

Health, Environment, Safety and Security Procedures

For Contractors

Information for those who work on our behalf to keep
our workplace safe and preserve the environment.



Holland America Line



While working on a Holland America Line (HAL) ship we ask that you follow the safety, health, environment, and security policy and the guidelines provided in this pamphlet.

Safety, Health, Environment, and Security Policy

Holland America Line is committed to:

- Operating all ships and land-based assets safely to prevent damage, injury or loss of life.
- Safeguarding the health of our guests, crew, and shoreside employees.
- Protecting our environment.
- Ensuring the security of all.

In carrying out these critical responsibilities, we will:

- Comply with all applicable laws and regulations.
- Adhere to appropriate industry standards.
- Strive for continuous improvement in our health, environment, safety, and security programs.
- Set and achieve measurable objectives and targets.
- Take all appropriate precautions to prevent injury to our guests, our colleagues, and ourselves.
- Prevent pollution through the efficient and responsible use, recycling and disposal of resources.



SAFETY

General Safety starts with proper job planning and good housekeeping. Discuss all jobs with your assigned Safety Supervisor so to make sure they can be completed safely and a proper toolbox discussion is done. Always properly secure any materials or equipment as items may move and cause injury to persons. Make sure that you leave your workplace in a clean and tidy condition and properly dispose of any materials you brought on board. Consult with the Safety, Environmental Health Officer if you have any questions.



Fire and Abandon Ship

If you are assigned to a crew or service staff cabin you will receive a safety briefing by the Safety Officer or his designee. In the event of an emergency, it is important to remain calm and follow the instructions of our Passenger Assist Teams.

Lifejacket Card

Your Lifejacket Card contains important emergency information including your Assembly Stations and what to do upon sounding of the three different alarms. Be sure to familiarize yourself with the instructions on this card.

Smoking

Smoking is only allowed in designated areas. Smoking is prohibited in all technical spaces and accommodation spaces, including cabins and mooring decks.

Always wear appropriate personal protective equipment

- Consult MSDS for chemical use.
- Safety shoes in technical spaces.
- Eye protection where there is a risk of an eye injury. When performing operations such as handling chemicals, working on pressurized systems, cutting, welding, drilling, grinding, working overhead and chipping, always wear appropriate safety glasses or goggles.
- Hand protection gloves to provide protection to the fingers, hands, and sometimes wrists and forearms. The glove type must fit the hazard.
- Hearing protection in all engine room spaces and in areas working near operating machinery that generate loud noises.
- Respiratory protection when performing operations exposed to dust, fumes, mists, and vapor or gases that are hazardous.
- Head protection where there is a risk for a head injury such as a rigging.
- Fall protection is necessary when there is a possibility of falling more than 6 feet (1.8m) from the working surface. This does not apply to the use of portable ladders that have been properly inspected.

In case of emergencies, alarms will be sounded over the ship's PA system

First Stage Emergency Alarm

The first stage emergency alarm may be sounded in an emergency. You will hear **one short blast followed by a prolonged blast—repeated three (3) times**. This alarm mobilizes our Emergency Response Team in the event of a fire or other incident. Contractors may be told to leave or avoid an impacted area of the ship.

Pay attention to all announcements and follow the directions of the crew. In most instances, no action is required by you at this time. When working in the engine room, immediately report to the Engineering Watch Officer in the Engine Control Room.

Crew Alert Alarm

The First Stage Alarm may be followed by a Crew Alert Alarm. You will then hear **one prolonged blast for 15 seconds or longer**. Immediately return to your cabin and wait for further instructions. Guest services will be stopped. Do not wander the hallways so the crew can efficiently perform their safety functions. While you are in your cabin, we will update you with announcements.

While waiting in your cabin, you should:

- Put on warm clothing, comfortable shoes, and a head covering.
- Collect any essential medications, eyeglasses, and personal identification.
- Put on your life jacket.
- If you were not able to return to your cabin, a life jacket would be provided to you at your Assembly Station.
- Do not bring suitcases, bags, parcels or luggage of any kind to your Assembly Station. These items can block the corridors and staircases making it difficult for our guests and crew to move quickly to their assigned Assembly Station.

General Emergency Alarm

In the unlikely event that the Captain determines it is appropriate, we will sound the General Emergency Alarm—**seven short blast followed by one prolonged blast**. Anytime you hear this alarm, proceed immediately to your assigned Assembly Station.



It is essential to maintain the integrity of the ship's structural fire protection system in order to contain a fire in the event of an emergency. Fire screen doors, fire-rated bulkheads, fire dampers, and insulation are some of the main components of the fire protection system. Whenever you remove ceiling panels, insulation, draft stops, or other structural partitions, you must FIRST obtain the necessary Permits. You must also return the area to its original condition upon completing your work. If there is a question about restoring the area, always notify the Chief Engineer.

The Holland America Line requires the following permits for all work performed on board. For some projects, more than one type of permit may be required:

Working Aloft Permit

This permit is required whenever a fall hazard exists. Use approved fall arrest equipment which is available on board. No permit is required when using a step ladder above the 6 feet mark if the ladder is held/footed by a second individual.

Hot Work Permit

This permit is required when using open flames, burning, welding, riveting, drilling, grinding, or other similar fire or spark-producing tools or operations. It includes procedures for A-class bulkhead penetrations.

Confined Space Entry Permit

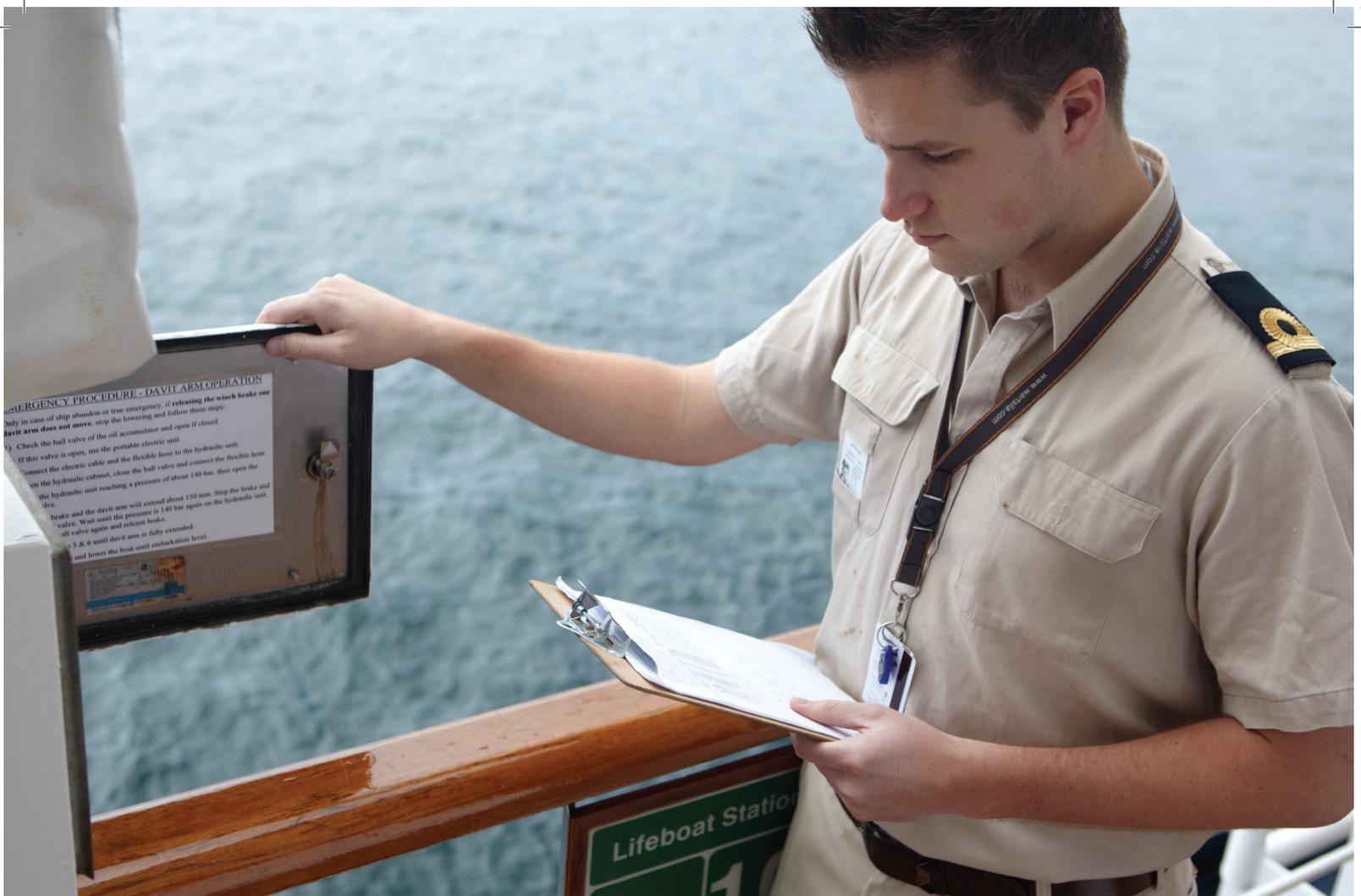
This permit is required for entering void spaces, ballast tanks, coffer dams, pipe tunnels, gray water tanks, black water tanks, bilge tanks, etc.

Lock-Out, Tag-Out Permit

Ensure that machinery or equipment is stopped, isolated from all potentially hazardous energy sources and locked-out and tagged-out before performing any servicing or maintenance.

Underwater Operations Permit

Coordinate any underwater operations with the Deck Watch/Engineering Watch Officer(s). Ensure all correct lock-out procedures have been completed.



Electrical Safety

- Always use caution when working with or near electricity.
- Ensure all electrical devices used on board are properly connected and grounded, and that all electrical cables are appropriately protected from damage and not creating a trip hazard.
- Never operate electrical equipment in wet conditions. Electrical equipment that becomes wet must be checked by an electrician before being energized.
- Never repair electrical cords or equipment unless you are qualified and authorized.
- Immediately report damaged electrical outlets to the Electricians on board and discontinue use.
- Do not work on live electrical components.
- Do not tie back fire screen doors into the open position.

Securing job boxes and materials

- Contractor tool boxes and the materials that they bring on board must be secured to prevent movement should the ship list over or encounter heavy weather.
- Tools and material that are brought on board should be positioned for storage in such a manner that securing points are readily available.

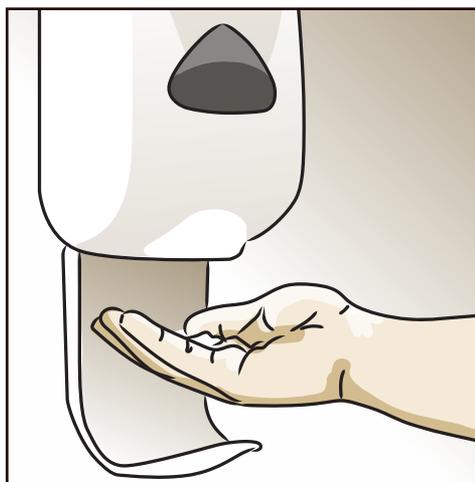
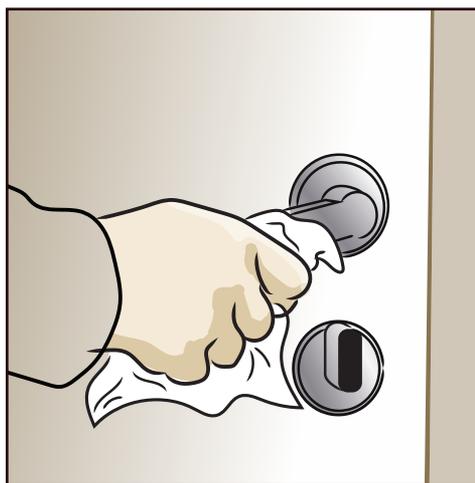
HEALTH

The Importance of Hand Washing

According to the U.S. Centers for Disease Control and Prevention (CDC), "hand washing is the single most important means of preventing the spread of infection."

- Wash your hands with soap and warm water thoroughly and regularly during the cruise, especially after using the restroom and before eating, drinking, or smoking.
- Use a paper towel to open the restroom door after washing your hands. Throw the towel away after you leave.
- Use the hand sanitizers located throughout the ship.

Immediately contact the Medical Center or Front Office if you experience vomiting or diarrhea.



ENVIRONMENT

Use water? Rinse or wash equipment? Transfer bulk fluids?

- Conserve water!
- Don't leave water running unattended.
- Don't pour chemicals down a drain or over the side.
- Ensure that your activities don't interfere with proper operation of waste water treatment systems.
- Prevent spills.
- Have a spill kit handy to respond to a spill should one occur.

Work with volatile chemicals? Work on HVAC equipment, engines, boilers, or incinerators?

- Do not release refrigerants into the atmosphere.
- Ensure that your activities don't interfere with the proper operation of HVAC equipment, engines, boilers, or incinerators.

Did you bring chemicals or other materials with you to perform your work?

- All chemicals brought on board must be stored in an area appropriate for its hazard. Consult with the Staff Officers on board for appropriate locations.

Use only HAL approved chemicals

- Provide Material Safety Data Sheets to the Safety, Environment, and Health Officer for any chemicals you bring on board; remove unused chemicals when you are done.
- Minimize packaging brought on board.
- Reduce! Reuse! Recycle!

Prevent Overboard Releases

- Do not throw or discharge anything overboard.
- Have drip collection and spill response equipment in place when working near or over water with paint, grease, or hydraulic systems.
- When working inside the ship, spill prevention is equally important. Have a spill kit handy to respond to a spill when working with liquids.
- Do not drain any liquids into the bilges without first receiving permission from a supervisor.

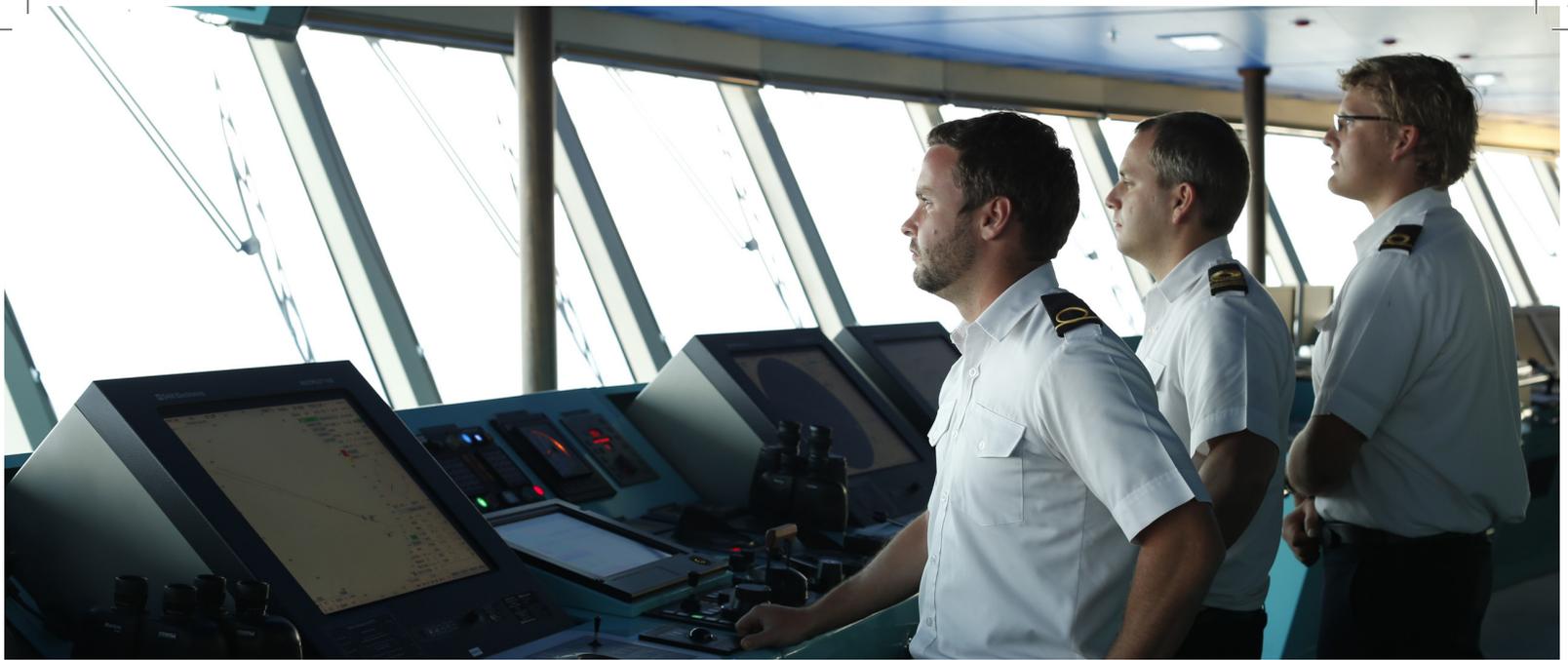
Conserve Resources

Conserve energy and water!

- Turn off lights and electrical devices when not in use.
- Do not leave water running unattended in the workplace or in your cabin.
- When cleaning equipment use high pressure, low-flow equipment.

Waste Management Best Practices

Discuss waste management with your shipboard supervisor prior to starting the job. All contractors are responsible for the proper management and disposal of all waste they create on the project.



SECURITY

Holland America Line's policy is to take all reasonable steps to ensure your security. Upon leaving and returning to the ship you will need to take your Identification Card (or visitor badge) with you as it must be scanned at the gangway.

If you lose your card, please advise the Front Office, security, or your contact person on the ship as soon as possible. When going ashore, if you plan to return to the ship, you should carry a valid government issued picture ID as you may need to display the ID to shore-side security personnel in order to gain access to the ship.

If there is no safe in your cabin for valuables, one can be made available at the Front Desk or from the Human Resources Officer.

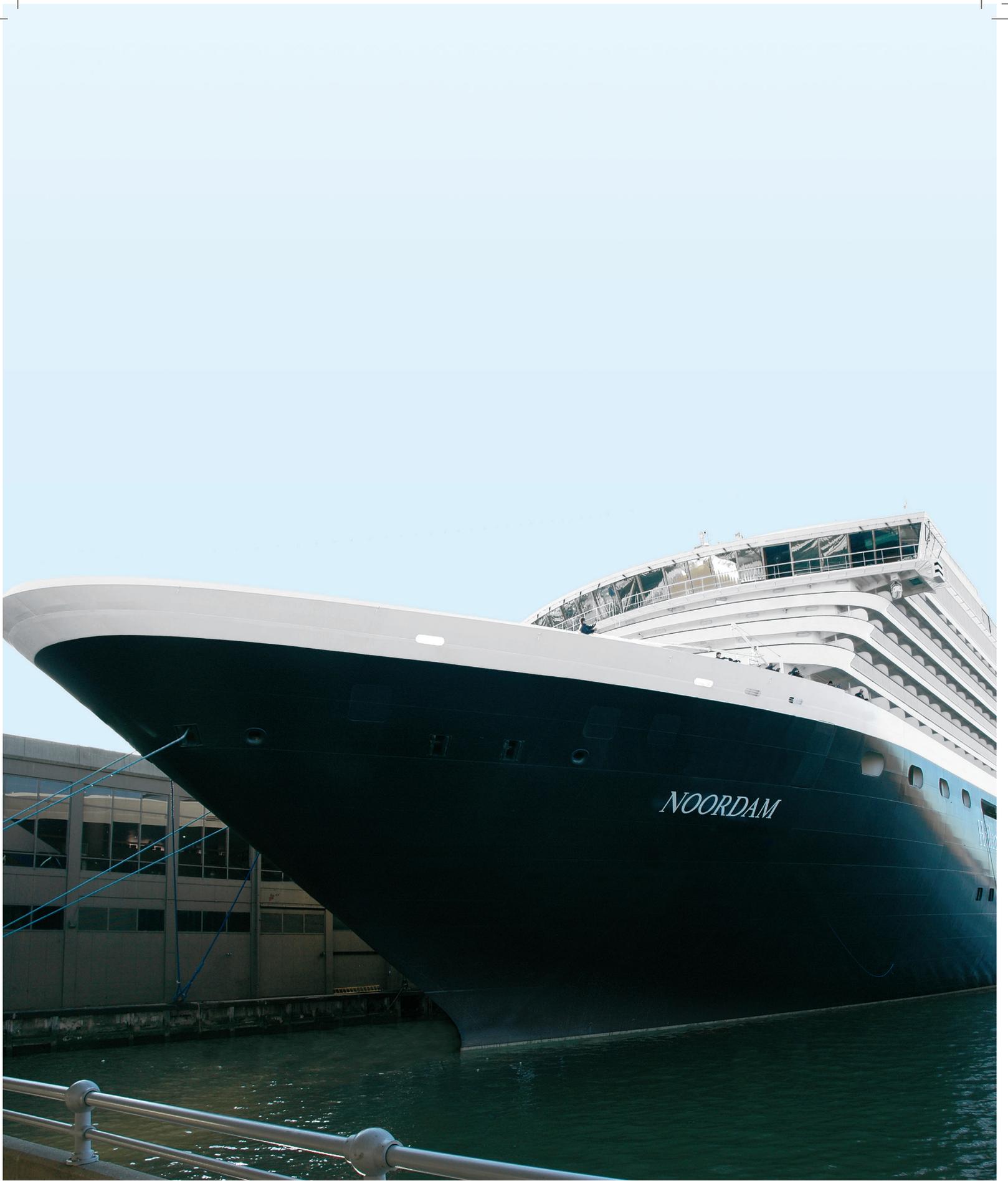
When in "Crew Only" areas of the ship you must display the identification provided to you by HAL or the ship at all times. Your access to "Crew Only" areas of the ship is limited to those areas necessary for you to conduct the work for which you are on the ship. If you are granted access to restricted areas, ensure that doors are closed and locked when this space is left unattended. Door stoppers, ropes or similar devices may not be used to permanently keep fire screen doors open. Any questions or concerns you have about security may be addressed to security personnel, the Front Desk, or any officer.

In case of emergency call the Bridge at 97

Penalties for non-conformance with the Holland America Line Safety, Health, Environment and Security Policy, and/or environmental laws and regulations are severe and could include: cancellation of your contract, imposition of fines, and/or criminal penalties.

For additional information about how to perform contract work safely and in a way that prevents pollution and protects the environment, contact your assigned shipboard supervisor. This may be the Safety Officer, First Engineer, or Facility Maintenance Manager. Prior to starting any work you should be familiar with the contents of this brochure and have completed the safety talk checklist with your assigned shipboard supervisor.

Thank you for helping us maintain a safe ship, prevent pollution and protect our environment.



Checklist For Contractor / Shipboard Supervisor Safety Talk

What is the number to call in the case of an emergency?

What do the various emergency alarms mean and what actions do you take for each alarm?

Who do you contact for Health, Environmental, Safety and Security concerns onboard?

What permits are applicable to the work that you will do onboard?

Where is your lifejacket located?

What PPE will be required for the work that you will do onboard?

What life raft or life boat is assigned for you?

What do you do if you are injured on the ship carrying out your work?

Where are the designated smoking areas?

Any other questions for contractor?

