



**SAFETY MANAGEMENT SYSTEM
REPORTING FORMS & CHECKLISTS
SECTION 10
Visitor Safety Checklist – Yard / Office**

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10 - D001YO - VISITOR SAFETY ORIENTATION CHECK LIST – YARD / OFFICE

Date: _____ Name: _____

1. GENERAL EMERGENCY / FIRE SOUND OF AN AIR HORN

- a. Discovery – raise the alarm with Yard personnel
- b. Signal: AIR HORN CONTINUOUS – FIRE
- c. Meaning: An emergency situation has arisen.
- d. Your Action: seek a safe place away from danger for fire , see if you can lend a hand for medical

2. PERSON – OVERBOARD – CONTINUOUS SHORT BLASTS

- a. In the Yard there is a chance that Crew or visitors could fall into the water.
Raise the alarm as quick as possible – throw floatation device to person.

3. Medical Emergency - THREE SHORT BLASTS AIR HORN

- a. First Aid Room is beside Lower Office and Washrooms
- b. Brian Ross, Louise Dessureault - are First Aid attendants
- c. Call 911 for medical help if needed

4. SAFETY

The following information is for your safety:

- a. No persons are allowed in Yard under the influence of alcohol and/or drugs.
- b. No alcohol and/or drugs are allowed in Yard
- c. NO SMOKING except in designated areas.
- d. All personal must wear the correct PPE (Personal Protective Equipment) for the Visit.
- e. No work is allowed Without Yard Managers permission.
- f. All work requiring a permit shall only be carried out with respective permit completed and signed.
- g. All personnel must comply with all signs, notices and verbal instructions.
- h. Any safety or environmental accident or near miss is to be reported to the Yard Manager immediately.

5. ENVIRONMENT

Wainwright Marine Services has a strict environmental policy. Nothing is to be thrown in the water and all waste is to be placed in the correct waste bin.

**IN CASE OF ANY EMERGENCY GO TO MUSTER AREA
AND FOLLOW INSTRUCTIONS**