

SAFETY

AT ORSKOV YARD

REV. NO. 2.3



SAFETY
NIELS



Committed

TO THE FUTURE WITH STRONG FACILITY UPGRADES

/// CONTENT

1.	Introduction	3
2.	Emergency response and evacuation procedures ..	4-5
3.	Personal Protective Equipment (PPE)	6
4.	HSI booth (health, safety and information booth)	7
5.	CO ²	7
6.	T-card system	8
7.	Permit to work (PTW)	8
8.	Lifting instructions	8
9.	Safety around cranes	9
10.	Overhead travelling cranes	9
11.	Use of company cars	9
12.	Forklift trucks	10
13.	Near-miss events	10
14.	Safety data sheets for chemicals	10
15.	Working at heights	11
16.	Confined spaces	11
17.	Isolation of systems	12
18.	Hot work	12
19.	Oxygen- and gas tubes/adapters	13
20.	Lifts	13
21.	Scaffolding	13
22.	ISPS access control	14
23.	Alcohol and drugs	14
24.	Smoking	15
25.	Order and tidiness	15
26.	Waste management	16
27.	Safety organisation	16
28.	Parking	17
29.	Information for ship crews and their suppliers	17



/// 1. INTRODUCTION

Welcome to Orskov Yard. This safety manual describes safety in the shipyard as well as how you should react in given situations. This manual applies to everybody on the shipyard premises.

SAFETY IS EVERYONE'S RESPONSIBILITY, STARTING WITH YOU.

Familiarise yourself with the manual. If you are in any doubt, ask your superior or anyone from the management.

This can be an extremely dangerous workplace, where you need to take proper care at all time.

ALWAYS TAKE THE TIME REQUIRED TO ENSURE THAT YOUR WORK ENVIRONMENT IS SAFE AND SECURE BEFORE COMMENCING A TASK OR A PROJECT.

It is essential that nobody is injured when they are working at Orskov Yard.



IT IS ALLOWED TO STOP DANGEROUS WORK. IT IS IMPORTANT THAT EVERYBODY GETS HOME FROM WORK SAFE EVERY DAY.

OUR GOAL IS:

0 accidents, 0 environmental release
and 0 falling objects

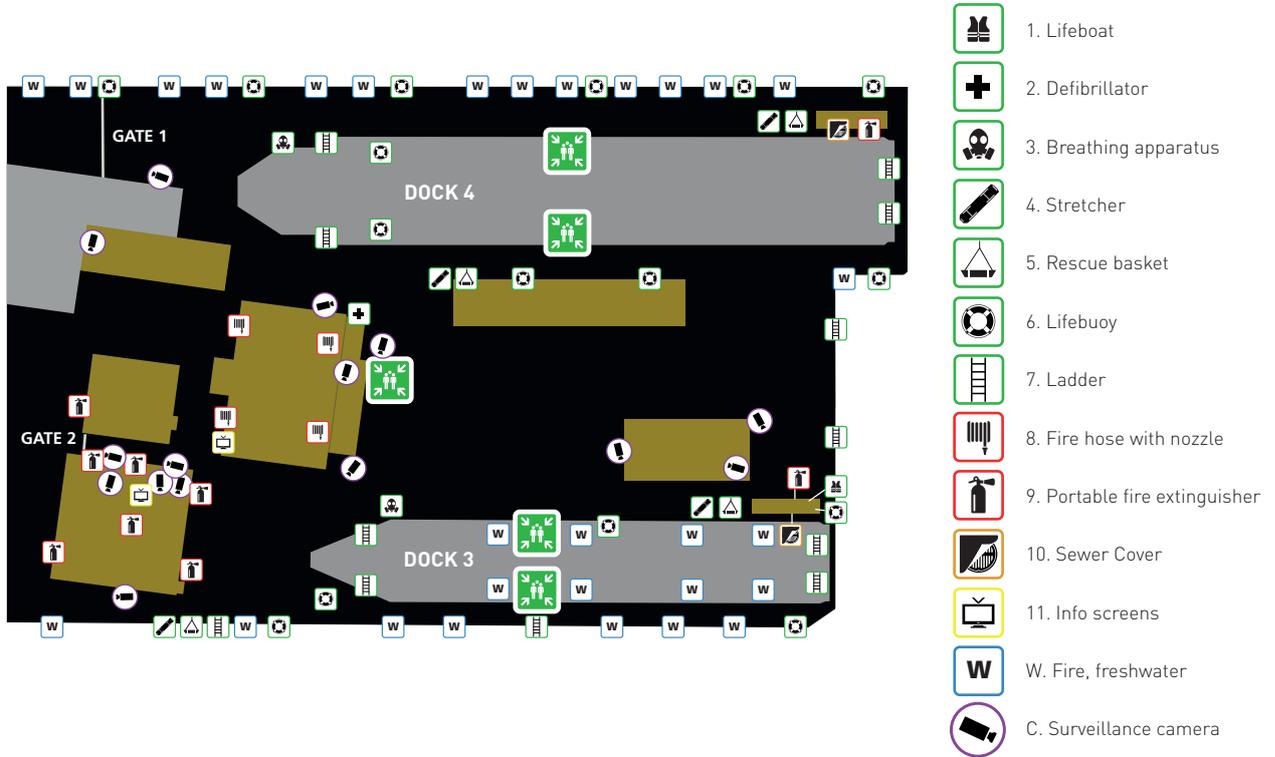
Kind regards,

Christina Orskov
Director





/// 2. EMERGENCY SOUTH



In case of fire or emergency, call 112. Remember to state the address and the location on site where assistance is required. This information can be found on the organisation chart in the HSI booth. Ensure that someone is stationed to direct the emergency service personnel to the scene of the incident. Thereafter, walk directly to the ASSEMBLY POINT. Remember to contact the foreman and the project manager. Assembly points are shown on the plan diagram above.



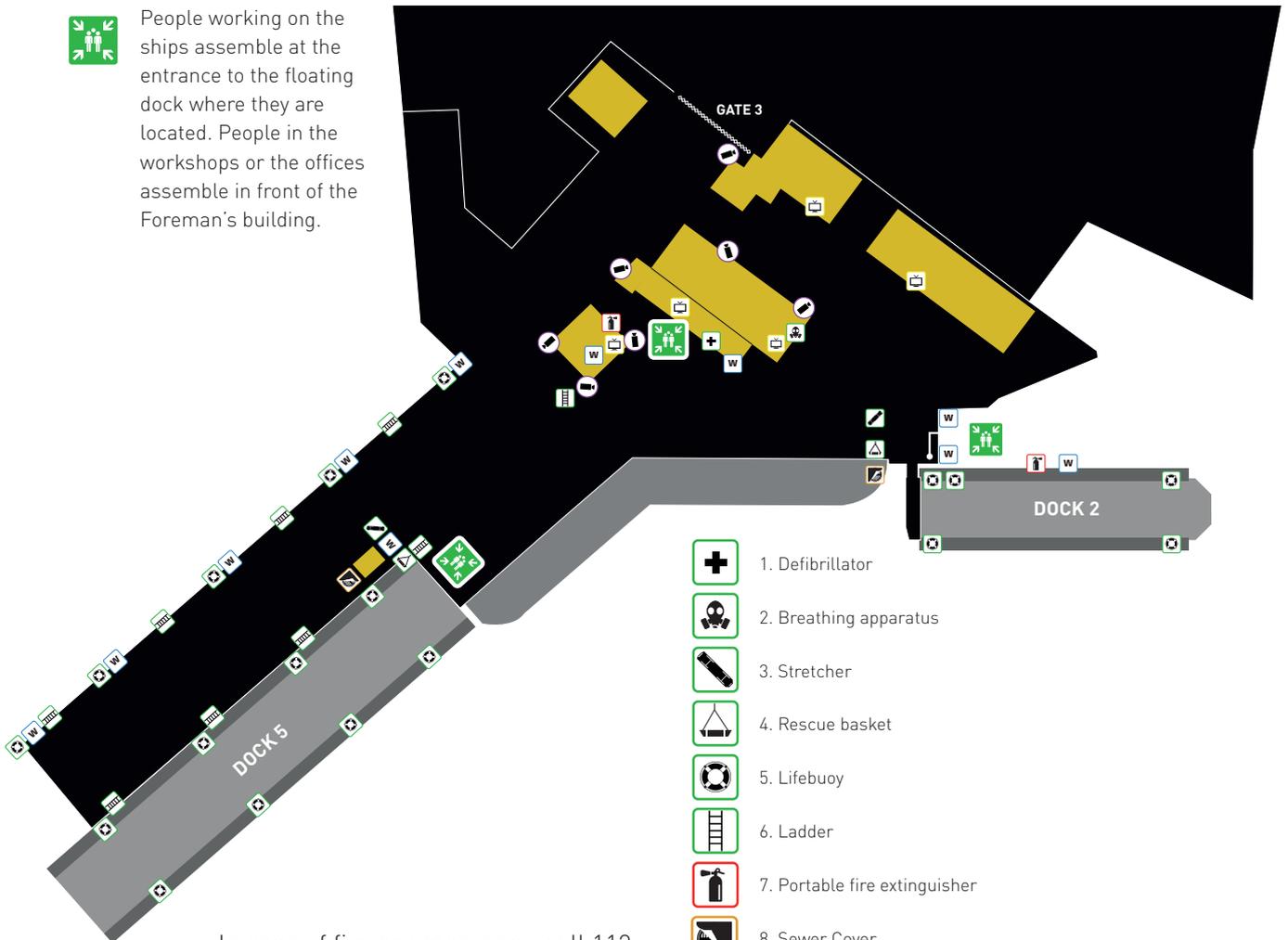
People working on ships assemble by the gangway. See the assembly sign (placed in the HSI booth). People in the workshops or the offices assemble in front of the administration building. The ferries in the harbour can activate the alarms in the dry docks. If the alarm sounds, the dock and ship has to be evacuated immediately. The docking foreman can request a test of the alarm to familiarise the crew of the ship with the alarm signal.



/// 2. EMERGENCY NORTH



People working on the ships assemble at the entrance to the floating dock where they are located. People in the workshops or the offices assemble in front of the Foreman's building.



-  1. Defibrillator
-  2. Breathing apparatus
-  3. Stretcher
-  4. Rescue basket
-  5. Lifebuoy
-  6. Ladder
-  7. Portable fire extinguisher
-  8. Sewer Cover
-  9. Info screens
-  W. Fire, freshwater
-  C. Surveillance camera

In case of fire or emergency, call 112. Remember to state the address and the location on site where assistance is required. This information can be found on the organisation chart in the HSI booth. Ensure that someone is stationed to direct the emergency service personnel to the scene of the incident. Thereafter, walk directly to the ASSEMBLY POINT. Remember to contact the foreman and the project manager. Assembly points are shown on the plan diagram above.



/// 3. PERSONAL PROTECTIVE EQUIPMENT (PPE)

PROTECTIVE HEADGEAR:

- Generally, you are required to wear protective headgear at Orskov Yard. However, there are workshops/buildings where this rule does not apply, see the signage.
- Protective headgear must not be modified. If the hard hat is damaged, you have to get a new one from the stores.
- Hard hat colours:
 - White (employees in all departments)
 - Green (safety personnel)
 - Yellow (foremen, administrative staff)
 - Blue (guests)
- Your name and work number produced with dymo tape should be fixed to the front of your hard hat.

PROTECTIVE EYEWEAR:

Take care of your eyes. Repeated minor injuries can lead to serious damage over time.

PROTECTIVE EYEWEAR IS MANDATORY FOR EVERYONE WORKING IN OR VISITING THE PRODUCTION AREA.

Employees who wear prescription glasses will be provided with safety glasses with prescription corrective lenses. Other employees can obtain safety glasses from the stores.

WORK CLOTHES:

Only work clothes with the company logo may be worn. Work clothes have to be suitable for the respective work tasks. The workwear must be equipped with reflectors.

FOOTWEAR:

Protective footwear is mandatory in production areas.

EAR PROTECTION:

If noise levels are >85dB, you are required to wear earmuffs. They can be obtained from the stores. In addition, ear plugs are available from the HSI booth.

GLOVES:

Use gloves for protection when necessary. Gloves are issued from the stores.





/// 3. PERSONAL PROTECTIVE EQUIPMENT (PPE)

RESPIRATOR/ FRESH AIR MASK:

Use a respirator/fresh air mask if you are exposed to smoke or particles which can be harmful to your airways. Respirators or fresh air masks can be obtained from the stores.

FALL PROTECTION GEAR:

Fall protection gear should be used when working at heights over 2 meters, and when there is a potential fall hazard. This also applies to the use of lifts and platforms. Fall protection gear is not required on approved scaffolding. Fall protection gear is available from the stores or the HSI booth.



/// 4. HSI BOOTH

(HEALTH, SAFETY AND INFORMATION BOOTH)

HSI booths function as assembly point stations. All employees from the ship or the dock assemble here in the event of fire or emergency.

THE BOOTHS FUNCTION AS/CONTAIN:

- Assembly point
- T-card holder
- Organisation chart with contact details for the specific project
- First aid box
- Fire extinguishers
- Ear plugs
- If necessary, a sign prohibiting smoking on board ships
- Other information if necessary



/// 5. CO²

CO² should be disconnected when work is performed in the engine room. The green sign marked CO² is placed in the HSI booth or near the gangway. Do not enter the engine room if this sign is not in the HSI booth or near the gangway.





6. T-CARD SYSTEM

Access to the ships is managed by a T-card system. Place your Orskov Yard ISPS card in the HSI booth when going on board, and take the card with you when you leave the ship. The T-card functions as a personal safety system for you, so remember to use it every time.



7. PERMIT TO WORK

(PTW)

If the customer requires a documented permit to work (PTW), it will appear from the job list. If this is the case, your foreman will complete the form.



8. LIFTING INSTRUCTIONS

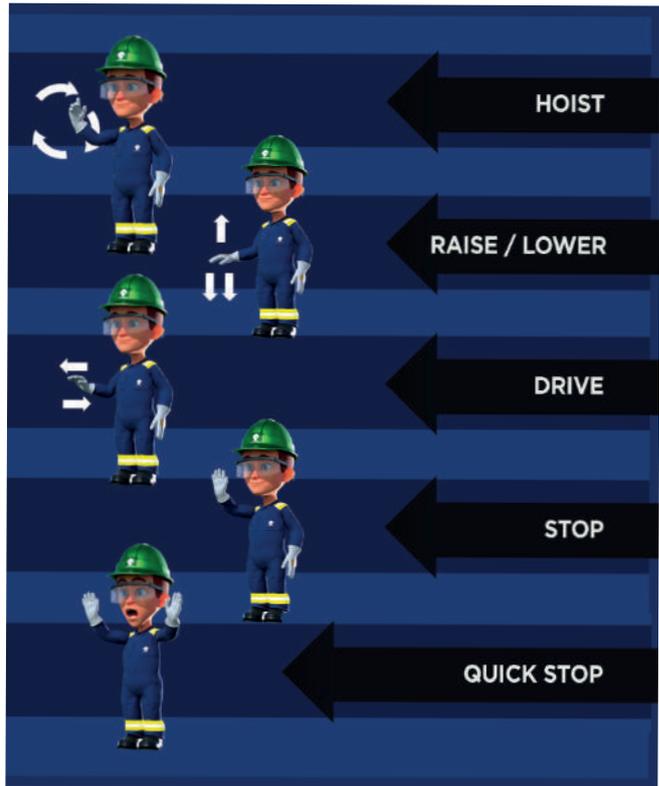
- Large lifting tasks are only conducted by riggers.
- Before using wires and chains you have to check that the labelling is valid and that the maximum permitted load for the equipment is not exceeded.
- Always inspect straps for visible signs of damage before use. Visibly damaged straps have to be discarded. Furthermore, make sure that the maximum permitted load is not exceeded and be aware of the straps' age, as straps may not be used for more than one year after they are put into operation. See picture for labelling information.





DIRECTING CRANES

- Position yourself so that the crane operator can see you.
- Signal with clear arm movements.
- Small motion is communicated with slow movements and quick motion is signalled by vigorous movements.
- Take your gloves off.
- Only one person may direct the crane operator.
- When using two cranes for one lift, both cranes have to be directed by the same person.
- The signal for “emergency stop” is an emergency signal and should therefore be used as little as possible.
- Persons under 18 years may not perform rigging tasks or direct cranes.
- Shortening straps for example by inserting knots or similar is prohibited.
- Correct any twists or loops.



/// 9. SAFETY AROUND CRANES

When track cranes are in operation, an alarm sounds. There is an emergency stop in each operating buggy, which can be deployed if something unintended happens. A loudspeaker is also available for communicating with the crane operator. Never place anything across or near the tracks. Lifts cannot operate across crane tracks without prior consent from the crane operator. If lifts are in operation across crane tracks, an extra person, who is in direct UHF radio contact with the crane operator, has to be deployed.



/// 10. TRAVELLING CRANES

Everyone is allowed to operate overhead travelling cranes with a lift capacity up to 8 tonnes. For lifts over 8 tonnes, you need to be certified, and the crane has to be unlocked by key in order to lift more than 8 tonnes.



/// 11. USE OF COMPANY CARS

You have an obligation to exercise the necessary care when using company cars or cars in the company's custody. The company reserves the right to make a claim against the employee if the company suffers a loss, for example as a result of the employee's violation of general traffic rules, including in the event of reckless driving. Read more about this on our Intern page.



/// 12. FORKLIFT TRUCKS

Forklift trucks may only be operated by persons with a forklift truck certificate. When transporting large items that affect visibility, an escort is required.



/// 13. NEAR-MISS INCIDENT

A near-miss incident is an event which could have resulted in an accident at work. It is important that we prevent workplace accidents from happening. Consequently, it is of utmost importance that you inform the work environment group at Orskov Yard, if you witness or are involved in an incident that could have resulted in an accident at work.

Near-miss incidents have to be registered using the forms available in the workshops or in Orskov's Safety App.



IMPORTANT!

For login please type:

Username: **oy**

Password: **1234**

Hand in the forms in one of the post boxes designated for this purpose around the company, or submit it to your foreman or safety representative. If you have used the app to register an incident, the information is automatically saved. All near-miss incidents will be addressed by the safety organisation.



/// 14. SAFETY DATA SHEETS FOR CHEMICALS

In connection with your work at the shipyard, a number of different chemicals are used. All chemicals are accompanied by a safety data sheet. These can be downloaded via the app 'Chemical Manager' using the following information:

Company Code: **1031247**

Username: **anonymorskov**

Password: **orskov**

Instructions for the app can be picked up at warehouse South/North or at the procurement department. Access to Chemical Manager is also possible on the computers that are located around the workshops. At the two master offices as well as at the warehouses North and South, all safety data sheets are available in physical form.



/// 15. WORKING AT HEIGHTS

Working at heights is defined as all work at heights over 2 meters, where there is a potential fall hazard.

WHEN WORKING AT HEIGHTS, THE POINTS LISTED BELOW SHALL BE OBSERVED WHEN RELEVANT.

- When working on an open deck and/or over prolonged downward or outward openings, a temporary railing should always be erected. The railing shall have a minimum height of 1,050 mm to the top.
- In the case of temporary openings, it is acceptable to post a guard by the hole/opening.
- Guard rails may be constructed of steel, chain or band depending on the size of the opening and conditions.
- Employees who install temporary railings must always wear fall protection gear where practicable.
- Fixed ladders/ramps must always be established between each level on a scaffold with multiple levels. Ladders shall be secured with steel wire.
- When working at heights where there is no shielding or scaffolding, fall protection gear must be used.
- Fall protection gear shall be used when working from a lift.
- Safety guards should be fitted over manholes.

FALL PROTECTION GEAR CAN BE OBTAINED IN THE STORE



/// 16. CONFINED SPACES

A confined space is any type of space such as tanks, coffer-dams, chain lockers, or other similar spaces, where dangerous situations can occur. Dangerous situations can be caused by a lack of oxygen, by toxic or explosive gases, or if someone becomes trapped. Before entering a confined space, you need to ensure that a gas test has been conducted, and that there is a green sign at the entrance.

IT IS PROHIBITED TO ENTER A CONFINED SPACE WHERE A GREEN SIGN WITH THE DATE AND TIME HAS NOT BEEN POSTED.

Good ventilation is essential to ensure a safe atmosphere for persons working in confined spaces. Closed spaces are ventilated from the outside. If there is risk of the atmosphere changing in an enclosed space, gas tests should be conducted at each shift.





/// 17. ISOLATION OF SYSTEMS

Isolation shall be achieved by applying one or more of three types of isolation/protection:

1. Electrical
2. Pipes for liquids or gases
3. CO²

Any isolation of systems will be arranged by your foreman.



/// 18. HOT WORK

Hot work includes:

- Welding.
- Flame cutting (torch cutting).
- The application of any tool that can cause fire.
- Any task that involves the risk of igniting combustible gases, vapours, liquids, or solids.

BEFORE COMMENCING HOT WORK YOU NEED TO ENSURE:

- THAT THERE IS NOTHING COMBUSTIBLE IN THE VICINITY.
- GOOD CONTACT/COMMUNICATION WITH THE FIRE WATCH.
- THAT FIRE FIGHTING EQUIPMENT IS READY TO HAND.
- THAT EXPOSED COMPONENTS AND EQUIPMENT IN THE VICINITY OF THE WORK LOCATION ARE PROTECTED.

Upon executing hot work you need to ensure:

- Good contact/communication with the fire watch.
- That any changes in the working conditions are detected; be vigilant.

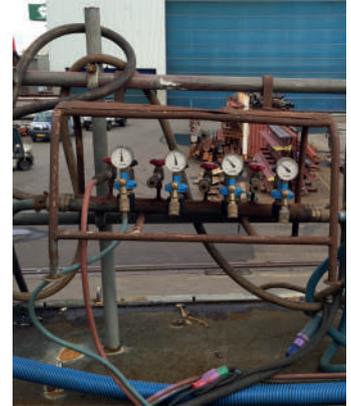
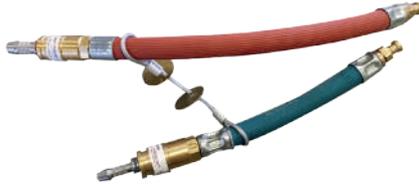


ALWAYS TAKE THE TIME REQUIRED TO ENSURE THAT YOUR WORK ENVIRONMENT IS SAFE AND SECURE BEFORE COMMENCING A TASK OR A PROJECT.



/// 19. OXYGEN- AND GAS TUBES/ADAPTERS

Damaged fire hoses have to be repaired or replaced. Do not put handles in toolboxes, unless the hose is disconnected at the coupling. Hoses should be removed from tanks, small confined spaces and disconnected at the coupling upon cessation of work. Perform leakage test on hoses and handles in connection with dismantling.



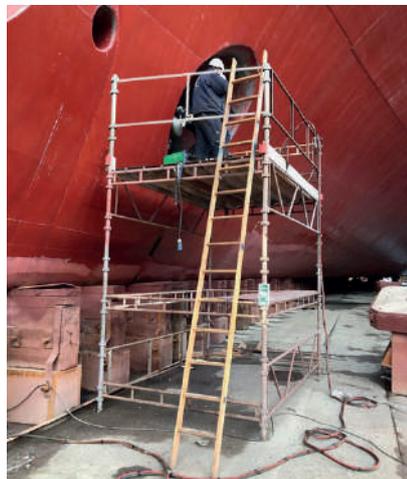
/// 20. LIFTS

When using the lifts you need to wear a safety belt.



/// 21. SCAFFOLDING

All scaffolding work at Orskov Yard is conducted by authorised scaffolders. Scaffolding have to be fitted with an approval sign before use. A red sign means that Delta is changing or building the scaffolding. If you see a fault in the scaffolding please take of the green sign and contact you master.



SCAFFOLDING TAG	
ERECTION AND INSPECTION RECORD TO BE COMPLETED BY SUPERVISOR	
LOCATION:	
REF. NO.:	
REQUESTED BY:	
BUILT BY:	
DATE:	
SIGNATURE:	
STRUCTURE TO BE USED FOR:	
LIGHT DUTY 1.5 kN/m ² - 150 kg/m ²	<input type="checkbox"/>
GENERAL PURPOSE 2.0 kN/m ² - 200 kg/m ²	<input type="checkbox"/>
HEAVY DUTY 3.0 kN/m ² - 300 kg/m ²	<input type="checkbox"/>
SPECIAL PURPOSE	kN/m ² kg/m ²
TO BE COMPLETED BY INSPECTOR BEFORE BEING TAKEN INTO USE FOR THE FIRST TIME	
INSPECTOR'S NAME & SIGNATURE	
DATE & TIME	
CAUTION <small>THE FOLLOWING WORKERS SHOULD BE ALERT</small>	



/// 22. ISPS ACCESS CONTROL

ACCESS AND ID

The shipyard gates are open during business hours. However, anyone who enters the premises are required to carry an ISPS-ID card.

EMPLOYEES

All employees are required to carry an ISPS-ID card with photo. ISPS cards are issued from the administration in the south and the Foreman's office in the north.

PERMANENT SUBCONTRACTORS

ISPS-ID cards with photo will be provided to all employees of permanent subcontractors, who are also required to wear work clothing with company logo.

OTHER SUPPLIERS/GUESTS

Are required to carry his or her own ID card or an ISPS guest badge. Please inquire at the reception on the south side of the yard or at the Foreman's office on the north side. Your ISPS guest badge will be issued here, and you are required to wear it, so that it is clearly visible to others.

SHIP CREWS

Ship crews have their own ID or are equipped with ISPS guest badges.



ALL EMPLOYEES ARE OBLIGED TO ACCOST SUSPICIOUS PERSONS OR VEHICLES THAT ENTER OR GO ABOUT THE AREA.



/// 23. ALCOHOL AND DRUGS

Orskov Yard has a zero tolerance policy regarding alcohol and illegal drugs on the yard premises. This applies to all employees, subcontractors, ship crews, and guests. Non-compliance will result in dismissal.





/// 24. SMOKING

Smoking is prohibited indoors anywhere at Orskov Yard. Smoking is only allowed during official breaks between 8.30-8.40 and between 11.30-12.00. In case of overtime work, from 14.45-15.00 and between 18.00-18.30.

Depending on overtime work hours: You are entitled to a ten minute break 1,5 hour after punching in to work and a thirty minute break 4,5 hours after punching in. In addition, smoking is allowed during transport to and from a work location.



/// 25. ORDER AND TIDINESS

You are responsible for keeping your workplace tidy. Cables and hoses have to be hung up at the end of shifts. Do not leave waste/tools on scaffolding or other such areas where it might fall down. Clean-up includes the collection of

- Tools, electrodes, strips, and consumables.



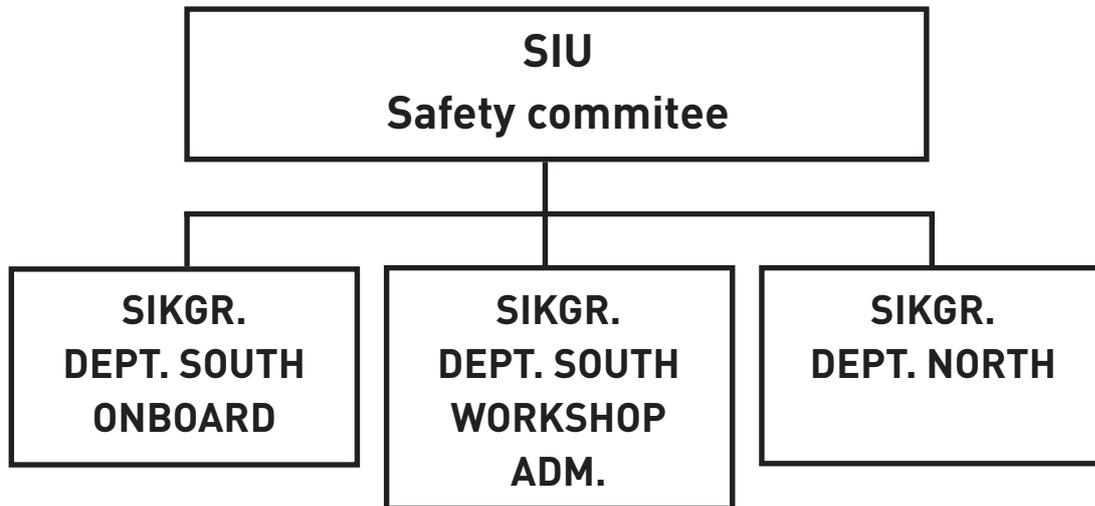
/// 26. WASTE MANAGEMENT

Please make sure that waste is disposed of properly. Waste is a resource that can be put to use again and again, and is no longer just something that we need to get rid of. When waste is sorted and separated, it can be turned into raw materials for new products. As recycling waste requires less energy than the process of extracting new raw materials, you save resources and protect the environment, when you sort your waste. Please find further information on how to sort your waste at the waste containers.





/// 27. SAFETY ORGANISATION



CONTACT PERSONS

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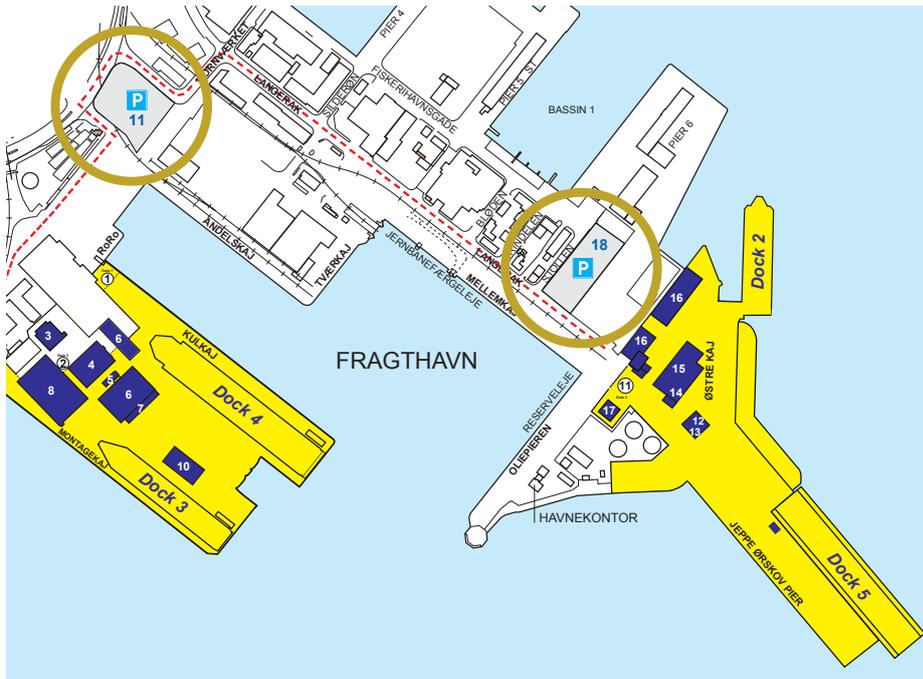
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/// 28. PARKING SPACES

For safety reasons and to ensure the work efficiency at the yard, all employees are required to use the parking spaces marked with yellow on the map below.



/// 29. INFO FOR SHIP CREWS AND THEIR SUPPLIERS

The ship is responsible for:

- Starting and stopping ship equipment.
- Oil and water pumped around in the ship and ashore.
- Bunkers and oil in the tanks.
- Ballast and freshwater.
- That the ship crew and their suppliers carry: 1. Correct PPE, see paragraph 3. 2. ID

The crew must not use the lifting gear of the ship on the yard's cranes. Only the yard's system for confined spaces may be used. Confined spaces can only be entered if a gas test has been conducted, and a green sign is posted at the entrance.

Access codes to gates and doors are provided to the inspector and the captain.

**PLEASE REMEMBER THAT A SHIPYARD IS AN
EXTREMELY DANGEROUS WORKPLACE.
BE VIGILANT AND THINK AHEAD.**



**FAMILIARISE YOURSELF WITH THIS SAFETY
MANUAL, AND IF YOU ARE IN ANY DOUBT, PLEASE
ASK YOUR IMMEDIATE SUPERIOR OR ANYONE
FROM THE MANAGEMENT.**



**RESPONSIBLE: HENRIK JENSEN / CHRISTINA ØRSKOV · REVISION: 2.3
DATE: 27.1.2025 · DISTRIBUTION: ALL**

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