



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

## **Fleet Memo #43: Safety Management Training & Risk Reviews**

A review of non-conformities and recent audits has revealed a fleet-wide lack of understanding of TDI's Safety Management System by both vessel crews and technical parties - specifically with regard to risk identification, assessment and mitigation.

The Safety Management System is intended to protect the worker at the deck level from the hazards of the workplace. Job Safety Analysis, Permits to work, Management of Change procedures, Last Minute Risk Analysis and Stop Work Authority are just some of the tools established to enable the worker to stop and evaluate the risks before potentially putting himself and others in harm's way.

A core set of training has been developed to teach fundamental understanding of the Safety Management System in the context of TDI procedures like the ones mentioned above. I have personally conducted this training on the GeoExplorer and the Proteus and plan to complete fleet training on the remaining vessels by March 9, 2015.

We understand the need to provide ongoing guidance and support after that initial training. We are asking each vessel to conduct a Risk Review of 3 work permits and 2 JSA's per month. A Risk Review checklist is being provided with key check points.

At the beginning of each month starting January 1, 2015, we will be asking you to send the Risk Review to [HSE@tdi-bi.com](mailto:HSE@tdi-bi.com). We will review them and provide coaching with comments and suggestions on how to improve your risk assessment process.

We understand that creating a safety culture requires continual training and improvement and welcome any ideas or suggestions you may have to mitigate risks in your job.

James E. Howell, Ph.D.

HSE Manager

# Risk Review



Recognize the Hazard  
Plan the Task  
Protect the People

Vessel \_\_\_\_\_ Date (DD-MONTH-YYYY) \_\_\_\_\_

This review is due on the first day of each month. Please complete and send this review along with the three most recent work permits, **one new Standard Job JSA** and **one completed JSA for unplanned maintenance** to [HSE @ tdi-bi.com](mailto:HSE@tdi-bi.com).

PERMIT REVIEW	Permit 1	Permit 2	Permit 3
Date created			
NS5 record #			
Does NS5 record state, "PERMIT COMPLETED AND FILED ON BRIDGE?"			
Type of Permit (HW, EI, WH, CS)			
All sections of form completed			
JSA completed			
Authorized person signed			
ALL persons doing work signed- <b>including contractors</b>			

## Complete the Appropriate Section below

If still open:	Permit 1	Permit 2	Permit 3
Is copy posted at work site?	Yes / No	Yes / No	Yes / No
Is the permit still valid (not expired)?	Yes / No	Yes / No	Yes / No
If continued from previous permit:	Permit 1	Permit 2	Permit 3
Does previous permit have completed JSA?	Yes / No	Yes / No	Yes / No
Does current permit have signatures of all new workers Indicating they have read the previous JSA?	Yes / No	Yes / No	Yes / No
If completed:	Permit 1	Permit 2	Permit 3
Did authorized person sign the "Close" section?	Yes / No	Yes / No	Yes / No
Has copy been removed from work site?	Yes / No	Yes / No	Yes / No

The new Standard JSA is for the task of: \_\_\_\_\_

The unplanned maintenance JSA was for the task of: \_\_\_\_\_

**Comments, Questions, Suggestions:**