

Inland Boat and Vessel Safety

1. Purpose

The purpose of this policy is to promote safety in the marine environment which poses some unique hazards. Various marine vessels are used by USPL personnel to access waterfront facilities to conduct operations, maintenance or project activities such as deploying containment booms, inspecting pipelines at river crossings, conducting maintenance on pumps in firewater ponds, and repairing dock equipment and structures.

2. Scope

This policy applies to all BP and BP contracted personnel who use watercraft in performing their job duties. It covers regulations for boats on inland waters. This policy is not intended to cover marine activities offshore.

Other policies in this manual that may contain additional requirements related to vessel and water safety:

- Authorization to Work
- Personal Protective Equipment
- Lifting and Rigging

3. Minimum Requirements

	Minimum Requirements	Supporting Documentation
1.	The vessel master (captain) and crew shall be appropriately licensed, trained, and familiar with the specific controls of the boats they operate as well as all applicable federal and state regulations governing use of marine vessels.	Section 5
2.	The vessel master is the person in charge of the vessel and has a joint responsibility with crew and passengers to ensure safe use of the boat.	Section 5
3.	An Authorization to Work (ATW) form shall be completed before a boat is used for a work-related task.	Section 6
4.	Boats must be operated according to applicable state and federal regulations, navigation rules, and the manufacturer's recommendations.	Section 6
5.	All vessels shall be inspected and approved for use prior to being utilized for job related activities to include transporting materials and equipment to the worksite. The USPL Inland Vessel Inspection Checklist shall be completed to document this inspection.	Section 6
6.	For multi-day projects, the vessel shall be inspected visually for any damage, defects, or signs of hidden hazards and to ensure that life jackets, life ring, and other minimum safety equipment is still present prior to beginning work for the day. It is not necessary to document this daily inspection with the USPL Inland Vessel Inspection Checklist.	Section 6
7.	Motorized boats must be refueled according to the procedures in this policy.	Section 6
8.	The vessel master is responsible for ensuring that all passengers, upon boarding the	Section

Revision Date: March 27, 2018

Effective Date: March 27, 2018

Next Review Date: March 27, 2023

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	vessel, receive a safety briefing that includes the location of safety equipment, proper transfer procedures, and an emergency response plan to retrieve and rescue a person who falls overboard.	
9.	Personnel being transferred must adhere to the proper transfer procedures and instructions.	Section

4. Definitions

Boom—A floating barrier used for the collection, diversion, deflection, and containment of spreading liquids.

Competent person—per 29 CFR 1926.32(f), one who is capable of identifying existing and predictable hazards in the surroundings or working conditions, which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

Federally controlled waters—Waters that include coastal waters, the Great Lakes, territorial seas, and waters directly connected to them (up to the point where the body of water is less than two miles wide). The U.S. Coast Guard has enforcement authority on federally controlled waters.

Fit for Purpose—Capable of accommodating the requirements intended for its use.

General arrangement plan—A drawing of a vessel that lists all necessary statistics and operating information such as overall length, carrying capacity when fully loaded, fuel capacity, and so forth. The deadweight scale is also contained on this chart, which is usually posted outside the ship's office or mate's cabin.

Inland waters—The navigable waters of the United States shoreward of The U.S. Boundary Line dividing the high seas from harbors, rivers, and other inland waters of the United States and the waters of the Great Lakes on the United States side of the International Boundary.

MARPOL—An acronym for “marine pollution” that specifically refers to the International Convention for the Prevention of Pollution from Ships. This agreement, a combination of treaties and amendments dating to 1973, attempts to prevent pollution of the marine environment in the form of oil, chemicals, sewage, garbage, and other harmful substances from vessels through operational or accidental causes.

Offshore—The high seas and in all waters connected therewith navigable by seagoing vessels to seaward of The U.S. Boundary Line.

Personal flotation device (PFD)—Another term for “life jacket.”

Qualified person—per 29 CFR 1926.32(l), one who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training and experience, has successfully demonstrated his ability to solve or resolve problems relating to the subject matter, the work, or the project.

USCG—U.S. Coast Guard.

Vessel—Any boat, ship, watercraft, yacht, ferry, barge, or liner.

Visual distress signal (VDS)—A device used to signal a need for help and to guide rescuers to the site. Typical VDS devices include hand-held flares, parachute flares, smoke signals (daylight use only), flags (daylight use only), horns, and SOS lights (nighttime use only).

The U.S. Boundary Line—marks the dividing point between internal and offshore waters for several legal purposes and is also used in crediting inland/offshore sea service for mariner licensing. As a rule, on the Atlantic, Pacific, and Great Lakes coasts, the Boundary Line generally follows the high water shoreline, extended across the entrances to small bays, inlets, harbors, rivers, the ends of breakwaters or jetties, etc. In the Gulf of Mexico between the Marquesas Keys, FL, and the Rio Grande river mouth, TX, the Boundary Line is located 12 nautical miles offshore.

5. Roles and Responsibilities

- A. The master of a vessel shall be familiar with the vessel's controls, its operation, and all applicable federal and state regulations and navigation rules governing use of the vessel.
- B. The vessel master has a joint responsibility with crew and passengers to ensure safe use of the boat.
- C. Any employee whose work involves boat use must be familiar with the basic requirements of this policy.
- D. Team Leaders at each location are responsible for implementing and enforcing this policy.
- E. Project managers are responsible for ensuring that project related activities which require the use of a marine vessel adhere to this policy.
- F. At a minimum a competent person should complete the Vessel Inspection Checklist. A qualified person should complete the inspection and evaluate the vessel is "fit for purpose" when the work is more complex or requires ancillary equipment such as a crane or other special devices as part of the work.

6. Onshore and Inland Boat Safety

- A. Boats shall be used only when there is no other practical method of accomplishing the necessary task.
- B. Whenever possible, work activities using boats shall be scheduled during daylight hours.
- C. If a boat must be used in the dark, navigation lights shall be installed and in proper working order.
- D. An Authorization to Work (ATW) form shall be completed before a boat is used for a work-related task.
- E. The vessel master (captain) and crew shall be appropriately licensed, trained, and familiar with the specific controls of the boats they operate as well as all applicable federal and state regulations governing use of marine vessels.
- F. The vessel master is the person in charge of the vessel and has a joint responsibility with crew and passengers to ensure safe use of the boat.
- G. The vessel master is responsible for ensuring that all passengers, upon boarding the vessel, receive a safety briefing that includes the location of safety equipment, proper transfer procedures, and an emergency response plan to retrieve and rescue a person who falls overboard.
- H. Vessels must be registered with the appropriate federal or state agency, as required, and the registration number must be clearly displayed on both sides of the boat.
- I. If the boat is documented, only the registration stickers will be affixed to both sides of the boat; the documentation numbers will be permanently affixed to the inside of the hull in accordance with regulatory requirements.
- J. Boats must be operated according to applicable state and federal regulations, navigation rules, and the manufacturer's recommendations.
- K. Registration is not required for a vessel owned and operated by BP and used exclusively on BP property.
- L. The weight of personnel and equipment in the boat shall not exceed the manufacturer's maximum recommended load.
- M. All vessels shall be inspected and approved as "fit for purpose" prior to being utilized for job related activities to include transporting materials and equipment to the worksite. The USPL Inland Vessel Inspection Checklist shall be completed by a competent person to document this inspection.

Revision Date: March 27, 2018

Effective Date: March 27, 2018

Next Review Date: March 27, 2023

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- N. Based on the complexity of the project and the requirements of the vessel, a competent and qualified person shall complete the inspection as determined by the project team.
- O. For multi-day projects, the vessel shall be inspected visually for any damage, defects, or signs of hidden hazards and to ensure that life jackets, life ring, and other minimum safety equipment is still present prior to beginning work for the day. It is not necessary to document this daily inspection with the USPL Inland Vessel Inspection Checklist.
- P. Loose items that could become a personnel hazard in rough seas or fall overboard due to wind or waves must be secured.
- Q. The boat must be tied off immediately upon arrival at the work area.
- R. Motorized boats must be refueled according to the procedures in this policy.
- S. Personnel being transferred must adhere to the proper transfer procedures and instructions.

6.2. General Safety Equipment

- A. All vessels used for USPL work must have on board the minimum safety equipment as specified by USCG regulations based on the size and zone of operation and, at a minimum, no less than the following:
 1. USCG approved life jackets (Type I, II, III, or V are acceptable) for each person on board
 2. USCG-approved throwable life ring (Type IV) with attached rope for retrieval
 - a) Life rings and retrieval rope must be in good repair.
 - b) Life rings must be stowed in a readily accessible location near the steering station.
 3. Paddles (two)
 4. Mooring line or tie-off rope
 5. Flashlight
 6. Device such as a bilge pump to bail water
 7. Bucket to bail water in case primary device fails to operate.
 8. Fire extinguishers:

Note: There are three size classes for USCG fire extinguishers. The required equivalent amounts of extinguishing agent for each size are as follows:

- B-I 5 pounds of CO₂ or 2 pounds of dry chemical
- B-II 15 pounds of CO₂ or 10 pounds of dry chemical
- B-III 35 pounds of CO₂ or 20 pounds of dry chemical

Requirements for fire extinguishers depend on boat length and system type:

Boat Length	Without Fixed System	With Approved Fixed System
16 ft. or less with no mechanical propulsion	None	None
Under 26 ft.	One B-I	None
26 ft. to less than 40 ft.	Two B-I or One B-II	One B-I
40 ft. to 65 ft.	Three B-I or One B-I and one B-II	Two B-I or One B-II

- 9. Whistle or horn

10. First aid kit
11. Communication devices designed for emergencies
12. USCG-approved visual distress signal (VSD)

Note: VSDs apply to all coastal waters and those river that are at least two miles wide at the mouth and up to the first point upstream where the river narrows to less than two miles. VSD requirements depend on the length of the vessel:

Vessels under 16 ft. long

- When operating between sunset and sunrise, must have on board USCG-approved VSDs suitable for night use.

Vessels between 16 ft. and 65 ft. long

- Must have on board USCG-approved VSDs for day and night use. This could consist of three devices specifically for day use and three specifically for night use, or three designed for day-night use. Pyrotechnic VSDs include hand-held or aerial red flares, floating or hand-held orange smoke, and launchers for aerial meteors or parachute flares.
- Must have VSDs that are in serviceable condition with active dates and stowed within reach.
- Manually propelled sailboats less than 26 ft. and other manually propelled boats are required to carry only night signals.

- B. If the boat has a cabin, each individual shall wear a USCG-approved life jacket on deck while the boat is under way.
- C. If the boat has no cabin, each individual shall wear a USCG-approved life jacket at all times while working on deck.
- D. Fire Resistant Clothing (FRC), safety shoes (hard-toed), and safety glasses shall be worn at all times while working on deck and while on deck when the boat is under way.
- E. Seat belts, if provided (e.g., as on airboats), shall be worn while the boat is in operation.
- F. Boats of certain types that operate in federally controlled waters must be equipped with the following:

<u>Equipment</u>	<u>Type of Vessel</u>
1. Powered ventilation system	Has a gasoline engine in a closed compartment and was built after July 31, 1980
2. Flame arrestor or other means for backfire flame control	Has an inboard gasoline motor and was built after April 25, 1940
3. Oily waste pollution placard, displayed in a prominent location	Has a length of 26 feet or more and has a machinery compartment
4. MARPOL trash and garbage placard, displayed in a prominent location	Has a length of 26 feet or more
5. Marine sanitation device (MSD) in working order	Has a permanently installed onboard toilet

6.3. Refueling

Since boat engines are often refueled while the boat is in the water, the potential for accidents and spills is high.

- A. To prevent accidents and spills during refueling, the master and crew members must observe the following procedures:
 - 1. Refuel portable fuel tanks onshore before taking them aboard the vessel.
 - 2. Close all hatches and openings before fueling.
 - 3. Extinguish all smoking materials.
 - 4. Turn off engines, electrical and electronic equipment, and other appliances that could create a spark.
 - 5. Remove passengers and crew from the boat.
 - 6. Keep the fill nozzle in contact with the tank to prevent static electricity.
 - 7. Operate the nozzle by hand instead of relying on the hold-open clip.
 - 8. Fuel slowly to avoid overflow.
 - 9. Do not top off the tank. Filling should be stopped when automatic shutoff mechanism is tripped.
 - 10. Wipe up any spills immediately.
- B. To prevent accidents after refueling, the master and crew members must observe the following procedures:
 - 1. Before starting the engine, open all ports, hatches, and doors; then start the engine compartment blower to ventilate the space.
 - 2. Check the bilge for fuel vapors.
 - 3. Let the blowers run for at least four minutes.
 - 4. If you smell fuel vapors in the boat, do not start the engine.

7. Offshore Boat Safety

Any offshore assurance of marine vessels associated with project or maintenance activities shall conform to the requirements of GDP 5.6-001 Marine Activity, GRP 5.6-002 Marine Vessel Unit Selection, and BP DWGoM Marine Assurance Review Process as provided for by the Service Level Agreement (SLA) between DWGoM and USPL.

8. References

- 1. Gulf of Mexico (GOM) Boat Safety Policy.
- 2. U.S. Coast Guard, "Federal Requirements and Safety Tips for Recreational Boats," http://www.uscgboating.org/assets/1/workflow_staging/Publications/420.PDF

USPL Inland Vessel Inspection Checklist

Vessel Name: _____ Owner: _____
 Registration Number: _____ Length: _____
 Powered by: _____ Type: _____
 Vessel Inspector: _____ Date: _____

YES	NO	N/A	Date Corrected	INSPECTION ITEMS	COMMENTS
				The vessel master (captain) and crew shall be familiar with all applicable federal and state regulations governing use of the marine vessel they operate.	
				The vessel master (captain) and crew shall be appropriately licensed, trained, and familiar with the specific controls of the vessel they operate.	
				The vessel master (captain) shall be the person in charge of the vessel and has a joint responsibility with the crew and passengers to ensure safe use of the boat.	
				The vessel's registration is current and the numbers are displayed as required.	
				Registration and Documentation papers shall be on board	
				Any additional state or local requirements are met.	
				VHF or marine radio is in operating condition	
				Vessels with gasoline engine in closed compartments built after 1980 must have an operational powered ventilation system. Those built prior to that date must have natural or power ventilation.	
				Vessels with closed fuel tanks compartments built after 1 August 1978 must meet requirements by displaying a "certificate of compliance". Boats built before that date must have natural or powered ventilation in the fuel tank compartment.	
				Approved backfire flame arrester for gasoline engines	
				Navigation lights for vessel operations between sunset and sunrise or reduced visibility.	
				Trash container(s) provided	
				MARPOL Trash Placard is required for vessels over 26ft	
				Oil Pollution Placard for vessels over 26ft if equipped with machinery (engine).	

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				Marine Sanitation Device (toilet) is USCG approved Type I, II or III if equipped (not required for portable toilets). No overboard discharge allowed on jobsite and overboard outlet must be plugged.	
				Coast Guard approved Life Jacket (Type I, II, III, or V), one will be worn by each individual during boarding and while the boat is in operation	
				USCG Type IV Life Ring with rope in good condition and readily accessible.	
				2 Paddles (Not required for vessels too large to propel manually)	
				A method to dewater the vessel (pump, bucket, or scoops)	
				A back-up dewater method if primary is electric. (bucket or scoop)	
				Anchor and rope appropriately sized for vessel and proposed use (typically greater than 1 lb per foot of length)	
				Tie off rope suitable for purpose and in good condition.	
				Flashlight with spare set of batteries.	
				Safety Glasses (worn at all times while boat is in operation)	
				Hard hats	
				B-1 and/or B-2 Fire Extinguishers suitable for vessel size	
				Whistle, horn or siren capable of a 4 second blast that is audible for 1/2 mile.	
				Suitable day/night visual distress signal (VDS)	
				Coast Guard approved first aid kit	
				If airboat, seatbelts are provided and in good condition.	
				No unsecured items that could become a hazard to personnel in rough waters or high winds.	
				Weight of equipment and personnel for the planned use of the vessel does not exceed manufacturer's max recommended load.	
				Good housekeeping maintained, deck is free of hazards, and bilge is generally clean	
				Electrical system must be protected by fuses or manual reset circuit breakers. Wiring in good condition, properly installed with no deterioration of insulation	

YES	NO	N/A	Date Corrected	INSPECTION ITEMS	COMMENTS
				Fuel system must be constructed of non-breakable material and free of corrosion and leaks. All vents must be capable of being closed. The tank must be secured and have a vapor-tight, leak proof cap. Each permanent fuel tank must be properly ventilated.	
				Vessel is free of holes, punctures, corrosion and other damage or defect that will prevent it from being seaworthy.	
				Boarding area provided with non-skid surface	
				Navigation Rules for Inland Waterways on hand.	
				Local charts shall be on-hand or easily accessible while underway.	
				Navigation equipment operational (if needed)	
				Vessel is evaluated for planned use and determined to be fit for purpose.	