



The American Waterways Operators
Interregion Safety Committee

June 4, 2001

MEMORANDUM

TO: All Captains and Pilots

FROM: AWO Interregion Safety Committee

RE: "Stay Alert for Safety" Lesson Plan for Crew Alertness Safety Meeting

The attached lesson plan is on the topic of crew alertness and introduces the "Stay Alert for Safety" brochure. The purpose of this lesson plan is to assist you in presenting and discussing the importance of practicing good personal habits on and off the boat to increase alertness and reduce the risk of accidents while on the job. This lesson plan offers common sense tips for vessel crewmembers before, during, and after work to promote alertness and safety.

Please use the enclosed material to conduct a vessel safety meeting in accordance with your company's policy. If you have any questions, please contact your company's safety office.

Mike Weisend
Chairman, AWO Interregion Safety Committee

Attachments

- Safety Meeting Guide
- Alertness Practice Quiz /Answer Key
- Handout - Dos and Don'ts for Good Sleep/Answer Key
- Safety Meeting Follow-Up Form
- "Stay Alert For Safety" Brochure

SAFETY MEETING GUIDE

Instructions for Conducting the "Stay Alert for Safety" Training



1

Step 1:

- Make sure all the materials listed above are included in this package.
- Review all the material before conducting the meeting.

2

Step 2:

- Gather the crew.
- Conduct the meeting (approximately 15 - 20 minutes).

3

Step 3:

- At the end of the meeting, complete the Safety Meeting Follow-Up Form and return it as per company policy.
- Log the record of the meeting as per your company's policy.
- Retain the guide information for future use and reference.

NOTE! PLEASE CONTACT YOUR COMPANY'S SAFETY DEPARTMENT IF YOU HAVE ANY QUESTIONS OR SUGGESTIONS CONCERNING THIS LESSON PLAN.

NOTE! This guide and all the material it contains should be considered suggestions and helpful hints to assist you in conducting your vessel safety meeting. You are encouraged to use your own words and experiences when presenting the material contained in this lesson plan.

SAFETY MEETING GUIDE

Instructions for Conducting the "Stay Alert for Safety" Training



I. Distribute a copy of the "Stay Alert for Safety" brochure to each crewmember.

Explain:

- The U.S. Coast Guard and your Company, working together through AWO, produced the brochure.
- The brochure provides suggestions to improve alertness in the 24-hour-a-day marine transportation business.

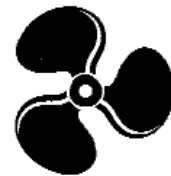


II. Discuss the objectives of the brochure:

- To explain the need to develop habits that will maximize alertness.
- To provide crewmembers with practical suggestions for maintaining alertness.

III. Deliver the training.

(Script): *You do not have to be told that working on a towboat or tugboat is far different than any shoreside job. As a member of this vessel's crew, each of us could be on the job site 24 hours a day and working safely means always staying alert. This brochure contains practical suggestions to help us "Stay Alert for Safety," on and off the boat. Open your brochure and let's go over the suggestions together:*



- **BEFORE WATCH** - Take some time to wake up your mind and your body.
 - ✦ Turn on the lights.
 - ✦ Stretch your body to "wake up" muscles.
 - ✦ Eat a well-balanced meal.

SAFETY MEETING GUIDE

Suggestions for Running the Meeting



- **ON WATCH** - It is important to be fully rested and stay alert so you can work safely.
 - ✦ Wear appropriate work clothes so you don't get too hot or too cold.
 - ✦ Keep moving/walk around.

- **BEFORE SLEEP** - Let your body "wind down" so you're relaxed and ready for sleep.
 - ✦ Don't overeat. Have a light snack only.
 - ✦ Drink a warm caffeine-free beverage.
 - ✦ Relax - read or listen to music.
 - ✦ Cut down on caffeine (sodas and coffee) and nicotine (cigarettes) 3-4 hours before bed.

- **BE KIND TO YOUR BODY**
 - ✦ Try to arrange your schedule so you can sleep about the same time and amount every day.
 - ✦ Eat healthy meals.
 - ✦ Do not take medications that cause drowsiness.
 - ✦ Exercise at least 20 minutes 3-4 days a week.

- **AT HOME**
 - ✦ Catch up on sleep.
 - ✦ Don't try to cram too much into the week before you come back to work.



SAFETY MEETING GUIDE

Suggestions for Running the Meeting



IV. Hold a discussion.

- Encourage an open discussion of this subject between crewmembers, asking them if they think they understand the information contained in the brochure.
- Relate any of your own experiences.

(Script): Maintaining a high level of alertness is important to all of us and to the safety of our vessel. Do any of you have any suggestions, not contained in the brochure, that might help other crewmembers stay alert for safety? Has anyone used any of the suggestions contained in the brochure and did they work for you?



V. Hand out the practice quiz.

- Crewmembers should be instructed to take approximately five minutes to complete the quiz.

VI. Go over the practice quiz.

- All Vessel Captains: Please ensure that all quizzes are completed and that all correct answers are gone over with the crew.
- Review the objectives of this safety meeting:
 - ✦ To help crewmembers understand the need to develop habits that will maximize alertness.
 - ✦ Provide practical suggestions for maintaining alertness.



VI. Fill out the safety meeting follow-up form.