
	<p>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p><b>3.0. HEALTH AND HYGIENE</b></p> <p>HSE PROCEDURES MANUAL</p>	<p>Sect : 3.0  Page : 1 of 10  Date : 7-Aug-25  Rev : 10.1  Appr : DPA</p>
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## HEALTH AND HYGIENE

### 1. POLICY

The Company will take all reasonable steps to maintain and foster the health and wellbeing of its employees. Reference should be made to the Personnel Manual, Section 3, Conditions of Employment, and item 11.0 Medical Examinations, Fleet Operating Procedures Manual Section 15, Catering.

### 2. MEDICAL CARE

It is the Master's duty to provide medical care and any medical attention on board ship and it is either given by him or under his supervision by a person appointed by him. Master shall ensure that the officer appointed has a valid Medical care certificate.

Crewmembers are required to report illnesses and injuries to the Officer in charge promptly, so that adequate medical attention may be given. The nature of the illness or injury is to be entered into the Medical Log by the designated Medical Officer aboard (or a competent Officer), along with the date and the medication or medical assistance given. (See Section 9)

The Master shall ensure that any injury incident even if minor is promptly informed to the company and crewing department by email and incident report made in [CFM](#)<sup>1</sup>. Any injury/condition that renders the seafarer unfit to work for more than 3 consecutive days or hospitalised for at least 24 hours shall be reported to Flag State (through the company).<sup>2</sup>

The Master shall ensure that any illness (fever, cold and flu, high blood pressure, high sugar, allergies, infections, body aches, diarrhoea etc) that renders the seafarer unfit to work for more than 3 consecutive days is promptly informed to the company and crewing department by email.<sup>3</sup>

All Medical report form shall be in the format as prescribed by the Flag State legislation.

Persons that are ill or injured shall be checked at frequent intervals and treatment provided as necessary. The services of a Doctor are to be obtained, if one is available, and if the extent of the illness or injury requires it.


Every crew member signed onto a vessel has the right to visit a Doctor or Dentist in ports where practicable. This treatment will be at no cost to the crewmember and will be recorded on a Medical Report form. A copy of this report will be filed aboard.

The Medical locker aboard the vessel will stocked to comply with Flag State requirements. (See Section 10 for further detail.)

<sup>1</sup> W 03 / 2024

<sup>2</sup> W 50 / 2020

<sup>3</sup> W 50 / 2020

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### 3. PROCEDURES IN CASES OF ILLNESS OR ACCIDENT

- Initial actions should be as in “Ship Captain’s Medical Guide” (SCMG), Chapter 1 – First Aid.
- If in port with medical facilities, the ill or injured person should be landed to the appropriate medical facility.
- If at sea, or in a port with no medical facilities, first aid should be given as in SCMG Chapter 1, followed by further treatment as per Chapter 4 of SCMG.
- Obtain medical advice by radio if necessary.
- Deviate to a port to land the seaman if necessary.
- Log all actions taken in the Official Logbook (OLB).
- See HSE Procedures Manual 4.7 for Flag State reporting requirements in case of incapacitation of a Seafarer.

### 4. DEVIATION FOR MEDICAL REASON


- A deviation to land a sick or injured person will generally be regarded as justifiable in carriage of goods and marine insurance law if it was ‘reasonable and necessary’, e.g. where shore medical treatment is urgently needed.
- Before deviation for medical reason the Master should ensure that all reasonable steps have been taken to care for the ill or injured person on board. This would include medical advice by radio.
- The Company is to be advised without delay of the need for deviation for medical reason.
- A record is to be kept of the total time of the deviation, distance steamed, fuel and lube oil used, and expenses incurred as a result of the deviation e.g. crew overtime.
- Prepare the seaman’s discharge documents, gear etc. whilst making for the port.
- Advise the local P&I Club correspondent at the port.
- Ensure a local port agent is appointed and make contact.
- Make appropriate OLB entries.

### 5. MEDICAL ADVICE

Medical advice can be obtained via [numerous coast stations throughout the world<sup>4</sup>](#). Reference should also be made to the Admiralty List of Radio Signals, volume 1.

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<sup>4</sup> W 09 / 2024

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The International Medical Centre, Rome, Italy (call sign CIRM), provides medical advice free of charge.

See section on External assistance - 'Medical Advice by Radio' in SCMG.

Medical advice can also be arranged through the Company.

## 6. MEDICAL ASSISTANCE AT SEA

Contact should be made with local authorities to establish whether there are any vessels in the ship's vicinity with medical facilities.

## 7. CONTAGIOUS DISEASES

7.1. Crewmembers having contagious diseases or suspected of having a contagious disease shall be segregated at once to prevent the spread of the disease to others. Prompt medical advice should be obtained.

7.2. Any requirements for disinfecting quarters, including fumigation, must be followed.

7.3. Port Authorities and the Ship's Agent at the next port of call must be advised. On arrival the vessel will probably have to proceed to a quarantine anchorage and remain there until cleared by Port Health Authorities. Berthing delays can be expected and the Company must be kept advised.

## 8. DEATH ON BOARD<sup>5</sup>


The Master must establish that the crew member is deceased, referring to guidelines laid down in the Ship Captain's/International Medical Guide or on the basis of radio medical advice.

Never consider anyone to be dead until you and others agree that (Reference: MCA 'Ship Captain's Medical Guide' Chapter 12: The dying and the dead):

- a. Breathing has stopped
- b. The heart has stopped. No pulse is felt and no heart sounds are heard when the examiner's ear is put to the left side of the chest, or a stethoscope is used to determine this.
- c. The eyes are dull, the skin pale and pupils are dilated
- d. There is a progressive cooling of the body


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<sup>5</sup> W 50 / 2020

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The following guidelines shall be complied with in the event of death on board:

- Notify the Company and agents (and instruct to inform local authorities) as soon as possible. The Company will notify the P & I club.
- Ascertain Cause of death if possible and obtain witnesses' statements.
- The Company /manning agents will notify the next-of-kin of the deceased. It is important that the notification reaches the family as soon as possible through the right channels in order to avoid other persons contacting the relatives first.
- The master shall make Official Log Book entries.
- In every case where a death has occurred, including by a criminal offence, a death certificate must be obtained from a doctor. If death occurs at sea, a doctor must be summoned in the first port and certificate requested. If the death occurs in port, ensure the body is not moved without the local authorities knowledge.
- Use a camera to take photographs which might illustrate how the death occurred, this will
- be helpful in any investigation. It is vital that as much evidence of what happened is gathered and preserved.
- Submit a Marine Casualty Report as required by the Flag State Authorities.
- Submit a maritime declaration in the first port where this is possible.
- A witnessed record of personal effects, valuables and papers belonging to the deceased must be produced (preferably in the presence of two officers)
- Valuables, securities, money, etc. and seaman's papers be packed separately or put in a special cover. Remember that relatives of the deceased will probably receive the properties, and consideration should be given to this when packing the belongings.
- The Master shall deliver the seaman's account of wages, papers, valuables and effects to the agent/foreign station/consulate as applicable as per port regulations.
- In case the incident occurs when the ship is at port or anchor, the procedures according to the laws of that particular country needs to be followed.
- A record of all additional costs resulting from the death shall be maintained
- Company staff will conduct an investigation to determine if the death is due to injury / work related issues etc.
- If the death is due to criminal offence, the police may board vessel for investigation. The P&I club representative or company appointed lawyer will assist ship staff in this regard.
- The crew is to be called together and informed no posting on social media until the next of kin have been informed. Any posts thereafter to be respectful and certainly no photos of the deceased body to be posted. In case of an accident, no photo posts of the site, body or other crew members grieving.
- Due consideration must be given to counselling of crew members in case of trauma.

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#### 8.1. **Death of the Master On-Board Whilst Vessel is at Sea:**

CNO will temporarily take over command of the vessel till next port. Entries will be made in official log book in this regard.

Company shall obtain dispensation from flag state and place Master at port of arrival.

#### 8.2. **Preserving a Dead Body (Guidance as per UK P&I CLUB):**

Every effort must be made to retain and preserve the body until the next port of call can be reached.

It is a common misconception that the best course of action, to preserve a dead body, is to freeze it. However, when a body is frozen the tissues dehydrate and the body develops freezer burn, and the skin turns black. This can have a negative impact on the interpretation of injuries, as well as on attempts at visual recognition by family members. Efforts to minimize distress to family members, who will clearly be going through a very difficult and emotional time, is welcome.


Rapid freezing of bodies can cause post-mortem injury, including cranial fracture. Handling bodies when they are frozen can also cause fracture, which will negatively influence the investigation and make the medico-legal interpretation of the examination results difficult.

Also, if frozen, it takes about three days for the body to thaw before the autopsy can take place, and the body will decompose much more quickly than if it had been refrigerated. There is therefore a danger of losing vital information at this stage.

If it is anticipated that the body will not be stored on board for longer than two months then it should be refrigerated **at 4° Celsius**. If the body is to be stored on board for longer than two months then freezing or embalming may be necessary.

#### 8.3. **Disposal of the body / Retention for Post-Mortem Examination (Guidance as per UK P&I Club)**

Whenever possible a body should be retained for post-mortem examination or for burial ashore. For the sake of the deceased person's relatives and to preserve the body in the best possible condition, if there is going to be any delay in reaching port, thoroughly wash and dry the body all over. Comb out and part the hair and give attention to finger nails. Straighten the arms and legs and interlock the fingers over the thighs. Tie the ankles together to keep the feet perpendicular. Empty the bladder by firm pressure over the lower abdomen. The body should then be put into a body bag and kept in a refrigerator or cold store which will have to be set aside for the purpose. The aim is to store the body at approximately 4°C, it should not be frozen. An alternative, if near port, is to lay the naked body on ice in a bath and to cover the body with lots of ice.

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**Note:**

- The Company will give detailed advice to the Master regarding the procedures to follow in each case.
- Only in exceptional circumstances will a burial at sea be permitted by the Company/next-of-kin. (Reference: MCA 'Ship Captain's Medical Guide' Chapter 12: The dying and the dead)

## 9. MEDICAL RECORDS

A record should be made in the OLB of any case of illness or injury, but may be recorded in a Medical Log Book provided the medical log is made an annex to the OLB. (An entry should be made in the OLB narrative section to the effect that entries concerning illnesses and injuries are in a separate Medical Log Book). The Medical Log book will be a dated record of all cases treated, and medication issued. The Medical log book will be retained in the Medical Locker and maintained by the appointed Medical Officer aboard.

Properly recording illnesses in the OLB will assist the Company's P&I Club in dealing with claims.


## 10. MEDICAL LOCKER

- 10.1. The medical locker is to be checked annually by a chemist and restocked as per Flag State requirements.
- 10.2. Medicines should be organised alphabetically, by generic name or in their constituent groups using letters, or using their IMGS number and storing them in numerical order.
- 10.3. A full inventory list of medicines carried must be available detailing their position of storage and date of expiry
- 10.4. Controlled drugs must be stored in a secure locker and the key kept in the possession of the Master.

## 11. FIRST AID KITS

11.1. First aid kits should be available as follows:

- Medical locker, ready for swift transfer to the site of an accident.
- Bridge
- Cargo control room/ship's office
- Engine room

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- Galley

11.2. The first aid kit, as a minimum, should contain the following:

- Individually wrapped wound plasters
- Medium and large sterile dressings/compression pads
- Bandages, including tri-angular bandage
- Cotton wool, surgical tape, safety pins, alcohol wipes, eye pads, scissors.

## 12. PROVISIONS AND WATER

12.1. The Master must ensure that provisions and water are provided which:

- Are suitable in respect of quantity, nutritive value, quality and variety having regard to the size and Nationality of the crew and the character and nature of the voyage.
- Do not contain anything which is likely to cause sickness or injury to health or which renders any provision or water unpalatable.
- Are otherwise fit for consumption.

See Fleet Operating Manual, Section 15 for further information.

## 13. CREW ACCOMMODATION

The crew accommodation is to be maintained in a clean and habitable condition with all equipment and installations maintained in good working order.


The Master accompanied by at least one other crewmember (of any rank) must inspect every part of the crew accommodation at least every 7 days. A record is to be made in the OLB.

Crewmembers are expected to keep their quarters clean and tidy.

See [Fleet Procedures Manual Section 15<sup>6</sup>](#) for further information.

## 14. GOOD HOUSEKEEPING

Refer to chapter on Safety induction (Good housekeeping) of Code of Safe Working Practices for Merchant Seamen (CSWP). See Fleet Operating Manual Section 15 for further information.

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## 15. HEALTH AND HYGIENE

Refer to chapter “Food preparation and handling in catering department” of CSWP. See Fleet Operating Manual Section 15 for further information.

## 16. WORKING IN HOT CLIMATES

Refer to chapter “Living on board” of CSWP publication.

## 17. FOOD PREPARATION AND HANDLING

Refer to chapter “Food preparation and handling in catering department” of CSWP publication.

High standards of hygiene and cleanliness of the galley, pantry and messrooms are important and must always be maintained. A disposable paper towel and a bacterial soap from a dispenser must be available in the galley for the Cook to use when washing hands. [See Fleet Procedures Manual Section 15 for further information.](#)<sup>7</sup>

## 18. SUBSTANCES HAZARDOUS TO HEALTH

Refer to chapter “Hazardous substances and mixtures” of CSWP publication.

## 19. HEALTH HAZARDS OF CHEMICALS


### 19.1. Toxicity

Toxic means the same as poison. Toxicity may be described as the ability of a substance, when inhaled, ingested, or absorbed by the skin, to cause damage to living tissue, impairment of the central nervous system, severe illness or, in extreme case, death.

Prevention of exposure is achieved through a combination of cargo containment that prevents toxic fumes or liquid from contaminating the workplace, and the use of Personal Protective Gear.

### 19.2. Asphyxia

Asphyxia is unconsciousness caused by the lack of oxygen, and means suffocation. Any vapour may cause asphyxiation, whether toxic or not, simply by excluding oxygen in air. Danger areas are cargo tanks and void spaces. On the other hand, the atmosphere of a compartment may be oxygen deficient through natural causes such as decomposition or

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putrefaction (animal and vegetable oils) in cargo tanks, or rusting of steel in void spaces, cofferdams or ballast tanks.

### 19.3. **Anaesthesia**

Certain vapours cause loss of consciousness due to their effect on the nervous system. Anaesthetic vapours can be toxic or non-toxic.

- 19.4. Reference should be made to the Medical First Aid Guide (MFAG) contained in the Supplement to the International Maritime Dangerous Goods Code (IMDG Code).