

@SEA QUICK GUIDE

An introduction to the new Risk Assessment format
(based on the STOP-principles) in @SEA version 7.0+



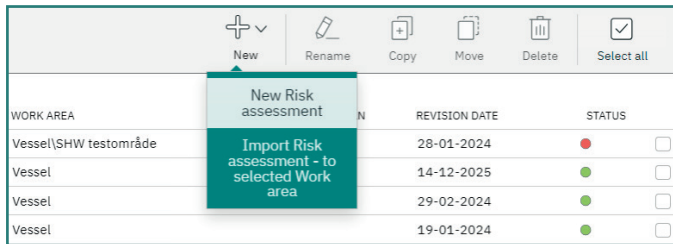
Download latest version of @SEA here: <https://atshore.shw.dk/atSEA-install>



QUICK GUIDE

THE NEW RISK ASSESSMENT WIZARD IN @SEA

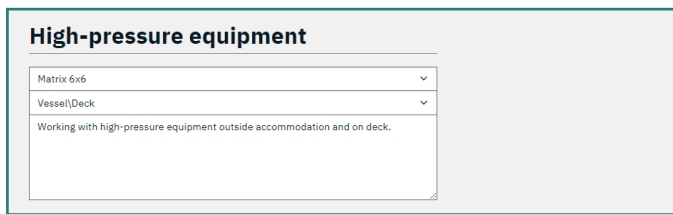
To create a new Risk Assessment, press the **New** button and choose **New Risk Assessment**.



A wizard will now open and take you through five steps:

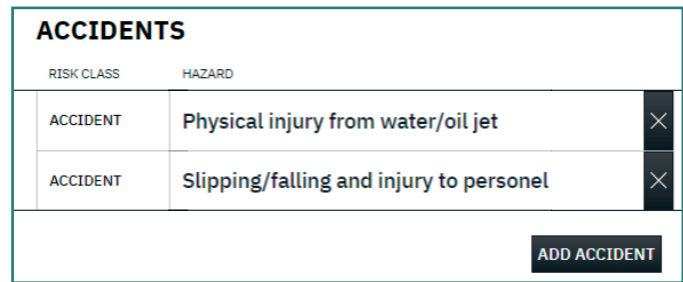
- 1 . Identify Hazards
- 2 . Describe Hazards
- 3 . Make Action Plans
- 4 . Write Instructions
- 5 . Attachments

Before starting step 1, you should give the Risk Assessment a title, choose a matrix size (if not locked by your admin) and work area, and then type a brief description of the activity/ task. **From this point forward it is possible to Save as Draft (See SAVING A RISK ASSESSMENT. Page 4).**



STEP 1: IDENTIFY HAZARDS

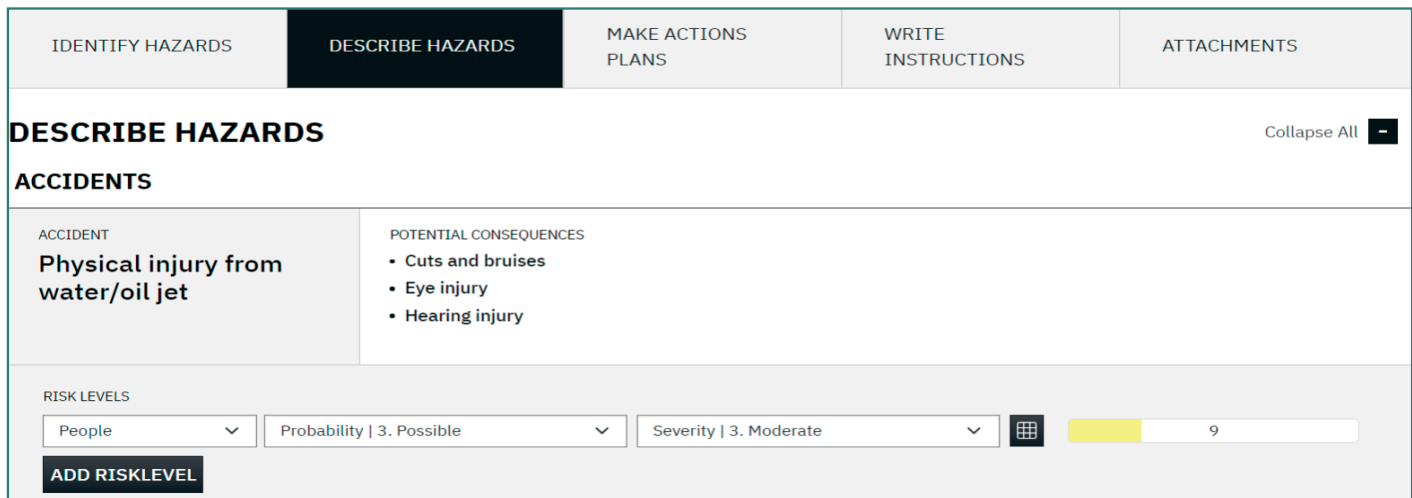
Start by identifying (minimum) one or more immediate hazards. We have chosen to name these **"ACCIDENTS"**. To add additional accidents, click the **"Add Accident"** button.



We recommend that you also consider any long-term hazards associated with the task; **Ergonomic, Noise, Vibrations, Light, Heat/cold, Psychological, Chemical, or Other**, and add one or more to the Risk Assessment under **LONG TERM HAZARDS (below ACCIDENTS)**.

STEP 2: DESCRIBE HAZARDS

Describe each hazard starting with the potential consequences and then add one or more **Risk Levels**. Choose a category for each risk level; **People, Assets, Environment, or Reputation** and assign a score of probability and severity. You may use either the drop-down menus or enter the risk-matrix by clicking the icon. (Please keep in mind that when assigning a score in this step, it should reflect the risk-level BEFORE any **Control Measures** have been implemented to reduce the risks/hazards).





STEP 3: MAKE ACTION PLANS

You should now lower the risk levels by adding one or more **Control Measures** using the STOP principles; **Substitution, Technical Solution, Organizational Solution** and/or **Personal Protective Equipment**.

Describe the actions/procedures you will implement.

With these control measures in mind, rate the risk again to define a **RISK LEVEL AFTER**.

MAKE ACTIONS PLANS		Collapse All
ACCIDENTS		
ACCIDENT Physical injury from water/oil jet	POTENTIAL CONSEQUENCES <ul style="list-style-type: none"> Cuts and bruises Eye injury Hearing injury 	
CONTROL MEASURES	DESCRIPTION	
<input type="checkbox"/> SUBSTITUTION	<i>Can this risk be reduced or removed entirely by replacing the material, substance or process?</i>	
<input checked="" type="checkbox"/> TECHNICAL	Mark/rope off area	
<input type="checkbox"/> ORGANIZATIONAL	<i>Ex. limiting use of vibrating equipment below exposure values and banning work at height in bad weather</i>	
<input checked="" type="checkbox"/> PERSONAL PROTECTIVE EQUIPMENT	Eye protection, ear protection, BA-set or filtermask when applicable, gloves, anti-slip shoes	
RISK LEVELS BEFORE People 9	RISK LEVELS AFTER Probability 1. Very unlikely ▼ Severity 3. Moderate ▼ 3	
ADD IMPROVEMENT PLAN		

STEP 4: WRITE INSTRUCTIONS

Write a thorough instruction to the crew that will be performing the activity/task. Explain in detail how the crew should approach the task and be careful to mention all the control measures that have been put in place to reduce the risk(s)/hazard(s).

When printing the finished Risk Assessment, this instruction will be visible at the very beginning of the Risk Assessments document and guide the crew on how to perform the activity/task safely.

WRITE INSTRUCTIONS		Collapse All
ACCIDENTS		
ACCIDENT Physical injury from water/oil jet	POTENTIAL CONSEQUENCES <ul style="list-style-type: none"> Cuts and bruises Eye injury Hearing injury 	
RISK LEVELS BEFORE People 9	CONTROL MEASURES TECHNICAL Mark/rope off area PERSONAL PROTECTIVE EQUIPMENT Eye protection, ear protection, BA-set or filtermask when applicable, gloves, anti-slip shoes	RISK LEVELS AFTER 3
INSTRUCTIONS Make sure that people in the vicinity of the workspace, has proper PPE equipped. Mark/rope off the area, so people are aware of the dangers in the work space. If working close to hydraulic jacks, wear PPE in case jack starts leaking Everyone in the vicinity of the workspace has to wear PPE: Eye protection, Ensure people close to hydraulic jacks are wearing tight fitting goggles, even if		



STEP 5: ATTACHMENTS

In this step you can add any chemical products used in the activity/task for quick access to **Workplace Instructions** and **Safety Data Sheets**. You can also add Toolbox- and Work Permit Templates as well as any SHW publications (from the E-Publications module) that you find relevant for the activity/task. You should consider if there are any

Changing Condition that may influence the safety of the activity/task. These include **Cargo related matters, Geography, Heat/Cold, Night/Day, Noise Conditions, Weather Conditions**. Finally, we have added a free-text field named **"EXTRA INFORMATION"** where you can add any additional text that you find relevant to the task.

CHEMICALS				ADD PRODUCT
NO.	PRODUCT NAME	MANUFACTURER / SUPPLIER	STORAGE LOCATION	
16910	Pinnacle Marine Gear 220	YX Smørelolie A/S	Vessel\ Dette arbejdsområde virker ikke\ Olierum Dæk 1	

DOCUMENTS		Add document
PUBLICATIONS	NAME	PATH
	Personal Protection / Respiratory equipment	Personal Protection
	Personal Protection / Safety gloves	Personal Protection

CHANGING CONDITIONS		ADD CHANGING CONDITIONS
No changing conditions available		

EXTRA INFORMATION	

SAVING A RISK ASSESSMENT:

As a new feature in version 7.0+, a Risk Assessment may be saved as a **Draft** as soon as it has been given a title.

Saving is done using the SAVE button at the top right corner (or at the bottom of the page in Step 5: **Attached Documents**).

A Risk Assessment can be saved with one of the following statuses:

Draft – You can save as a draft at any time regardless of progress.

Ready for Approval – You may save as this status only when all mandatory fields in all five steps are filled out.

Approved – Only ADMIN-users may save as this status and provide the final approval of the Risk Assessment. Note that a risk assessment cannot be saved as "Approved" before it has had the status "Ready for Approval." This is due to a requirement for two-factor approval, meaning that the author of the risk assessment should not approve their own work until it has been reviewed by the safety organization.

Not Approved – This function can only be selected by an ADMIN-user and is intended to communicate to the author of the Risk Assessment, that their work is not yet ready for approval.

Save Risk Assessment "High-Pressure Equipment"

Draft

- Draft
- Ready for approval
- Approved
- Not Approved

When saving, there is an added option to navigate back to the **overview page, view** the Risk Assessment, or choose to stay and **continue editing** the Risk Assessment.

Save Risk Assessment "High-Pressure Equipment"

Ready for approval

- Save and go to overview
- Save and continue editing
- Save and go to view