

## **Nepean Belle & Penrith Platypus OHS System. Employee Safety Manual**

### **General**

All employees are expected to make themselves fully aware of the Health & Safety Management system, and to comply with it in recognition of their responsibility to ensure their own Health & Safety and that of others in the workplace. IF there is any OHS issue or concern it should be raised immediately with a supervisor, manager or an **OHS representative: Craig McKenna, David Wakeling, Luke Wakeling.**

**Observation, awareness and reporting** by all staff is necessary to ensure the effectiveness of our OHS system in preventing incidents and accidents. Examples include but are not limited to the following list and categories below:

- Trip hazards in aisleways / walkways. Untidy work areas and leaving equipment, tools, extension leads or materials out of place is to be avoided.
- Wet floor or deck slip hazards - mop up any spillages thoroughly.
- Equipment / Utensils stored securely in shelves especially in overhead area.

Note that all staff who undertake deck work (and preferably all staff on board the vessels) are required to be competent swimmers. A competent swimmer would be able to swim at least 50 meters fully clothed. Talk with the OHS reps if you have any concern in this area.

### **Boarding and Disembarking**

When walking on gangways or stepping to or from jetties, care must be taken not to trip fall or slip. Always take the following actions:

- Never hurry down a gangway.
- Never step across while the boat is moving.
- Never jump across a gap that you cannot comfortably step across – Always use a gangway.

When passengers are boarding / disembarking a **CREW** member should stand by the gangway to:

- Only ever board passengers across a gangway.
- Warn passengers to mind their step.
- Ensure that the gangway does not move.
- Stop passengers boarding or disembarking if the situation becomes unsafe.
- Keep the gates or doors closed at all times that gangway is not in position.

### **Drugs & Alcohol - Your responsibilities**

All personnel are expected to be completely free of any adverse physical and behavioural influences and symptoms of any substance while in the workplace.

- Refer any incident likely to pose a safety hazard to a supervisor or management.
- Company equipment or vehicles are not to be operated by any person under the influence of drugs or alcohol.

Refer to section 3.1 of the OHS Policy manual.

- Report the incidence of any passengers appearing to be under the affects of drugs or alcohol to your supervisor.

**Smoking is permitted only in designated areas & during meal breaks.**

**Manual Handling / Physical Injuries** include but are not limited to:  
Strains, sprains, neck & back injury, cuts, bruises, broken bones, hernia & burns.  
In order to avoid these always consider the following:

- Lighten loads - break loads into smaller quantities.
- Make use of trolleys - Push rather than pull loaded trolleys.
- Reduce bending, twisting or reaching movements.
- Share loads eg heavy garbages or gas cylinders can be carried by 2 staff.
- Take care around ovens and urns to avoid spillages / splashes.

**Maintenance and Hygiene.** Report all incidents or situations requiring rectification or cleaning to ensure adequate hygiene for all employees, passengers and visitors. This is especially relevant in regards to kitchens and bathrooms. IF it is unhygienic, clean it or get it cleaned.

**Heating, cooling, ventilation, lighting & noise.** Report all incidents or situations requiring rectification necessary to prevent injury or inefficiency. When working close by noisy equipment / engines hearing protection must be worn.

**Accident Reporting.** All incidents involving dangerous occurrences, near misses, injury, illness or use of first aid, damage to equipment or potential hazards that may result in injury or illness should be reported and recorded in **OHS incident register** .

**DO NOT MOVE AN INJURED PERSON UNLESS THEY ARE IN DANGER**  
**Ensure a responsible person stays with the injured person and call a first aider.**

**First Aid kits** are located in the wheel-house of each vessel and in the admin office. Trained first aid officers include: David Wakeling, Luke Wakeling, John Wakeling.

Report the use of first aid resources so that used items may be restocked.  
In the event of **injury to passengers or employees** ensure that at all times a **CREW** member is standing by ready to assist the first aider where necessary.

**Harassment.** The company aims to ensure that employees work in an environment free from discrimination and harassment. This includes unsolicited and unwelcome behaviour which causes offence or distress to its recipients and which creates an intimidating, hostile or offensive work environment. Report incidences of:

- Sexist or sexual Harassment - unwanted physical or verbal conduct which may have sexual overtones or which intimidates or causes discomfort.
- Racial Harassment - Offensive behaviour or language based on perceived racial, ethnic or cultural background
- Harassment from the Public or of any member of the public.

#### **Emergency Equipment Location / Use**

It is essential that all **CREW** & staff members are familiar with the location of all safety equipment on board the vessels.

Such equipment includes:

- Fire extinguishers / buckets and their location on upper and lower decks.
- Fire Pump and hose locations
- Fire blankets located on stove exhaust hood in each galley.
- Life Jackets on both upper and lower decks.
- Life rafts and life buoys.
- First Aid Kits in Skippers Cabin.

## **Emergency Procedures - General**

**IN each of the following emergency procedures there are responsibilities which are specific to Crew members. You must clearly understand these duties. Crew members should also have an understanding of the Master's responsibilities so that the Crews duties are part of an effective co-ordinated team effort.**

The general response of the **CREW** can be summarised as “**SOS**” which stands for:

**SAFETY** of all persons aboard and for the vessel.

**OTHERS ALERT:** Communicate with your Superior / Master / Emergency services.

**SOLUTION:** Start actions to solve or reduce the emergency. Keep others informed of your actions & progress.

**SAFETY** may involve actions such as:

- Directing passengers and crew to move away from the area of danger.
- Turning off electrical appliances that are causing sparks. (If safe to do so)

**OTHERS ALERT** : Communications will involve:

- Reporting the situation to the master and reporting back to crew with instructions. Take the radio microphone to the master so that instructions can be communicated to all passengers and crew aboard.
- Continue to report updates to the Master every couple of minutes.

**SOLUTION** will include taking actions such as:

- Minimising the impacts. Eg extinguishing a small fire before it increases. (You may attempt to solve a minor situation before reporting to the Master)
- Begin working on your responsibilities as outlined in the emergency procedures OR as directed by the vessel master eg start gathering fire extinguishers & buckets, clearing and rolling out the fire hoses.

**Emergency situations require ONGOING COMMUNICATION between the Master / Crew / Passengers to ensure a co-ordinated and effective effort.**

**ALWAYS** assign a crew member to continually report to the Master.

## FIRE FIGHTING INTRODUCTION

There are 3 elements necessary for fire to continue to burn. Take one of these elements away and the fire will stop.

1. Heat / Source of Ignition
2. Oxygen
3. Fuel

Fire extinguishers are designed to remove one or more elements from the equation. Not all extinguishers are equally effective on all types of fire.

**Water (Red)** extinguishers act upon the heat element. Cool the fuel and the fire stops. If the fuel heats up again the fire will start again. **NEVER** use water extinguishers on electrical fires or oil fires. Water conducts electricity and oil floats on water and continues to burn. Water simply spreads the oil and therefore the fire. **Once the electrical current has been switched off** you may now face only a flammable solids fire upon which you can use a water extinguisher.

**Foam (Blue)** extinguishers are water based. **NEVER** use foam on an electrical fire. But you can use it as a water extinguisher on a flammable solids fire. Blue foam extinguishers may be used on an oil fire as now the foam floats on the oil and excludes the oxygen. **NEVER direct an extinguisher directly at an oil fire.** This only spreads the fire. Extinguishers should be aimed at the edges first then moving gently across the fire systematically, excluding the fire's exposure to oxygen.

**Carbon Dioxide (Red with black band)** This extinguisher works by displacing the oxygen long enough so that the fire is suffocated. However just as a fire needs oxygen, so do people. **NEVER use a Co2 extinguisher in a confined area** unless you have an open and clear escape route. Co2 is particularly good for electrical fires and can also be used on oil fires. Do not use it on a flammable solid fire as after you shut off the Co2, the oxygen returns and the fuel may reignite if still hot.

**Dry Powder (red with white band)** is a pretty good all round extinguisher. However It does make a big mess.

## TYPES OF FIRE EXTINGUISHERS

Extinguisher Colour Type	USED ON WHAT TYPE OF FIRE		
	A Class Solids eg paper, wood	B Class Liquids eg oil	E Class Electrical
RED – WATER	X		
BLUE – Foam (Water based)	X	X	
RED with Black band (Carbon Dioxide)		X	X
RED with White band (Dry Powder)	X	X	X

### **Fire Procedure - Nepean Belle & Penrith Platypus (Boats)**

In the event of a fire, accident or other emergency, notify the Master or Supervisor present immediately. The Master will assess the situation and take appropriate actions which may include calling for assistance and provision of first aid to the injured.

- The Master should position the vessel so that any breeze does not promote the fire towards additional areas of the vessel

In general the following actions may be appropriate for the **CREW members**:

- A **crew member** should be assigned to report to the Master for instructions.
- Passengers / injured should be directed / assisted to move away from the fire.
- Attempt to extinguish or at least contain or slow the spread of the fire.
- LPG gas cylinders to be closed, electrical equipment to be turned off.

The Master or Supervisor will direct **CREW members** to:

- Collect various fire extinguishers and fire buckets and report with them to a safe staging area from where the fire-fighting action will be directed.
- Clear and lay out the fire hose and clear the access to engine room or below decks from where the relevant fire pump will be operated.

### **Fire Pump Operation Procedure**

- **CREW** to Lay out hoses without kinks.
- On Nepean Belle on rear bulkhead of Port engine room is the switch to operate the mechanically driven fire and bilge pump. Place switch in "on" position.
- On Penrith Platypus 240V electric fire pump is under the bar floor. Connect 240V power lead on pump to General Power Outlet and switch on.
- Sweep the water stream from the hose across the base of the fire and on nearby surrounding areas to cool them and prevent further ignition.
- Fire pumps and valves on both vessels are to be left in operational position at all times.

**ENGINE ROOM FIRE (Nepean Belle)** the Alarm will be activated.

A **crew member** should be assigned to report to the Master for instructions.

Before operating the Pyrogen fire fighting system the Master should:

- Look for other evidence to ensure that a false alarm does not exist. Indications of a fire would include, machinery malfunction and /or smoke coming from the engine room ventilation. If opening engine room hatches to ascertain the presence of a fire use extreme caution. Touch the hatch to check for unusual heat and only open the hatch very slightly for inspection.
- Ensure there are no personnel in the engine space.
- Place ventilation covers over the engine vents to prevent any further oxygen entering the engine room.
- Shut down relevant machinery. (Note that the pyrogen excludes oxygen and fire consumes oxygen so with the vents closed the machinery would become inoperable.)
- Actuate pyrogen system. Note there is a 20 second delay before system operates.
- Shut off main fuel valve only once it has been decided that **ALL** the engines are to be shut down. Once main fuel valve is shut off, neither drive engine or the 240V electrical generator will be operable and vessel will not be able to be manouvered.
- Allow engine room area to cool. Observe for any further signs of re-ignition. If opening engine room hatches to ascertain the extinguishing of a fire use extreme caution. Touch the hatch to check for unusual heat and only open the hatch very slightly for inspection. Ensure that portable extinguishes are at hand.

#### **EVACUATION PROCEDURE - Nepean Belle & Penrith Platypus (Boats)**

In the event of an evacuation becoming necessary, the Master will issue the order to abandon the vessel. Upon such order, the allocation of tasks will be as follows:

- The Master will inform crew and passengers of the decision to abandon ship.
- The Master will endeavour to place the vessel alongside the river bank ideally in a position where the gangway can be used to disembark.
- **CREW** will break out lifejackets and assist passengers put them on. Preference to children, elderly, injured and those who cannot swim.
- **CREW** to assist passengers to the evacuation points as directed by the Master. **The main evacuation point is the front entrance on the lower deck.** The secondary points are the lower level side and rear decks. Crew to direct passengers **not to panic, to wait their turn and to move in an orderly fashion.**
- In the event that passengers are trapped on the upper deck, the paddlewheel housings may be used as an emergency slide one person at a time, to the lower deck. **Crew** to assist passengers reach the lower deck.
- In the event that the vessel cannot reach the bank, the **Crew** will be directed to lower life rafts from the roof and upper deck to the lower deck. Rafts should be launched from the lower deck wherever possible. Do not cast them down from upper decks due to the risk of injury to others below. Use ropes to lower the rafts safely.

## **COLLISION & GROUNDING PROCEDURE**

- Master to Stop Vessel Propulsion.
- **Crew** to check passengers and crew for injuries. Commence first aid where necessary.
- Assess Damage and risk of fire – **Crew** standby for fire fighting if appropriate
- Determine status of other vessel. Assist the rescue and safety as necessary.
- Call for Assistance where required.
- Initiate damage control
- Report Collision to Authority.

### **Vessel Taking Water**

IN the event of a collision resulting in taking water on board the allocation of tasks is as follows: (Note Platypus hull compartments are completely pressure sealed and no pumping is possible)

- Master to identify which compartments are taking on water.
- **CREW** to breakout auxillary 240V electric bilge pump. (Located in rear compartment of Nepean Belle) Commence pumping and overboard discharge.
- **CREW** to relocate passengers on board to maintain vessel trim as directed.
- Master to commence bilge pumping of those identified compartments with main bilge pumps.
  - Opening the relevant suction valves.
  - Ensure pump discharge is altered from fire hose to overboard.
- Turn on Bilge pumps. Located on the rear bulkhead of each engine room is the switch to operate the mechanically driven fire and bilge pump.
- Master to determine if necessary to attempt to staunch the inflow of water with physical barrier. Eg rolled up table cloths stuffed into breach.
- If necessary Master will give the order to abandon ship. Refer to abandon ship procedure.
- If necessary Master may consider partially grounding the vessel to prevent sinking. Consideration must be given as to where the breaches are located on which hull and the depth of water to determine the effective grounding of the vessel. Mooring lines and anchor should be positioned to prevent the vessel moving once grounded.

### **Re-floating Procedure**

Where the vessel has been unintentionally grounded and damage inspection reveals that vessel is intact and safe to operate. An attempt to refloat may be ordered by the Master. The following tasks should be undertaken.

- Retrim the vessel by moving passengers forward or aft as required to allow vessel to float higher where grounded.
- Attempt to drive the vessel off the obstruction.
- If this fails it will be necessary to organise to Unload and transfer Passengers.
- Re - attempt to drive the vessel off the obstruction.
- If this is not successful, arrange for assistance.
- Once the vessel is clear follow collision procedures until vessel safety is proven.

## **DeckHands**

Deckhands face a number of areas where care is required to prevent a dangerous situation. Where possible, deck work should be carried out in pairs or teams, especially if the deckhand is new to the position. Deckhands should always be aware of their surroundings and keep an eye on other staff and passengers around them.

Issues of safety relevant to all deckhands who also clean the boats and work in the kitchen include:

- **Falling into the water.** To prevent this,
  - Do not lean out from the decks over the water while mooring.
  - Always keep a firm grip with at least one hand on the hand rails.

IN the event that a person falls into the water the **CREW** should undertake the following tasks:

- Call immediately to the Master in a loud and clear voice “Man Overboard” and the location. (Bow, Stern, Port Side, Starboard Side)
- Keep watch of the person in the water at all times.
- Throw a floating lifesaving device, a rope or extend a boat hook to the person in the water.

The Master will place the propulsion in neutral to avoid injury to the person in the water.

- **Crush hazards**
  - **Never** move along the side of the boat in front of the paddlewheels.
  - **Never** stand between the boat and a jetty as a vessel comes in to berth.
  - When placing steel rope eyes over mooring bollards **Never** place hands inside the eye of the rope as you place it over the bollard.
- **Cut Hazards.** There are a number of potential sharp surfaces that can lead to cuts and abrasions unless care is taken. These include deck area and kitchen duties.
  - **Never** slide hands along steel mooring cables as broken strands of wire can cut. **Always** attempt to minimise direct handling of steel cables by handling the rope extensions wherever possible.
- **Cleaning / Hygiene Hazards**
  - **Always** pick up breakages with dustpan and broom – not fingers.
  - **Always** wear rubber gloves when cleaning bathrooms and using strong disinfectants or bleach.
  - **Always** keep bathroom gloves and cleaning cloths separate from kitchen.
  - If gloves are missing ask management for replacements from the office.
  - Never mix cleaning or kitchen chemicals.

### **Wait / Bar and Kitchen area duties.**

**Always** use rubber gloves when washing glasses, knives, blades or using hot water.

- **Cut Hazards.** To reduce the occurrence and severity injury:
  - **Never** place more than a couple of glasses in the sink at any time as this increases the chance of breakage and therefore the chance of cuts.
  - **Never** operate slicing machines with guards removed. Guards are only removed for cleaning and extreme care must be taken when cleaning. **Never** leave blade exposed. Guards **MUST** be refitted once unit is clean.
  - **Never** leave sharp knives, blades or broken glassware in the sink unattended.
  - **Never** use hands to compact garbage in bins. There may be broken glass or other cut risks hidden in the garbage. **Always** place the lid from tins or cans inside the can. Never leave sharp lids lying around.
  - **Always** use or clean knives carefully. If slicing or cutting try to move blade away from yourself. If washing clean from the back edge of the blade.
- **Alcohol.** All bar staff must have undertaken the relevant Responsible Service of Alcohol training before being permitted to serve alcohol. No passenger who exhibits the effects of intoxication, any staff member or underage person is to be served alcohol. Refer to section 3.9 of the OHS Manual.

- **Hot / Burn Hazards**

There are a number of potential burn or scald risks in the Galley. These include:

- Hot pots of food cooking or water boiling on the stoves
- Hot water in urns or on the stoves for washing the dishes
- Hot dishes of food from the ovens.
- Steam burns or scalds from hot pots.
- Lighting gas urns – potential for explosive ignition. Flame ignitors should be functional at all times.

In order to minimise potential injury, **awareness is the best prevention** measure in this area. Pay attention to what you are doing when working with hot materials and be aware what others are doing while you are handling or moving hot substances. Let others know if you are about to move a “hot pot” anywhere in their vicinity. Other actions to prevent injury include:

- **Always** use towels as pads when handling hot dishes.
- **Always** move hot pots slowly and carefully so as not to cause spillages.
- **Always** use rubber gloves when washing up in hot water.
- **Always** inform others when you finish with an empty hot dish.
- **Always** allow hot steam to clear when taking a lid off a pot before moving the pot, ladling or serving from it so as to avoid steam burns.
- **Always** ensure that gas appliances have not been turned on before activating the lighters. This is to ensure there is no build up of excess gas which if ignited could cause injury. If unsure how to light a gas appliance ask someone who knows eg the Chef.
- **Never allow Urns to run / boil dry.**

In the case of a burn or scald,

- Remove the heat source eg turn off urn hot water tap.
- Place the burn under cold water or ice.
- Medical attention may be required. – Inform your supervisor.

## **Additional Procedures for Vessel Masters**

### **Engine Room Operations**

- Always ventilate before conducting work.
- Periodic testing of the Fire and Bilge pumps
- Periodic testing of the fire alarm system.
- When welding remove red cable from Pyrogen Cylinders and disconnect batteries.
- Manual handling and postural injury issues are areas where particular care and awareness is required.

### **Fueling Procedure**

- Ensure that there are no persons smoking in the vicinity.
- Sound the boats fuel tank to calculate volume that can be safely fueled without overflowing tank.
- Transfer fuel from truck to vessel.
- Maintain a watch on the fuel line and filling at all times to ensure that no-one trips on the fuel line and causes a spillage.
- Drain fuel hoses after refueling to prevent any quantity of fuel escaping.
- Ensure that fuel hoses are safely stowed and tanks caps fitted after refueling.
- Ensure that decks and hoses are clean before and after fueling.

## **OFFICE AREA EMERGENCY PROCEDURES**

### **Provide assistance to vessels in emergency situation.**

### **Monitor 27Mhz radio for instructions from the vessel which may involve:**

- Calling emergency services such as Ambulance, Fire Dept, Police, SES or Rescue.
- Calling additional staff members to assist vessels eg launch patrol boat.

### **Fire Procedure Office Area**

Quickly assess whether the fire is minor or serious. It may be possible to extinguish a minor fire with an extinguisher or hose. If the fire is major or in the event of a life threatening situation **IMMEDIATELY**

**Ring 000** and provide the following information: (Phones also in main house or use a mobile phone – Do not become trapped in the office by not evacuating.)

- Who you are.
- Location - Lot 3 Factory Rd Regentville.
- Nearest Cross Street - Factory Rd and Bundarra Rd.
- Type of emergency
- Number of casualties (if applicable)

Note the location of fire extinguishers and other fire fighting equipment during induction training.

### **Evacuation Procedure - Office Area**

In the event of an evacuation becoming necessary, the allocation of tasks will be as follows:

- **Ring 000 Immediately** and provide the following information: (Phones also in main house or use a mobile phone – Do not become trapped in the office by not evacuating.)
  - Who you are.
  - Location - Lot 3 Factory Rd Regentville.
  - Nearest Cross Street - Factory Rd and Bundarra Rd.
  - Type of emergency
  - Number of casualties (if applicable)
  
- Ensure that there is no-one in the building.
- Exit the building through the closest doorway, or if necessary the closest window.
- Gather outside at the evacuation point for roll call of staff and visitors and first aid if required. The **main evacuation muster point is the roundabout outside the main office**. If this muster point is not safe, the secondary muster point is in front of the main shed.
- If it is safe to do so turn off all LPG gas bottles.

### **Office**

- Posture Related Injury:
  - Avoid sitting stationary at a workstation / keyboards for long periods. Ensure that every hour a change of position or break occurs. Eg carry out a different task for a time before returning to the initial task.
  - Ensure that the keyboard and monitor is set up ergonomically.
  - Do not stand on chairs to reach to overhead storage. Use stepladder.

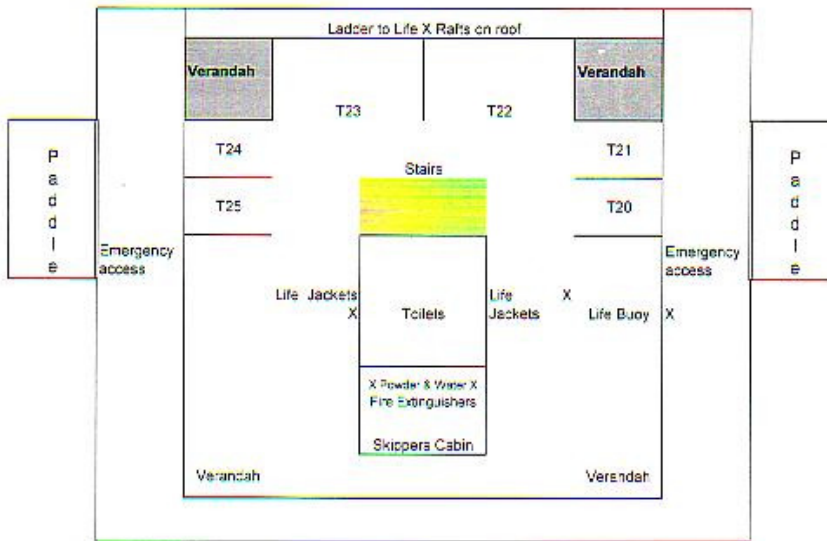
### **Managers**

- Cancellation of cruises in any circumstances that put the boat, passengers or employees at risk.
- Carry out OHS responsibilities in particular acting upon issues raised through workplace consultation. Place OHS on management meeting agenda.

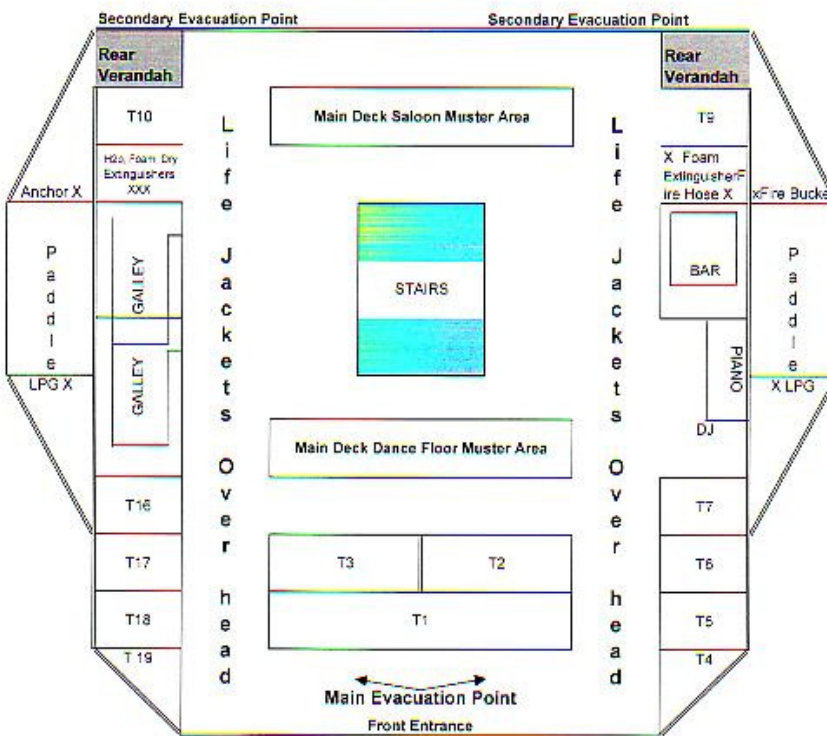
### **Appendix – Safety Equipment Location Diagram**

**NEPEAN BELLE FLOOR PLAN - SAFETY EQUIPMENT LOCATION**

**UPPER DECK**



**Lower Deck**



# Penrith Platypus Safety Equipment Location

