

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

## Fleet Memo #59: Safety Observation Cards

Safety Observation Cards are a TDI system used to report and correct safety issues before they result in an injury or incident. They are also used to note positive observations.

**Anyone can fill out a safety observation card. The cards are to be reviewed at the daily safety meeting.** Bridge crew will enter maintenance/ repair/ equipment issues for the vessel into Helm as a task for follow up. Other issues are addressed by the appropriate personnel.

**Progress is reported at the next safety meeting. Significant issues are reported to management.**

Each week the safety card stats are entered into a scheduled Helm task. **\*\*\*What's NEW is\*\*\* -- the bridge will now be required to scan the safety cards and attach them to the weekly task.**

Helm will notify the office when the weekly task is finished and **office staff will review each card and ensure proper follow up to closure.**

### Your action items:

1. **Review** this memo with vessel crew and technical team at the next meeting (This counts as your weekly HSE Meeting topic in Helm.)
2. **Scan** all safety cards each week and **attach** them to the task.



If you have any questions, please email [HSE@tdi-bi.com](mailto:HSE@tdi-bi.com)

Thank you,



**Richard Byno**  
Director of Marine Operations

## Safety Meeting & Weekly HSE Topic

**Scan and attach to your weekly HSE Topic meeting in Helm**

Vessel Name		Date (01-January-2021)		Name of Party conducting the meeting ( <b>PRINT</b> )	
Start time		End Time		<b>HELM #→</b>	

No.	PRINTED NAME	Initials	No	PRINTED NAME	Initials
1.			12.		
2.			13.		
3.			14.		
4.			15.		
5.			16.		
6.			17.		
7.			18.		
8.			19.		
9.			20.		
10.			21.		
11.			22.		

**Special topic/ focus for today: Safety Observation Cards**

**Party Chiefs-** During the Daily Safety meeting you are to review the safety cards turned in within the last 24 hrs. You should be able to address positive comment cards and resolve basic issues in the safety meeting. (If you see someone without proper PPE, bring it to them. If you see something unsafe, STOP THE JOB, etc.) Turn in safety cards to the bridge daily.

**Bridge Teams-** If a repair, maintenance or equipment issue for the vessel is identified by the Safety Observation Cards, you will need to create a new task in helm to address it to completion. In your weekly Helm task to enter the safety observation card stats, you will now also SCAN copies of the cards for that week and ATTACH them to that record. When you FINISH the weekly observation card task, Helm will send a notification and link to the HSE Manager and office management for review.

**Work on completing your computer based safety training.**

\_\_\_\_\_ Number of Safety Cards Reviewed                      Weather/ sea state next 24 hrs:

Tasks for the next 24 hrs:

<b>Title of Document:</b>	Meeting- Safety	<b>Document Number:</b>	TBD
<b>Authority:</b>	Director of Operations	<b>Revision:</b>	July 2021
<b>Custodian/Owner:</b>	Designated Person Ashore	<b>Issue Date:</b>	July 2021
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