

@SEA

USER MANUAL





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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, 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: You may change the backup folder and the interval of the automatic backup function. Default is 3 days. 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 frequent interval. We recommend setting it to minimum every 30 days. 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 SaheseService 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**.

RA. NO	TITLE	WORK AREA	MAPPING	ACTION PLAN	IMPROVEMENT PLAN	REVISION DATE	STATUS
116	Arbejde i kabysen	Vessel	✓	✓	●		●
115	Prøvetagning - Miljøstyrelsen	Vessel	✓	✓	●		●
114	Arbejde i tanke	Vessel	✓	✓	●		●
113	Håndtering af transportabel pumpe	Vessel	✓	✓	●		●
112	RTC og Last Haul UDKAST	Vessel	✓	✓	●		●
111	Spildevandshåndtering	Vessel	✓	✓	●		●

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. Work Area
2. Identify Risks
3. Action Plans
4. Changing Conditions
5. Extra

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** (with dropdown options).

Small lifts using provisions crane
Work area: Cargo Hold 1

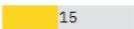
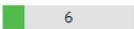
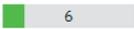
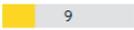
RA NO	92
REVISION	
LAST EDITED	13-10-22
CREATED	9-9-22
TYPE	Person
APPROVED	No
RISK MATRIX FORMAT	Matrix 5x5



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 two color fields.

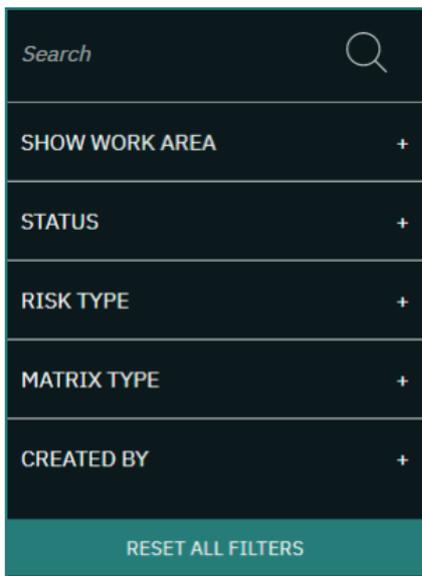
These colors are from the risk matrixes made before and after the action plans have reduced the risk.

RISK ASSESSMENTS ⓘ			
COLLAPSE ALL			
+	HAZARD IDENTIFICATION Ship	POTENTIAL CONSEQUENCES Snap back	 15  6 ⓘ
+	HAZARD IDENTIFICATION Ship	POTENTIAL CONSEQUENCES Lines getting stuck	 9  6 ⓘ
+	HAZARD IDENTIFICATION Ship	POTENTIAL CONSEQUENCES Miscommunication	 9  4 ⓘ

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.





CHEMICALS

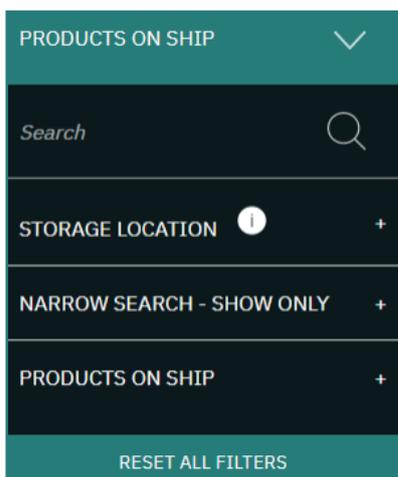
Summary page:

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 list**, 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.

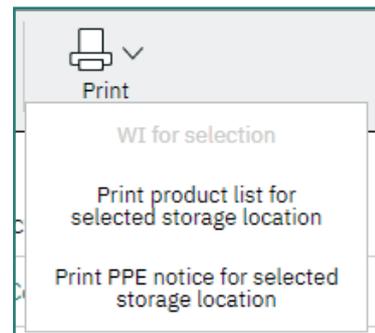


How to create a new Storage Location:

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.

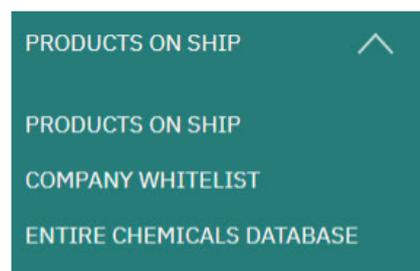


This button may also be used to **rename**, **move**, or **delete** already existing storage locations.



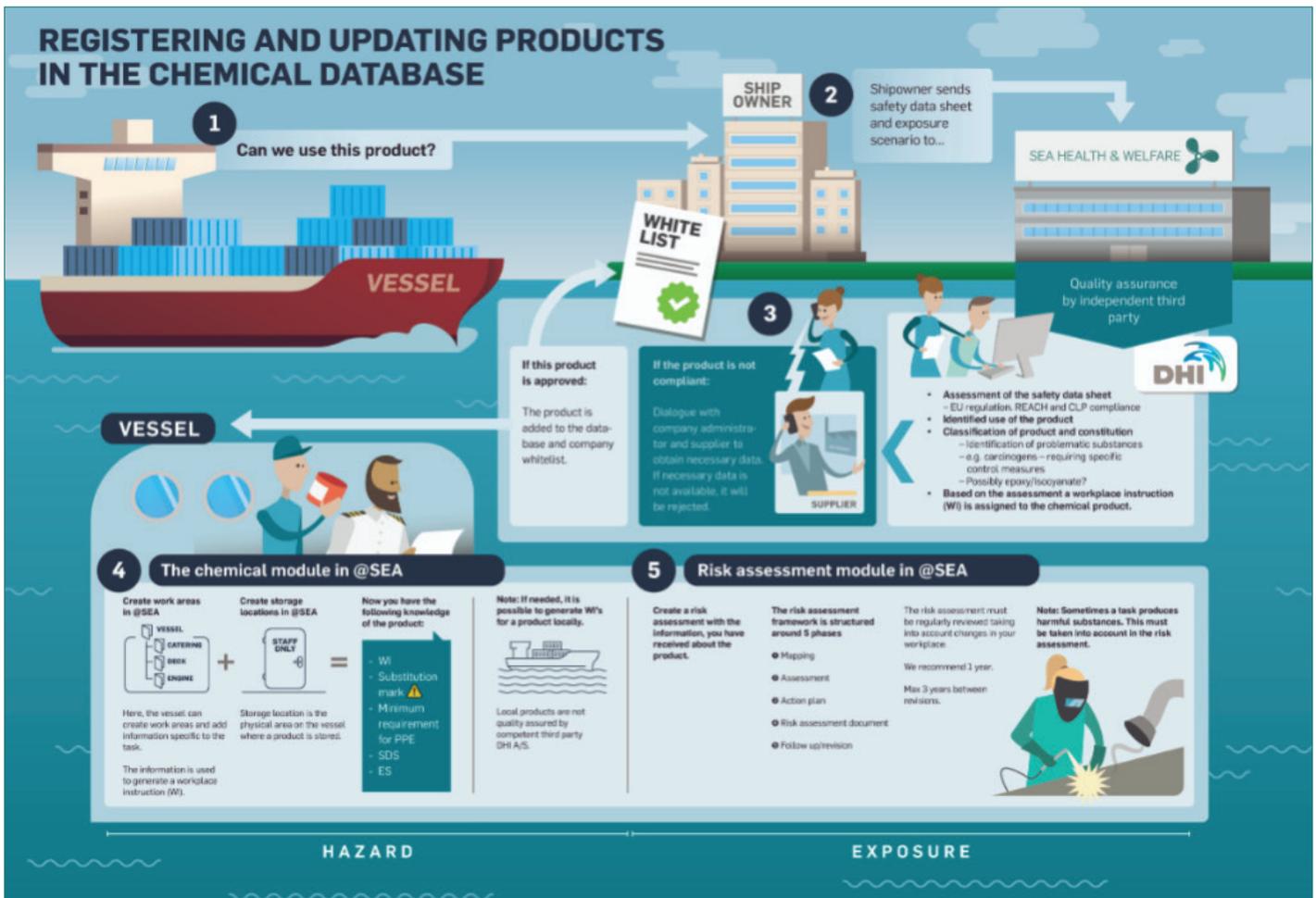
How to find and add a new chemical product

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.



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.

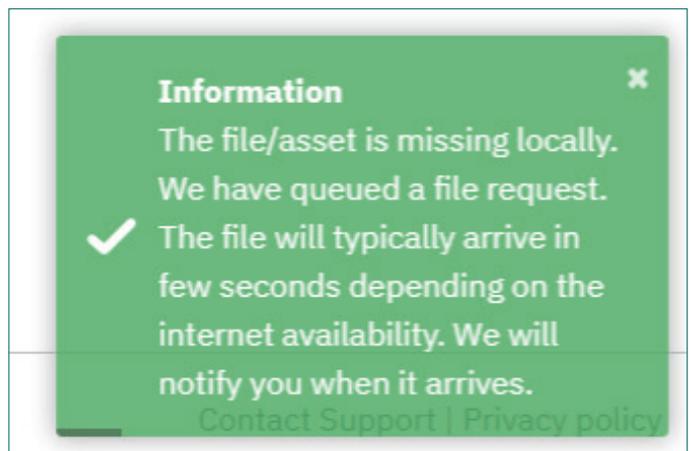
HOSPITAL MODULE

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

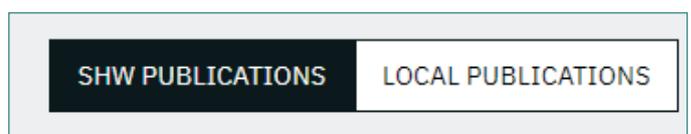
SHW Publications

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).