

## **INSTRUCTIONS FOR USING THE RISK ASSESSMENT FORM**

- 1.** Envisage the task in hand and identify the hazards associated with carrying out the task. These hazards are to be listed and addressed individually in the risk assessment form.
- 2.** Once the hazard has been identified, based on the combination of the likelihood and severity/consequence of the hazard, the risk evaluation score is to be assigned using the risk evaluation matrix on the last page. For example, a hazard which has a likelihood of 'unlikely' and a severity/consequence of "harmful", the risk evaluation score would be 4 (moderate risk).
- 3.** With the determination of the risk evaluation score, using the recommended response table on the last page, appropriate action is to be planned and implemented.
- 4.** Using the above example of a risk evaluation score of 4 (moderate risk), appropriate controls must be applied to the risk and these must be listed out accordingly in the form along with the person responsible for applying the control and the completion date.
- 5.** Once the controls have been applied, the risk must be reassessed as a whole taking into account the applied controls and once again using the risk evaluation matrix on the last page, a residual score must be obtained.
- 6.** If the residual risk on reassessment is 'Trivial' or 'Tolerable' (scores 1 and 2), then no additional controls are required and only effective monitoring of the task to ensure compliance with procedures is necessary.
- 7.** However, if the reassessment of the risk again is 'Moderate', 'Substantial' or 'Intolerable' and yields a score higher than 2, it implies that the applied controls are not sufficient to address the associated hazards and therefore do not bring the risk to a safe level. This would require additional controls to be applied and steps 4 and 5 to be followed once again.
- 8.** This process would continue until the residual risk is eventually brought down to an acceptable level (scores 1 or 2).
- 9.** Effective supervision of the task to be carried out is necessary to ensure that there are no unauthorized and unsafe diversions which could effectively change the entire risk assessment therefore making it inappropriate for the current task.

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VESSEL NAME:		ACTIVITY: Fishing operations		PERSONNEL INVOLVED IN THE TASK: Skipper and all crew.		
HAZARD CATEGORY	POTENTIAL HAZARDS IDENTIFIED	RISK EVALUATION SCORE (refer page 6)	POSSIBLE CONTROL MEASURES REQUIRED (including existing & proposed)	ACTION		RESIDUAL RISK SCORE (Refer page 6)
				PERSON RESPONSIBLE	DATE COMPLETED	
Crew injury	Crew injury/fatality while handling fishing gear such as nets or when handling the catch	Likely (3) x Harmful (2) = 6 <b>Substantial (example only)</b>	<ul style="list-style-type: none"> <li>Standard operating procedures to be available for deploying, operating and retrieval of specific fishing gear such as cray pots, trawls, pots, nets, lines etc.</li> <li>Adequate crew to carry out the operation in a safe manner.</li> <li>Crew to be suitably familiarised and trained with the operation of the fishing gear and the operation to be properly supervised.</li> <li>Adequate personal protective equipment (PPE) to be worn by the crew including appropriate safety gloves to prevent getting injuries from the fish spines/teeth or getting bitten by the fish/crabs.</li> <li>Fishing gear to be periodically inspected, maintained repaired and/or replaced as required.</li> <li>Long hair to be tied back as appropriate.</li> <li>Moving parts of machinery to be guarded as appropriate.</li> <li>Ropes/lines to be handled properly to prevent burns.</li> <li>Winch and other moving machinery operators to be suitably experienced.</li> <li>Hooks and other parts of lifting equipment that can swing and cause injury to be kept restrained or lashed as appropriate.</li> </ul>	Skipper and all crew		Unlikely (2) x Slightly Harmful (1) = 2 <b>Tolerable (example only)</b>

Crew injury			<ul style="list-style-type: none"> <li>• Crew to stand clear of the load when the catch is lowered into the hold/fish room.</li> <li>• Proper and continuous ventilation in holds/fish room to ensure good air quality.</li> <li>• Tool box meeting to be conducted to discuss the task with all relevant crew.</li> </ul>			
Crew injury	Crew injury/fatality due to slips, trips and falls, including falling overboard	(To be assessed and completed)	<ul style="list-style-type: none"> <li>• Portable floatation devices and other PPE as appropriate to be donned where there is a risk of crew falling overboard during fishing operations.</li> <li>• Work areas to be inspected prior commencement of operations – to be free of any unwanted / loose material.</li> <li>• Adequate illumination to be provided; no dark areas or shadow sectors.</li> <li>• All immovable obstructions to be highlighted by tiger stripes and/or signage.</li> <li>• Anti-slip coating to be applied on working decks, fish room floors where practicable.</li> <li>• Unguarded open accesses should be cordoned off ; handrails to be provided as appropriate</li> <li>• Crew to stand clear of fishing gear during deploying and retrieving operations including during attempts to free snagged gear.</li> </ul>	Skipper and all crew		(To be assessed and completed)

Crew injury	Crew injury/fatality while using power tools and electrical equipment (electrocution) including portable tools/equipment.	(To be assessed and completed)	<ul style="list-style-type: none"> <li>• Adequate personal protective equipment (PPE) to be worn by the crew.</li> <li>• Portable tools/equipment to be appropriately certified for use in the planned location of work.</li> <li>• Portable tools/equipment to be regularly inspected/tested and maintained as appropriate.</li> <li>• Appropriate medical supplies to be available for first aid including the availability of defibrillators in case of electrocution.</li> <li>• Permit-to-work to be filled in as appropriate for the task in hand.</li> <li>• All power outlets on the vessel to be fitted with Residual Current Devices (RCDs) which are subject to regular testing as appropriate.</li> <li>• Emergency stops to be clearly identified and regularly tested for proper operation.</li> <li>• Rubber insulation matting around switchboards to be provided.</li> <li>• In case of switchboards being exposed to water splashing, appropriate anti-splash barriers to be installed.</li> </ul>	Skipper and all crew		(To be assessed and completed)
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Crew injury	Crew injury/fatality while working in the close proximity of refrigeration systems using ammonia	(To be assessed and completed)	<ul style="list-style-type: none"> <li>• Ammonia refrigeration system to be isolated by shutting all valves well in advance of commencing any operations in the hold.</li> <li>• Ammonia refrigeration system to be depressurised by draining/vacuuming the ammonia in the system to the reserve storage tank well in advance of commencing any operations in the hold.</li> <li>• Exposed piping/valves of the refrigeration system to be protected/guarded to prevent any accidental physical damage.</li> <li>• Crew to be fully familiarized/trained on the operation of the refrigeration system, including the associated dangers of ammonia exposure and emergency contingency plans in case of refrigerant leakage.</li> <li>• Proper supervision of the operation to be carried out.</li> <li>• Appropriate safety equipment such as breathing apparatus to be easily accessible prior to commencing the operation.</li> <li>• Proper and continuous ventilation in holds/fish room to ensure good air quality</li> </ul>	Skipper and all crew		(To be assessed and completed)
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	Communication failure between the bridge team/ pilot, bridge team/ deck mooring crew and between the deck mooring crew / assisting tug crew.	(To be assessed and completed)	<ul style="list-style-type: none"> <li>• Vessel's stability to be calculated and assessed for each stage of the operation.</li> <li>• Catch to be stowed accordingly in order to ensure that it does not shift and that the vessel maintains positive stability at all times.</li> <li>• Any shifting of the catch within the hold to be done only after the impact that this may have on stability has been calculated.</li> <li>• Free surface effect, especially in holds and on deck to be kept to a minimum to prevent excessive rolling.</li> <li>• Sea inlet valves to be maintained properly to prevent inadvertent flooding of the vessel.</li> </ul>	Skipper and all crew		
Date:		Name/Rank/Sign:				

## RISK EVALUATION MATRIX TO OBTAIN SCORE

		Severity/Consequence		
		Slightly Harmful (1)	Harmful (2)	Extremely harmful (3)
Likelihood	Highly Unlikely (1)	Trivial Risk (Score 1)	Tolerable risk (Score 2)	Moderate Risk (Score 3)
	Unlikely (2)	Tolerable Risk (Score 2)	Moderate Risk (Score 4)	Substantial Risk (Score 6)
	Likely (3)	Moderate Risk (Score 3)	Substantial Risk (Score 6)	Intolerable risk (Score 9)

THE TABLE BELOW INDICATES THE RECOMMENDED RESPONSE IN EACH CASE.

Trivial	No action is required.
Tolerable	No additional controls are required. Monitoring is required to ensure control is maintained.
Moderate	Efforts are required to reduce risk. Controls are to be implemented within a specified time.
Substantial	New work not to start until risk reduced. If work is in progress, urgent action to be taken. Considerable resources may be required.
Intolerable	Work shall not be started or continued until the risk has been reduced. If reduction is not possible, the activity shall be prohibited.

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