



**1. Safety Commitments**

Teekay is committed to continuously improve the conditions regarding Health, Safety, Security, Environment & Quality Assurance, both for their own employees and their service providers.

Teekay's Six Safety Commitments are:



*Risk Assessments*



*Permits*



*Lock Out Tag Out*



*PPE*



*Drug and Alcohol*



*Stop Work Responsibility*

**2. Objectives**

Teekay requires that the service provider's HSEQ Manager/ Responsible person read through this document together with the personnel/s who will attend onboard.

This document is prepared with the purpose to be distributed to Teekay's service providers before their commencement of work onboard to ensure that:

- Service Provider's personnel when arriving onboard Teekay's vessel have the desired attitude and understanding of Teekay's requirements regarding HSSE and QA.
- While onboard a Teekay's vessel, the service provider's personnel/s shall comply with relevant Teekay's HSSE & QA rules and procedures.

**3. Service Provider's HSEQ Management System**

The service provider shall have a formal HSEQ management system, complying with relevant legislative requirements. The management system shall include reporting of undesired events, such as accidents, injuries and near misses, competence, and training requirements. The service provider representative boarding the vessel shall have an understanding of the service providers Management system.

**4. Specific requirements for work onboard Teekay vessels.**

4.1 Briefing on work instructions and plans to ensure safety and quality in the services.

The service provider shall thoroughly inform their visiting personnel on Teekay's vessels about all applicable work details, procedures, drawings, tools, etc. The personnel or their sub-suppliers need to document the required competence and training to do the specific work.

4.2 Prohibited Goods.

You are not allowed to bring onboard the following goods:

- Any kind of narcotic drugs and equipment related to drug abuse.
- Any kind of alcoholic beverages.
- Any kind of weapon, parts for weapon, ammunition, and explosives.
- Any kind of cigarette lighters.

4.3 Personal Protective Equipment.

All service provider's personnel/s going onboard are required to bring and use, their protective equipment, suitable for the work to be done, such as.

- Coveralls, safety shoes, hard-hat with chin strap, safety glasses, ear protection.
- Any other PPE required for the specific job.

#### 4.4 Supplier's tools and equipment.

Before being sent on board, all tools and equipment shall be checked for acceptable condition. Measuring equipment shall have valid calibration documentation. A written confirmation that tools and equipment are checked shall follow the shipment. All equipment and tools shall be marked with the supplier's identification mark. Appropriate tools shall be used for their intended purpose.

**NOTE:** As a standard procedure, all suppliers' containers and toolboxes may be checked on arrival and before departing the vessel.

#### 4.5 Safe embarkation/disembarkation

- Donning a lifejacket while boarding the vessel at anchorage/sea is mandatory.
- Refer to the information on the link below, for service providers on safe working on ships at anchorages. This includes guidance on the safe boarding of vessels.

[https://www.wshc.sg/files/wshc/upload/cms/file/2015/Guide\\_to\\_WSH\\_for\\_service\\_providers\\_on\\_safe\\_working\\_on\\_ships\\_at\\_anchorages.pdf](https://www.wshc.sg/files/wshc/upload/cms/file/2015/Guide_to_WSH_for_service_providers_on_safe_working_on_ships_at_anchorages.pdf)

- Refusal or non-compliance with any of the above will result in access to the vessel being denied or if onboard, the external provider will be requested to leave the vessel. Disciplinary action will be taken including reporting to authorities, as necessary.

#### 4.6 Drug & Alcohol Policy

Personnel under the influence of drug and/or alcohol will be denied admission to the vessel.

#### 4.7 Smoking onboard

Smoking is strictly prohibited throughout the vessel except within the confines of the smoking room.

#### 4.8 Use of mobile phones and electronic devices (tablets, smartwatches etc.)

- You will be briefed at the Gangway.
- Mobiles phones and other electronic devices must always be switched off before boarding the vessel and while onboard the vessel.
- The use of mobile phones shall be restricted to inside the accommodation area only.

#### 4.9 Unauthorised access

All service provider's personnel when onboard shall not enter restricted areas unless authorized by the vessel's Master.

#### 4.10 Orientation form

All service provider's personnel shall be briefed on the HSE requirements upon boarding the vessel and sign the Orientation form for understanding and acknowledgement.

#### 4.11 Risk Assessment

All service provider's personnel/s shall be experienced and qualified with the task that they will perform. They shall participate and contribute their knowledge and experience during the Risk Assessment discussion and toolbox talks before the start of work.

#### 4.12 Permit-to-work system.

All service provider's personnel visiting Teekay's vessels before commencing work shall be obliged to familiarize themselves with the Permit to Work system. You will be required to sign the Permit before starting work.

#### 4.13 Lifting operations.

Supplier's personnel/s shall never participate in lifting operations of heavy objects unless they are specifically qualified and instructed by the Master to do so.

**Note:** Heavy objects mean equipment that must be moved by the use of lifting gears.

#### 4.14 Chemical Substances (grease/liquids etc.) and paints. Demands to MSDS:

All chemicals and paints brought onboard shall have a Material Safety Data Sheet (MSDS). The MSDS shall be in all relevant languages. The Supplier shall when possible, select environment-friendly and non-hazardous chemicals or otherwise specified in Teekay's purchase order.

#### 4.15 Contractor compliance for Cybersecurity

Contractors onboard must ONLY use USB file transfer devices supplied by the Master and must only use them in Teekay devices. Any files that are required for use onboard MUST ONLY be transferred via email. Any large files over 10MB can be transferred by speaking to IT where they will assist in getting the files onboard or seek authorization to allow a 3rd party transfer in special circumstances.

Contractors MUST NOT use their own USB devices or computers/tablets/phones to transfer any files apart from when they are used to email files. The contractor's access to High-Risk systems onboard is prohibited.

Access to IT/OT for maintenance, service or repair can only be authorized once the IT/OT MOC form is completed and approved by Shore management.

#### 4.16 Packaging and waste disposal

All goods shall be securely packed to withstand sea transport and rough handling. Teekay is certified according to the environmental standard ISO 14001 and all suppliers are encouraged to minimize waste from packing and to use environmental-friendly packing.

Do not dispose of any item overboard. Ask 'Person in Charge' of the 'Permit to Work' for the correct method of waste disposal on board.

#### 4.17 Reporting

All hazardous conditions and undesired events, such as accidents, injuries and near misses that occur while working on a Teekay's vessel shall immediately be reported to a Teekay officer onboard.

**By confirming receipt of this document, you are agreeing to abide by all of the above when onboard a Teekay Tanker.**