
	<p align="center"><i>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</i></p> <p align="center"><b>15.0 SAFE ACCESS</b></p> <p align="center"><i>ON THE JOB TRAINING</i></p>	OJT : 015 Page : 1 of 3 Date : 07-Nov-25 Rev : 10.1 Appr : DPA
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VESSEL : \_\_\_\_\_

DATE : \_\_\_\_\_

### **Training: Safe Access**

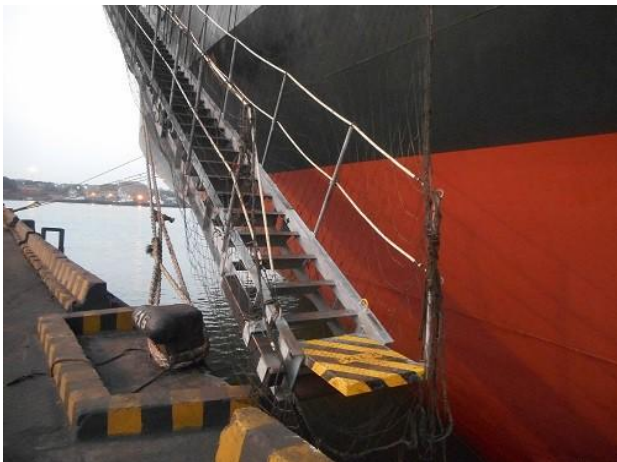
- Safe means of access must be provided between the ship and the shore or another ship alongside which the ship is secured. Providing safe access to and from a ship is considered to be an integral part of ensuring a safe working environment on board.
- Safe access to the ship in port shall, where possible, be ensured by an accommodation ladder or gangway that can be adjusted to cope with any movement of the ship.
- Each end of a gangway or accommodation ladder should provide safe access to a safe place. The safe access shall land at a clear part of the quay, when the vessel is alongside.
- The gangway or equivalent ship-shore access shall be under effective surveillance by ship's personnel on gangway duty to ensure safe access.
- The equipment must be in sound condition, rigged correctly and promptly, adjusted and kept safe throughout the stay of the ship. The access equipment and the approaches to it are to be well lit.
- Appropriate safety and warning signs are to be posted at the access to the ship.
- Access equipment is to be kept free of snow, ice, cargo, oil and grease residues.
- A safety net shall be securely rigged under the gangway or accommodation ladder so as to prevent persons from falling on to the quay or between the quay and the ship. Safety nets should be rigged with use being made of attachment points on the quayside where appropriate.
- The whole length of the access is to be covered with such a net. Regardless of whether the gangway is supplied by ship or shore, it is the ship's responsibility to ensure that a safety net is rigged.
- Access shall not be permitted to shore personnel until the gangway net has been rigged to cover the entire length of the gangway and proper boarding procedures are in place.
- The bottom platform of gangway shall be horizontal and fitted with stanchions and the safety ropes on three sides leaving the place of entry accessible and safe.
- Regular checks are to be made during the period of use and any adjustments made as required. Stanchions are to be securely rigged and guard ropes or chains kept taught at all times.
- The access is to be sited clear of any area which a suspended load is expected to pass such as a cargo working area.
- A gangway or accommodation ladder must never be allowed to drop between the ship and the quay or other structure in such a way that it may be crushed or damaged.
- Accommodation ladder / Gangway shall be placed clear of gantry tracks, bitts/bollards. Special attention shall be paid when large shore cargo handling equipment such as gantries are moving along the quay close to the gangway.
- Any concerns to be raised to Pilot or terminal authorities immediately upon noticing.
- If required Master shall liaise with pilot / terminal authorities and consider shifting vessel by a few meters for proper positioning of gangway.
- Bottom rollers shall be maintained to move freely since it is likely to move with rise and fall of the tide,

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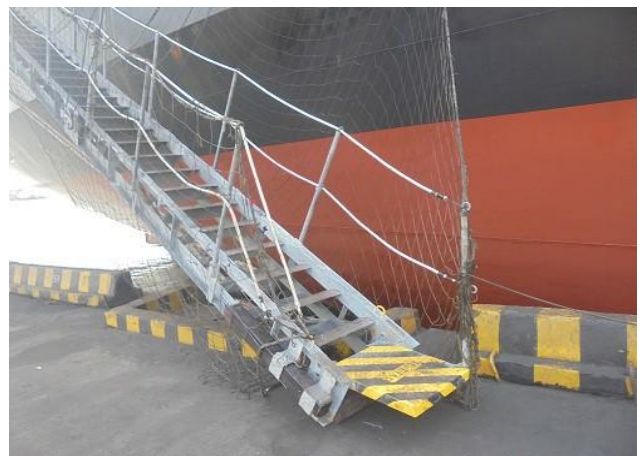
cargo operations and ranging of vessel.

- Accommodation ladder / gangway should be continuously manned. The height shall be adjusted for the cargo operations and the rise and fall of tide. Attention must be paid to the change of draft/trim/freeboard and the vessel movement caused by swells and waves.
- Power to operate the gangway/accommodation ladder shall always be readily available.
- When the access equipment is provided by the shore it is still the Master's responsibility to ensure as far as practicable that the equipment is suitable, properly rigged and adequately illuminated.
- The means of boarding and its immediate approaches should be kept free from obstruction and, as far as is reasonably practicable, kept clear of any substance likely to cause a person to slip or fall.
- The angles of inclination of a gangway or accommodation ladder should be kept within the limits for which it was designed.
- Any defects to the gangway, accommodation ladder or other means of safe access which may cause a hazard shall be made good before further use.

Gangway rigged in unsafe manner Gap between ship and quay and Safety net not provided for landing area



Gangway rigged in safe manner Gangway resting on quay and Safety net provided for entire length



**Reference: Code of safe working practices – Chapter - 22**

Training conducted to following staff onboard:

Master	
CO	
2O:	
3O:	
JNO	
Bosun	
AB Deck	
AB Deck	
OS Deck	
OS Deck	