

SAFETY

AT ORSKOV YARD



SAFETY
NIELS



Committed
TO SAFETY FIRST

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WELCOME TO ORSKOV YARD!

**SAFETY IS EVERYONE'S RESPONSIBILITY,
STARTING WITH YOU!**

This manual describes the HSE guidelines in the shipyard as well as how you must react in given situations.

These guidelines applies to everybody on the shipyard premises.



HSE SYSTEM

Our HSE system is certified in accordance with ISO 45001 & 14001.

**OUR AMBITION IS:
0 ACCIDENTS,
0 ENVIRONMENTAL INCIDENTS**

HSE PRESENTATION

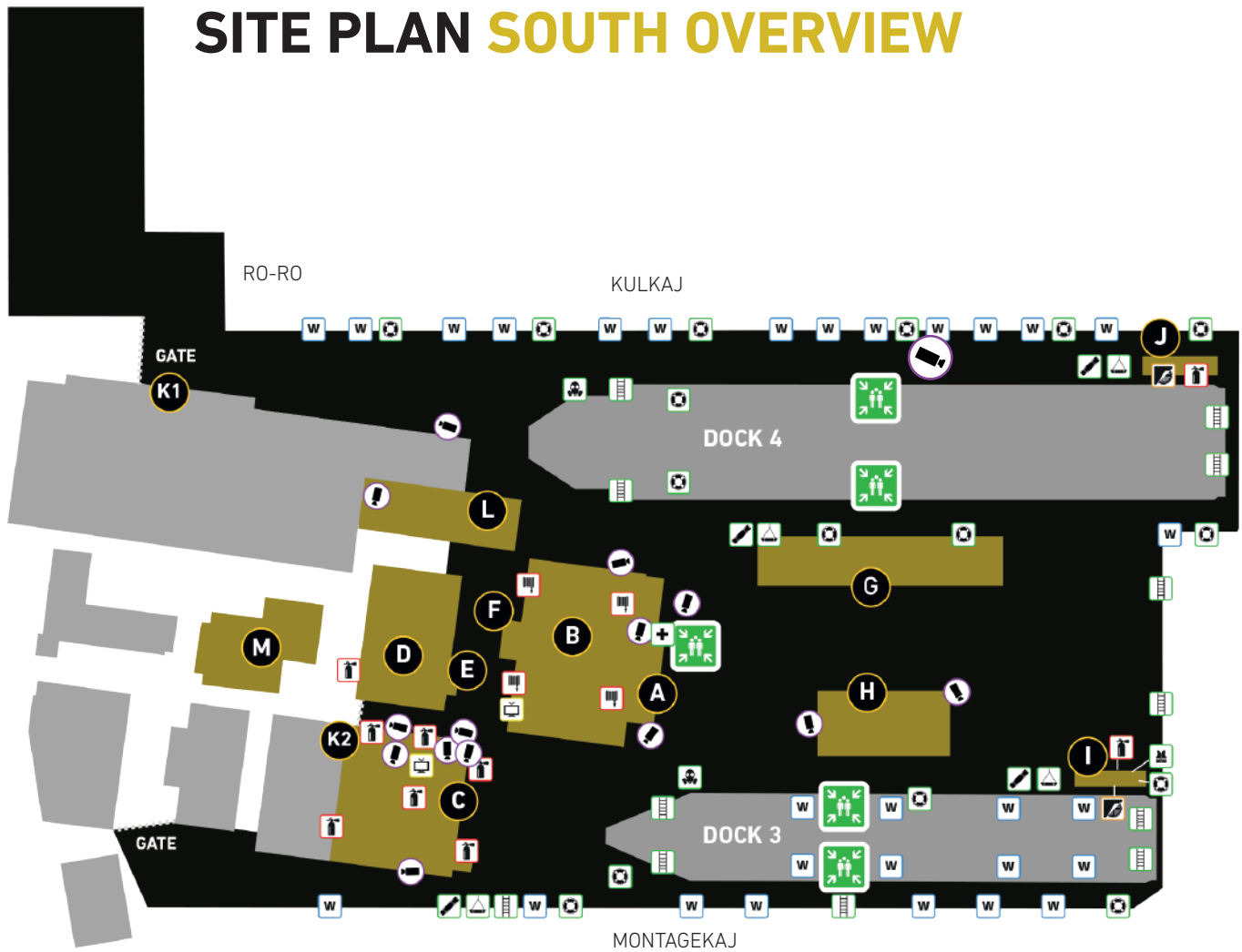
The HSE guidelines can also be found in the yard's HSE presentation on the website.

<https://www.orskov.dk/qhse/>
and by scanning the QR code below:
















**IF YOU HAVE ANY DOUBTS OR QUESTIONS, PLEASE
ASK A SAFETY OFFICER (GREEN HELMET) OR ONE OF
THE FOREMEN.**

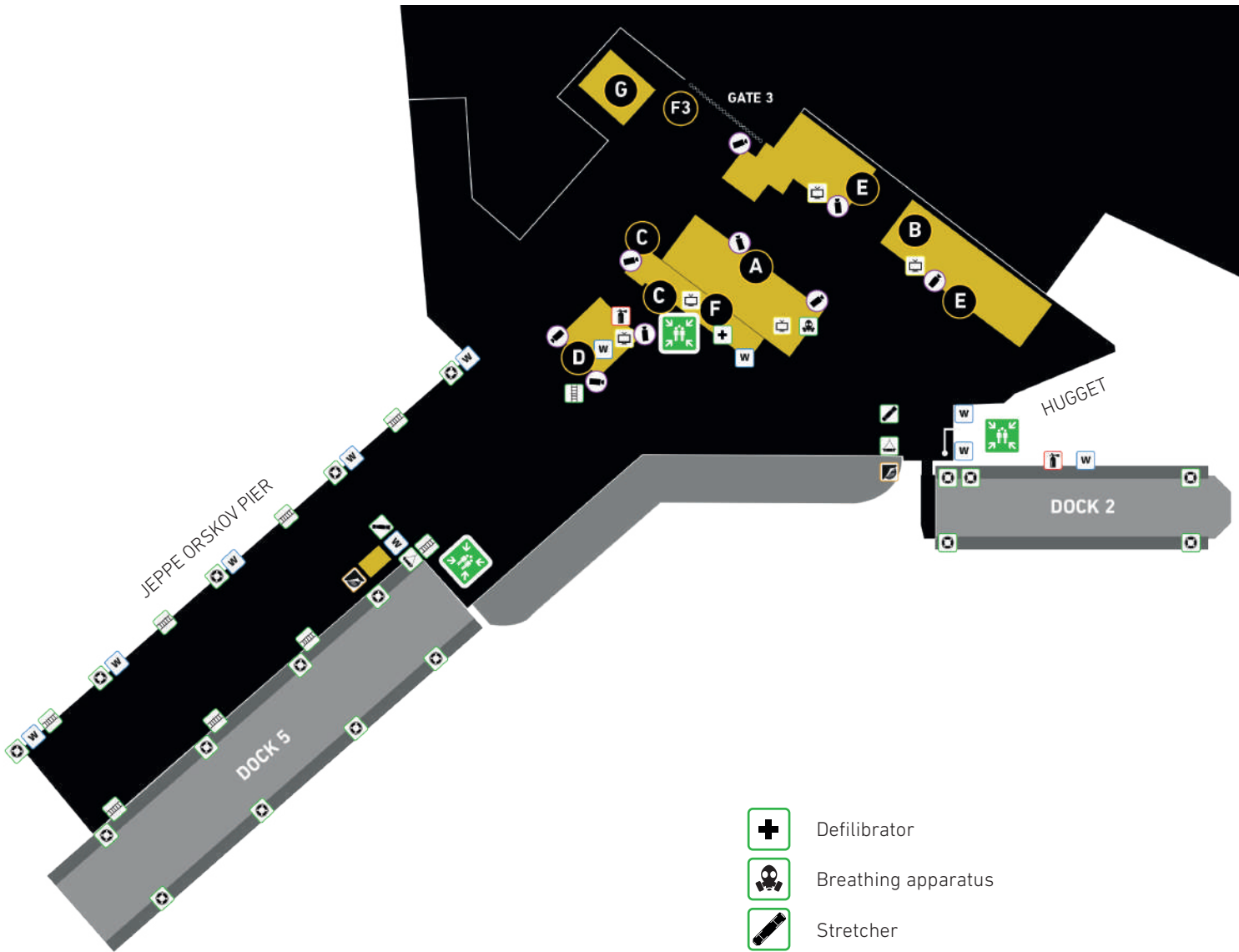
SITE PLAN SOUTH OVERVIEW














- A.** Administration
- B.** Steel fabrication hall
- C.** Pipe- and machine workshop / rigger workshop / superintendents office
- D.** Reception of materials / stock
- E.** Delivery
- F.** Toilet / office
- G.** Open hall
- H.** Warehouse
- I.** Dockhouse 3
- J.** Dockhouse 4
- K1.** Gate 1
- K2.** Gate 2
- L.** Pipe workshop
- M.** Canteen

-  Lifeboat
-  Defibrillator
-  Breathing apparatus
-  Stretcher
-  Rescue basket
-  Lifebuoy
-  Ladder
-  Fire hose with nozzle
-  Fire extinguisher
-  Sewer mat
-  Info screens
-  Fire, freshwater
-  Surveillance camera

SITE PLAN NORTH OVERVIEW



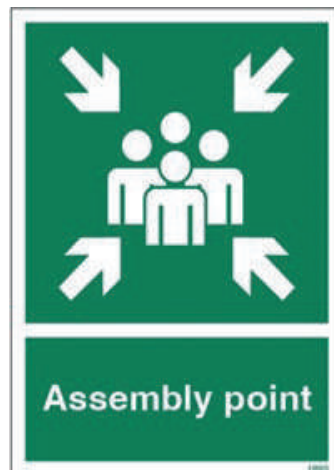
- A.** Welding hall
- B.** Foremen's office / Superintendent's office / Purchase department / Meeting rooms
- C.** Stock
- D.** Meeting room / Canteen / Toilet & bath
- E.** Pipe- and machine workshop
- F.** Meeting room
- F3.** Gate 3
- G.** Warehouse

-  Defibrillator
-  Breathing apparatus
-  Stretcher
-  Rescue basket
-  Lifebuoy
-  Ladder
-  Portable fire extinguisher
-  Sewer mat
-  Info screens
-  Fire, freshwater
-  Surveillance camera

EVACUATION

In case of an evacuation:

- People working on the ship assemble by the HSI Muster station located by the gangway to the ship or entrance to the dock
- People in the workshops or the offices assemble in front of the administration building (south) or in front of the Stock (North)



LOOK FOR THE ASSEMBLY POINT SIGN!

The harbour office and ferries in the harbour can activate the alarms in the docks.

IF THE ALARM SOUNDS, THE DOCK AND SHIP NEEDS TO BE EVACUATED IMMEDIATELY!

The docking foreman or ship can request a test of the alarm to familiarise employees, sub-contractors or the crew of the ship with the alarm signal. Ships can also perform evacuation drills.

EMERGENCY

In case of FIRE or need for POLICE or AMBULANCE:

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 muster station)
- 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



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.** The ISPS-ID card should be worn clearly visible to others.

All inquiries must be made to the reception (south location).

EMPLOYEES & PERMANENT SUBCONTRACTORS

All employees are required to carry an ISPS-ID card with photo.

OTHER SUPPLIERS/GUESTS

Are required to carry an ISPS guest badge.

SHIP CREWS

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

ALL EMPLOYEES ARE REQUIRED TO PROMPTLY ADDRESS SUSPICIOUS PERSONS OR VEHICLES ENTERING THE YARD AREA.



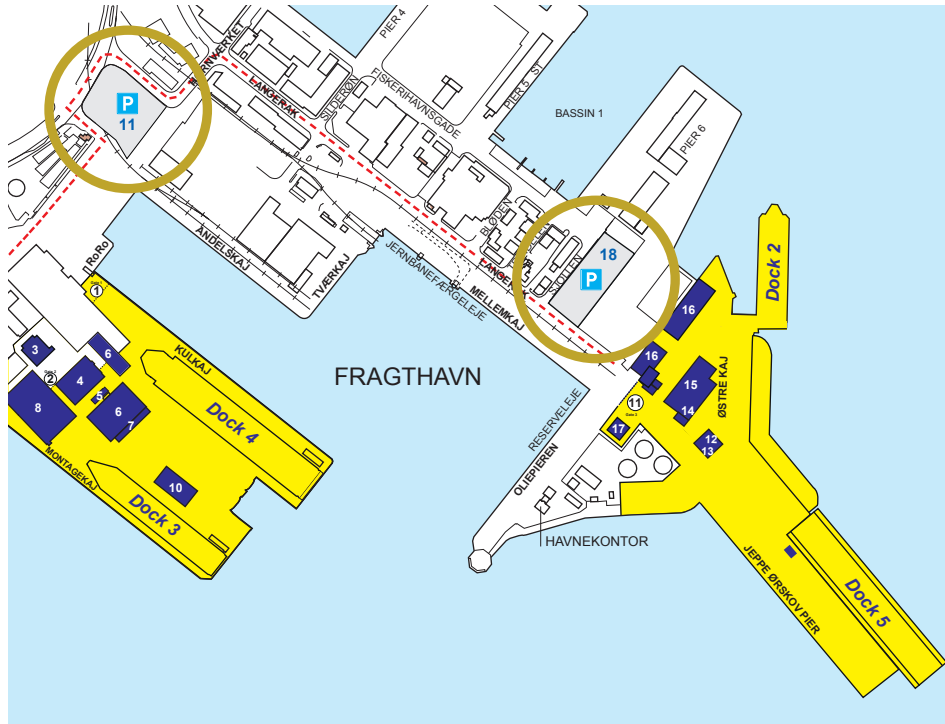
GATES

- Gates and doors opens at 06:00 and closes at 16:00
- Gates and doors are closed on weekends and holidays
- Access codes for gates and doors are provided



PARKING SPACES

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



T-CARD AND MUSTER STATION

There will be a clearly marked muster station placed at the vessel.

The muster station function as/contains:

- Assembly point
- ID-card holder
- Organisation chart with contact details for the specific project
- First aid box
- Fire extinguishers
- Ear plugs
- Other information if necessary



Access to the ships is managed by a T-card system. **Place your Orskov Yard ISPS card in the HSI muster station 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.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

MANDATORY PPE

- Safety helmet in good condition
- Safety shoes (steel toe and non-slip)
- Safety glasses
- Hearing protection (cutting, grinding etc. >85dB noise)
- Gloves (job specific)
- Work clothing with company or ship logo

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.

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.



SAFETY HELMET

Generally, all are required to wear a protective helmet at Orskov Yard A/S. However, there are workshops/buildings where this rule does not apply, see the signage.

It is not allowed to modify helmets. If a safety helmet get damaged, it must be replaced. Orskov Yard A/S employees can get a new one from the stores.

ORSKOV YARD A/S SAFETY HELMET COLOURS:

White (employees in all departments)

Green (safety personnel)

Yellow (foremen, project leaders, administrative staff)

Blue (guests)

Orskov Yard A/S employees name and work number must be placed on the front of the safety helmet by a Dymo.

Subcontractors and ships are allowed to have their own helmet system.

C02

Fire extinguishing systems, e.g. CO2 or similar, must be disconnected when work is performed in the engine room.

The green sign marked CO2 is placed in the HSI muster station or near the gangway.

Do not enter the engine room if this sign is not in the HSI muster station or near the gangway



PERMIT TO WORK (PTW)

Particularly risky job tasks require a “Permit to Work” (PTW)

This includes, as a minimum:

- Work in confined spaces
- Hot work
- Non-standard lifting/rigging tasks
- Working at height
- Mechanical/ electrical isolation
- Customer required PTW job tasks

PTW job tasks are documented in the “Docking List” or in the individual job sheet. PTW job tasks are reviewed and communicated in project start-up meetings, daily project follow-up meetings, and toolbox meetings.



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.



ENTERING TANKS

The yard system for entering tanks and closed areas must be used.

It is not allowed to enter tanks if there has not been taken gas test first and if green sign of approval is not visible.

Safety guards should be fitted over tank openings.



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 on hand.
- That exposed components and equipment in the vicinity of the work location are protected

That exhaust ventilation system and spot exhaust have been installed in the room.

UPON EXECUTING HOT WORK, YOU NEED TO ENSURE:

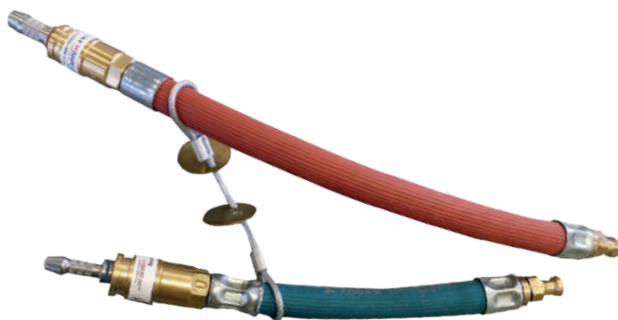
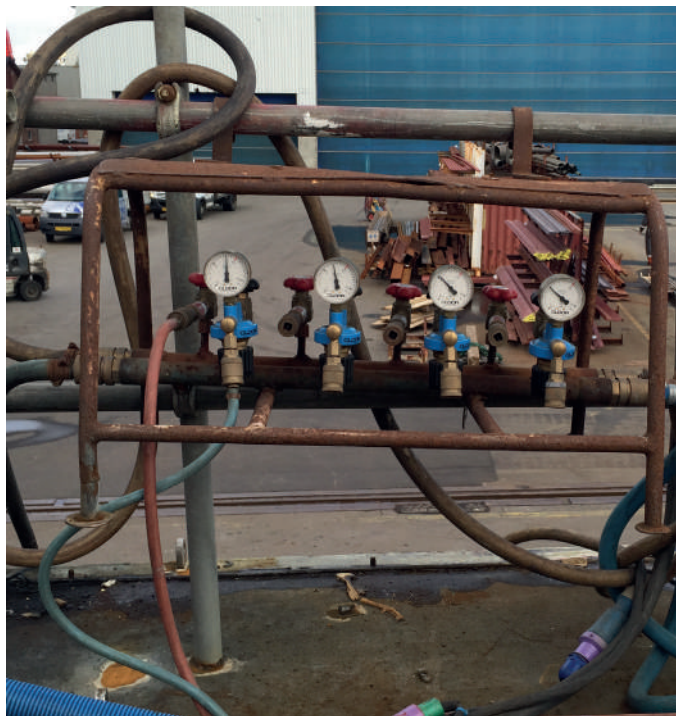
- Good contact/communication with the fire watch.
- That any changes in the working conditions caused by the hot work are detected.
- Hoses must be disconnected at the end of the hot work.



OXYGEN- AND GAS TUBES/ADAPTERS

Damaged fire hoses must be repaired or replaced. Make sure personal adapters are maintained and pressure tested according to yard guidelines. 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.



ISOLATION OF SYSTEMS

Isolation must 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 a foreman.



WORKING AT HEIGHTS/OPEN DECK

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

WHEN WORKING AT HEIGHTS OR ON AN OPEN DECK E.G., THE POINTS LISTED BELOW MUST BE FOLLOWED:

- **When working on an open deck and/or over prolonged downward or outward openings, a temporary railing should always be put up.** The railing must have a minimum height of 1,050mm to the top.
 - In the case of temporary openings, it is acceptable to post a guard by the hole/opening or clearly mark open floor areas e.g., with warning tape.
 - 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.
- When working at heights where there is no shielding or scaffolding, fall protection gear must be used.**
- Safety guards must be fitted over manholes.

WORKING IN LIFTS

SAFETY WHEN WORKING IN LIFTS

Fall protection gear must always be used when working from a lift.

Make sure you pay attention to your surroundings.

If deemed necessary, place barrier tape in the area around the lift to ensure that people under the lift are not in danger of falling objects or exposed to sparks, dust etc.



WORKING ON SCAFFOLDING

SCAFFOLDING

All scaffolding work at Orskov Yard is conducted by authorised scaffolders.

SCAFFOLDING MUST BE FITTED WITH AN APPROVAL SIGN BEFORE USE (GREEN SIGN).

A **RED SIGN** means that authorised scaffolders is changing or building the scaffolding.

If you see a fault in the scaffolding please take of the green sign and contact your foreman.

Fixed ladders/ramps must always be established between each level on a scaffold with multiple levels. Ladders must be secured with steel wire.



SAFETY AROUND CRANES

SAFETY AROUND TRACK CRANES

- When track cranes are in operation, an alarm sounds.
- There is an emergency stop on each operating buggy.
- A loudspeaker is also available for communicating with the crane operator.
- Never place anything across or near the tracks.
- Lifts, vehicles, should not operate across crane tracks without prior consent from the crane operator.

No work is allowed 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, must be present.

SAFETY AROUND 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.



SAFE LIFTS

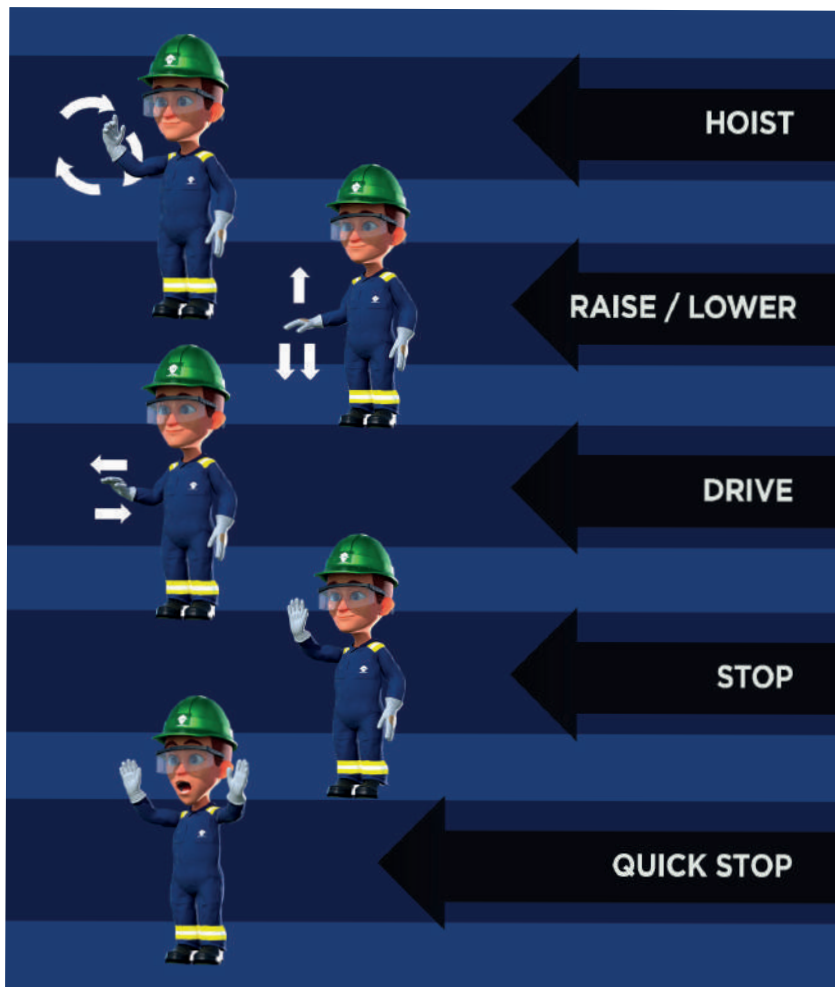
CORRECT HOOKING AND LIFTING

- Make sure beams, chains, slings, shackles, and hooks match the load and have the correct WLL (Working Load Limit), never use lifting equipment without proper marking.
- Use suitable lifting points or approved lifting eyes. Avoid having slings slide over sharp edges – use edge protectors
- Consider angles and the load's center of gravity.
- Maintain a safe distance during lifting and clear communication with the crane operator. Use agreed hand signals or radio communication to avoid misunderstandings.
- Perform a test lift, always make a small test lift of 10–20 cm before moving the load. Check that everything is stable and nothing shifts. Stop immediately if something looks unsafe or if the load moves unexpectedly.
- Large lifting tasks are only conducted by riggers.

SLINGS/STRAPS SHOULD NOT BE USED FOR LIFTING ITEMS WITH SHARP EDGES IF OTHER OPTIONS ARE AVAILABLE. IF SLINGS/STRAPS ARE THE ONLY OPTION, PROPER EDGE PROTECTION MUST BE USED, AND AS A RULE OF THUMB, THE LIFTING CAPACITY OF THE STRAP SHOULD BE CONSIDERED REDUCED BY 50%.

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
- Only one person may direct the crane operator
- When using two cranes for one lift, both cranes must be directed by the same person
- The signal for "emergency/quick 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



SAFETY AROUND FORKLIFTS

FORKLIFT TRUCKS

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

Always pay attention to forklift trucks in the yard and make sure that the forklift driver have seen you before crossing its path.

NEVER WALK BEHIND A FORKLIFT WITHOUT THE FORKLIFT DRIVER'S PERMISSION/THAT THE FORKLIFT DRIVER HAVE SEEN YOU



TRAFFIC RULES/ COMPANY'S VEHICLES

You have a duty to exercise the necessary care when driving on the yard premises or when using the company's vehicles, or vehicles in the company's care. The company reserves the right to make a claim against the anyone if the company suffers losses, e.g. as a result of the violation of general traffic rules, including in the case of reckless driving.

Please respect the speed limits on the yard premises.



SAFE CONDITIONS AND SURROUNDINGS

PREVENT RISKS OF SLIPPING, TRIPPING AND FALLING

- Clean up any spills immediately
- Whenever possible, always hang hoses and cables up, use hooks if needed
- If possible, always keep at least one walkway free from hoses, cables, materials, and equipment.
- Remove defective hoses, cables, and equipment from the ship and dock
- Straighten hoses and cables so no one can trip over them





ORDER AND TIDINESS

You are responsible for keeping your workplace tidy and in order both onboard ships, in the dock and in the workshop.

- Maintain a “clean-as-you-go” routine
- Dispose of waste immediately - don't let it pile up
- Do not leave waste/tools on scaffolding, lifts or other such areas especially where it might fall down
- Clean-up includes the picking up and collection of tools, electrodes, strips, and consumables
- Return tools and equipment to their designated storage after use
- Roll up hoses and cables after each shift
- Finish all jobs with a cleanup

CHEMICALS

THE USE OF CHEMICALS MUST BE CARRIED OUT IN A SAFE AND HEALTHY MANNER

It is therefore important that you familiarize yourself with the following:

- Hazardous properties of the product
- How you can be exposed (exposure)
- The most important points of the safety data sheet
- Instruction and procedures at the workplace
- Which protective equipment you should use – and how
- How to handle spills and emergencies
- The chemical risk assessment

This information can be found in the chemical management system, accessed via a QR code at selected locations and on request at the stores.

It is mandatory for sub-contractors and ships to bring safety data sheets for the chemicals they are bringing to the shipyard, as well as the correct dispose of these chemicals after use.

CHEMICALS MUST NOT BE LEFT ON THE YARD PREMISES AFTER USE!!



WASTE MANAGEMENT

PLEASE MAKE SURE THAT WASTE IS DISPOSED OF PROPERLY.

Please find further information on how to sort your waste on the waste containers.

Please contact the Dock foreman if you have any questions regarding waste sorting.

Please contact the Dock foreman if there is a need for waste containers for other types of waste, not current in place.



NO ALCOHOL OR DRUGS

ORSKOV YARD OPERATES A STRICTLY ZERO TOLERANCE POLICY ON DRUGS AND ALCOHOL

This applies to all employees, subcontractors, ship crews, and guests. Orskov Yard has the right to remove anybody who is suspected of being under the influence.

SMOKING

Smoking is prohibited indoors anywhere at Orskov Yard. Smoking is only allowed during official breaks or during transport to and from a work location. Smoking is prohibited onboard ships.



USE 30 SECONDS!

STOP – ASSESS – START

- Are the conditions and surroundings safe?
- Do you have the right tools for the job?
- Do you have the necessary safety equipment?
- Can you use lifting equipment/auxiliary equipment?
- Have all safety precautions been taken?

If conditions change, take another 30 seconds to reassess



SAFETY APP

It is of utmost importance that you inform Orskov Yard A/S, if you witness or are involved in an incident that could have resulted in an accident at work or if you observe an unsafe situations, events or conditions.

Orskov Yard A/S use the Worxs safety app for this purpose.

The Worxs app can be downloaded from the App store or Google Play.

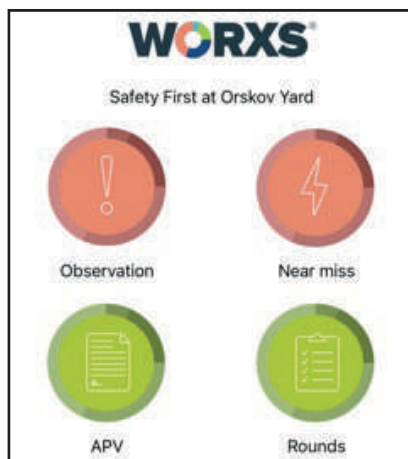
Alle Orskov Yard employees have the own profile

GUEST ACCESS:

Company no.: 3342

Username: guest

Password: orskovyard



YARD OPERATIONS - YOUR COMMITMENT

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

IT IS ALWAYS ALLOWED TO STOP DANGEROUS WORK.

IT IS IMPORTANT THAT EVERYBODY GETS HOME FROM WORK SAFE EVERY DAY.



SHIP RESPONSIBILITY

THE SHIP IS RESPONSIBLE FOR:

- Starting and stopping of all equipment of the ship.
- Oil and water which is pumped around the ship and ashore
- Bunker and oil in tanks
- Ballast and fresh water in tanks
- **That ship crew, ship subcontractors and ship visitors:**
 - **carry correct PPE**
 - **carry correct ID**
 - **are informed about the yard safety guidelines**
- The ship crew and ship subcontractors 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.



MORE INFO

Want to know more about Orskov Yard HSE?

Please contact Orskov Yard QHSE department or visit

<https://www.orskov.dk/qhse/> for further information.

THANK YOU!

Thank you for reading the HSE guidelines.
We wish you a SAFE VISIT at Orskov Yard.



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Committed
TO SAFETY FIRST