**Core Safety Training Day**

**Instructor Directions**

**Risk Recognition is the theme of the training. Follow the agenda below. Encourage participation and sharing of relevant stories that support the message. The timeline is suggested but flexible.**

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| 9:00 AM | Introduction: TDI Systems  TDI Core Safety Training- TDI Safety Management System has many parts- SMM, incident reports, JSAs, Permits, MOCs, Safety Cards, Galley inspections, HSE weekly meetings, departmental toolbox meetings, daily safety meetings, PPE matrix, Last Minute Risk assessment – all of which are designed to **help you Recognize risk and protect yourself and your crewmates from harm.** |
| 9:15 AM | Risk Analysis ppt |
| 9:30 AM | HSE Officer Aboard |
| 9:45 AM | What’s the Hazard? ppt  Brainstorm- what are hazards on the boat? How do we mitigate them? |
|  | What are the tasks on the PPE matrix? Where is it posted on the vessel? Ask each dept. What are common tasks you do that present some sort of hazard? (any need to be added to the matrix?) |
| 10:00 AM | 15 minute break- notice one hazard |
| 10:15 AM | Safety Cards- Challenge –find one thing to write card on today. That’s the way to make sure it gets dealt with. |
| 10:30 AM | Incident Reporting- Employee report, supervisor report- |
| 10:45 AM | Incident investigation and Root Cause Analysis PPT, discussion, examples to follow RCA on the oversensitive heat detector in the kitchen.  Lessons learned communicated to fleet via Fleet Memo, training, etc.  New FIR- Fleet Incident Report. |
| 11:00 AM | Last Minute Risk Assessment (LMRA)- know it? Practice it |
| 11:15 AM |  |
| 11:30 AM | LUNCH |
| 11:45 AM |  |
| 12:00 PM | Permit to work ppt |
| 12:15 PM | Stephen Webber video return to work (9 mins) |
| 12:30 PM | LOTO – why it’s important- Where is kit on board? Need supplies? Know how to use it? Who has not completed LOTO CBT? |
| 12:45 PM | JSA- How to do a JSA ppt. |
| 1:00 PM | What are tasks you will need to do in the next few days? |
| 1:15 PM | Break into groups by dept. and develop a JSA for those tasks. Walk to the area to look at it if needed. Should take 15 or less. Then take a break and meet back at 1:45. Have each group select a speaker to share their JSA with group. |
| 1:30 PM | Work on JSAs |
| 1:45 PM | JSA Presentations (5 mins per group) |
| 2:00 PM |  |
| 2:15 PM | Lifting gear ppt- any lifting points not labeled? What is this year’s color? Where is it posted? |
| 2:30 PM | Management of Change ppt |
| 2:45 PM | 15 minute break |
| 3:00 PM | Galley safety |
| 3:15 PM | Hand washing |
| 3:30 PM | 15 minute break |
| 3:45 PM | Wrap up and questions |
| 4:00 PM |  |
| 4:15 PM |  |
| 4:30 PM |  |
| 4:45 PM |  |
| 5:00 PM |  |
| 5:15 PM |  |
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