

# H&S POLICY STATEMENT AND H&S RULES AND REGULATIONS



## H&S POLICY STATEMENT

Taking care of the health, safety, education and quality is the basis of our policy. Mariteam has many years of experience in the maritime world. That's why we are able to conclude considerate assignments with our clients with clear agreements to respect and to realize health and safety rules.

Mariteam is careful of its personnel and therefore we feel strong about the safety at the work-place and therefore we strive to permanent improvement of safety and health. That's why we check, in order to avoid personal injury, if an employee has the right PPE before the assignment starts. If necessary, we will arrange the required PPE.

In order to keep up our quality standard, we continuously strive to improvement and optimization a.o. through audits and evaluations. The feedback of our clients is also important to us. We see to it that all personnel take note of our policy. We do this through a manual which may be seen at our office by all personnel and we do this through the following health and safety rules, which are applicable to all our personnel.

## H&S RULES AND REGULATIONS

### THE FOLLOWING H&S RULES AND REGULATIONS ARE APPLICABLE TO ALL EMPLOYEES WORKING FOR MARITEAM

1. Primarily you are responsible for your own safety and that of your colleagues. If you consider a situation not to be safe and you cannot improve or resolve it, you must report it to your direct supervisor immediately. If your supervisor cannot or will not resolve the situation you should contact Mariteam immediately.
2. Besides relevant legislation the client's health and safety rules and regulations are applicable. All of the above are for your own benefit and you should abide by them at all times. Mariteam maintains contact with their clients with reference to rules and regulations on the various work locations. If you identify a possible improvement, you should inform your direct supervisor. Should you receive insufficient response please inform your contact at Mariteam.
3. If, due to illness or unforeseen circumstances, you are unable to report for work, please contact Mariteam before 9 am. Mariteam will then inform the company where you are working of your absence. Mariteam will stay in contact with you regarding your situation and will inform the company of expected recommencement of work. If, for whatever reason, you cannot contact Mariteam (i.e. during off-hours) at least inform your direct supervisor of your absence. Afterwards, also report to Mariteam a.s.a.p..
4. Mariteam knows which Personal Protective Equipment (PPE) is required for the work location you are going to. Should the required PPE not be provided by the company, then Mariteam will arrange the required PPE. It is compulsory that the employee uses the provided PPE correctly. The following PPE may be required on projects:



Eye protection



Hard hat



Ear Protection



Respiratory Protection



Gloves



Safety shoes/boots

Make sure you know which PPE you must use when and at what location. Pay attention to warning signs, instruction signs and prohibition signs. If you are not sure about something, check the requirements with your supervisor.

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5. Depending on the project location a certain level of knowledge of a language will be required in order to work safely. Mariteam will check whether or not it is necessary to be fluent in the language being used. If lesser knowledge of a language does not cause a safety dilemma, limited knowledge of a language will not have an adverse effect on your assignment. Should you however encounter problems during your work due to your limited knowledge of a language, you should report this immediately to your direct supervisor.
6. Legal requirements as stated in the national labour regulations (ARBO law) are applicable to all employees. Mariteam does not recognise any other general labour agreements than those stated in the assignment contract and the rules and regulations set out in this document. Specific, individual agreements are only considered valid if they are stated in the assignment contract.
7. Should an assignment require additional examinations (i.e. medical, physical, etc.), special instructions, training and/or education, then Mariteam will discuss this with you in advance. Participating in standard work place inductions is considered normal professional practice.
8. Working and resting hours are agreed upon in advance and noted in the assignment contract. Should the agreed upon hours not be honoured by the client, then you should report this to Mariteam a.s.a.p.
9. Use of certain medication, alcohol and drugs can induce risks in the workplace. I.e. medication marked with "this medication can negatively influence your reactive ability". In case of use of such medicine always inform Mariteam and client of use.
10. Use of alcohol and drugs is not acceptable if you want to work for Mariteam. In the offshore industry it is standard practice to carry out unannounced drug and alcohol testing. Working under influence of drugs and/or alcohol is considered a valid reason for immediate termination of the assignment contract.
11. All accidents and incidents on a project should be reported to the direct supervisor immediately as per project procedure. Mariteam's H&S-representative must also receive a completed accident report. The accident/incident report can be obtained from your contact at Mariteam.

*A serious accident with lost time is:*

*An unwanted occurrence, in connection with the work being carried out, that almost immediately causes serious injury (possibly) resulting in death or hospitalisation (with more than 1 day absence). A serious accident must be reported to the Dutch Labour Inspectorate [Arbeidsinspectie] within 24 hours in accordance with Dutch Labour Law [Arbo-wet].*

*An accident without lost time is:*

*An unwanted occurrence, in connection with the work being carried out, that almost immediately causes injury (less than 1 day absence) environmental damage or damage of equipment or material.*

*A near miss is:*

*An unwanted occurrence, in connection with the work being carried out, which under slightly different circumstances could have led to injury.*

*An incident is:*

*An unwanted occurrence, in connection with the work being carried out, (possibly) resulting in damage and/or injury.*

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12. Mariteam is connected to an “Arbo-dienst” (Labour Department) (365 Arboned) which supports Mariteam with expert advice, in the various areas of company health care, such as:
- monitoring and support during illness;
  - checking of the ‘RIE’, risk inventory and evaluation;
  - advice concerning ‘PMO’, periodical medical check-up.
- There is also the possibility to book a consultation session with the ‘Arbo-doctor’ for work related health issues. The address of 365 ArboNed (establishment Regio Rijnmond) is Marconistraat 16 / 9th floor, 3029 AK Rotterdam, telephone 010 207 66 96).

13. In spite of the measures taken, there is always the possibility that something might go wrong. Therefore it is extremely important for you to know exactly what to do in case of an emergency. Emergency procedures will always be part of your site in(tro)duction, as will possible risks and dangers. Should this for some reason not be pointed out to you, you should ask about these items yourself. **MAKE SURE YOU ARE AWARE OF WHAT IS EXPECTED OF YOU IN CASE OF AN EMERGENCY.** If you are involved in a major emergency situation, please contact Mariteam as soon as it is safe and possible. You can reach us as follows:

When our office is open: +31 (10) 2581133

When our office is closed: +31 (0) 615415567 (emergency phone).

#### 14. **Complaints & Suggestions**

Mariteam cares about its personnel. We take all concerns about any kinds of exploitation and abuse seriously and do not tolerate any of it. All complaints regarding these matters, brought to our attention, initiates an investigation of complaints that indicate a possible violation of this Policy on Prevention and Response to Exploitation and Abuse.

In case you have any suggestions, issues or questions regarding the service provided by Mariteam, please contact us in the first instance. Alternatively, please complete the complaints form (upon request), and submit by email or post to our office. Your complaint will be acknowledged within 2 working days, and you will be advised of the time limit for dealing with your complaint, depending on the nature of it. Mariteam aims to deal with all complaints in a fair, effective and timely manner. All complaints will remain confidential.

##### **a. Seafarer’s Complaint Handling Procedure**

You have the right to make a complaint relating to matters occurring onboard ships, or on-shore. There is a complaints procedure onboard your ship to enable you to make a complaint about any matter, including breaches of the Marine Labour Convention, and your rights, including the right to live and work in decent conditions. When you join the ship, it is the ship owner’s responsibility to issue you with a copy of the ship’s onboard complaints procedure. This will give you the contact details of the person responsible from the flag State and from your country’s administration (if different). It will also identify the person or people onboard to whom you can go to for advice and assistance in making a complaint. If you make a complaint, you should be made aware of the time limit for dealing with your complaint, especially if the matter is serious.

If you have any issues or concerns onboard your ship, we urge you to try and resolve problems at the lowest level possible, but you do have the right to go directly to the master, or to external authorities such as a representative of the flag State. Complaints can be made to your direct supervisor or head of the department (HOD) onboard. The supervisor or head of department will then attempt to resolve the matter within prescribed time limits appropriate to the seriousness of the issues involved. If the matter cannot be resolved by your supervisor or head of department onboard, you may refer the issue to the master, who should handle the matter personally.



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During the complaints procedure, you have the right to be accompanied or represented by a fellow seafarer of your choice, and under no circumstances should you be victimised for making a complaint. Any such victimisation should be reported immediately. All complaints and the decisions made on them should be recorded, a copy of which should be provided to you.

15. These rules should be considered an addition to your assignment contract.