# @SEA
# USER MANUAL
## VERSION 7.0+

@SEA - @SHORE

# CONTENTS

# GETTING STARTED

**INSTALLATION**
Download the latest version here:
https://atshore.shw.dk/atSEA-install

Choose New Installation or Existing Installation
(If upgrading from an older version).

See the Installation guide contained in the Instructions folder of the Installation files.

**HOW TO OPEN @SEA**
Once installed, it may be necessary to restart the PC. After that, the program will be running in the background and may be accessed via a web-browser.

During installation a shortcut was created on the desk-top. Click on this shortcut to open the program in a web-browser.

If a shortcut was not created during installation, you may find a shortcut in the "Seahealth2015" folder typically located in c:\program files (x86)\Seahealth2015 (DK: c:\programmer (x86)\Seahealth2015).

**INITIAL SETUP OF A VESSEL**
When opening @SEA for the first time, the user is presented with an initial setup page. You must enter; the name of ship, shipping company, flag state, vessel type, and size, and choose an admin login.

When the initial setup is complete, @SEA is ready to use but will also start to synchronize with our @SHORE server for requesting any new data not contained in the seed database included in the installation files. Please allow an internet connection for the program to perform this initial task which may take several hours or days, depending on internet connection.

**HOW TO LOGIN**
Use the Login buttons in the top left corner and middle of the landing page.

# SETTINGS MODULE

## USERS
You may edit your profile in the user administration menu, including changing your password. Users with administrative rights can see the entire list of users on board the ship. Administrators may *Add new users, view/edit existing users, remove users,* or *view the event log* for each user. Regular users may only edit their user information.

## WORK AREAS
This section defines the vessel structure used for the Risk Assessments and Chemicals modules. Changes made to one module will be reflected in the other modules. You may move *Work Areas* with the move button. You may delete them using the delete button.

The uppermost level is the "Vessel." During the first installation of the program, three default sub-work areas are automatically created – Deck, Engine and Catering, under "Vessel." Users may create new sub-work sites under the primary work areas. Users must enter the Chemicals module to create *Storage Locations* for chemical products (See the guide on *how to create a new storage location*).

Vessel-specific information must be associated with all work areas for later use in generating Workplace Instructions for chemical products (our software will combine information obtained from MSDS and your vessel-specific Workplace instruction texts to generate a complete Workplace Instruction).

It is important to enter texts at least once at the upper "Vessel" level, as these may also be transferred to all sub-areas below by selecting the option "Use WI texts from a higher level."

## Workplace Instruction (WI) texts
Workplace Instruction (WI) texts are split into six categories:

### Safety committee comments
Enter vessel-specific information addressed by the Safety Committee when working at or handling products in this Work Area.

### First aid measures
Enter vessel-specific procedures on first aid measures, equipment and its nearest location(s) when working at or handling products in this Work Area.

### Firefighting
Enter vessel-specific firefighting procedures, equipment and its location(s) when working at or handling products in this Work Area.

### Accidental release measures
Enter vessel-specific procedures on accidental release measures when working at or handling products in this Work Area.

### Engineering measures
Enter vessel-specific procedures on engineering measures when working at or handling products in this Work Area.

### Location of respiratory protection
Enter vessel-specific location(s) when working at or handling products in this Work Area.

### Location of hand protection
Enter vessel-specific location(s) when working at or handling products in this Work Area.

### Location of eye protection
Enter vessel-specific location(s) when working at or handling products in this Work Area.

### Location of skin protection
Enter vessel-specific location(s) when working at or handling products in this Work Area.

### Disposal considerations
Enter vessel-specific procedures on disposal considerations when working at or handling products in this Work Area.

You may print a copy of your custom WI-texts using the Print button.

## SYSTEM SETTINGS
### System settings:
- Change standard Risk Matrix size (you may convert existing Risk Assessments that has a different size, using the Convert button in the Risk Assessment matrix.
- Backup: To activate the automatic backup function you must select a folder for storing the backups and set the backup interval Be aware that the size of a backup is between 100-300mb, so it can easily take up a lot of space on a harddisk if it is set at a too frequent interval. You may also manually take a full back-up by using the "Start Full backup to" button.
- Restore from backup – this function must only be used by technical personnel. Contact SHW support.

### Ship settings:
Ship settings allow you to view and input information about the ship; vessel name, shipping company, built year, ship type, Imo, GT and flag state. As a minimum, vessel name, shipping company and flag state must be registered.

### License:
Current license bundle information including expiry date.

### Synchronization:
Here you may turn synchronization
on/off. For the program to function optimally, synchronization must be activated (if synchronization is turned off the chemical database won´t receive updates on chemicals, E-publications will be unable to download, licenses cannot be renewed and news in the dayroom module will be unavailable). If synchronization has been turned off it may require restart of the SaheseWeb.exe og Shw. Atsea.exe services in Windows Task Manager>Services (ctrl+alt+delete to open Task Manager) before synchronization will be in effect again. Restarting your computer/ server may have same effect as the above procedure.

# WORK MODULE

## RISK ASSESSMENTS

**Summary page:**
Here you can view all *Risk Assessments* created on board the vessel. If you choose a certain location on the vessel structure tree (on the black sidebar to the left)

you may narrow your search area. Buttons here allow you to *copy, move, delete, select all, print list, export* and *minimize sidebar*.



### Create a new Risk Assessment:

To create a new risk assessment, press the *New* button as choose *New Risk Assessment*. A wizard will now open and guide you through five steps:

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

### Identify Hazards

In this step you must give your Risk Assessment a title, choose a work area and then type a brief description of the activity/task, then add (minimum) one or more accidents. To add additional accidents, click the "Add Accident" button. You may also add one or more Long Term Hazards; Ergonomic, Noice, Vibrations, Light, Heat/Cold, Psychological, Chemical or other.

### Describe Hazards

You must now thoroughly evaluate each accident starting with what potential consequences it might have and then defining the risk levels. Select a category for each risk;

People, Assets, Environment and Reputation and input a score of *probability* and *severity*. You may use either the drop-down menus or enter the Risk-matrix by clicking the ▦ icon.

### Make Action Plans

You must now aim to 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 for each choice, the actions/procedures you will implement. With these Control measure in mind, rate the hazards again to define a Risk-level AFTER.

### Write Instructions:

In this step you must write a thorough instruction for the crew that are undertaking the activity/task. When writing the Instruction you must 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 remove the hazards or reduce the risk. This instruction will be printed at the start of the completed risk assessment and will guide the crew on how perform the activity/

task safely. (Consider if the ships Safety Management System needs updating to reflect to same procedure as described in the risk assessment).

**Attachments:**
In this step you may add chemical products used in the activity/task for easy access to Workplace Instruction and Safety Data Sheet. You may 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.

Finally, you should consider if there are any *Changing Conditions* that may influence the safety of the activity/task that should be taken into consideration. These include *Cargo related matters, Geography, Heat/Cold, Night/Day, Noise Conditions, Weather Conditions*.

**Save/Exit**
As a new feature in version 7 and onwards, a risk assessment can be saved as a draft as soon as it is named in step 1. Saving is done through the "Save" button at the top right corner (or at the bottom of the page in step 5, "Attached Documents"). It can be saved with the following statuses:

*Draft* – This can be used regardless of progress in the 5 steps.

*Ready for Approval* – This can only be used when all fields in all steps are filled out.

*Approved* – This status can only be selected by an ADMIN user and provides the final approval of the risk assessment. Note that a risk assessment cannot be saved as "Approved" before it has the status "Ready for Approval." This is due to the requirement for two-factor approval, meaning that the author of the risk assessment should not approve their own work until an ADMIN from the safety organization has reviewed it.

*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.

When saving, there is an option to simultaneously navigate back to the overview page or view the risk assessment, or you can choose to stay and continue your work on the risk assessment.



**How to Open/Edit a Risk Assessment:**
Click on the Risk Assessment title to open. You will be presented with a new toolbar with options such as *edit, delete, convert* (matrix size), and *approval status*.
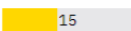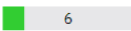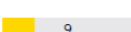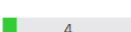
**Risk Assessments:**

In the view you may see a quick overview of all *risks* identified in the risk assessment. There is a description of the potential consequences followed by to color fields.

These colors are from the risk matrixes made before and after the action plans have reduced the risk.

**Search and Filtering via the black sidebar:**

Search through your risk assessments with the free-text search option or filter using these categories; *show work areas, status, risk type, matrix size, created by*. There is also a button to *Reset all filters*.

The Show work area is per default expanded and may be minimized by pressing the minus sign.

## RISK ASSESSMENTS ⓘ

| COLLAPSE ALL | | | | |
|---|---|---|---|---|
| + | HAZARD IDENTIFICATION<br>**Ship** | POTENTIAL CONSEQUENCES<br>Snap back | 15 | 6 |
| + | HAZARD IDENTIFICATION<br>**Ship** | POTENTIAL CONSEQUENCES<br>Lines getting stuck | 9 | 6 |
| + | HAZARD IDENTIFICATION<br>**Ship** | POTENTIAL CONSEQUENCES<br>Miscommunication | 9 | 4 |

## CHEMICALS

### Summary page:
On this page all chemical products added on board will be displayed.

You may narrow your search area if you choose a certain location on the vessel structure tree (black sidebar to the left). Buttons on the grey top bar allow you to *Add* a new storage location, *rename/move/delete* existing storage locations, *remove WI approval* for a product, *copy* products, *move* products, *delete* products, *select all* products, *print product list or PPE notice*, and minimize sidebar.

### Filtering via the black sidebar:
Filter your summary view using these categories; *storage location, narrow search – show only, Products on ship.* There is also a button to *reset all filters*.
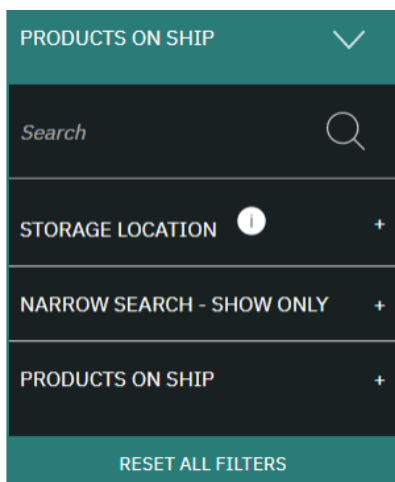


The Storage Location area is per default expanded and may be minimized by pressing the minus sign.
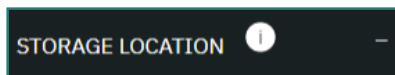


### How to create a new *Storage Location*:
Add a new storage location to any existing Work area (see how to create new work areas under the Settings chapter of this manual) by pressing the Storage location button and selecting New storage location.



This button may also be used to *rename, move,* or *delete* already existing storage locations.
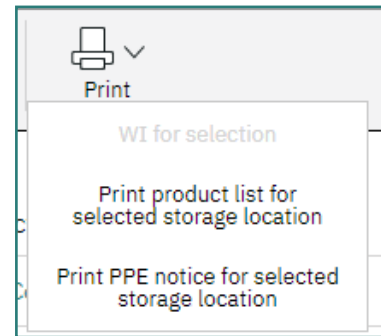


### How to find and add a new chemical product
Enter product name in the *Search* field. Clicking on the greenish bar above the search field will expand your search options and you may now choose to search among already existing *Products on ship, Company whitelist, or Entire chemical database*.
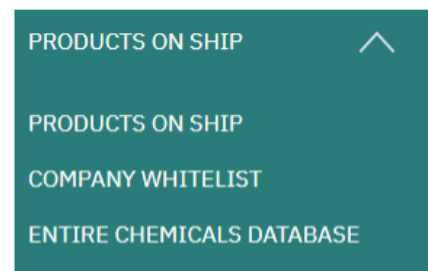


Find the correct product on the list of search findings and add to a storage location by placing a checkmark in the checkbox on the right hand of the product and then pressing the *Add to storage* button. If you cannot find the correct storage location to add the product to, this storage location must be created first. See instruction above on *How to create a new Storage Location*.

If you cannot find your product using the search function, please contact your *ship owner / shipping company chemical products administrator,* or similar person, and ask them to submit this product to our Chemicals Database. Please attach copy of the Safety Data Sheet if you have it on board. See below infographic on Registering and updating products in the chemical database.

REGISTERING AND UPDATING PRODUCTS IN THE CHEMICAL DATABASE
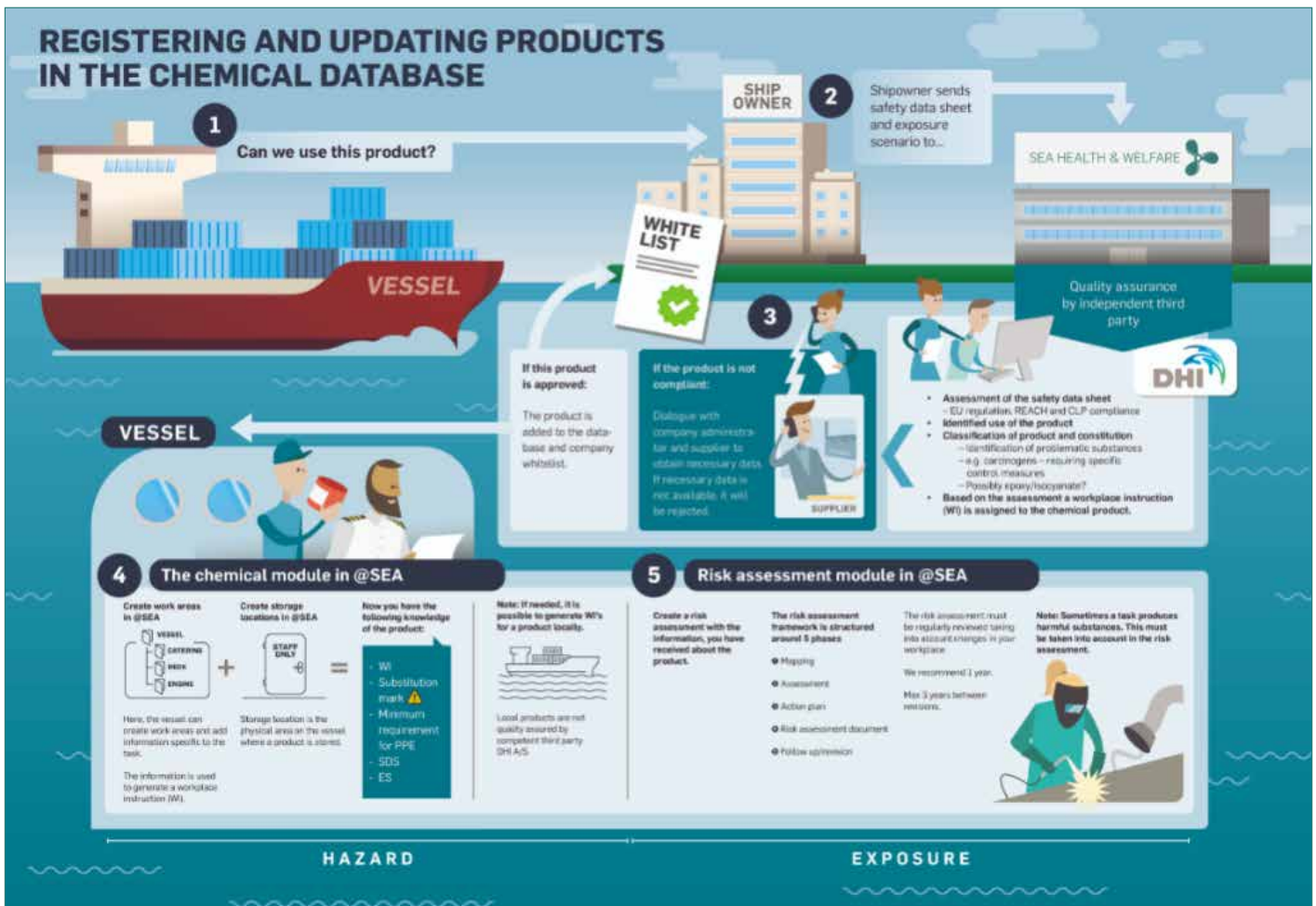
## How to view and edit a chemical product

To view of a product, the product must first be added to a storage location on board *(See instruction on How to find and add a new product)*. Now you may click on the name of the product to open a detailed view of the product. In this view you will be presented with a summary of characteristics and status including four sub-menus: *Application/Protection, Workplace Instruction, Exposure Scenarios and Safety Data Sheets.*
There is also a button to *Edit/Approve WI texts*.

### Application/Protection page:

Here you will be able to enter instructions for application/ use of the product. Press the *Add Application* button and choose *Work area*. Write an instruction.

Below you will see a detailed list of the Personal Protective Equipment (PPE) required when using this specific product. The information is generated by the program using data from the Safety Data Sheet. If you wish to customize your own requirements, use the *+Add own information* button.

### Workplace Instruction (WI)

Using data from the Safety Data Sheet and the custom data you have registered in the *Work Areas* menu (see instruction on *Work Areas* in the *Settings* chapter of this guide) the program will generate a Workplace Instruction for the chemical product. View by pressing the *Open* button.

### How to approve a Workplace Instruction (WI) and how to remove approval

To approve a product WI text, you must first open the specific product by clicking on its name. By clicking the edit/approve WI button you will now be presented with the entire WI-text. You may choose to use a general WI-text for the *Work area* or edit the text to make it specific to this exact product and/or use. You may edit the text by putting a checkmark in the checkbox next to the *Use product specific WI text*.

*Please note that products created locally on board (may be recognized as having a product number above 100.000) cannot be approved as they have not been approved by Sea Health & Welfare (SHW).*

*Likewise, you cannot approve the Workplace Instructions for these products as the program has no valid data from SHW from which to generate the WI.*

### Exposure Scenario
Here you may view or manually upload an *Exposure Scenario* document, if available from our database or on board.

### Safety Data Sheets
Here you may view the available Safety Data Sheets for the product. SEA HEALTH & WELFARE only require that the shipping company's chemical administrators upload these SDS in either Danish or English or both. If you wish to upload a SDS in another language you may do so using the *Attach Safety Data Sheet* button. Please be aware that this will be a local document only and does not upload to our Chemicals Database.

### Print Workplace Instructions, Products list and PPE Notices
The print button allows you to print a product list or PPE notice for products in the selected *Storage location*. It may also be used to print *Workplace Instructions* for selected products. Select products by placing a checkmark in the checkboxes to the right of each product.

### How to move products
The move button may be used to move a product from one storage location to another. Remember to select one or more products by checking the checkbox to the right of the product.

### How to delete a product(s)
You may delete a product by either selecting one or more products on the summary frontpage and pressing the delete button or when having the product open by simply clicking the *delete* button.

### How to delete a storage location
Before deleting a storage location, you must ensure that the storage location is completely empty of all chemical products. See the instruction How to *delete product(s)*. Now make sure that the correct storage location is selected on the black left sidebar and click on the Storage location button. Select *Delete*.

### SAFETY COMMITTEE
Here, members of the Safety Committee may upload reports/meeting notes or download templates for use in meetings. New folders and sub-folders may be created using the +new folder and +insert document buttons.

### CATERING MODULE
In the Catering Module you may find various publications on subjects such as Diet, Provisioning, Food hygiene, Galley safety as well as SEA HEALTH & WELFARE's own cookbook for inspiration in the galley.

### HOSPITAL MODULE
This module contains a PDF version of the Medical Guide to Seafarers (2018) and will in some cases require a separate license to access. Proof of purchase of the physical version is required to issue a license for this module.

### E-PUBLICATIONS
### SHW Publications
The module contains most of the recent SEA HEALTH & WELFARE publications in PDF format. The publications are not included in the Installation package and must be downloaded separately by clicking on the publications. A green info box will appear when download start and a new box will appear when download is completed, and the file is ready to view.
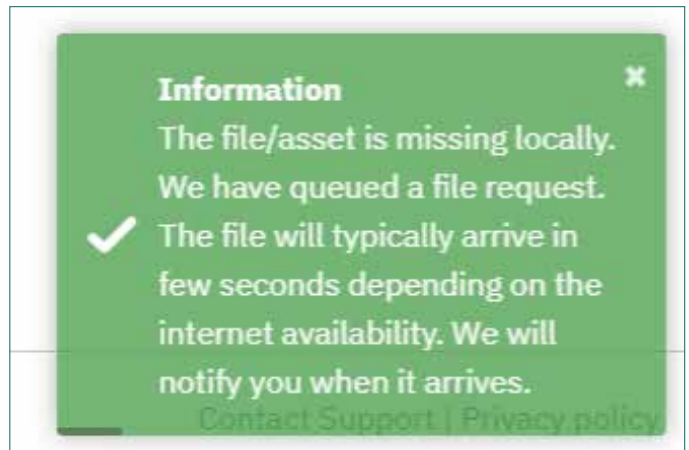


### Local publications
This module may be accessed using the button in the top right corner. In this sub-module the crew may upload own publications or shipping company related publications or documents, as well as own documents for use in Risk Assessments in the RA-module (may be added in the Attachment step).
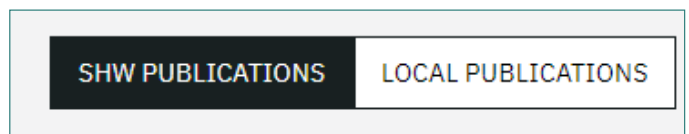
## DAYROOM

In this module we offer text-only news in several languages from several countries.

## SUPPORT

Please contact SEA HEALTH & WELFARE Support here: support@shw.dk or on telephone +45 7240 2610 (#2).