

## Order on working environment training course for members of the safety group in merchant vessels

(Section 16 course for merchant vessels)

Pursuant to Sections 12, 13, 14, 23 and 24 in Act no. 226 of 22 April 2002 on maritime educations, the following provisions are laid down:

### *Objective, structure and content of the education*

**Section 1.** The objective of the course is for the participant to qualify for attending to his/her function as a member of the safety group in practice and, in co-operation with others, to promote a safe and healthy working environment on board merchant vessels.

**Section 2.** The structure and content of the education shall be as described in the educational programme, cf. Annex 1.

### *Participants' qualifications etc.*

**Section 3.** To participate in the course, one shall:

- 1) be an elected member of the safety organisation,
- 2) meet the requirements for signing on as a ship's assistant (advanced level) or
- 3) meet the requirements for service on a seagoing vessel for the issue of certificate as
  - a) Mate 4<sup>th</sup> class
  - b) Marine engineer on duty
  - c) Mechanist 2<sup>nd</sup> class

*Subsection 2.* Individuals, who are part of a service crew, may participate in the course in accordance with (1), no. 1, if the persons in question have completed the safety training in accordance with the Danish Maritime Authority's Order on special training and qualification standards for crew on passenger ships, and subsequently have completed three months service on board a seagoing vessel.

### *Training institutions offering working environment training courses*

**Section 4.** The Danish Maritime Authority shall approve training institutions offering working environment training courses in accordance with the applicable rules.

*Subsection 2.* Training institutions offering working environment training courses shall ensure that

- 1) working environment training courses are organized and carried out in accordance with the educational programme, cf. Annex 1,
- 2) courses are held in suitable classrooms with the necessary educational and technical supplementary materials,
- 3) requirements for teachers'/instructors' qualifications are complied with, cf. Section 5 and
- 4) courses are evaluated on a regular basis with a view to improve them.

### *Teacher/Instructor qualifications*

**Section 5.** Teachers/instructors of working environment training courses shall have

- 1) relevant business and labour market experience and occupational background,
- 2) practical and theoretical working environment qualifications,
- 3) teaching qualifications, and
- 4) completed teacher/instructor course approved by the Danish Maritime Authority, cf. Section 6.

*Subsection 2.* To maintain approval as teacher/instructor of working environment training courses, within the last 12 months, the teacher/instructor shall have completed relevant re-training, e.g. a study sailing tour, participation in re-training courses or the like, in order to be able to update the working environment course and have held working environment training course at least once.

#### *Training institutions offering teacher/instructor courses*

**Section 6.** The Danish Maritime Authority approves as required training institutions offering of teacher/instructor courses mentioned in Section 5(1). The objective, content and form appear from Annex 2.

*Subsection 2.* Training institutions offering of teacher/instructor courses shall ensure that

- 1) the teacher/instructor courses are organised and carried out in accordance with the educational programme, cf. Annex 2.
- 2) the courses are held in suitable classrooms with the necessary educational and technical supplementary materials, and
- 3) courses are evaluated on a regular basis with a view to improve them.

#### *Course certificates and registration etc.*

**Section 7.** Training institutions offering working environment training courses shall

- 1) Issue course certificates, as shown in Annex 3, to individuals, who have completed working environment training in accordance with the standards in Annex 1,
- 2) Register the issuance of course certificates. The registration shall contain sufficient information for the certificate to be re-issued and kept for 5 years,
- 3) Submit a list to the Danish Maritime Authority immediately after each working environment training course containing the date of birth (CPR. no.) and full names of the individuals receiving a course certificate.

*Subsection 2.* Training institutions offering teacher/instructor courses shall

- 1) Issue course certificates, as shown in Annex 4, to individuals, who have completed working environment training in accordance with the standards in Annex 2,
- 2) Register the issuance of course certificates. The registration shall contain sufficient information for the certificate to be re-issued and kept for 5 years,
- 3) Submit a list to the Danish Maritime Authority immediately after each working environment training course containing the date of birth (CPR. no.) and full names of the individuals receiving a course certificate.

#### *Entry into force*

**Section 8.** This Order will enter into force on 1 October 2003.

### **Educational programme for working environment training courses for members of safety groups etc.**

#### **1. General information**

This educational programme comprises the mandatory working environment training for members of safety groups and describes the objective and the educational framework of the training.

#### **2. Course structure and number of participants**

The course is set up as either a residential course or a non-residential course with a duration of 32 hours.

However, if the working environment course is set up as a non-residential course, it must span 4 days as a minimum.

The course is based on classes of up to 15 participants.

#### **3. Objective**

The course participant must obtain such skills that he/she is able to be an integral part of a co-operation with other crewmembers on maintaining and promoting safety, health and employee satisfaction, including assisting in resolving problems related to working environment on board.

##### **3.1 Goal description**

After completion of the training, it is the objective that course participants should:

- be informed about the most essential tasks of the safety organization pursuant to "Notice from the Danish Maritime Authority A",
- be informed about the most essential tasks of a safety representative compared with other representatives and the ship's management, including knowledge of the rights, duties and responsibilities of personnel groups,
- be able to attend to the performance of tasks in the safety organization, including counselling in connection with resolving problems related to working environment with preventive measures in mind,
- be able to obtain information in laws, provisions and material from working environment experts (e.g. the Danish Maritime Occupational Health Service) and with the national association of shipping companies.
- have general knowledge on how the working environment can be a part of the ships'/shipping companies' Ship Management Systems (SMS), including procedures securing safety and health on board,
- be able to use different forms of co-operation and communication techniques in practice, so that communication is made more efficient and the risk of misunderstandings is minimized,
- be able to supervise passengers, and
- show responsibility and commitment in promoting the working environmental effort on board.

##### **3.2 Content**

The following elements must form part of the course:

- Introduction of course participants and teachers/instructors as well as practical information.
- The most essential impacts of the working environment on passenger and cargo ships, including long-term exposure on board tankers.
- The most essential occupational diseases and accidents.
- The legislative basis for the safety organization's work (Rules on the safety of ships, the safety order, working environment regulations, regulations regarding hours of rest, etc.)
- Problem solving, risk assessment, and workplace assessment.
- The role of the supervisor, the role of the safety representative and on the co-operation of the safety organization on managing the task.
- The development of the safety organization, including the possibilities and limitations in performing safety work, the change of attitude towards safety work and the update of the safety organization's own knowledge.
- Evaluation of course events and content.
- Individual evaluation of course participants.

### **3.3 Methods**

During the training, importance must be attached to:

- motivating course participants to work with working environmental problem areas - in part independently and in part in co-operation with others,
- establishing a basis for exchanging experience between individual course participants,
- introducing a range of skills that can support the participant in practice, so that he/she can use appropriate forms of co-operation and communication techniques,
- making a linkage between the content and form of the course in relation to the ship as a workplace and the participants' own situations and prerequisites,
- that the course participants actively taking part in the training rather than passive learning,
- inclusion of exercises in the usage of rules, orders, guidances etc. on working environment conditions in relation to managing practical tasks.

It should furthermore be stressed that the training provides course participants with a grounding to "act" on the basis of acquired knowledge with regard to safety standards and rules rather than presenting them with actual knowledge on e.g. chemical substances and materials, ergonomics, noise and vibrations, mental working environment etc.

### **4. Evaluation of course participants**

Requirements to course participants' knowledge, understanding, views and skills must be in keeping with the framework described under "Objective".

In the evaluation, great importance should primarily be attached to fundamental safety-related aspects and commitment. As a main rule, course participants must participate in the entire course.

The evaluation must be carried out in accordance with the Danish Maritime Authority's regulations regarding evaluation of participants in the maritime educations.

Course participants must be informed of the form of evaluation and the criteria for passing the course at the latest.

### **5. Planning and documenting the training**

An educational programme describing the specific course must be provided prior to a working environment training course.

As a minimum, the programme must contain:

1. A specification of the language used in the oral communication and in the written material handed out to the course participants respectively.
2. A schedule for the sequence of lectures/modules and objective and procedure for these.
3. A description of the used teaching principles and procedures.
4. A description of how the use of teaching materials is exercised.
5. A specification of any visiting teachers, visits to ships etc.
6. Evaluation form and criteria for passing the course.

**Educational programme for teacher/instructor course  
for working environment training course**

**1. General information**

The scope, content, planning, execution, registrations etc. of the teacher/instructor course is described in this educational programme.

**2. Course framework**

The course is carried out based on the framework set forth below:

Module 1    Part 1 comprises 2 professional feature days  
              Part 2 comprises 1 educational feature day (workshop)

Module 2    Comprises a 5-day educational process course

In the time between module 1 and module 2, course participants must - either individually or in groups - plan a lesson with a duration of approximately 2 hours, including the preparation of documentation for the lesson in writing. Objective and content of the lesson are determined on the educational feature day and must comprise one or more educational objectives in the working environment training course, which is described in Annex 1 of Order on working environment training course.

**3. Objective**

The objective of the teacher/instructor course is to teach the participants to plan and teach working environment training courses.

**3.1 Objective and content descriptions**

**The objective of the training in module 1, part 1** is to update course participants' knowledge on:

- regulations and guidances etc. on working environment in merchant vessels, including information retrieval,
- safety organizing, including the tasks, area of responsibility and co-operative relations of the safety representative,
- environmental requirements and environmental measures regarding efficiency enhancement of the working environment effort on board, including reduction of and/or protection against physical, chemical and mental stress.

The training is carried out in the form of a sequence of presentations (lectures) followed by an opportunity to ask questions and exchange experience. At the end of the training, a written test is conducted. To pass the test it is required that 60 per cent of the questions are answered correctly. It is a condition for further participation that the test is passed.

**The objective of the training in module 1, part 2** is to provide course participants with knowledge on:

- method for planning and preparing lessons, including preparation of teaching schedules and other written teaching material,
- method for carrying out a working environment training course, including selecting an appropriate teaching form.

The education is carried out as a workshop, where presentation/task description for a lesson with a duration of approximately 2 hours is prepared, including preparation of written documentation. The task is performed either individually or in groups, and the lesson must form part of the training in module 2.

**The objective of the training in module 2** is to provide course participants with an opportunity to practice teaching based on their own training programme or training programmes planned by other course participants.

Furthermore, it is the objective that course participants obtain knowledge regarding:

- the use of different forms of co-operation and communication techniques,
- the importance of responsibility and commitment in relation to the working environment effort on board merchant vessels,
- principles and methods for evaluation of training, and
- the evaluation of course participants, including formulation of the criteria for passing the course.

Course participants complete the lessons in such a way that they are alternately responsible for the lessons. Lessons is evaluated regularly. The professional objectives of the training, which must be fulfilled, are listed in Annex 1.

### **Content – comprising modules 1 and 2, and task**

The following must form part of the teacher/instructor course:

- Introduction of course participants, teachers/instructors and practical information.
- Planning of lessons.
- Presenting the most essential impacts from working environment on board passenger and cargo ships.
- Presenting the most essential occupational diseases and accidents.
- Providing the legal basis for the work of the safety organisation (Rules on the safety of ships, the safety order, the working environment regulations, hours of rest regulations etc.).
- Providing knowledge on problem solving, risk assessment, workplace assessment and Ship Management Systems (SMS).
- Providing knowledge on the role of the supervisor, the role of the safety representative and on the co-operation of the safety organization on managing the tasks.
- Providing knowledge on the development of the safety organization, including possibilities and limitations in performing safety work, on the change of attitudes towards safety work and on the safety organization's update of own knowledge.
- Methods for evaluation and assessment.
- Course evaluation and course diploma.
- Registrations – scope and content.

#### **4. Evaluation of course participants**

The minimum requirements for course participants' knowledge, understanding and skills must in be accordance with the framework described in "Objective" and "Content" for module 1, part 2, and module 2.

In the evaluation, importance is attached to course participants' ability to communicate.

As a main rule, course participants must participate in the entire course.

The evaluation must be carried out in accordance with the Danish Maritime Authority's applicable regulations regarding evaluation of participants in the maritime educations.

After the teacher/instructor course is passed, the Danish Maritime Authority will issue a teacher/instructor certificate.

#### **5. Planning and documenting the training**

An educational programme describing the specific course must be provided to participants prior to the working environment training course.

Name of company/insitution

Logo

**CERTIFICATE**  
*Bevis*  
**OF TRAINING IN**  
*For uddannelse i*  
**SAFETY AND HEALTH (SECTION 16 COURSE)**  
*Arbejds miljø (§ 16 kursus)*

This is to certify that  
*Det attesteres herved, at*

Date of birth  
*CPR. NR.*

on the date  
*på datoen*

satisfactorily has completed training in Safety and Health (Section 16 course) approved by the Danish Maritime Authority.  
*med tilfredsstillende resultat har gennemført en af Søfartsstyrelsen godkendt uddannelse i arbejdsmiljø (§ 16 kursus).*

The training complies with the Danish Maritime Authority's requirements on Safety Activities on board merchant vessels.  
*Uddannelsen opfylder kravene i Søfartsstyrelsens bekendtgørelse om arbejdsmiljøkursus for medlemmer af sikkerhedsgruppen i handelsskibe.*

Issued *Udstedt*

\_\_\_\_\_  
Place *Sted*

\_\_\_\_\_  
Date *Dato*

\_\_\_\_\_  
Signature and name of person authorized to issue certificate  
*Bemyndigede bevisudsteders navn og underskrift*

**CERTIFICATE**

*Certifikat*

**OF TEACHERS/INSTRUCTORS OF**

*for undervisere af*

**WORKING ENVIRONMENT TRAINING COURSE  
(SECTION 16 COURSE)**

*kursus i arbejdsmiljø (§ 16 kursus)*

This is to certify that

*Det attesteres herved, at*

Date of birth

*CPR. NR.*

on the date

*på datoen*

Satisfactorily has completed training as teacher/instructor of working environment training (Section 16 course) approved by the Danish Maritime Authority

*med tilfredsstillende resultat har gennemført en af Søfartsstyrelsens godkendt uddannelse som underviser ved uddannelse i arbejdsmiljø (§ 16 kursus).*

The training complies with the Danish Maritime Authority's requirements on Safety Activities on board merchant vessels

*Uddannelsen opfylder kravene i Søfartsstyrelsens bekendtgørelse om arbejdsmiljøkursus for medlemmer af sikkerhedsgruppen i handelsskibe.*

Issued *Udstedt*

\_\_\_\_\_  
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