed gas/oxygen cylinders and manifolds except breathing apparatus cylinders shall be located outside the enclosed space. In addition, all portable tank washing machines shall be removed while personnel are in the enclosed space.

3.8.4. Rescue equipment shall be positioned ready for use at or near the entrance to the space. Resuscitation equipment shall be available within a non-hazardous area. Rescue equipment means breathing apparatus together with fully charged spare cylinders of air, life lines and rescue harnesses, and flashlights or lamp, approved for use in a flammable atmosphere, if appropriate. A means of hoisting an incapacitated person from the confined space shall also be readily available when appropriate. Crewmembers assigned as rescue personnel shall be given job-specific instructions prior to assignment and shall be prepared to respond immediately if required.

3.8.5. A responsible member of the crew must be in constant attendance outside the space in the immediate vicinity of the entrance and in immediate contact with the Officer-in-Charge. Crewmembers assigned as entry attendant personnel for a enclosed space entry shall:

- Receive job-specific instructions prior to each assignment as an entry attendant.
- Maintain and keep an accurate account of those personnel entering enclosed spaces.
- Perform no other duties that would interfere with the attendant's primary duties.
- Remain on station at the enclosed space entry point throughout the duration of the operation while the space is occupied or until the attendant is relieved properly.
- Record the names of persons within the enclosed space.

3.8.6. A system of communication shall be agreed and tested by all involved to ensure that any person entering the space can keep in touch with the person stationed at the entrance.

3.8.7. Before entry is permitted, the extent to which the wearing of breathing apparatus or the use of life lines or rescue equipment would cause any restriction to movement within

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any part of the space, or would cause difficulty in removing any incapacitated person from the space, shall be examined.

- 3.8.8. In the event any of the conditions stated in the Enclosed Space Entry Permit change and become unsafe after personnel have entered the space, they shall be ordered to leave the space immediately and not permitted to re-enter the space until the situation has been re-evaluated and the safe conditions stated on the permit have been restored.
- 3.9. Entry into an enclosed space with atmospheres known or suspected to be unsafe shall be considered an emergency situation. **IF THIS SITUATION EXISTS, THE MASTER SHALL NOTIFY MTL.**
- 3.9.1. The space shall only be entered if it is essential for the safety of life, or for the safety of the ship and no practical alternative exists. **NO ONE SHALL ENTER THE SPACE WITHOUT WEARING A SELF CONTAINED POSITIVE PRESSURE BREATHING APPARATUS.** In this situation, the personnel involved must be well trained in the use of breathing apparatus and aware of the dangers of removing their facemasks while in a hazardous atmosphere.
- 3.9.2. The Master shall directly control the operation.
- 3.9.3. When it is absolutely necessary to enter an enclosed space where it is suspected that the atmosphere is, or might become unsafe, a responsible officer must continuously supervise the operation. The Master and Chief Officer shall not be present in the space at the same time; neither shall the Chief Engineer and the First Assistant Engineer.
- 3.9.4. The Master shall attach a statement to the Enclosed Space Entry Permit that states there is no practical alternative to the proposed method of entry and that such entry is essential for the safe operation of the vessel.
- 3.9.5. Ventilation shall be provided in the space as far as is practical.
- 3.9.6. Essential work to be performed in the space shall be undertaken in a manner that will not create an ignition hazard.
- 3.9.7. A backup team of two persons, one of whom must be a licensed deck officer, shall be in attendance at the point of entry. These persons shall be rigged in self-contained breathing apparatus and be ready to assist in event of an emergency. The following emergency equipment shall be available at the point of entry:
- Mechanical resuscitation equipment.
 - One spare air cylinder for each self-contained breathing apparatus in use.
 - One rescue line and block with means of suspension and rescue harnesses for each person entering the compartment.
 - Additional flashlights for the standby team.
- 3.9.8. Prior to entry, a detailed explanation of where the entry personnel are to go, what route they will take, location of alternate means of escape. This shall be discussed with rescue personnel standing by as well prior to entry. Ship's drawings should be considered to ensure that all are aware of entry and escapes, as well as obstacles.
- 3.9.9. Persons entering the enclosed space shall wear rescue harnesses. Where the enclosed space to be entered requires the possible use of hoisting equipment to effect rescue, arrangements shall be made to ensure that persons shall be available to operate it as soon as necessary.
- 3.9.10. When used, portable lights and other electrical equipment shall be of a type approved for use in a flammable atmosphere.

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3.9.11. If there is any hazard due to chemicals, whether in liquid, vapor form, coming into contact with the skin and/or eyes then protective clothing shall be worn by persons entering the enclosed space.

3.9.12. Communication by portable radio shall be maintained between the Master, persons within the space, and the deck officer on watch. In addition, a code of hand signals shall be agreed and understood by all persons engaged in the operation.


3.10. Cargo and ballast pump rooms

3.10.1. Following procedures at a minimum shall be followed for entry into cargo pump rooms:

- Atmosphere checks for oxygen, flammable gases and toxic gases as per this procedure. Manual checks with portable equipment are not required if the space is fitted with an operational fixed gas detection system.
- Operate ventilation fans a minimum of 10 minutes before entering.
- Notify the deck officer on watch or Chief Mate, as appropriate, before entering the pump room, and after exiting.
- Be alert for the need for air monitoring, and exit immediately if a hazardous condition is suspected.
- Wear appropriate PPE, including eye and hearing protection, as needed.
- Ensure ventilation fans are operating continuously while personnel are in the pump room.

4.0 RELATED DOCUMENTATION

- 1.1 Enclosed Space Entry Permit (Form MTL-066)
- 1.2 Enclosed Space Entry Tracking (Form MTL-066A)
- 1.3 "Lock Out/Tag Out procedure", SAF-MTL-010
- 1.4 "Hot Work Procedure", SAF-MTL-008
- 1.5 International Safety Guide for Oil Tankers and Terminals

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		Safety and Health Procedures Manual	Approved By: F. Larkin Signature in Master File
SUBJECT: LOCK-OUT TAG-OUT PROCEDURE			

1. PURPOSE

Prevent worker injuries and/or property damage caused by accidental release of energy or hazardous substances on board Marine Transport Lines (MTL) owned and operated vessels.

2. RESPONSIBILITY

Department Heads and job supervisors are responsible for ensuring that these procedures are understood and followed whenever personnel could be at risk due to hazardous energy.

3. PROCEDURE

3.1 Identification of Hazardous Energy and Substances

3.1.1 The potential sources of hazardous energy shall be identified before performing maintenance or inspection of equipment. Consideration of each of these sources shall be included in pre-job planning. Maintenance procedures may include checklists for each item requiring a lock and tag and must be used when available. Additional information for specific systems may be found in work procedures and manufacturer's instructions. Sources of hazardous energy and substances that must be considered include:

Source	Examples
Electrical	Energized circuits, electrical shock, and unexpected activation of equipment.
Mechanical	Moving machinery components such as gears, levers, shafts, flywheels, fan blades, springs, elevators, etc.
Pressure	Release of pressurized gas or liquid from tanks, piping, valves, sea chests, etc.
Hydraulic	Release of pressurized hydraulic fluid or operation of remote control valves or other devices.
Thermal	Heat contained in furnaces, piping, heat exchangers, etc.
Chemical	Component reactions
Stored	Batteries, capacitors, tensioned springs, gravity systems

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- 3.1.2 All potential hazardous energy sources shall be isolated from the equipment or system that will be serviced. Two-level isolation may be possible in some instances and shall be used when possible (i.e., electrical supply may be interrupted at the main switchboard and at the motor controller, piping systems may contain multiple valves, etc).
- 3.1.3 Each point of isolation shall be tagged. Tags shall be the commercially available type intended for use in Lock Out/Tag Out. They must have an appropriate message such as "Danger - Do Not Operate" and a statement prohibiting unauthorized removal. The responsible person's name, date, equipment being serviced, and other pertinent information shall be included on each tag. Tags shall be affixed using plastic cable ties or other substantial means. A sample Tag is shown below.



- 3.1.4 Locks shall be applied at the point of isolation closest to the energy source where practicable. When only one level of isolation exists, locks or other physical means of preventing inadvertent release of energy must be used. Removal of valve hand-wheels, installation of blocking devices, chains, line blinds, etc. may be considered as satisfactory alternatives to locks when the physical arrangement does not provide for the placement of a lock.
- 3.2 A list of all systems or equipment that have been locked and tagged out of service and a copy of the Lock
- 3.3 or systems. Consideration must be given to the possibility of valve leaks, etc. Methods of Out Tag Out Permit shall be kept in a central location such as the engine control flat, cargo control room, etc. The Permit shall be filled out and approved as identified on the Permit.
- 3.3.1 The watch officer or other responsible person shall pass on to the relieving watch or shift all information on the status of systems that have been locked and tagged out of service.
- 3.3.2 The Lock Out Tag Out Permit is written documentation indicating that sources of hazardous energy and substances have been isolated prior to work being performed on systems or machinery.
- 3.4 Stored energy must be released and a verification of the zero energy state made before servicing equipment verifying isolation include: testing with electrical test equipment; opening a vent, gauge line, or drain valve; operating start switches; attempting to rotate machinery that should be restrained; checking temperatures, etc.

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3.5 An inspection by the responsible person should be made at the completion of service to ensure that the equipment or system is ready to be tested and returned to service. Tools are to be removed from the area, guards put back in place, and all affected employees are to be notified that the means of isolation and the Lock Out/Tag Out will be removed. Protective devices and tags shall only be removed under the direct supervision of the responsible person. Equipment may be re-energized after verification that tags have been removed and that personnel are clear of any hazard. Startup of the equipment should be under the supervision of the department head or responsible person.

4. RELATED DOCUMENTATION

4.1 Lock Out Tag Out Permit (Form MTL-067)

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	MARINE TRANSPORT LINES	Prepared By: J. Sullivan	No.: SAF-MTL-011 Effective Date: 09/01/09
Safety and Health Procedures Manual		Approved By: J. Tronti Signature in Master File	Page 1 of 3 Revision No.: 2
SUBJECT: FALL PROTECTION			

1.0 PURPOSE

- 1.1 Provide instructions for the use of fall protection involve the risk of falling more than six (6) feet, and to ensure that affected employees are trained in the proper use of fall protection equipment.

2.0 RESPONSIBILITY

- 2.1 MTL shall be responsible for providing fall protection equipment to MTL vessels. Employees shall:
- Follow the Fall Protection Procedure.
 - Wear the PPE assigned to them.
 - Ensure that their fall protection equipment is in safe operating condition.

3.0 DEFINITIONS

- 3.1 **Anchorage** - A secure point of attachment for lifelines, lanyards, or deceleration devices. The anchorage point strength for fall arrest shall be capable of supporting 5000 pounds. The anchorage point strength for fall restraint shall be capable of supporting four times the intended load.
- 3.2 **Body harness** - Straps which may be secured about the employee in a manner that will distribute the fall arrest forces over at least the thighs, pelvis, waist, chest, and shoulders with means for attaching them to other components of a personal fall arrest system.
- 3.3 **Connector** - A device that is used to couple (connect) parts of the personal fall arrest system and positioning device systems together. It may be an independent component of the system, such as a carabiner, or it may be an integral component of part of the system (such as a buckle or D-ring sewn into a body belt or body harness, or a snap hook spliced or sewn to a lanyard or self retraction lanyard).
- 3.4 **Guardrail system** - A barrier erected to prevent employees from falling to lower levels.
- 3.5 **Lanyard** - A flexible line of rope, wire rope, or strap that generally has a connector at each end for connecting the body belt or harness to a deceleration device, lifeline, or anchor point.
- 3.6 **Personal fall arrest system** - A system used to arrest an employee in a fall from a working level. It consists of an anchorage, connectors, and a body harness and may include a lanyard(s), deceleration device, lifeline, or suitable combinations of these.
- 3.7 **Personal fall restraint system** - A system used to prevent an employee from falling. It consists of anchorages, connectors, and body harness. It may include lanyards, lifelines, and rope grabs designed for the purpose.

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4.0 PROCEDURE

- 4.1 A job safety analysis shall be conducted prior to any job where the risk of a fall from a height greater than six (6) feet exists. See "Management of Workplace Hazards"
- 4.1.1 Prior to commencement of the job, the supervisor and employee(s) shall hold a pre-job safety meeting to discuss the safety hazards and fall protection plan. The discussion should typically include:
- hazards associated with the job;
 - how to use appropriate equipment, including fall protection, anchor points and retrieval gear;
 - maintaining communication.
- 4.2 Site-specific fall protection procedures must be enforced anytime there is a risk of falling more than six (6) feet.
- The job supervisor must inspect the job site prior to any work being done in an area where the risk of a fall from a height greater than six (6) feet exists.
 - A safety harness with a lifeline or other fall arresting device shall be continuously worn when working aloft or outboard of safety railings. A safety net shall be rigged where necessary and appropriate.
 - Inexperienced personnel shall not work aloft unless accompanied by an experienced seaman or otherwise adequately supervised.
 - A standby person must be present anytime someone is working aloft or outboard of safety railings. The standby person must maintain communication with the worker aloft or over-the-side and be ready to act in the event of an emergency.
 - No work should be performed over-the-side while the vessel is underway.
 - "Lock-Out Tag-Out Procedure", must be followed anytime work aloft is performed near radio transmitting equipment, radar, and ship's whistle.
 - Care must be taken while working aloft or at a height to avoid risks to anyone working or moving below. Suitable warning notices should be displayed. Tools and parts should be sent up and lowered by a line in suitable containers that should be secured in place for stowage of tools or materials not presently being used.
 - Tools should be handled with extra care when hands are cold or greasy and where tools themselves are greasy.
- 4.3 Employees traveling or working in an elevated area wherever a fall exposure exists shall make use of fall protection by securing their safety lanyard whenever feasible to an available substantial anchoring point.
- 4.3.1 Anchor points are secured points for the attachment of lifelines and hoists. In the case of confined space applications, a tripod or davit serves as a proper anchorage point.
- Anchor points shall be selected based on force and load requirements.
 - The selection of the anchor point shall reduce free fall to the shortest distance possible.
 - Anchor points may be the vessel's structure in some cases.
 - Guardrails and railings shall be used only as anchor points if they have been so designated.
- 4.3.2 The supervisor shall review and approve fall restraint and anchor points with employees.
- 4.4 Walking and working surfaces
- 4.4.1 Each employee on a walking/working surface four feet or more above lower levels shall be protected from falling by a guardrail system (a safety net system or personal fall arrest/restraint system may also be used), whenever feasible.

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4.5 Fall protection equipment

4.5.1 Fall protection systems consists of three major elements:

- a properly fitted full body harness,
- a fall arrest device (i.e. retractable lifeline),
- a suitable anchorage connector.

4.5.2 Select appropriate fall protection and retrieval equipment that best meets the specific needs of the job. Personal fall protection devices must meet American National Standards Institute (ANSI) requirements.

4.5.3 Fall protection equipment shall be inspected prior to use. These inspections shall include visually observing that the load stitches are intact and belts and lanyards are not deteriorated or frayed. Any equipment found defective shall be removed from service.

4.5.4 Under no circumstances shall a waist belt be used as a personal fall arrest device. Only a full body harnesses shall be used for fall arrest purposes and fall restraint.

4.5.5 Personal flotation devices (PFDs) are required when work is done outboard or over-the-side. In addition, a life ring with sufficient length of line attached shall be kept ready for immediate use.

4.5.6 The preferred type PFD is a work vest, Type V PFD. Alternately, a life jacket, Type I PFD, may be worn provided wearing this type of PFD would not create hazards such as imbalance to the wearer or otherwise hinder the movement of the wearer.

4.6 Training

4.6.1 Supervisors shall review with employees the proper use of fall protection equipment and inspect the proper donning of the fall protection equipment prior to commencement of the job task.

5.0 RELATED DOCUMENTATION


5.1 Management of Workplace Hazards (SAF-MTL-001)

5.2 "Lock-Out Tag-Out Procedure", (SAF-MTL-010)

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	<p align="center">MARINE TRANSPORT LINES</p>	Prepared By: L. Perry	No.: SAF-MTL-012 Effective Date: 08/11/11
Safety and Health Procedures Manual		Approved By: J. Tronti Signature in Master File	Page 1 of 4 Revision No.: 2
SUBJECT: FIRE PREVENTION			

1.0 PURPOSE

- 1.1 Provide guidelines for shipboard fire safety that meet or exceed those prescribed by regulations. This procedure applies to all Marine Transport Lines (MTL) vessels.

2.0 RESPONSIBILITY

- 2.1 All personnel on board shall be familiar with the fire prevention procedures and must in all circumstances take the greatest care to prevent an outbreak of fire on board the vessel.

3.0 PROCEDURE

3.1 Fire Detection

- 3.1.1 All hands shall remain alert for potential outbreak of fire on board the vessel. Particular care shall be exercised at times of high risk: for example during vehicle operations gas freeing, repair periods and lay-up periods.
- 3.1.2 All fire and smoke detector equipment installed throughout the ship shall receive scheduled test and inspection in accordance with SOLAS and USCG requirements, and any faults found shall be immediately rectified.
- 3.1.3 Test dates and results shall be entered in either the deck logbook and in a record matrix determined by the Chief Mate (ROS) or Master (FOS).

3.2 Electrical and Other Fittings

- 3.2.1 Unauthorized persons shall not interfere with electrical fittings. Socket multipliers and the connection of more than one personal electrical appliance to a single outlet is only allowed with the prior approval of the Chief Engineer or their designee. The Chief Engineer may designate approved connectors for use in the accommodation house in crewmember staterooms.
- 3.2.2 Faulty appliances, fittings or wiring that is part of the ship's equipment should be reported immediately to the Chief Engineer.
- 3.2.3 All electrical appliances shall be firmly secured and served by permanent connections whenever possible.
- 3.2.4 Flexible leads shall be as short as practicable and so arranged as to prevent their being chafed or cut in service.
- 3.2.5 Makeshift plugs, sockets or fuses shall not be used.
- 3.2.6 Circuits shall not be overloaded since this causes the wires to overheat; destroying insulation and thus resulting in a possible short-circuit which could start a fire.
- 3.2.7 All portable electrical appliances, lights etc. shall be isolated from the mains after use.

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- 3.2.8 Telecommunication, Shore Power and other leads to and from the ship shall be protected from short-circuiting damage.
- 3.2.9 It is important that all fixed electric heaters are fitted with suitable guards securely attached to the heater and that the guards are maintained in position at all times. The manufacturers normally supply fixed electric heaters with installation instructions and these shall be carefully followed. Temporary arrangements to hang clothing above the heaters, or to dry clothes on the heaters is not permitted and drying of clothing shall only be carried out by using suitably designed equipment.
- 3.2.10 When using tumble driers or similar appliances care should be taken that overfilling of the drying space does not block the ventilation apertures. As the ventilation apertures of drying appliances may also become blocked due to accumulations of lint from clothing, any screens or fine mesh covers associated with the ventilation apertures shall be regularly inspected and cleaned.
- 3.2.11 The use of portable heaters shall be avoided. However, if they are used with the ship in port, (as temporary heating during repairs and as additional heating during inclement weather), the heaters shall not be positioned on carpets or linoleum without the provision of a protective sheet of a non-combustible material. Portable heaters shall be provided with suitable guards and care shall be exercised when positioning the heater in relation to furniture and other fittings in the cabin or other space. Again, drying arrangements in relation to these heaters shall not be permitted.
- 3.2.12 Personal portable space-heating appliances of any sort shall not be used at sea.

3.3 Personal Electrical Appliances

- 3.3.1 Crewmembers are advised that the vessel has 220 VAC voltage. No personal electrical appliances shall be hooked into the vessel's power system except through a transformer as provided by the vessel or as provided by the Original Equipment Manufacturer of the electrical device in question.
- 3.3.2 Cell Phones. The use of personal cell phones aboard the vessel during work hours is not authorized. MTL-Crowley issued duty cellular phones and cellular devices issued to Senior Officers, Vessel Managers or other support staff may be taken aboard for business use only. Company policy prohibits the use of cellular telephone use while driving or operating any machinery.

3.4 Machinery Spaces

- 3.4.1 The seriousness of fire in machinery spaces cannot be overstressed. All personnel shall be fully aware of the precautions necessary for its prevention. Such precautions shall include the maintenance of clean conditions, the prevention of oil leakage and the removal of all combustible materials from vulnerable positions.
- 3.4.2 Suitable metal containers should be provided for the storage of cotton waste, cleaning rags or similar materials after use. Such containers shall be emptied at frequent intervals and the contents safely disposed of as per the previously established vessel waste disposal procedures.
- 3.4.3 Wood, paints, spirits and tins of oil shall not be kept in boiler rooms or machinery spaces.

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- 3.4.4 All electric wiring shall be well maintained and kept clean and dry. The rated load capacity of the wires and fuses will never be exceeded.
- 3.4.5 Monitoring will take place of all operating temperatures when cargo pumps, motors and compressors are in use. Special regard will be given to heated bearings, glands and exhausts.
- 3.4.6 At all times engine room staff will maintain proper watch and rectify any fault regarding potential ignition source in any flammable zone within their care.
- 3.4.7 Flammable Materials
- 3.4.7.1 See "Flammable and Combustible Liquids Procedure".
- 3.5 Spontaneous Combustion
- 3.5.1 Dirty waste, rags, sawdust and other garbage may ignite by spontaneous combustion and shall be properly stored until it can be safely disposed.
- 3.5.2 Materials in ships' stores, including linen, blankets and similar absorbent materials are also liable to ignite by spontaneous combustion if damp or contaminated by oil. Strict vigilance, careful stowage and suitable ventilation are necessary to guard against such a possibility.
- If such material becomes damp, it should be dried before being stowed away.
 - If oil has soaked into the material, then the material shall be cleaned and dried, or destroyed. They shall not be stowed in close proximity to oil or paints, or on or near to steam pipes.
- 3.6 Fire Extinguishing Smothering Systems
- 3.6.1 It must be remembered that the release of carbon dioxide under pressure, through a small orifice, can create a static charge sufficient to generate an igniting spark. Thus the release of carbon dioxide into a space containing flammable vapors is inadvisable unless the space is already on fire.
- 3.7 Galley
- 3.7.1 Galleys and pantries present particular fire risks. Care shall be taken in particular to avoid overheating or spilling fat or oil and to ensure that burners or heating plates are shut off when cooking is finished. Extractor flues and ranges etc. shall always be kept clean.
- 3.7.2 Means to smother fat or cooking oil fires, such as a fire blanket, shall be readily available close to stoves. A fire blanket shall be kept available in the galley at all times.
- 3.7.3 At all times the stewards department will maintain cleanliness within their working areas, especially in regard to accumulated oils and fats which may become ignited by the application of heat.
- 3.8 Fire Response Team
- 3.8.1 The fire response team members are listed on the vessel station bill. Personnel are required to check the station bill for assigned duties upon signing on the vessel.

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3.8.2 Anyone that cannot perform the assigned duties as listed on the station bill must notify their department head or the Master immediately.

3.9 Fire Plan

3.9.1 A fire plan shall be prominently displayed on the vessels. The plan shall include the general arrangement of each deck, control stations, fire alarm systems, and fire suppression systems. The plan should also include means of egress for each compartment and deck. Personnel shall become familiar with this plan.

3.9.2 Additional copies of the fire plan shall be stored in a prominently marked, weather tight enclosure outside the accommodation house on the port and starboard side for use by shore-side fire fighting personnel. An additional copy of the fire plan shall be located adjacent to the gangway in a weather tight enclosure while the vessel is in port.

3.10 Training

3.10.1 All personnel will receive training on basic fire fighting techniques and the proper use of fire fighting equipment and will be involved in routine drills aboard the vessel.

3.10.2 Fire prevention and fire fighting training shall be recorded in the safety meeting minutes and deck logbook.


3.10.3 Permanent Reduced Operating Status (ROS) Crewmembers shall be trained in Basic and/or Advanced Firefighting as per the MARAD J-13 contract requirements within six months of their arrival onboard the vessel. Under the J-13 requirements, all ROS Crewmembers will be trained in fire fighting techniques at an approved school every five years.

4.0 RELATED DOCUMENTATION

4.1 "Smoking Policy", CAP-MTL-004 See "Welcome Aboard" pamphlet

4.2 "Flammable and Combustible Liquids Procedure", SAF-MTL-013

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	MARINE TRANSPORT LINES	Prepared By: M. Walsh	No.: SAF-MTL-013 Effective Date: 09/01/09
		Safety and Health Procedures Manual	Approved By: J. Tronti Signature in Master File
SUBJECT: FLAMMABLE AND COMBUSTIBLE LIQUIDS PROCEDURE			

1.0 PURPOSE

- 1.1 Provide instructions for the handling and storage of flammable or combustible materials with a flash point below 200 F in containers (including flammable aerosols) not exceeding 60 gallons, as required by federal and state agencies.
- 1.2 This procedure is applicable to those portions of a vessel and activities where the handling and storage of flammable or combustible liquids is incidental to the principal operation, such as: fuel and/or cargo sample storage, paint and paint thinner storage, use of lubricating oils and solvents used in cleaning and maintenance processes.

2.0 RESPONSIBILITY

- 2.1 Chief Engineers or their designees shall ensure employees follow this procedure.
- 2.2 Supervisors shall ensure that flammable materials are handled and stored in a safe manner.

3.0 DEFINITIONS

- 3.1 **Aerosol** shall mean a material that is dispensed from its container as a mist, spray, or foam by a propellant under pressure.
- 3.2 **Approved** shall mean approved or listed by a nationally recognized testing laboratory. Metal containers meeting the requirements of the Department of Transportation (DOT) (49 CFR 178) are deemed acceptable when containing products authorized by the DOT (49 CFR 173). Portable safety containers are deemed acceptable when identified by Underwriters Laboratories as meeting the specifications of UL 30, UL 1313 or UL 1314.
- 3.3 **Container** shall mean any can, barrel, or drum.
- 3.4 **Closed container** shall mean a container so sealed by means of a lid or other device that neither liquid nor vapor will escape from it at ordinary temperatures.
- 3.5 **Flash point** means the minimum temperature at which a liquid gives off vapor within a test vessel in sufficient concentration to form an ignitable mixture with air near the surface of the liquid. The flash point is normally an indication of susceptibility to ignition.
- 3.6 **Combustible liquid** means any liquid having a flash point at or above 100°F (37.8°C). Combustible liquids shall be divided into two classes as follows:
 - 3.6.1 **Class II liquids** shall include those with flash points at or above 100°F (37.8°C) and below 140°F (60°C), except any mixture having components with flash points of 200°F (93.3°C) or higher, the volume of which make up 99 percent or more of the total volume of the mixture.
 - 3.6.2 **Class III liquids** shall include those with flash points at or above 140°F (60°C). Class III liquids are subdivided into two subclasses:

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3.7 **Flammable liquid** means any liquid having a flash point below 100°F (37.8°C) or higher, the total of which make up 99 percent or more of the total volume of the mixture. Flammable liquids shall be known as Class I liquids. Class I liquids are divided into three classes as follows:

3.7.1 **Class IA** shall include liquids having flash points below 73°F (22.8°C) and having a boiling point below 100°F (37.8°C).

3.7.2 **Class IB** shall include liquids having flash points below 73°F (22.8°C) and having a boiling point at or above 100°F (37.8°C).

3.7.3 **Class IC** shall include liquids having flash points at or above 73°F (22.8°C) and below 100°F (37.8°C).

3.8 **Portable tank** shall mean a closed container having a liquid capacity over 60 U.S. gallons and not intended for fixed installation.

3.9 **Safety can** shall mean an approved container, of not more than 5 gallons capacity, having a spring-closing lid and spout cover and so designed that it will safely relieve internal pressure when subjected to fire exposure.

4.0 PROCEDURE

4.1 Containers

4.1.1 Flammable or combustible liquids shall be stored in closed containers when not in use. Only approved containers (can, barrel, or drum) may be used to store flammable and combustible liquids.

4.1.2 Approved metal safety-cans (not more than 5 U. S. gallon capacity) shall be used for the handling and use of flammable liquids in quantities greater than one gallon. For one gallon or less, only the original container or an approved metal safety-can shall be used. Each safety-can shall be provided with a spring closing lid and spout cover and be so designed that it will safely relieve internal pressure when subjected to fire exposure.

4.1.3 Maximum allowable sizes of various types of containers and portable tanks are specified based on the class of flammable and combustible liquid they contain. Flammable and combustible liquid containers shall be in accordance with Table 1.

Container Type	Flammable Liquids			Combustible Liquids	
	Class IA	Class IB	Class IC	Class II	Class III
Glass or approved plastic	1 pt	1 qt	1 gal	1 gal	1 gal
Metal (other than DOT drums)	1 gal	5 gal	5 gal	5 gal	5 gal
Safety cans	2 gal	5 gal	5 gal	5 gal	5 gal
Metal drums (DOT specifications)	60 gal	60 gal	60 gal	60 gal	60 gal

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4.2 Flammable material storage lockers and cabinets

4.2.1 Quantities of flammable and combustible liquids in excess of 25 gallons shall be stored in an acceptable or approved cabinet meeting the following requirements. Not more than 60 gallons of Class I and/or Class II liquids, or not more than 120 gallons of Class III liquids may be stored in an individual cabinet.

4.2.2 Storage cabinets shall be conspicuously labeled, "Flammable - Keep Fire Away."

4.2.3 Metal storage cabinets shall be designed and constructed to limit the internal temperature to not more than 325oF when subjected to a standardized 10-minute fire test. All joints and seams shall remain tight and the door shall remain securely closed during the fire test. Approved metal storage cabinets shall be constructed in the following manner:

- The bottom, top, door, and sides of the cabinet shall be at least No. 18 gauge sheet iron and double walled with a 1½-inch air space.
- Joints shall be riveted, welded, or made tight by some equally effective means.
- The door shall have a three-point lock.
- The doorsill shall be raised at least two inches above the bottom of the cabinet.

4.3 Stowage of flammable and combustible liquids

4.3.1 Each portable container of flammable or combustible liquid must be stowed in a paint locker or an open location.

4.3.2 No flammable or combustible liquids may be stowed in any accommodation, control, or service space (other than a paint locker).

4.3.3 No more than five gallons of flammable liquids may be stowed in any machinery space that is not fitted with a USCG approved paint locker or similar storage area. The flammable liquids must be in containers of one gallon or less.

4.3.4 No more than 55 gallons of combustible liquids may be stowed in any machinery space.

4.3.5 All combustible liquid drums or smaller must be securely stowed at all times while onboard the vessel.

4.4 Fire control

4.4.1 Suitable fire control devices, as required by applicable regulation shall be available at locations where flammable or combustible liquids are stored.

4.4.2 Open flames and smoking shall not be permitted in flammable or combustible liquid storage areas.

4.4.3 Materials that react with water shall not be stored in the same room with flammable or combustible liquids. Automatic sprinkler or water spray systems and hose lines protect many flammable and combustible liquid storage areas. Consequently, any storage of water-reactive material in the storage area creates an unreasonable risk.

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4.5 Handling liquids at final point of use

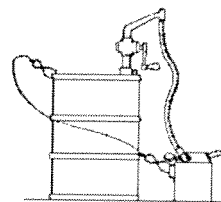
4.5.1 Portable containers may be refilled from a larger container of flammable or combustible liquid on the weather deck of a vessel provided that:

- A drip pan of adequate size is used to collect any drippings; and
- at least one Coast Guard approved Type B, Size I, fire extinguisher is within three meters (9.75 feet) of the refilling location.

4.5.2 Where flammable or combustible liquids are used or handled, means shall be provided to promptly and safely contain and clean-up spills.

4.5.3 Flammable or combustible liquids shall be drawn from or transferred into vessels, containers, or portable tanks in the following manner:

- Through a closed piping system,
- From safety cans,
- By means of a device drawing through the top, or
- From containers or portable tanks by gravity through an approved self-closing valve.



4.5.4 Transfer operations must be provided with adequate ventilation. Sources of ignition are not permitted in areas where flammable vapors may travel.


4.5.5 Transferring liquids by means of air pressure on the container or portable tanks is prohibited. This may result in an overpressure which could exceed what the container or tank could withstand. In addition, a flammable atmosphere could be created within the container or tank. This atmosphere would be particularly sensitive to ignition because of the increased pressure.

4.6 Training with regard to the handling, use and stowage of flammable and combustible liquids shall be given during the crewmember safety orientation and during vessel safety meetings to affected employees.

5.0 RECORDS

5.1 Training records shall be in the form of crewmember safety orientation safety checklist, and vessel Safety Meeting minutes.

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	MARINE TRANSPORT LINES	Prepared By: Operations Integrity	No.: SAF-MTL-015 Effective Date: 10/15/2013
Safety and Health Procedures Manual		Approved By: F. Larkin Signature in Master File	Page 1 of 6 Revision No.: 2
SUBJECT: CONTRACTOR QUALITY, SAFETY AND ENVIRONMENTAL REQUIREMENTS			

1. PURPOSE

The purpose of this procedure is to identify the minimum safety and environmental requirements for MTL contractors. This procedure applies to all contractors and their employees who work onboard MTL vessels or at MTL facilities.

2. RESPONSIBILITY

All contractors shall comply, and ensure compliance by its employees and subcontractors with all applicable federal, state and local safety and environmental regulations, laws, and standards, as well as Company requirements.

3. PROCEDURE

3.1 Pre-Job Meeting

3.1.1 Understanding of the safety and environmental requirements of the job is critical to the overall success of the project. Contractors shall be required to attend a pre-job meeting to discuss Contractor safety and environmental requirements and jobsite safety/hazard and environmental protection information. A copy of the Crowley Safety Orientation Handbook shall be provided and discussed.

3.2 Reporting to Work

3.2.1 Contractor Supervisory personnel shall report to the appropriate Company supervisor upon arrival at the work location. Contractor management shall ensure that Contractor personnel are given a safety and environmental orientation for familiarization with potential jobsite hazards, emergency procedures, and environmental protection.

3.3 Accident, Injury and Illness and Spill Reporting

3.3.1 All work related accidents, injuries and illnesses and spills shall be reported immediately or as soon as safely possible to the appropriate Company representative. It is the responsibility of the Contractor's designated person-in-charge to ensure that all accidents on the property or vessels of Crowley involving personnel injury or illness, fire and/or explosions, property damage, hazardous materials spills and vehicles are reported to Crowley and to all applicable federal, state and local governments having jurisdiction.

3.4 Contractor Responsibilities

3.4.1 Contractor shall ensure that all Contractor personnel are qualified and trained to perform the contracted services.

3.4.2 Contractor shall adhere to all applicable federal, state and local regulations pertaining to a particular operation for which its services are contracted, and appropriate Crowley procedures.

3.4.3 Contractor shall be responsible for ensuring that all operations are conducted in a safe and pollution free manner, and for promptly correcting and reporting to Crowley and to Contractor's employees and subcontractors all known or suspected hazards or unsafe conditions.

3.4.4 Contractor personnel violating any Crowley safety or environmental policy, practice or procedure, or applicable governmental regulation shall be subject to immediate removal from Company property.

3.5 Personal Protective Equipment Requirements

3.5.1 Head Protection

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- A non-conductive hard hat that meets the requirements of ANSI Z89.1 shall be worn at all times while performing work on Company vessels. Work shoes in good condition, with slip resistant and oil resistant soles, that meet ANSI Z41.1 requirements shall be worn.

3.5.2 Eye/Face Protection

- Eye protection shall be worn while performing work on CMS vessels or while on CMS facilities. Minimum protective eyewear shall be safety glasses with side shields. All eye/face protection shall meet ANSI Z87.1.

3.5.3 Hearing Protection

- Hearing protection devices that meet the standards of OSHA 1910.95 shall be worn in all posted high noise areas. Hearing protection is required in all known or suspected areas with noise levels of 85 dBA.

3.5.4 Protective Clothing

- Protective clothing shall be worn when handling hazardous materials or chemicals, when such is specified by the applicable Material Safety Data Sheet (MSDS).

3.5.5 Hand Protection

- Appropriate protective gloves shall be worn where there is risk of exposure to high temperatures, sharp edges, chemicals or any other conditions or materials which may cause injury to the hands.

3.5.6 Fall Protection

- All work performed over 6' above ground, deck of barge or tug, or where a fall hazard of 6' exists shall use fall protection.

3.5.7 Respiratory Protection Equipment

- Personal respiratory protection equipment shall be selected, inspected, maintained and used in accordance with SHE-ALL-016 (Respiratory Protection).

3.5.8 Personal Flotation Devices

- Contractors working within 6' of an unguarded edge shall wear a Coast Guard-approved Type III or Type V PFD.
- Contractors accessing a vessel via a ladder shall wear a Coast Guard-approved Type III or Type V PFD.
- Personnel riding or working in a small open boat shall wear a Coast Guard-approved Type III or Type V PFD.
- Personnel having to transit between vessels or working on unguarded barge decks shall wear a Coast Guard-approved Type III or Type V PFD.

3.6 Safe Work Practices - The following items recognize basic safe work practices:

3.6.1 Smoking

- Smoking is prohibited at all facilities except in designated smoking areas. Smoking is prohibited at any time inside company vessels.

3.6.2 Signs

- All contractors shall be familiar with and comply with all signs posted throughout CMS facilities.

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3.6.3 Lockout/Tagout

- All contractors shall comply with OSHA 29CFR 1910.147 lockout/tagout procedures while working on powered equipment, when performing confined space entry operations or when engaged in other work activities where the control of potentially hazardous energy is necessary to ensure personal safety.

3.6.4 Confined Space Entry

- All Contractors performing work involving confined space entry shall be in accordance with applicable federal and state regulatory standards.

3.6.5 Hot Work

- All welding, cutting, and brazing shall be done in accordance with 29CFR 1910 and local Fire Department regulations.

3.6.6 Hazard Communication

- Crowley shall provide, upon request, an appropriate Material Safety Data Sheet (MSDS) for hazardous chemicals or materials maintained at each location.
- Contractor shall maintain an on-site appropriate MSDS for any hazardous material or chemical which Contractor brings on-site. Such hazardous materials or chemicals shall be properly stored and labeled in accordance with OSHA, USCG and local Fire Department regulations.

3.6.7 Vehicle Operations

- Contractors shall operate vehicles in full compliance with all applicable federal, state and local regulations.

3.6.8 Training

- Contractor employees shall be appropriately trained to perform the assigned task.

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3.7 Environmental Protection

3.7.1 Contractor shall perform work on Crowley vessels and facilities in a manner that protects the environment and fully complies with federal, state, and local pollution prevention laws, as well as Company procedures.

3.8 Contractor Waste

- Contractor shall notify the appropriate Crowley Representative of any waste generated on company property.
- Contractor shall place waste in a waste storage area.
- Contractor shall be responsible for appropriate waste disposal unless otherwise stated by Contract.

3.9 Contractor Agreement and Record

Contractors must **agree** to and review with their supervisors the following:

- The supervisors will check/sign in at the gangway logbook on arrival.
- Identify himself to the Chief Engineer and inform him of the purpose of the visit. The CE will direct the contractor to whom they must report to for coordination purposes and safety review.
- Fill out and sign the Onboard Contractor Visit Record.
- The contractor will comply with all applicable safety, health, hazmat handling and disposal, regulations, including any safety and hot work restrictions imposed by the Marine Chemist.
- Prior to commencing hotwork review with CE the designated area, verify measurements vs ships plans, check status and boundaries of adjacent spaces. A signed work plan will document this procedure and agreed scope of hot work. (MTL-064A)
- Abide by all applicable laws, regulations, and USCG and ABS requirements.
- Utilize only employees adequately trained in procedures that ensure healthy and safe execution of contracted work. Electrical lock/tag out space entry and any other required permits to work must be utilized.
- That they enforce a company drug and alcohol policy, and will also comply with MTL's zero tolerance shipboard policy. Anyone returning to the vessel from a break under the influence or smelling of alcohol will be denied entry, and a contractor discrepancy report will be filed.
- That the contractor has the appropriate waterfront liability insurance.
- That the work performed be warranted against defects for 60 days.
- Prior to departure will obtain a sign off on a work completion/time sheet from the vessels designated person in charge of supervising the repair.
- The supervisors will check/sign out at the gangway logbook on departure.

The Contractors supervisor shall ensure his employees:

- Use only properly maintained machinery/equipment/tools suitable for on board use in the area designated as per the chemist's gas free certificate.
- Request permission and abide by all safety regulations prior to using vessel forklifts or

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other equipment.

- Not leave any pressurized hoses unattended, or conduct any pressure tests without continuous monitoring including breaks. Cutting torch safety precautions to be strictly enforced.
- Be trained in and utilize appropriate protective and safety equipment including: • Hard hats • Safety glasses/goggles • Long sleeves/long pants • Safety shoes • Respiratory equipment (when applicable) • Safety harness when working aloft • Lifejacket when over the side.
- Review shipboard and general safety and health standards/procedures and adhere to all posted safety requirements/restrictions.
- Immediately report any injuries or potential unsafe conditions to the vessel CE.
- Post adequate and continuous fire watch including a minimum of one hour after completion, keep all work areas clean and hazard free, properly remove and dispose of all debris on completion.
- Abstain from operating vessel systems, equipment, valves, switches, circuit breakers etc. without prior approval. The vessels machine shop, tools, or equipment are not be used without permission, and then solely at the contractors risk, without liability.
- Smoke only in designated areas, and dispose of cigarette butts in designated receptacles only.
- Abide by any Hazardous Area safety restrictions against use of non-UL approved electronic equipment including: • Flashlights • Cell phones • Pagers • Cameras • Power tools
- Remain out of crew's mess and quarters areas unless specifically granted permission.
- Do not remove any vessel equipment, tools, or parts, without a signed landing letter.
- Understand that any action that may result in oil, garbage, or pollution entering the water is strictly prohibited, and may result in Federal fines or imprisonment for the individuals responsible.

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Marine Transport Lines On Board Contractor Visit Record

Monitoring Contractor Workers

One of the keys to managing contractor safety and risks is to know at any given time which contractors are aboard and what kind of work they're doing. The following shipboard contractor notification form is simple and straightforward checklist of key information about each contractor for the ships file:

- Name of the Ship;
- The start and finish date of the work;
- Company name of the Contractor;
- The name of the Ships designated supervisor or duty officer on site;
- The name of the Contractors supervisor in charge of the workers on site;
- Has the contractor has met the requirements of our safety program; Yes No
- How many workers are on site;
- Have those workers have been oriented to our safety program; Yes No
- The names of any subcontractors to be used by this contractor;
- A brief description of the work to be done;

Contractors Representatives Signature

Ships Representative Signature