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** |
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| 2. |  |  | 18. |  |  |
| 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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