



Identifying Safety Hazards Reduction & Elimination

Safety and Environmental Management System

SEMS 2-1

This chart is used to identify actual hazards of the offshore catering and housekeeping industry: the tasks, equipment and tools, and the environment. It describes the real problems they pose based on actual incidents that have occurred and the steps to taken to eliminate, or reduce the risk of these hazards.

WHAT	POTENTIAL HAZARD	CORRECT
Protruding objects deck/walkway	<ul style="list-style-type: none"> Striking against 	<ul style="list-style-type: none"> Mark with yellow tape or some type of warning Report to operator
Bunks	<ul style="list-style-type: none"> Falling from when getting out to go to work 	<ul style="list-style-type: none"> Stretch (exercise) your body to gain flexibility before getting out of bunk Take special precaution when placing feet in ladder rungs when going up or down
	<ul style="list-style-type: none"> Hitting head 	<ul style="list-style-type: none"> Ask for lower bunk, if tendency to be startled in sleep Cover any thing you could hit your head on with a towel(s)
	<ul style="list-style-type: none"> Changing linen or making up top bunk: Slips, falls 	<ul style="list-style-type: none"> Use movable stepladder, move down the bunk as you make it up. When using bunk ladder, extend only as far as arms will reach. Never overreach
Cabinet doors	<ul style="list-style-type: none"> Hitting against 	<ul style="list-style-type: none"> Always close after use
Cable/hose/rope	<ul style="list-style-type: none"> Slip, trip and fall 	<ul style="list-style-type: none"> Remove from walkway, tape down if unable to remove. Warning signs if unable to remove or tape Report to operator
Can/can top	<ul style="list-style-type: none"> Cuts or lacerations 	<ul style="list-style-type: none"> Use cutting glove when handling can tops. Place loose or partially loose tops inside cans and bend mouth of can shut to prevent top from coming out Handle can around the middle or bottom, not the mouth/fresh cut Never place hand inside mouth of open can, use a utensil
Chemicals	<ul style="list-style-type: none"> Inhalation of poisonous gas caused by mixing chemicals Splashing of chemicals in eyes 	<ul style="list-style-type: none"> Never mix chemicals of any kind Never use a chemical without a label. If you do not know ask! Wear goggles, or safety glasses
Doors	<ul style="list-style-type: none"> Hitting against Being hit by 	<ul style="list-style-type: none"> Beware of sharp edges on door frames Beware when approaching a closed door that swings towards you. Beware opening or closing a door in high winds. Do not go outside in high winds or use both hands or ask for help.
Floors and other walking surfaces	<ul style="list-style-type: none"> Slip, trip, fall 	<ul style="list-style-type: none"> Wear non-skid steel-toed safety shoes Place wet floor signs if area wet from mopping Clean up other wet spills Remove all obstacles in your path, or negotiate around them Never clutter walkways; put everything in its correct place (pantry, storage closet, etc.) Watch where you are going at all times Take your time, do not get in a hurry Take slow, deliberate steps with feet pointed slightly outward when walking in wet conditions (i.e. outside deck) Keep one hand on handrail at all times Do not carry a load that prevents you from seeing your feet or the path you are taking



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Foreign object (eye)	<ul style="list-style-type: none"> Blown into eye 	<ul style="list-style-type: none"> Wear goggles or safety glasses when going outside quarters Do not go outside in high winds
Garbage disposal	<ul style="list-style-type: none"> Being "caught in" resulting in injury to hands, fingers 	<ul style="list-style-type: none"> Follow the instructions on operating the equipment If in doubt, seek help from supervisor
Unloading grocery boxes	<ul style="list-style-type: none"> Inhalation Lifting, twisting injury Foot, hand injury Slip, trip, fall 	<ul style="list-style-type: none"> Always air out box for at least 15 minutes before entering Use correct PPE: (lift belt, safety shoes, hard hat, gloves, box cutter) Always use correct lifting techniques: Size up the load, shape, weight, bulk (get help if necessary) Watch for sharp edges on load Choose path to take and site for load Squat, bending at knees Keep feet shoulder width apart. (1 foot slightly in front of the other) Tuck chin toward body, keep back in its natural curve Grip the load, pulling it against your body Lift the load with the legs Do not jerk the load or lift and twist Turn feet in the direction the load is to go Reverse the procedure to place load down Remove all obstacles from path Clean up all wet areas Watch where you are going at all times Take your time, do not get in a hurry Take slow, deliberate steps with feet pointed slightly outward when walking in wet conditions (i.e. outside deck) Do not carry a load that prevents you from seeing your feet or the path you are taking Always get help if a load is too heavy or too bulky
Hand Rails	<ul style="list-style-type: none"> Cuts from sharp edges 	<ul style="list-style-type: none"> Grip railing loosely with as you walk up or down stairs, do not slide hand up or down railing and be ready to grab firmly if a slip occurs If any raised bumps or snags are felt, report them immediately to operator
Knife Use	<ul style="list-style-type: none"> Cuts and lacerations 	<ul style="list-style-type: none"> Use correct PPE: cutting glove Use correct knife for the job Make sure it is sharp and use correct cutting methods: Always cut away from body. Do not hack, use smooth cutting strokes Let falling knives fall; never attempt to catch them. Do not get distracted, pay attention to what you are cutting Do not get in a hurry, take your time When using a cutting board, place damp galley rag under board to prevent board from slipping while in use Use, clean and store knives in proper place



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Mattress	<ul style="list-style-type: none"> Lifting and twisting injuries to: Shoulders Back Arms 	<ul style="list-style-type: none"> Do not over reach when moving or lifting a mattress Do not stay in one position too long when making up a bunk. Stop and stretch periodically, wearing Safe-T-Lift belt. Use correct lifting techniques as much as possible: <ul style="list-style-type: none"> Do not lift and twist, Keeping stomach muscles tight Keep back in "S" curve as much as possible
Mop Bucket	<ul style="list-style-type: none"> Lifting Injury to: Shoulders Back Arms 	<ul style="list-style-type: none"> Lift bucket only when empty, roll when full Empty bucket when transferring to another floor Push bucket, do not pull it. Do not overreach & wear Safe-T-Lift belt
Pans	<ul style="list-style-type: none"> Lifting injuries to: Shoulders Back Arms Burns 	<ul style="list-style-type: none"> Wear correct PPE: Oven Mitts, Safe-T-Lift belt Pull rack out of stove, getting help if necessary. Use correct lifting methods: <ul style="list-style-type: none"> Clear path for product to go Choose and clear site for it to be placed Use slow deliberate lifting movements Do not jerk pan of hot food product (slosh & splash) Keep back in "S" curve as much as possible
Rugs	<ul style="list-style-type: none"> Slip, Trip and Fall injuries 	<ul style="list-style-type: none"> Make sure rug is flat to floor. If rug starts to turn up, report it. Sweep off rug and get as much loose dirt off of it and from under it as possible. Sand and dirt under the rugs will make them slide when stepped on Do not use cardboard boxes as rugs, they will become slippery after use and become a slip hazard
Stairs	<ul style="list-style-type: none"> Slip, Trip and Fall injuries 	<ul style="list-style-type: none"> Always be cautious of loose or worn steps or stair covering Be aware of insufficient lighting Look for other hazards: wet spots, clutter. Remove/clean up Never run up or down stairs and use the handrail at all times Do not walk with your hand(s) in your pocket(s) Take slow and deliberate steps up and down stairs Do not skip steps When carrying a load, get help if necessary When carrying a load, do not block your vision and keep one hand free to use the handrail
Water Bottles	<ul style="list-style-type: none"> Lifting injuries to: Shoulders Back Arms 	<ul style="list-style-type: none"> Wear correct PPE: Lift belt Use push cart or other apparatus if possible Make sure product is dry to the touch Clear path and check for clear site to deposit load Use correct lifting techniques: <ul style="list-style-type: none"> Good body positioning: get close to product, bend at knees, keep back in "S" curve Grip product pulling it next to your body, Lift with legs, slowly DO NOT BEND AT WAIST AND LIFT WITH THE BACK Put load down in reverse order.