

**Safety Stand-down**

**[Date/Time]**

**[Location]**

| **Time** | **Topic** |
| --- | --- |
|  | **Introduction**  *Remind crew of the purpose of the training and review the agenda. Stand-down should be employee led (not the Master or Chief).* |
|  | **HSE Overview**  *Discuss our Mission Vision Values and how the crew is valued in keeping our workplace safe. Briefly review our HSE Policy within the SMS Manual.* |
|  | **Topic 1: Hazard Analysis** *(Pick 1 activity from below*) |
|  | **Topic 2: Hazard Controls** *(Pick 1 activity from below)* |
|  | **Topic 3: Policies and Procedures** *(Pick 1 activity from below)* |
|  | **Questions and Answers** |
|  | **End** |

**Hazard Analysis** *(Choose a topic below)*

* **Root Cause Analysis:** *Have crew team up to discuss recent incidents (e.g., Near Miss, Mishap). Coach the crew into the 5-Why Analysis until the true cause of the issue is determined.*
* **Job Safety Analysis (JSA) Procedures:** *Walk the crew through when and how to use them. If any confusion exists about when to conduct a JSA, get their input on scenarios when this analysis is important.*
* **Play “Safety Safari”:** *Divide into teams and conduct a walk around the vessel and see who can spot the most common hazards found aboard. Take pictures and share in a common area. Provide feedback on the hazards that are identified and controls that are suggested. Award 5 Safety Spot Award stickers to the team who finds the most hazards or come up with the best solutions. Don’t forget to go back and correct any hazards found!*

**Hazard Controls** *(Choose a topic below)*

* **PPE Protection:** *Conduct a brainstorm session of when and why PPE is needed. Have crew show how to use PPE. As PPE is shown, select 1 or 2 crew and have them continually don as much of the PPE is discussed.*
* **Safe Lifting Practices:** *Review safe lifting practices by demonstrating the best way to lift and move items on the job such as equipment, parts, stores, etc. Mix it up with fun things to lift/move such as a spoon and egg (don’t drop the egg!).*
* **Safety Slogan Challenge:** *Divide into teams and each team must come up with a Safety Slogan for fall protection, lockout/tagout procedures, avoiding slips/trips, ergonomics, preventing workplace violence, and cargo handling. Teams are given 20 minutes to complete. Each team that completes a slogan for each topic is awarded 3 Safety Spot Award stickers.*

**Policies and Procedures** *(Choose one of the topics below)*

* **Injury, Illness, and Near Miss Reporting:** *Remind crew of our procedures for reporting injuries and illnesses and what they should expect as a response. Discuss ways they can report “near misses.*
* **STOP Work Authority Policy:** *Discuss the STOP work policy to ensure that the crew feels comfortable raising HSE concerns without fear of retaliation.*
* **Review Audits and Analyses:** *Review the results of recent safety audits conducted. Discuss how everyone can improve and celebrate safety successes.*