

Longshoring and Marine Operation	S.O.P. 3L		Page 1 of 3
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STANDARD OPERATING PROCEDURE		Approved by:	

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I. SCOPE AND PURPOSE

- A. To set company operation's guidelines for employees who are exposed to a fall into water.

II. RELATED PROCEDURES AND RESOURCES

- A. S.O.P. 3G Personal Protective Equipment
- B. S.O.P. 3O Fall Hazard Management
- C. S.O.P. 5I Temperature Extremes
- D. Fall Protection Field Training Module
- E. Personal Protective Equipment Field Training Module

III. PERSONNEL RESPONSIBILITY

- A. Project Manager:
 - 1. Inform Ownership of type of project and its location, e.g., ship (docked or at sea) or drilling platform (under construction or at sea) so a determination can be made as to the appropriate insurance requirements.
 - 2. Ensure the Supervisor reports any location changes prior to the start of work.
- B. Supervisor:
 - 1. Be familiar with fundamental insurance requirements and report any location changes to their Project Manager prior to the start of work.
 - 2. Be familiar with and ensure compliance with this S.O.P.
 - 3. Contact the Safety Department prior to working over or near water.
 - 4. Ensure, at a minimum, the required equipment is at present and is in good order.

- B. Employee:
 - 1. Wear all required Personal Protective Equipment.
 - 2. Be familiar with procedures for abandonment in water.

IV. GENERAL REQUIREMENTS

- A. Any employee over or near water, on floating vessels, docks, or where the danger of drowning is possible must wear a U.S. Coast Guard approved life preserver as referenced in S.O.P. 3G, Personal Protective Equipment.
- B. Prior to and after each use, the buoyant work vests or life preserver shall be inspected for defects that would alter their strength, buoyancy or fastening capabilities.
 - 1. Defective units shall not be used and red tagged "NOT FOR USE".
 - 2. Contact the Safety Department for proper disposal of defective units.
- C. U.S. Coast Guard approved 30-inch life ring buoys with at least 90 feet of line attached shall be provided and readily available for emergency rescue operations. Distance between life ring buoys shall not exceed 200 feet.
- D. A suitable lifesaving skiff with an adequate outboard motor shall be available at locations where employees are working over or adjacent to water and shall also be readily available for emergency use. This skiff shall be equipped with a suitable life ring and any needed equipment for night operation including searchlights.
- E. Employees must work in pairs (the Buddy System) and must exercise extraordinary care in performing their work, keeping in mind that their safety depends upon strict observance of safe work procedures. The "Buddy System" will be followed and at least two men will be in sight of each other at all times.
- F. There must be a means of communication by two-way radio and/or telephone between the dock area and plant personnel.
- G. A pre-determined distress signal should be agreed upon in case of emergency.
- H. A log will be maintained at the dock site. Everyone is expected to sign in when arriving and out upon departure.
- I. Unauthorized personnel are not allowed in the dock area or on board the vessel. Employees must check in with their supervisor prior to going onto the dock.
- J. The Safety Department will be notified prior to any unusual work activities being conducted on the dock or vessel.

V. PERSONAL PROTECTIVE EQUIPMENT

- A. Every effort shall be made to provide for continuous fall protection for any person working near or over water.
- B. Any person working near or over water with continuous fall protection shall also wear a Type 4 PFD, U.S. Coast Guard approved life jacket or buoyant work vest.
- C. If a mobile work platform, such as a man basket or a man lift were being used over water, tying off would increase the hazard of drowning if the platform enters the waters, therefore tying off to the equipment should be avoided.
- D. When 100% fall protection cannot be achieved; then any person working near or over

water shall wear a Type 1, PFD, U.S. Coast Guard approved life preserver. This type of life preserver maintains the face-up position of the wearer. They shall also be equipped with a water activated light and reflective tape.

- E. A motorized rescue boat with sufficient power to pick up person in rapidly moving water.
- F. A Coast Guard approved rescue ring with 90 foot of line attached to the ring.

VI. RULES AND PROCEDURES FOR ABANDONMENT

- A. Abandonment from a dock by jumping into the water can be particularly hazardous and should be done only if there is NO OTHER means of escape. The following rules should be followed in the event the dock must be abandoned:
 - 1. Make sure life jacket is on securely.
 - 2. Go to lowest point possible and enter the water on the downstream shoreline side. This will prevent you from being swept into the dock piling.
 - 3. Remove the hard hat.
 - 4. Look to see that the way is clear and free of protruding objects.
 - 5. Place one hand over mouth and nose.
 - 6. Grasp the life jacket over the opposite shoulder with other hand.
 - 7. Keep elbow downward tightly against the chest.
 - 8. Take a deep breath, jump feet first keeping the body erect with legs crossed and feet locked together, and keep eyes on the horizon.

VII. RECOMMENDED BEHAVIOR FOR VICTIMS IN COLD WATER

- A. Try to keep your head above the water.
- B. Unless land or a structure is in easy reach, holding still on the water is preferable to swimming or other vigorous movement. Curl your body by tucking in your knees and keeping your arms close to your body for maximum heat conservation.
- C. If there are two or three persons in the water, huddling up together is the best method while waiting for rescue.
- D. Get out of the water and onto a flotation device, such as a log, if possible.
- E. Above all, try to stay calm and keep alert!