



Please print and post at your vessel/ facility for all employees to view

Fleet Memo #37: New Requirement—Weekly HSE Toolbox Talks Sign in Sheets to be turned into HSE Manager

Captains and Party Chiefs:

In Fleet Memo #36, sent on Feb 11th, 2014, all vessels were asked to start conducting the five part safety series on Hand Injuries. In order to do this, you must go to the ship web pages and open the HSE & Toolbox Talks page (left hand index list on the main page). The Toolbox Talks page has two columns of various HSE topics. On the right hand side under “PPE- Personal Protective Equipment”, you will find the series for Hand Injuries. Open the file and print it out.

Each Toolbox Talk is a pre-made pdf with specific talking points and sign in sheet included. Each vessel will need to complete **one meeting per week** – which should include **both boat crew and science crew**. These can be conducted separately if it better accommodates your schedule. Scan and send the sign in sheet from the Toolbox Talk to hse@tdi-bi.com **no later than Friday each week**.

These are not to be confused with the vessel or Party Chief’s weekly/ daily safety meetings, which are to discuss the project and ship specific concerns.

When the Hand Injury series is complete, the vessel may choose which HSE topic they wish to discuss from the Toolbox talks and send in the sign sheet each week as before. Requests for particular toolbox topics may be sent to the hse e-mail address.