Notice of Change to Controlled Documents #187-193 /8 April 2014

Summary of Changes

NOC#	Ch., Sec., SOP	Summary	Revision#
187	Ch 2 Sec 3.1	Bloodborne pathogens policy moved to its own SOP	#14
188	SOP-GEN-2014B	New bloodborne pathogens procedures	#1
189	SOP-GEN-007J Sec 3.0	Site of hot work must be checked 30 minutes after hot work has ceased	#11
190	SOP-GEN-007G 1.1 (new)	Confined spaces identified on all TDI vessels	#10
191	SOP-GEN-011E Sec 4.0	Respiratory protection section updated	#3
192	SOP-GEN-007T Sec 2.0, Sec 5.7	CFR reference corrected and reference to confined space hot work removed	#7
193	SOP-GEN-013A Sec 2.0, Sec 5.0	Definition of lifting gear added, annual inspection by qualified rigger and color coding clarified	#4

18 APR 14-SS — SMM TOC web page updated
18 APR 14-SS — NOC web page updated
18 APR 14-SS — SMM - each section updated
_____ NOC sent to fleet
_____ NOC pdf posted on CM

Approvals	Approvals
PETER TARO 4.9.2014	J. Brooks 4-10-2014

NOC # 187
Chapter 2 General Company Policies
Section 3.1 Bloodborne Pathogens

Topic: Bloodborne Pathogens policy moved to new SOP and revised

Revision #	Section(s)
Revision #13	***1.0 Introduction*** This chapter describes company policies for TDI-Brooks' vessels. These vessels operate in compliance with applicable international and U.S. Coast Guard guidelines as well as best practices. ***2.0 Responsibility*** The President of TDI-Brooks is ultimately responsible for the safety, and health of his employees and the protection of the environment. All managers and supervisors must take an active role in TDI-Brooks' safety and environmental programs by initiating preventive measures to control hazards associated with TDI-Brooks activities. However, safety is the responsibility of all TDI-Brooks employees. **Employees who become aware of any health-related issue, including pregnancy, should notify their supervisor of health status. This policy has been instituted strictly to protect the employee.** ... 3.1 Bloodborne Pathogens ~~Employees who become aware of any health-related issue, including pregnancy, should notify their supervisor of health status. This policy has been instituted strictly to protect the employee.~~

NOC # 188
SOP-GEN-014B Bloodborne Pathogens- Exposure Control Plan-- All

Topic: Bloodborne Pathogens policy moved to new SOP and revised.

Revision #	Section(s)
Revision #1	**1.0 Introduction** TDI has developed this Exposure Control plan in accordance with OSHA's requirement 29 CFR 1910.130 for Bloodborne Pathogens. The only potential exposure for TDI-Brooks employees to bloodborne pathogens would be in a situation where an employee is rendering first aid. **2.0 Exposure Determination**

All mariners holding an STCW certificate are required to take first aid training as one of the four Basic Safety Training courses and would be expected to render assistance in a first aid situation as a part of their job duties. Universal precautions are to be used when rendering first aid and TDI-Brooks provides disposable gloves to be used as PPE for these situations.

3.0 Definitions

Assistant Secretary means the Assistant Secretary of Labor for Occupational Safety and Health, or designated representative.

Blood means human blood, human blood components, and products made from human blood.

Bloodborne Pathogens means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Contaminated means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

Decontamination means the use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal.

Director means the Director of the National Institute for Occupational Safety and Health, U.S. Department of Health and Human Services, or designated representative.

Engineering controls means controls (e.g., sharps disposal containers, self-sheathing needles, safer medical devices, such as sharps with engineered sharps injury protections and needleless systems) that isolate or remove the bloodborne pathogens hazard from the workplace.

Exposure Incident means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

Handwashing facilities means a facility providing an adequate supply of running potable water, soap, and single-use towels or air-drying machines.

Licensed Healthcare Professional is a person whose legally permitted scope of practice allows him or her to independently perform the activities required by paragraph (f) Hepatitis B Vaccination and Post-exposure Evaluation and Follow-up.

HBV means hepatitis B virus.

HIV means human immunodeficiency virus.

Occupational Exposure means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

Other Potentially Infectious Materials means

(1) The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids;

(2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and

(3) HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

Parenteral means piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts, and abrasions.

Personal Protective Equipment is specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment.

Source Individual means any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee. Examples include, but are not limited to, hospital and clinic patients; clients in institutions for the developmentally disabled; trauma victims; clients of drug and alcohol treatment facilities; residents of hospices and nursing homes; human remains; and individuals who donate or sell blood or blood components.

Sterilize means the use of a physical or chemical procedure to destroy all microbial life including highly resistant bacterial endospores.

Universal Precautions is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

Work Practice Controls means controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g., prohibiting recapping of needles by a two-handed technique).

4.0 Procedures

Should first aid be required, the first aid trained employee who will render assistance (the first aid responder) must wear disposable gloves if bodily fluids

	are present. If bodily fluids get on the responder's clothes, they will be removed and laundered as soon as practicable. Any surfaces contaminated with bodily fluids shall be disinfected with appropriate disinfectant. 5.0 Exposure An Exposure Incident occurs when a first aid responder comes into contact with the patient's bodily fluids specifically through the eyes, mouth or other mucous membrane, non-intact skin or a skin puncture by a potentially infected object. If an Exposure Incident occurs, the exposed employee must complete an **Exposure Report** and submit it to his or her supervisor. The supervisor will complete the Supervisor Incident Report and send both reports to HSE@tdi-bi.com as soon as possible. 6.0 Post-exposure Evaluation and Follow-up Following report of an exposure incident, TDI-Brooks shall make a confidential medical evaluation and follow-up as soon as possible according to 29 CFR1910.1030(f)(3). 7.0 Hepatitis B Vaccinations Hepatitis B vaccinations and boosters are available to all employees at any time at no cost to the employee. STCW certificated employees who decline Hepatitis B Vaccinations must sign the declination form. 8.0 Information and Training TDI-Brooks shall provide training to each employee with occupational exposure at the time of initial assignment and at least annually thereafter.

NOC # 189
SOP-GEN-007J Hot Work
Section 3.0 Procedure

Topic: Site of hot work must be checked 30 minutes after completion of hot work.

Revision #	Section(s)
Revision #11	***3.0 Procedure*** Prior to the start of any "hot work, the Chief Engineer or Port Engineer must give permission. Hot work is not permitted in any areas storing combustible materials (i.e., fuels, oils, paints, solvent, and etc.) until they have been cleared. The following guidelines are to be followed in the event of "hot work". • Fill out a "hot work" permit **and post a copy at the work site.** • Request permission from Chief Engineer or Port Engineer. • A "hot work" permit is only valid for the day and job issued. • Evaluate the area in which "hot work" is requested for any potential hazards; ensure that area is secured of combustible materials.

	• Ensure that the work area is well ventilated. • Use appropriate PPE. • Have a fire watchman on standby with a fire extinguisher. • If undertaking significantly risky "hot work" have the main fire system on stand-by. • **30 minutes after work is completed, inspect the site**

NOC # 190
SOP-GEN-007G Confined Spaces
Section 1.1 Confined Spaces Identified (new)

Topic: Confined spaces identified on TDI vessels

Revision #	Section(s)
Revision #10	**1.1 Confined Spaces Identified** **The Port Engineer has conducted an evaluation of each TDI vessel and confirmed the following are the only confined spaces on TDI vessels. The entrances to these spaces shall be clearly marked with signage or painted to indicate "Confined Space- No Entry".** **Brooks McCall** **BALLAST TANKS** **Forepeak** **# 1 port and stbd** **# 2 port and stbd** **# 3 port and stbd** **FUEL OIL** **# 1 port and stbd** **# 2 port and stbd** **# 3 port and stbd** **# 4 port and stbd** **Lube oil tank, Hydraulic oil Tank, Dirty Oil tank, Potable water tanks and all void spaces** **GEO EXPLORER** **BALLAS TANKS** **Forepeak** **# 2 port and stbd** **# 3 port and stbd** **Aft peak** **FUEL OIL TANKS** **# 1 port and stbd** **# 2 port and stbd** **# 3 port and stbd** **# 4 port and stbd** **Lube oil, hydraulic oil, dirty oil, dirty bilge, potable water & drill water, daytanks** **GYRE** **BALLAST TANKS** **forepeak** **# 1 centerline** **# 2 port and stbd** **# 3 port and stbd** **# 4 port and stbd** **FUEL OIL TANKS** **# 1 port and stbd** **# 2 port and stbd** **# 3 port and stbd** **# 4 port and stbd** **Day Tanks**

	# 5 centerline **Aftpeak** **# 6 port and stbd** **# 7 port and stbd** **All lube oil, hydraulic oil, dirty oil tank & potable water tanks** **PROTEUS** **BALLAST TANKS** **FUEL OIL** **#1 centerline** **# 6 port and stbd** **# 2 centerline** **# 7 port and stbd** **# 8 port and stbd** **# 11 port only** **# 12 port and stbd** **Day tanks** **# 13 center line** **Lube oil, dirty oil tank, dirty bilge tank, potable water tanks and grey water tank** **RYLAN T** **BALLAST TANKS** **FUEL OIL TANKS** **Liquid mud tanks** **Forepeak** **# 1 port and stbd** **# 1 port and stbd** **# 1 port and stbd** **# 2 port and stbd** **# 2 port and stbd** **# 2 port and stbd** **# 3 port and stbd** **# 3 port and stbd** **# 3 port, center & stbd** **# 4 p center & stbd** **Daytanks** **# 4 port and stbd** **Lube oil, hydraulic oil, dirty oil tank, dirty bilge tank, and potable water tanks**

NOC # 191
SOP-GEN-011E Respiratory Protection Program
Section 4.0 Responsibilities

Topic: Respiratory Protection Program updated

Revision #	Section(s)
Revision #3	***4.0 Responsibilities*** ... • Maintaining records required by the program. (Maintenance records are ~~maintained in NS-5 and audited by USCG/ABS, Clients and TDI-Brooks during vessel inspections.~~ **kept on board as part of the regular safety gear inspections.**) • Evaluating the program. • Updating the written program as needed. The Program Administrator for TDI-Brooks International is ~~Kathleen Nease.~~ **the HSE Manager.**

	Supervisors are responsible for ensuring that the respiratory protection program is implemented in their particular areas. In addition to being knowledgeable about the program requirements for their own protection, supervisors must also ensure the employees under their charge also understand and follow the program. Duties of the supervisors include: • Ensuring that employees under their supervision (including new hires) have received appropriate training, fit testing and biannual medical evaluation. (Fit test is not required for emergency equipment. Merchant mariner physical is required by STCW.) • Ensuring the availability of appropriate respirators and accessories. • Being aware of tasks requiring the use of respiratory protection. • Enforcing the proper use of respiratory protection when necessary. • Ensuring respirators fit well and do not cause discomfort. • Ensuring that respirators are properly cleaned, maintained and stored according to the respiratory protection plan. **(Follow manufacturer's instructions)** • Coordinating with the Program Administrator on how to address respiratory hazards or other concerns regarding the program.

NOC # 192
SOP-GEN-007T Welding/ Cutting Safety
Section 5.7 Confined Space Work

Topic: CFR references corrected and confined space section removed

Revision #	Section(s)
Revision #7	***1.0 Scope and Applicability*** ... This safety policy and procedure provides guidelines for safe welding operations. Provisions for training, safe work practices, employee PPE requirements, ventilation, **and** inspection requirements~~, and working in confined spaces are described~~. This policy is applicable to all employees exposed to welding operations~~.~~ ~~This policy~~ and ~~procedures~~ follows guidelines established in: **29 CFR 1910.252- General Requirements and** **29 CFR 1910.253- Oxygen-fuel gas welding and cutting** ~~the Occupational Safety and Health Standards for Construction Industry (29 CFR 1926.350-.354~~). ... ~~*5.1 Confined Space*~~ ~~Confined space work cannot be initiated until all conditions and procedures for a confined space entry have been met (SMM SOP-007G). Mechanical ventilation will be provided during any confined space welding operations to minimize the accumulation of toxic gases, vapors, or fumes or oxygen rich or deficit environments. All heavy and portable equipment used in confined space~~

	~~welding or cutting operations must be secured prior to welding. If a welder must enter a confined space through a restricted opening, they must be attached to a manned lifeline. The lifeline must be attached so that it does not interfere with welding operations or with the removal of the welder in case of an emergency. A preplanned emergency rescue procedure must be in place prior to entry (see SMM SOP-007H, Confines Space Rescue).~~

… Ellipses indicate unchanged material has been skipped for the sake of brevity.

NOC # 193
SOP-GEN-0013A Lifting Gear
Section 5.0 Lifting Gear Inspections and Maintenance

Topic: Definition of lifting gear added, annual inspection by qualified rigger and color coding clarified

Revision #	Section(s)
Revision #4	***2.0 Definitions*** **Lifting Gear- For TDI purposes, lifting gear is defined as anything between the lifting appliance (winch, crane, chain fall, fixed lifting point) and the load being lifted. This includes slings, blocks, pendants, shackles, Brummel hooks, harnesses and anything else used to support a load.** **…** ***5.0 Lifting Gear Inspections & Maintenance*** ***Inspections*** Annual inspections **of all lifting gear** must be conducted by a qualified rigger **and painted the appropriate color to indicate it has been approved for use.** The person using the gear is responsible for inspecting lift gear before each use. They must be sure it is painted with current year's color and in good condition. Worn out or damaged gear must be painted red and removed from service. The Master is responsible for ensuring the annual inspection has been conducted and documented in NS5 (it is an annual standard job) and that gear in service is painted the appropriate color.