

TSIC SMS Vers. July 2020 MO504

Safety Management System



Key points:

For your SMS to be compliant, you need to be updating it regularly and recording logs in your log book when:

1. Something changes in your operations
2. Something changes to your gear
3. You have an incident or near miss
4. You get new crew

Please record a daily trip log, and make a note of these occurrences.

This SMS document must also be reviewed and updated every 12 months.

We have included helpful hints and options in this template which will help you create your SMS. Remember the SMS is unique to your boat. Make sure you edit/cross out sections to accurately reflect your operations.

Company Name:

Date:

Vessel Name:

**Unique Vessel Identifier
(UVI):**

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Your details

Name

Company Name

Email

Address

Activity

Survey Category

Your Responsibility
(tick which apply to you)

Owner of boat

Master of vessel (skipper)

Who is the Designated Person?

Designated Person phone number:

You accept responsibility for:

Accept responsibility for all crew, passengers and visitors onboard

Accept responsibility for safety onboard the boat

Accept responsibility for maintaining this SMS

Accept responsibility for the operation of the vessel

Signed Skipper

Signed Owner
(If different to Skipper)



Designated person

This person is responsible for monitoring the safety and pollution prevention of the vessel and ensure appropriate resources and shore support is provided to the vessel.

Master (Skipper)

The Master is responsible for making sure your boat complies with the law



People

The people on board your boat are important for a safe workplace

The owner of the vessel must make sure each crew member or other person engaged in key on-board operations receives relevant training as soon as possible.

This training must be given by the Master or crew member who the Master has determined has the skills and knowledge to provide the training.

Induction Training must include:

- Initial safety training
- On board familiarisation induction
- On board duties training
- Key on-board operations to establish, maintain and verify the person can safely carry out assigned duties
- Emergency operations to effectively respond, maintain and follow emergency procedures

The Master must make sure the vessel can only operate if at least one person on board holds a first aid qualification

Legally, you must know what qualifications and training your core crew need.

Please check your Certificate of Survey or the AMSA website to make sure that you and your crew have the right tickets for your boat length and operations.



Core Complement

How many people are you legally supposed to have to operate your boat? How many people on board (including you)?

What is your Core Complement on board your boat?:

The first person on the boat is you, the Master

**Tick your qualifications,
and add in any others:**

- Coxswain 2 Coxswain 2 Restricted Shipboard Safety First Aid
 Coxswain 1 Master 5 Master 4 Wader Safety MED2
 MED3

When did you start operating your current vessel?

Emergency contact details

Crew #1 name

Qualifications

- Coxswain 2 Coxswain 2 Restricted Shipboard Safety First Aid
 Coxswain 1 Master 5 Master 4 Wader Safety MED2
 MED3

Emergency contact details

Have they been inducted onboard the boat?

- Yes No

When?

Crew #2 name

Qualifications

- Coxswain 2 Coxswain 2 Restricted Shipboard Safety First Aid
 Coxswain 1 Master 5 Master 4 Wader Safety MED2
 MED3

Emergency contact details

Have they been inducted onboard the boat?

- Yes No

When?

Crew #3 name

Qualifications

- Coxswain 2 Coxswain 2 Restricted Shipboard Safety First Aid
 Coxswain 1 Master 5 Master 4 Wader Safety MED2
 MED3

Emergency contact details

Have they been inducted onboard the boat?

- Yes No

When?

Crew #4 name

Qualifications

- Coxswain 2 Coxswain 2 Restricted Shipboard Safety First Aid
 Coxswain 1 Master 5 Master 4 Wader Safety MED2
 MED3

Emergency contact details

Have they been inducted onboard the boat?

- Yes No

When?

Crew #5 name

Qualifications

- Coxswain 2 Coxswain 2 Restricted Shipboard Safety First Aid
 Coxswain 1 Master 5 Master 4 Wader Safety MED2
 MED3

Emergency contact details

Have they been inducted onboard the boat?

- Yes No

When?



Crew Induction Checklists

A list of all the things you cover when inducting new crew, passengers or visitors. Use this list any time you hire someone new, or have a visitor on board. Remember to log it in your records and edit the lists to suit your boat.

Safety Equipment- where is it and how to use it

- EPIRB PFD
- Life Ring Flares
- Fire Extinguisher (and use)
- Life Raft First Aid
- Emergency Torch
- Seasickness
- Marine radio and other communication
- Other

Emergency Procedures - know the drill

- Fire
- Person overboard
- Personal injury or medical emergency
- Skipper incapacitated
- Loss of steering
- Collision
- Grounding
- Flooding
- Adverse weather
- Other

Your Operations and Rules

- Deck duties
- Machinery and lifting gear
- Fishing
- Fish handling and rope work
- Drugs and Alcohol Policy
- PPE Policy Other



Think

Show them how to do it, where is it located, what you expect onboard, practice the drills



Risk Assessment

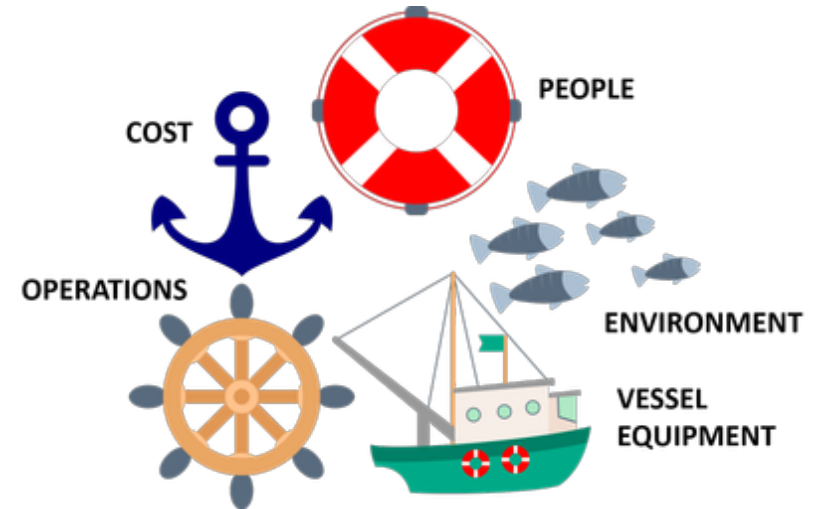
What are the hazards on your boat and what are you doing to control them? Most of these are common sense, you just need to make sure they are written down.

For example:

- Slipery unstable surfaces -> use rough paint on deck for extra grip
- Loose fishing gear leading to crush injury -> tie down pots when underway
- Man overboard -> wear lifejackets
- Exposure to sun/cold -> wear appropriate PPE
- Vessel Grounding -> keep appropriate lookout and know the area

The colourful table is the risk rating matrix. This is how you find out how 'risky' the activity is based on how likely it is to happen, and how serious the result could be.

Check around your boat and think about what risks exist? Then how 'risky' are they? What are you doing to manage the risks? We have included a few common risks to get you started, make sure you customise the risk matrix to your own operations. Fill in new risks in the blank spaces below.



Category/ Likelihood	Result			
	Insignificant	Minor	Serious	Major
Highly likely	Medium	High	High	High
Likely	Medium	Medium	High	High
Unlikely	Low	Medium	Medium	High
Rare	Low	Low	Medium	Medium



Before and After

Think of it as before the control and after your control

Risk Assessment

Deck work risk examples: loose lines, unstable surfaces, manual lifting, weather exposure, crush injuries

Deck Work

What is the risk?	How bad could it be?	Likelihood ?	What are you doing to manage it? (control)	How bad could it be after control?	Likelihood after control?	Risk Rating
	Serious	Unlikely		Minor	Unlikely	

Vessel operations risk examples: fire, medical emergency, boarding, grounding, person overboard, loss of steering, incapacitated master.

Vessel Operations

What is the risk?	How bad could it be?	Likelihood ?	What are you doing to manage it? (control)	How bad could it be after control?	Likelihood after control?	Risk Rating
	Major	Likely		Serious	Rare	

Fishing or farming risk examples: setting gear, fish spikes, knifework, entanglement, cranes, davits, winches, haulers and capstans

Fishing or Farming Operations

What is the risk?	How bad could it be?	Likelihood ?	What are you doing to manage it? (control)	How bad could it be after control?	Likelihood after control?	Risk Rating
	Serious	Likely		Serious	Rare	

Single Operator risk examples: unreported POB and medical emergencies, working in isolation of others

Single Operator

What is the risk?	How bad could it be?	Likelihood?	What are you doing to manage it? (control)	How bad could it be after control?	Likelihood after control?	Risk Rating
Unreported POB and medical emergencies Working in isolation of others	Major	Likely	Wear PFD and PLD whilst on deck Additional PPE Wear harness (attached) whilst on deck Fixed vessel boarding ladders Engine POB isolation systems Regular position reporting as scheduled times	Major	Unlikely	



On Board

Pre Start Checks - do before every trip

- Check the weather
- Engine check
- Fuel and oil levels
- Hull fittings and bungs
- Anchor Radio check
- Machinery and electronics check
- Bilge pump
- Fire fighting equipment
- First Aid Safety gear
- PPE
- Tell shore based contact when you expect to be home and plan communication
- Other

Operational Procedures

Procedures must be written down for key on board operations to address and risks identified by the risk register/ assessment.

Remember, this is what you do every day!

We have included a few ideas to get you started, fill out your procedures in the blank spaces on page 15:

Things like:



General Procedures <ul style="list-style-type: none"> • Launching and Retrieving Vessel • Driving to boat ramp • Unload catch • Move around the vessel • Exposure to different weather condition 	Sorting catch <ul style="list-style-type: none"> • Moving catch in boxes/ crates • Hook up/ snagging • Anchoring
Dive Operations <ul style="list-style-type: none"> • Diving • Preparing for a Dive (Dive plan, bottom time etc.) • Watch on Divers • Additional Emergency Procedures- Decompression illness, Shark attack/sightings etc. • Smaller boats coming along slide • Use of Davit/ winches 	Netting <ul style="list-style-type: none"> • Launching and retrieving nets • Removing fish from nets • Freezers storage • Live fish • Stowage of nets
Potting <ul style="list-style-type: none"> • Baiting pots • Carrying pots • Launching and retrieving pots • Grapple to retrieve pots 	Single Operator <ul style="list-style-type: none"> • Wear engine kill switch at all times. • Be vigilant moving around "one hand for self where possible" • Wear PFD and PLB • Fatigue management

Operational Procedures for your boat

Refueling

Portable tanks are removed from the vessel
Vessel securely moored
No smoking or mobile phone use during refuelling
Access to fire fighting and spill equipment
Shut down engine
Monitor refuelling
Clean up any spills
Ensure caps/tanks are secure

Sorting Catch

Position number of fish boxes needed
Fill fish boxes with correct amount of fish
Stack boxes
Ensure all boxes are not overloaded and are balanced correctly.
Do not stack more than 4 high as they can topple
Watch for sharp spines and when filling fish boxes

Single Operator

- The area of operation is restricted to conditions of favourable weather and subject to favourable official weather forecasts for the area throughout the period of operation
 - The duration of the voyage should not exceed 8 hours
 - The vessel is not operated single handed in conditions of restricted visibility
 - PFD to be worn at all times by the master
 - PLB to be worn at all times
 - No overside working takes place whilst the vessel is being operated single handed
 - Details of the time and point of departure, voyage plan and the Expected Time of Arrival (ETA) of every single handed voyage are left with a suitable person ashore and that person is notified of the safe arrival on completion of each voyage
 - Communication should be made with a person ashore or with a vessel in company at regular agreed intervals
 - Engine kill-cords should be fitted and used at all times.
 - All the identified hazardous machinery identified in the risk register/ assessment shall be fitted with applicable emergency cut off or stop buttons or guards that are operational and within reach of the operator.
-

Fatigue Management

Watchkeepers will take shifts

Radio Watch

Operational procedure :

Operational procedure :

Operational procedure :

Onboard Policies

All people on board must follow these policies:

Smoking

Smoking is only permitted on open deck. Smoking cannot take place during refuelling.

Alcohol and Drugs

The master and crew shall not be under the influence of alcohol or illicit drugs at any time

Waste Disposal

All general waste on board shall be secured on the vessel and disposed of on shore

Other Policy :



Emergency Procedures

An emergency plan must be developed and carried on board at all times. That means regular drills and crew inductions.

The emergency plan must include emergency assembly station and crew must be assigned to an emergency station.

All emergency incidents or illness must be recorded in the logbook, and also reported to AMSA via **Alert form 18** and **Report form 19**.

We have pre filled some boxes to get you started.

Tick the responses that apply to your vessel, and add any additional emergency situations and response actions below:

Remember, this is how you react on your boat. If you are a single operator, please make sure you include your single-handed plans.

Situation	Emergency Response	Who is responsible?
Fire	Manoeuvre vessel to minimise spread of fire and smoke inhalation Use fire extinguisher to extinguish fire if possible Consider isolating fuel tank/s from the area Emergency radio call on VHF 16 or by phone 000 for assistance if situation cannot be managed safely Put vessel ashore or abandon vessel Notify Responsible Person Ashore Log incident	Master Crew

Situation	Emergency Response	Who is responsible?
Person Overboard	Deploy life buoy and/or any floatable objects at hand Maintain visual if possible Activate GPS MOB if appropriate Return to the person and stop the vessel if necessary Recover person from water Manage the person as necessary to prevent hypothermia Radio call for assistance if situation cannot be managed safely If Person is out of sight manoeuvre vessel in a search pattern Issue PAN PAN on VHF Log incident	Master Crew

Situation	Emergency Response	Who is responsible?
Medical Emergency and Personal Injury	Monitor health and safety of persons onboard Administer appropriate first aid to the patient Call for assistance VHF 16 or by phone 000 if situation cannot be managed safely on board Provide vessel location Request shore contact to pre-arrange emergency medical services upon return to the shore Log incident and complete an incident form if serious Make follow up contact with the injured party and provide support as required Replenish first aid supplies	Master Crew

Situation	Emergency Response	Who is responsible?
Vessel Collision	Account for all crew Check for injuries Check for damage to the vessel Emergency radio call on VHF 16 or by phone 000 for assistance and if situation cannot be managed safely Use auxiliary pumps and bucket to remove water (if needed) If necessary prepare to abandon the vessel in enough time not to get caught with the vessel Notify Responsible Person ashore Log incident	Master Crew

Situation	Emergency Response	Who is responsible?
Vessel Grounding	Check for damage to the hull and account for crew Emergency radio call on VHF 16 or by phone 000 for assistance and if situation cannot be managed safely Determine where the safest route to deep water lies Consider the use of anchors to stop the vessel going further aground If possible reduce the weight of the vessel to decrease its draught If it is impossible to re-float or damage is too great remain grounded until assistance arrives	Master Crew

Situation	Emergency Response	Who is responsible?
Vessel Flooding (including Sinking, Flooding or Capsizing)	<p>Assess cause and rectify if possible e.g. put the bungs in or block up damage</p> <p>Remove water by bailing bilge pump or powering on</p> <p>Emergency radio call on VHF 16 or by phone 000 for assistance and if situation cannot be managed safely</p> <p>Consider running the vessel ashore</p> <p>Remain with vessel because it is fitted with internal buoyancy</p> <p>Notify Responsible Person ashore</p> <p>Log incident and complete an incident form</p>	Master Crew

Situation	Emergency Response	Who is responsible?
Adverse Weather or Water Conditions	<p>Wear PFD's</p> <p>PPE (warm clothing wet weather gear)</p> <p>Secure all items on deck i.e. pots bins lines</p> <p>Seek shelter/ safe haven</p> <p>Contact Responsible Person ashore to let them know new course and safe haven location</p>	Master Crew

Situation	Emergency Response	Who is responsible?
Spill (fuel or other chemical)	<p>Deckhand must notify the master immediately</p> <p>Find the source of the spill and contain it</p> <p>Minimize the spread of the pollutant</p> <p>Note what time and the location that the spill was first discovered on the log book</p> <p>Notify the EPA immediately</p> <p>Notify the Designated person</p> <p>Log incident</p>	Master Crew

Situation	Emergency Response	Who is responsible?
Incapacitated Master	<p>Deckhand must assess the situation immediately- is the vessel or crew in danger?</p> <p>Assess the Master- do they need medical attention?</p> <p>Radio for assistance or 000 if required</p> <p>Safely maneuver the boat to port if possible</p> <p>Log incident</p>	Master Crew

Situation	Emergency Response	Who is responsible?
Emergency Steering / Loss of Steering	Deckhand must notify the master immediately Find the reason for lost steering- is the vessel or people onboard in danger Activate an alternate steering source if safe or Maneuver to safe ground if possible Emergency radio call on VHF 16 or by phone 000 for assistance if situation cannot be managed safely Note what time and the location that the loss of steering was first discovered on the log book Notify the Designated person Log incident	Master Crew

Situation	Emergency Response	Who is responsible?
Add any additional emergency situations here:		Master Crew

List your emergency contacts and phone numbers here:



Logs

Trip Logs

You must keep a log for each vessel, and it must be made available upon request for inspection.

A log book can be kept electronically, or hand written in a note book or diary

Log books must be kept for at least 5 years. The log book may be kept on the land or on the vessel, so long as it is maintained.

You need to record a log for each trip (every time you leave the wharf).

Also there is legislation in place to protect the content and access to the log book.

Here is an example log book page, of all the things you must record log book or diary:

Date:	
Weather Conditions:	
Navigation:	
Key Activities Onboard:	
Inspections and Maintenance:	
Training Records:	
Emergency Records:	
Incidents: (a) any illness or injury of persons onboard; (b) any marine incident, other incident or accident involving the vessel or its equipment; (c) any assistance rendered to another vessel; (d) any unusual occurrence or incident; (e) all communications messages sent or received for an emergency; (f) any operation of the vessel for recreational purposes.	

Maintenance Plan

You need to put in place a system to make sure recurring inspections are carried out for the vessel, its machinery and equipment.

Tick how often you check the items below as part of your maintenance plan.

Remember to log your checks in your log book as you do them, report any faults, changes or equipment replacement.

Use your log book to record your equipment expiry dates.

Planned Inspection and Maintenance

	Weekly	Monthly	Quarterly	6 Monthly	Yearly	Comments
Safety Equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Anchor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mooring Lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Davit/Hauler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bilge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Propeller	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Steering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hydraulics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fuel Lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Engine Check	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fishing Gear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Radio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Navigation lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Review

It is important that you review this SMS, and keep a track of any changes.

Legally, you must review and sign off on the document every 12 months.

Annual Review

- Vessel and Contact Details - are they correct?
- Designated Person - has the designated person changed?
- Master's Responsibility and Authority Statement - has the Skipper/Owner read and signed this document?
- People - are all crew details and qualifications up to date?
- Risk Assessment - are there any new risks or changes to risks?
- Onboard Operational Procedures - are there any changes?
- Emergency Preparedness - are there any changes?
- Maintenance Plan - are there any changes?
- Log Book - check it has been filled out correctly and stored

We acknowledge that the Annual Review has been undertaken and thoroughly checked, all changes have been documented. If any changes have been made to this Safety Management System - all crew have been notified and training has been provided, which has been further documented in record of training form or log book.

Date Signed

Signature

Review log. Record your SMS review dates here:

