

Guide to the Workplace Assessment (WA)

The Sea as Workplace

Slipping, injury by fall, injuries by getting stuck and being hit by something are the most frequent causes of accidents on board. The reason is that working at sea is inherently more risky than working on the firm ground.

That is why it is worth asking ourselves which tasks make working at sea a more risky workplace. What are we already doing to avoid that risk? And what more can we do?

That is why it is very important to devise new solutions when you are improving your workplace!

Work performed on board is subject to Danish Maritime Authority regulations. Work performed on the quay or elsewhere on land is subject to Danish Working Environment Authority regulations.

Why you must make a Workplace Assessment

- In notice A from the Danish Maritime Authorization – "Technical regulation on occupational health in ships" it appears that the work shall, at all stages, be planned and organized so as to ensure safe and healthy working conditions. For this the WA is a fine tool.
- It is the shipmaster's responsibility to take care that the WA is conducted with the co-operation of the entire crew.
- The WA will help you when you go through and discuss the risks and hazards to your health on board. A risk is not only a risk accident here and now, but also a risk of being worn down over time.
- The WA should also be used in the instruction of new crewmembers before they start working. New and inexperienced crewmembers are more exposed to risk. It is therefore very important that they are well instructed in their future tasks and that they are knowledgeable of the risks on board.
- WA helps to systematically examine the work environment
- A good work environment can help lower costs due to accidents and occupational diseases, less replacement of crew members as well as increased job satisfaction, motivation and productivity.
- REMEMBER! WA must at least be reviewed every third year (date of next revision is shown in WA)

The Benefits of the Workplace Assessment

- You will have control over the issues when you discuss the tasks that influence your safety and health, not only over the tasks that can harm you here and now, i.e. an accident, but also over the tasks that can wear you down over time, i.e. attrition.
- Once you know the risk problems on board, you are in a position to overcome them. You may be able to do the work in a safer way. You may be able to take preventive technical measures.
- Furthermore, you must make a written risk assessment / action plan for every task that is rated "High Risk". It is optional to make a written risk assessment / action plan, if the task is "medium risk", but we recommend it.
- When a new crewmember signs on, the master and the new crewmember must go through the tasks with significant risks to safety and health. The master must do the same together with every crewmember that has not taken part in the making of the Workplace Assessment.

There are five phases in WA

1. Identification and mapping of the working environment
2. Description and assessment of any safety problems
3. Inclusion of any absence due to illness
4. Prioritising solutions to any problems in the work environment and develop an action plan
5. Follow-up and monitoring of action plans

Ask yourselves!

- Does it involve risk to...?
- What are our routines today?
- Can we improve our methods?
- Can we take preventive technical measures?
- Have we thought of great and little things that can help improve our safety and health?

Guide to Filling out the Workplace Assessment

As a standard form, the Workplace Assessment contains a number of tasks. It should be used as a starting point when making your Workplace Assessment. But fishing method and fishing tackle, the nature of the task, the size of the ship, technical facilities and equipment, working methods etc vary from ship to ship. That is why you never find two identical Workplace Assessments.

Refer to the help questions, which you can find by clicking the info icon before you assess the risk.

If you have tasks, which are not already mentioned in the form, they can be described under "Miscellaneous Tasks" or under the workflow "Other tasks".

This is how you assess the risk

Minimum Risk:

From the drop down menu choose "Minimum Risk" for the tasks you can carry out with Minimum Risk to your safety and health.

You then need not undertake further measures.

H. Physical work environment influences	i	▼ Minimum Medium High N/A ▼
I. Mental health impacts	i	
J. Risk of work environment contributing to sickness absence		

Medium Risk:

From the drop down menu choose “Medium Risk” for the tasks that at times – for example during rough weather conditions – constitute risk to your safety and health.

You will then analyze the task thoroughly. If it is possible, you should carry out the task in a safer way and/or take preventive technical measures.

If necessary, you can make a written risk assesment / action plan and/or a safety instruction. Both are optional.

H. Physical work environment influences	i	▼ Minimum Medium High N/A
I. Mental health impacts	i	▼ Minimum Medium High N/A
J. Risk of work environment contributing to sickness absence		▼

High Risk:

From the drop down menu choose “High Risk” for the tasks that constitute high risk to your safety and health.

You will then analyze the task thoroughly and a make written risk assessment / action plan. In addition, you can make a safety instruction, if needed.

If possible, you should carry out the task in a safer way and/or take preventive technical measures.

A separate risk assesment / action plan should be made for each of the tasks involving “High Risk”.

H. Physical work environment influences	i	▼ Minimum Medium High N/A
I. Mental health impacts	i	▼ Minimum Medium High N/A
J. Risk of work environment contributing to sickness absence		▼

N/A (Not Applicable):

From the drop down menu choose "N/A" for the tasks that are NOT relevant on board.

You then need not undertake further measures

H. Physical work environment influences	i	▼ Minimum Medium High N/A
I. Mental health impacts	i	▼ Minimum Medium High N/A
J. Risk of work environment contributing to sickness absence		▼

Filling in the Risk Assessment / Action plan Form

Risk:

Describe the risk you expose yourself to when carrying out a particular task - not only what risk can harm you here and now, i.e. an accident, but also what can harm your over time, i.e. attrition.

Preventive measures:

Describe how you must act to avoid the risks at the particular task.

You here describe your own concrete initiatives that can reduce or eliminate the risk you have just described.

How can the task be carried out in a better way?

Which preventive technical measures can you take?

Safety instructions

Make a safety instruction when a certain procedure is required in order to avoid dangerous situations. For example when ongoing maintenance and equipment repairs can cause a particular risk.

Below you see an example for safety instruction for boarding and stay in the fish hold in fishing vessels.

Safety instruction

Workflow:	5. Tasks in the Holds
Task:	X. Miscellaneous Tasks Boarding and stay in the fish hold
Risk Assessment:	High

Risk identification	
Adverse incidents / accidents	Consequences
Falls from access ladder to the fish hold	Serious injuries on the person in the form of broken bones and/or internal injuries plus damage to the skull.
Collapsing in the tank due to lack of oxygen or the presence of dangerous/toxic gasses.	At worst it will result in death.
A person is found lying in the tank, or it is observed that a person falls over in the tank.	The person's condition can be the result of lack of oxygen or the presence of dangerous/toxic gasses.
No one is to go to a person, who has fallen over in the tank, without using a breathing apparatus and a lifeline.	Without the use of safety equipment, it can result in death for this person also.

Safety measures	
Technical measures	Personal safety equipment
Having established fall arrest system/drop tackle at ladder and checking that this is working and workable. That the fall arrest system is formed so it is possible to connect the valve before boarding the ladder.	Fall arrest equipment.
The fall arrest equipment is put on and adjusted to the person.	Measuring equipment for detecting lacks of oxygen or the presence of dangerous/toxic gasses in the tank
Before working in the tank, it is rinsed through with sea water.	Lifeline and breathing apparatus.
If this is not possible, and if there is a risk of lacking oxygen or the presence of dangerous/toxic gasses in the tank, measuring equipment must be used.	Depository for fall arrest equipment:
Use of lifeline and breathing apparatus.	Depository for measuring equipment:
	Depository for breathing apparatus: