Meeting- TDI HSE Policy Review

*Marine Operations*

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| *Vessel Name* | | | *Date (****01-January-2020****)* | | | *Name of person conducting the meeting* ***(PRINT)*** | |
|  | | |  | | |  | |
| *Start time* |  | *End Time* | |  | ***HELM #🡺*** | |  |
| *Name of Project/ Client/ Location* | | | |  | | | |

The **TDI HSE Policy Review***(Formerly Safety at Sea PowerPoint/ Pre-Start Safety Meeting*) to be reviewed with clients and short service employees BEFORE the start of the project.Log in **Helm as Meeting** and file in TDI Binder system- **Binder #11 as Training**.

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| **No.** | **PRINTED NAME** | **Initials** | **No.** | **PRINTED NAME** | **Initials** |
| 1. |  |  | 17. |  |  |
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| 3. |  |  | 19. |  |  |
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| **Review the PowerPoint with the group. Check the boxes as you cover the items** | |  |
|  | TDI Management Commitment- HSE statement | |
|  | Management and Employee’s responsibilities | |
|  | Core Safety Training | |
|  | Behavioral based safety- Look out for your fellow workers – See something, do something | |
|  | Safety Observation Cards- report problems so they can be fixed | |
|  | Job Safety Analysis before any task | |
|  | Lifting Gear procedures | |
|  | Permit to Work system- What work requires a permit? | |
|  | **STOP WORK** Authority for ALL | |
|  | Last Minute Risk Assessment- Think before you act | |
|  | HSE Toolbox Talks- Different HSE topic each week | |
|  | Crane and Winch inspections | |
|  | Drills- everyone must participate- including clients/ contractors | |
|  | Reporting- Injuries, illness, near miss- no penalty for reporting | |
|  | Drugs and Alcohol policy | |
|  | Firearms and weapons (exceptions determined by security plan) | |
|  | NO SMOKING inside the vessel- no butts overboard | |
|  | Waste and garbage- nothing over the side | |
|  | PPE- what’s required and who to ask for it | |
|  | Manual lifting- preventing injuries | |
|  | Health issues- Medical Disclosure form to captain | |
|  | Alert cook if any food allergies, | |
|  | **Short Service Employee Program -ID the SSE's and assign mentors** | |

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| **#** | **SSE Printed Names** | **Initials** | **SSE’s Mentor Printed Names** | **Initials** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
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| **Name of person conducting the meeting:(printed)** | **Signature:** |
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