



Australian Government  
Australian Maritime Safety Authority

# GUIDELINES TO AMSA INSPECTORS FOR INSPECTION OF VESSELS UNDER THE *OH&S (MI) ACT 1993*

The *OH&S (MI) Act 1993* applies in relation to a prescribed ship or prescribed unit that is engaged in trade or commerce.

Ship name	IMO number	Flag	Call sign
Ship type	Year keel laid	Gross tonnage	Class society
Owner	Operator		
Port	Inspector	Date	

A **'prescribed ship'** means:

- a ship to which Part II of the Navigation Act applies; or
- an off-shore industry vessel covered by a declaration in force under subsection 8A(2) of that Act; or
- a trading ship covered by a declaration in force under subsection 8AA(2) of that Act; but does not include
- a ship or unit to which the *Petroleum (Submerged Lands) Act 1967* applies; or
- a Government ship.

A **'prescribed unit'** means an off-shore industry mobile unit that is not self propelled and is under tow.

### Duties of Operators

- Operators of ships must provide a safe place of work for their employees
- Operators must provide information, instruction, training and supervision necessary to enable employees to perform their work in a safe manner without risk to their health
- Operator must monitor employees health and safety at work
- Operator must maintain information and records relating to employees health and safety
- Operator must provide medical and first aid services as appropriate.

### Health and Safety Committee

- One health and safety representative for each designated work group.
- The health and safety representative's identity to be available for inspection
- Health and safety rep must be trained in an accredited OH&S course
- Safety rep may conduct OH&S inspections on vessel
- Safety rep can request inspectorate to conduct investigations
- Safety rep may accompany inspector during investigations
- Committee members should have access to the OH&S Act

Surveyors are advised that sometimes, obvious safety breaches are observed on vessels which were not apparent to the crew (including safety reps), because they were too close to the problem.

**PUBLICATIONS ON BOARD**

Enter Y - Yes ,  
N - No or N/A

*OH&S (MI) Act 1993* and Regulations

Marine Notices

Code of Safe Working Practice for Australian Seafarers

**CREW MANAGEMENT AND ADMINISTRATION**

Does the vessel have a risk assessment procedure?

Crew trained in risk assessment?

Records of assessment maintained on board?

Permit to work procedure adequate?

Permit to work file contains copies of permits issued?

Permit system covers hot work, confined space, electrical isolation, overside and aloft work?

Incident alerts and incident reports filed on board?

Potentially dangerous spaces identified and risk assessed?

Formal accident/incident investigation procedure in place?

Gas monitors and other test equipment in good order?

Test equipment recalibrated as per manufacturers instructions

Challenge/Bump/Span gas test kit available?

Crew and officers trained in use of equipment?

**HEALTH AND SAFETY REPRESENTATIVES**

Health and Safety rep selected as per OH&S (MI) Act?

Does Master have list of all reps for designated work groups?

Are health & Safety reps aware of S.48 of OH&S (MI) Act?

**CREW ACCOMMODATION / GALLEY**

Muster lists / emergency info for shore officials sufficient?

Escape routes and exits clearly marked?

Are fire doors free from homemade hooks (wedged or tied back)?

Stretchers suitable for confined space rescue available?

Condition of deckheads, bulkheads, decks etc. satisfactory?

Exhaust vents / grids clean and intact?

Deep fat fryers fitted with guards?

Fire blanket available?

Galley food storage satisfactory?

Accommodation free of infestation?

Garbage handling procedures in place and followed?

No smoking sign displayed and policy enforced?

Non-wooden chopping boards in use?

Adequate lighting available?

Electrical equipment switched off when not in use?

Condition of steps and treads satisfactory?

Adequate supply of appropriate PPE available for use?

Condition of PPE satisfactory?

Procedure in place for checking condition of PPE?

**DECK AND DECK STRUCTURES**

Enter Y - Yes ,  
N - No or N/A

*OH&S (MI) Act 1993* and Regulations

Safe access and egress from gangway?

Condition and rigging of gangway net satisfactory?

Condition of deck area satisfactory?

Lights and fittings satisfactory?

Platforms and catwalks in satisfactory condition?

Railings around deck / crane platforms satisfactory?

Condition of wires satisfactory?

Limit switches operational?

General appearance of equipment satisfactory?

Belts / Rollers in good condition?

Guards fitted satisfactory?

Procedures in place to clear blockages in conveyors?

Audio / visual alarms operational?

Lockout / Tagout procedures understood and followed?

Condition of hold ladders satisfactory?

**ENGINE ROOM**

MSDS for fuels and chemicals used available?

Suitable PPE for handling chemicals and fuels available?

Hearing protection and safety glasses available?

Eye wash facility satisfactory?

Machinery guards satisfactory?

General cleanliness satisfactory?

Adequate lighting throughout engine room?

Unobstructed access and egress?

Exit signs clearly marked?

General electrical safety practices observed?

Securing arrangements for movable items satisfactory?

Suitable cleaning equipment and materials available?

Adequate engine room ventilation?

Critical alarms (boiler water level, crank case mist detector etc) satisfactory?

Sufficient emergency escape sets available?

Insulation of hot surfaces satisfactory?

Asbestos register and guidelines available?

**NOTES (please attach additional pages as required)**

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