Cabin Safety and Information Booklet

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Welcome aboard RRS Sir David Attenborough

An Introduction by the Ship’s Masters

We endeavour to give you the fullest support to make your time on board both fruitful and pleasant. It is our intention that you will find competent, friendly and courteous support from all ship’s personnel. We hope that everyone sailing on SDA will leave the ship with a high opinion of our standard of operation and co-operation.

This file contains the basic information you need to know about life on board. Everyone staying aboard the ship, even for a short time, should read this file, whether in port only or at sea. Please leave this file in the cabin, in a prominent place, for the next occupant(s).

Have a pleasant voyage.

Remember: IF IN DOUBT… ASK!

Captain Ralph A. Stevens

Captain William Whatley
Section 1 – Safety on board

Officers and Crew must read and sign to indicate these cabin files have been read upon joining the vessel.

Instructions in this booklet form part of Master’s Standing Orders for both Marine and Non-Marine Personnel.

Ships can be dangerous places to those unaware of the hazards – please take care.

1. Must List
As soon as you have embarked, make yourself familiar with the Muster List and Emergency Signals posters on each of the following decks 2, 3, 5, 6 & 9 and on your cabin door. Locate where your lifejacket, survival suit, Personal Survival Kit (if sailing in Polar Waters) and smoke hoods are stored in the cabin or at your Muster Station.

However please note that in port on hearing any emergency signal (if you are NOT marine crew) you should muster at the foot of the gangway where you will be accounted for by a member of ship’s staff.

2. Safety Brief and familiarisation
Prior to the ship’s departure; everyone will be required to attend a Safety Briefing where the ship’s emergency procedures will be explained. Please familiarise yourself with the notices in cabins accommodation alleyways. Make sure you understand fully what different alarm signals signify and what action is required of you. If you are in the slightest doubt, ask any of the ship’s staff.

Take practice emergency drills seriously.

3. Fire
Make yourself aware of available fire extinguishers and means of raising the alarm, particularly near your cabin and place of work.

Familiarise yourself with escape routes from your cabin and place of work.

If you are the first to discover a fire use all available means, including a lot of shouting (regardless of the time of day), to raise the alarm. If you are able to, without endangering yourself, tackle the fire. If it becomes apparent that your efforts are having, or will have little effect, evacuate the area, closing as many doors and windows as possible as you go.

Do not place yourself in a position of danger from which you cannot escape.

4. Safety Awareness
Safety is everybody’s responsibility. If you notice an unsafe practice, witness a “near miss” or an accident or have any other general comments concerning safety let your Safety Representative or the Ship’s Safety Officer know.

Reporting a “near miss”, even minor, could prevent an accident in the future. “Big or Small, Report them all”

“BAS Statement of Safety, Environmental Protection and Security Policy for Ship Operations” is the basis for all safety procedures on board. This is displayed on the ship’s Safety Notice Board.

“BAS Statement of Safety Policy, Organisation and Arrangements” is available on the Ship Safety Management System via Maximo (SEA-MPM-FWD-03).

There is a Safety Management System (SMS) operating on board, which expands many of the subjects in this file. The manuals that make up the system are kept in the Lounge/Bar on Deck 5 and are available on request from any Officer. The SMS may also be viewed online via Maximo using your BAS log in.

Manuals should not be removed from locations without the an Officer’s permission. If something you are asked to do, or some part of the ship, appears to you to be unsafe, you should follow the complaints procedure. Each Department has a Safety Representative; such matters must be reported to the rep. who will then refer to the Safety Officer.
Familiarise yourself with the following documents that you will find on the Safety Bookshelf located in the Lounge/Bar:

- Marine Standing Instructions
- Risk Assessments (Be sure to read all the General Risk Assessments and any applicable to your work)
- Code of Safe Working Practice for Merchant Seamen
- SOLAS Manuals - Information on the ship's lifesaving appliances & Fire Fighting Equipment.

In addition, if you are a participant in a scientific cruise you should make yourself familiar with additional safety literature to be found in the laboratories as follows:

In the Main Laboratory & the Lounge/Bar
- Laboratory Code of Practice
- COSHH data sheets and information
- Risk Assessments specific to work on deck and in laboratories for your science cruise.

In the Winch Control Room
- Science Deployment Information File (Records of all equipment deployed from the ship with the general requirements and measures)
- SEA-SD-FORM-SCI-01 - Scientific or Charterers Overside Equipment Guidance Notes is the blank form for any new science equipment, ask any officer for a copy to fill out.

5. Electrical Appliances
The ship's domestic electricity supply is single phase 240v 50hz but may not be suitable for certain equipment. Most domestic appliances are allowed but the cabin sockets have low amperage, and high load items e.g. kettles, heaters, extension leads or multi-socket adapters are not to be used.

All electrical devices must be PAT tested before being plugged in if not supplied with a manufacturer's moulded plug. Faulty or incorrect electrical equipment is the cause of many fires on ships, contact the Electro Technical Officer (ETO) or Electronics Officer (EO) for any query or to have your devices tested.

6. Smoking
Smoking and Vaping are NOT allowed in any internal space on the ship. Failure to abide by this rule will result in disciplinary action.

Smoking and Vaping is NOT permitted at all during operations such as bunkering/hazardous cargo loading. (Announcements will be made over the ship's PA system and warning signs will be placed at the designated smoking areas)

The only smoking areas are forward end of both port and starboard lifeboat bays accessible from deck 5.

Cigarettes etc. must be carefully extinguished using only the containers in the smoking areas. On no account should cigarettes be thrown over the side or stubbed out on the deck.
7. ATEX Zones
Due to the nature of the highly volatile aviation fuel the vessel carries, the vessel has to comply with strict tanker regulations. There are certain areas of the ship which are designated ATEX zones on Decks 3, 4, 6, 8 & 9. This means no tools, cameras, radios or any other electrical equipment may enter these zones. Also drones are not permitted to be flown over these zones. The areas are clearly marked on the decks, along the portside and in front of helicopter hanger.

Only equipment bearing an ATEX Rated label can be used in these areas. An example of ATEX rated equipment label:

8. Alcohol and Drugs Policy
You are reminded that BAS operates a strict Alcohol and Drug policy, for your health, safety and the social wellbeing of everyone on board. You will find a copy of the current policy in the back of this file.

It applies to ALL on board (BAS/NERC staff and external Supernumeraries of any organisation) and failure to comply with the policy will result in disciplinary action.

No alcohol is to be brought onto the vessel without the master’s express permission

Drugs other than those prescribed by a Medical Practitioner are strictly forbidden. Any person who is found to be in possession of illegal or non-prescribed drugs will be dismissed at the first available opportunity, repatriated to the UK where the authorities will be informed of the offence.

9. Safety Committee
The names of the Safety Officer and the members of the Safety Committee are posted on the Safety Noticeboard in the lobby outside the Mess. Safety Committee meetings are held at least every six weeks and more frequently if required. Notices before the meeting and minutes of the meeting are posted on the Safety Notice board. During scientific cruises one member of the scientific party is elected as Safety Representative for the science and technical support team. Anyone is welcome to attend the Safety Committee meetings.

10. Access to Decks in Heavy Weather
In heavy weather, access to Decks 3 & 6 (and other open decks) may be banned. Weather-tight doors leading out of the accommodation and laboratories may be closed and dogged tight with warning notices posted. Do not attempt to open any door you find closed and dogged tight without referring to the Officer of the Watch on the Bridge.

11. Movement Around the ship
Movement around the ship can be dangerous due to wet and slippery decks and the rolling and pitching of the ship.

▪ Never run in alleyways or on deck.
▪ Hold handrails provided, especially in rough weather.
▪ NEVER face outward when using ladders.
▪ If unsure about descending a stairway, turn to face the stairs, hold the handrails and proceed backwards.
▪ Never walk, stand or sit on the bulwarks (rail around ship).
▪ ALWAYS wear sensible footwear, especially on the external decks – NO FLIP FLOPS, high heels or bare feet at any time outside the cabins. Footwear with ankle support is strongly recommended on deck.
▪ Always secure doors, hatches and loose equipment
▪ Remember the seaman’s motto - “One hand for yourself, one hand for the ship”.

For further information, see SEA-SD-MSI-GEN-09 & SEA-SD-MRA-GEN-09 - Safe Access & Movement in the Ship’s Safety Management System.
12. Watertight Doors
The ship is fitted with hydraulically operated watertight doors. **These doors can kill.** You must not attempt to pass through these doors until you have been instructed in their use by a member of ship’s staff. Instruction in the correct and safe way to operate these doors is part of the Safety Brief that is given prior to or immediately after sailing, and to new joining Marine Personnel. If you need to pass through a watertight door ALWAYS observe the safe practice that you have been taught. Never try to pass through a door while the alarm is sounding.

These doors are to remain closed at all times whilst the ship is at sea, except to allow through passage, after which they must be immediately closed. Read and follow the safety signs posted on each door. Generally speaking, especially for non-marine personnel, there is little need to pass through these doors as alternative routes are available and should be used.

If you must pass through a door it must be opened to its fullest extent before attempting to pass through. In the normal operational mode; the door, having been opened, will not close without manually operating the local control lever. Be warned that the doors can be set to close automatically from the Bridge, in which mode as soon as the local control lever is released the doors will immediately close. Hence the danger of passing through a partially opened door.

**WHEN PASSING THROUGH WATERTIGHT DOORS, ALWAYS HOLD THE HANDLE IN THE OPEN POSITION UNTIL YOU ARE THROUGH AND CLEAR OF THE DOOR.**

Unlike lift doors in buildings ashore, the watertight doors will not cease to close for soft obstructions like your body.

**OBEY THESE RULES.**

13. When Working on Open Decks
Remember:
- Wear appropriate protective clothing.
- Keep an eye on what is going on around the rest of the deck and possibly over your head.
- Identify and be aware of the hazards.
- Keep out of people’s way if you are not involved in the task and do not distract them.
- Be aware of the danger of loose clothing, long hair, rings and other jewellery.
- Be aware of the effect of regular and sudden ship movement on lifting and other manual handling jobs.
- Keep clear of working machinery, wires and ropes (under tension and slack).

14. The Ship’s Accommodation Lift.
During rough weather the accommodation lift will be out of service and locked out from the Bridge. Do not use the accommodation lift during emergencies or during emergency drills.

15. Emergency Accesses
The vessel has a number of emergency escapes and accesses. These are clearly marked. Do not obstruct these accesses with equipment or baggage.

16. Use of Knives
Knives are a common tool aboard ship but extra care should be taken in their use. Sudden movement of the ship, wet, or slippery ropes/surfaces and uncontrolled direction and pressure must be avoided. Clasp knives should be lockable. **Always cut away from yourself.**

17. Responsibility of Individuals
It is the responsibility of everyone aboard to:
- Take care of their own health and safety and that of their colleagues.
- To follow the health and safety procedures set out by BAS.
- Use the safety clothing and equipment issued or available for use.
- Keep their living and working areas in a clean and safe condition.
Everyone is provided with safety clothing and equipment to protect themselves while working and ashore in Antarctica. Always ensure that you have a correctly sized PSK available in your cabin in case of an emergency in Polar Waters. If you need to swap your PSK for a different size contact the Third Officer. This simple provision may make the difference between life and death should it be necessary to abandon ship.

Section 2 – General Domestic Issues

18. General
Supernumeraries (all non-crew members) are subject to the same disciplinary regulations as the Officers and Crew. As a Supernumerary, you must obey any reasonable instruction given by an Officer or Petty Officer in the course of their duties.

19. Noise in corridors & Anti-Social Behaviour
Due to the confined nature of shipboard life, tolerance and respect for other people is essential. Please read the BAS Respect at Work Policy at the back of this file.

Many of the crew are on “watches” whilst at sea, a routine of 4 hours on 8 off (or 12 hours on 12 hours off during science), which means that at all times of the day and night someone will be sleeping and loud/rowdy behaviour will almost certainly disturb them. Watchkeepers need proper rest to ensure everyone’s safety. As a general rule a closed cabin door means the occupant does not want to be disturbed and a door with a curtain drawn indicates the occupant is off duty but can be approached.

Antisocial behaviour on board constitutes an act of misconduct, which could lead to disciplinary action being taken.

20. Ship’s Time
The ship won’t always adhere to geographical time-zones, the local time relative to GMT is set at the Master’s discretion and may change during your voyage. Remember to synchronise your watch and/or electrical devices to one of the ship’s clocks to ensure you are not very early or very late to meetings & meals.

21. Medical
The ship normally carries a Doctor and if you need any medical care or supplies please ask (if you are taking prescription medications, you must ensure that you have a stock sufficient to last the duration of your time on board. If your prescribed medication is classed as a controlled drug, you must declare this to the Master or Doctor, when you join the ship). Surgery hours are advertised on the Hospital door but medical assistance is generally available at other times if required. If there is no Doctor or Paramedic on board, then report to the Purser for any medical issues that may arise.

22. Garbage Disposal
Your attention is drawn to the notice in this file concerning waste separation and disposal. Everyone should sort their own personal and work rubbish into the different categories and dispose of it in the correct receptacles. For more detail on BAS waste policy either ask the Chief Officer or refer to the BAS Waste Management Handbook.

23. Cabin Cleanliness
Ship’s staff will maintain a high standard of cleanliness in all public areas of the ship. You are responsible for maintaining your own cabin in a clean and orderly condition. A vacuum cleaner and cleaning materials can be found on each deck in a locker marked “Cleaning Locker”. If you have any queries, ask the Purser or a Steward. By law the Master has to inspect accommodation areas weekly, and normally makes “Rounds” on a Sunday morning.

When sharing cabins remember there is not a great deal of space. Please respect your cabin mate’s space and possessions.

At the end of your cruise/voyage you will be required to completely clean your cabin and bathroom ready for the next science team. Cabins will be inspected by a member of the catering department before you disembark.
24. Laboratory & Work Space Cleanliness

The Principal Scientist must ensure that the laboratories & communal science spaces are maintained in a clean and orderly condition. The ship’s crew will have scrubbed out the laboratories before the start of a cruise. During a cruise, scientific and technical support staff should maintain their own work areas in a clean condition. Waste in the laboratories should be separated in accordance with Para 19 (Garbage Disposal) and put into bins.

During a cruise your work area should be cleaned and managed in accordance with the “Code of Practice for Safety in Laboratories on SDA”.

25. Recreational Equipment

The gymnasium and sauna on Deck 3 are open to all on board, please read the safety notices displayed before use. It is your responsibility to ensure that you know how to use the gym equipment properly and to do so when conditions are safe. Remember the ship is always moving, allow for this. Always wipe clean and re-secure equipment after use. Build up your exercise routine gradually to avoid injury. For your safety you should avoid using the gym in rough weather.

26. Meals, Diet and Dress Code

Vegetarians and others requiring a special diet should tell the Purser as soon as possible. Please be prompt at meal times. If you are unable to take your meal at the allocated time, please inform the Purser or Senior Steward who will arrange a meal to be put aside for you. When the vessel is in port and you intend to eat ashore please inform the galley or the Purser.

A communal system of messing is operated on board.

<table>
<thead>
<tr>
<th></th>
<th>All</th>
<th>Watchkeepers Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>0730 - 0800</td>
<td>0730 - 0815</td>
</tr>
<tr>
<td>Lunch</td>
<td>11.30 - 1230</td>
<td>1130 - 1210</td>
</tr>
<tr>
<td>Dinner</td>
<td>1730 - 1830</td>
<td>1730 - 1810</td>
</tr>
</tbody>
</table>

Revised times may be announced in port, when working cargo and occasionally at sea.

Dress code in the Mess is to be clean casual at all times. No working gear or bare feet/flip flops.

For approved formal events – for men, a smart collared shirt with or without tie, long trousers and shoes. Women should adopt a similar level of smart-casual clothing.

The Mess room may be used during smoko periods. At all other times it will be kept clear except for making tea and coffee etc.

27. Laundry Facilities & Linen Change

The Crew Laundry is situated on Deck 6, The officer’s laundry in located on Deck 7 and the Scientist’s Laundry (for all SPP) is located on Deck 3. Please remove your washing & drying from the machines promptly to allow others to use them. Tumble driers should not be used for longer than necessary to dry clothes. The filter must be cleaned of fluff before and after using the drier. Ensure irons are switched off and cool before stowing.

Linen will normally be changed weekly. A clean set of linen will be left outside your cabin. Please place your dirty linen in a pillow slip and leave outside your cabin from where it will be collected.

If the ship is short of water, the linen change may be reduced to once a fortnight. In this case, DO NOT wash your own linen.

28. Fresh Water

Fresh water is always in short supply on board. The amount the ship can make is limited and usually lower than demand. When using the washing machines always do a full load, if necessary share with someone else. Conserve water when possible, report dripping taps etc.

If water consumption is too high, rationing may be introduced.
29. Toilets
There is a fresh water vacuum flushing system for the toilets, this is efficient and clean if used correctly. Do not put anything other than human waste and a small amount of toilet paper into the bowl. Toilets should be cleaned every day but only using Bio-Vac enzyme cleaner supplied in each cabin. Extra supplies are kept in the cleaning lockers on each deck.
There is a supply of female sanitary items on board, available from the doctor. These MUST NOT be disposed of through the toilet system. Paper bags are provided which should then be placed in the waste bags to be incinerated. (Dry Waste - Blue bins).

30. Libraries
There is a collection of scientific textbooks, reports, journals and reference books. There are also general interest books supplied by the Marine Society (distinguishable by their stamp inside the front cover). Please borrow them but ensure that they are returned when you have finished with them and certainly before you disembark.

31. Machinery Spaces
The ship’s machinery spaces and Control Room are strictly out of bounds to non-Engineering staff at all times. (This includes the Scientific Winch Room and Science Sensors Room). If you are interested in looking around these spaces, conducted tours can be arranged. Please speak to one of the Engineer Officers for information.

32. Bridge Visits
You are welcome to visit the Bridge. Each time you visit it is a courtesy to check with the Officer of the Watch that it is convenient to do so. Please avoid change of watch times i.e. 0800, 1200, 1600, hours of darkness, and other busy times unless visiting on science/ship’s business. Please do not crowd the Bridge or engage in noisy conversation as this will distract the OOW and the Watchkeeper from their duties.

If the ship is under navigation, pilotage or being conned by the Master or at other busy times, you are welcome to view from the Met Lounge on Deck 10 rather than the Bridge itself. Please do not take offence if you are asked to leave the Bridge or you are not granted permission to visit as this will normally be due to the demands of the current situation or operation.

33. Bar, Canteen and Bond Supplies
Soft drinks and confectionery are available from the chillers in the public rooms on an honesty Swipe card system / tick sheet basis. A cashless system of accounting operates on board both in the bar and the Bond, the amount spent will be deducted from your salary for BAS/NERC employees, or it will be settled as previously arranged at the end of your voyage. The bond is open at times advertised by the Purser and you are welcome to go and view what is on offer. The Bond is situated on Deck 5.

34. Conference Room
The Conference Room on Deck 4, is equipped with a large flat screen television and games console. It can be used for meetings, watching films, playing games or as a quiet room.

35. Personal Problems
If you have a problem of any kind whilst on board, concerns such as problems at home or on board etc. it is often best to discuss it with someone. You may seek advice from anyone you choose, but it is recommended that you talk to your Head of Department (for Marine Personnel), or the Principal Scientist (for non-marine personnel) or the Master. You can be assured that any such matters will be treated in the strictest confidence. Welfare Officers at BAS & NERC, or a third-party specialist, can be contacted using the details displayed in the Bar & Day Room.

36. Complaints/Appeals/Suggestions
Non-Marine Personnel - If you have any complaints/appeals or suggestions concerning the service provided or safety on board, please raise them with the Principal Scientist or the Master. It is important that you raise any issue while on board, where it can be dealt with at an early stage rather than waiting until you return home. This can very often prevent small problems magnifying out of proportion for the rest of your time on board.
Marine Personnel - SEA-SD-MSI-GEN-14 gives guidance to any member of the marine staff who might have a grievance or complaint. Hard copies of this MSI can be found in training folders and in the Marine Standing Instructions files, stowed in the Lounge/Bar.

37. Going Ashore
Cabins should be locked when unoccupied during port calls. When you go ashore it is imperative that you move the indicator next to your name on the cabin board at the head of the gangway to show you are not on the ship. Likewise, on returning to the ship please indicate that you are on board. This board is used in the event of an emergency on board in port to account for all personnel and it is therefore extremely important to do this.

Whilst ashore, take sensible and appropriate precautions for your safety and security. Be mindful that you are a representative of the SDA, BAS & any associated organisations, behaviour ashore may be reported to the vessel or BAS Cambridge by members of the public. You must return to the vessel in a fit state to respond to an emergency.

38. Station Visits/Going Ashore in Antarctica
- Notices are posted prior to arrival advising of any special instructions or restrictions.
- Prior to or on arrival at a base or landing site there will be a Base and Bio-Security briefings that all who are going ashore will need to attend.
- You must be suitably clothed for going ashore. Always assume the weather will become unpleasant.
- On entering a Station please leave your boots and outside gear in the entrance lobby.
- Obtain permission to look round or ask to be shown round by a Station member.

If you plan to leave the vicinity of the Station, ensure that you:
- Are not restricted to the Station area only.
- Have checked with the Station leader that your route is allowed. Advice is generally available on the Base noticeboard.
- Never go alone.
- Enter your time of departure, estimated time of return, and route in the ships “Walks Book”, which will be located on the Bridge. If you don’t know where it is, ask.
- Stick to your intended route, so you can be traced in an emergency.
- Listen for the ships whistle and if you hear it, return immediately to the ship or embarkation point.

Relief time on Station is a busy period and work must always take priority over recreation.

39. Banned Items or Persons
It is forbidden for anyone on board to have in their possession or to bring aboard any of the following:
- Firearms, ammunition or explosive devices
- Offensive weapons
- Illegal drugs
- Alcohol
- Unauthorised persons

40. Outward Mail from the Ship
If time allows, you are responsible for posting your own mail in port. If a very quick call is being made at a port, small items of mail (Post cards & Letters) will be collected and the cost of mailing will, in these circumstances, be met by BAS. Post boxes are located outside the Purser’s office on deck 5

41. Ship Security
Everyone on board is requested to be vigilant, both on board and in port areas, to assist in keeping the ship secure. If you see anything suspicious or that you think may cause harm to people on board or to the ship, report it immediately to one of the ship’s crew or port security. Security covers everything from terrorism to minor pilferage.

You are welcome to ask the Ship’s Security Officer about personal safety ashore in port as well as reporting any suspicious activity on or near the ship.

Do not touch suspicious packages and keep yourself and other people as far away as possible until help arrives.
If you think there is an unauthorised person on board alert a crewmember.

If you need to summon assistance urgently on board, use the phone or in the extreme case of imminent or actual danger use of one of the “break glass” Fire Alarm buttons.

Be aware that the ship security system exists for your protection, so please co-operate fully with gangway checks and photo identify card rules. Notices about specific security issues will be posted on the ship’s notice boards.

Please obey restricted area signs and keep cabin doors locked in port. If you have responsibility for work areas, please secure them when not in use.

You may be asked to assist the crew in ship searches and patrols. Please carry out these duties diligently and with caution.

42. Cargo Duties
During cargo operations, you may be requested to assist. This might be in the holds, on deck or ashore. It is expected that you will carry out these duties under instruction from the Officers and Crew willingly. Should you feel that a task is beyond your ability or safety level you should inform the Chief Officer.

43. Information (lack of)
Information on the ship’s programme may be sporadic due to the operational demands placed on the Master. Information may be available via the Intranet. If you feel you need detailed information, then ask via the Principle Scientist, King/Queen FID or your Line Manager.

44. Communications

Telephone calls:
The BASNET system means that the ship is an ‘Extension’ of the BAS Office telephone exchange. To make calls, either to extensions on board, in BAS or on the bases, just dial the four-digit extension number. For external numbers dial the full STD code and number, ie 01223 123456. To receive calls to your cabin the number would be 01223 22xxxx (where xxxx is your cabin extension number).

Internet Access:
Skype & Instant Messenger and Social Media:
Skype is not allowed and will not work. Instant Messenger will work from on board. Social media, such as Facebook and Twitter will work but the low bandwidth versions should always be used. It is prohibited to stream or download radio, video, audio, Skype or use similar systems and access to adult or pornographic websites is forbidden

**BAS should not be paying for any portion of your personal telephone calls.** Therefore, all personal calls should be made using a calling card that uses a Freephone or Toll Free access number (e.g. 0800). If you are using an access number that begins 01, 02 or 0345 this is incorrect and advice should be sought from the Electronics Officer.

Various ‘calling cards’ are available via the Internet. When searching on the Internet for a calling card you need to select the UK as the location that you are making the call from as all calls are routed via Cambridge.

Laptops:
All Windows laptops should have the most recent updates applied and current anti-virus software installed prior to joining the ship and before being allowed to connect to the ship’s network. Any laptop that is running Windows 7 or earlier Operating Systems will not be allowed to connect to the network. Network connection is via Cat-5 ethernet cable
Satellite Coverage:
There are occasions, especially in high latitude regions when the ship operates outside of satellite coverage and consequently BASNET communications are lost. The Electronics Officer will be able to advise regarding these limitations if this occurs.

4. Other Information
Other information about the ship, BAS and the Antarctic can be found on the Intranet (the default page on all networked PC’s) and in the back of this file there are additional safety and information notices as follows:

COSWP
Fire on Ships
Personal Survival
BAS Alcohol and Drugs Policy
HSE Sun Protection, Advice for Employers of Outdoor Workers
SDA Shipboard Garbage Disposal

DPA
If you have raised a safety, security or environmental concern on board and feel it requires further attention, the Designated Person Ashore / Company Security Officer can be contacted. Further information regarding the DPA’s role & responsibilities can be found in the Ship’s Safety Management System: SEA-MPM-GEN-01 & SEA-SD-MJD-CAM-05 (available in hard copy in the Lounge/Bar). The DPA contact details are as follows:

dpacso@bas.ac.uk

Primary contact
Randolph Sliester
DPA & CSO
Email - ranies@bas.ac.uk
Telephone - +44 (0) 1223 221 456
Mobile - +44 (0) 7904 263 334

Secondary contact
Julia Webb
Deputy DPA & CSO
Email - jufe@bas.ac.uk
Telephone - +44 (0) 1223 221 344
Mobile - +44 (0) 7740 537 792
**Shipboard Garbage Disposal**

*All garbage is to be collected and disposed of as follows*

**DISCHARGE OF GARBAGE OR ANY OTHER WASTE OVERBOARD IS STRICTLY PROHIBITED UNLESS AUTHORISED BY THE CHIEF OFFICER AND IN ACCORDANCE WITH MARPOL ANNEX V**

<table>
<thead>
<tr>
<th>Garbage Type</th>
<th>Collection</th>
<th>Processing / Disposal of garbage generated at sea</th>
<th>Disposal of garbage generated in port</th>
</tr>
</thead>
<tbody>
<tr>
<td>Glass</td>
<td>Wheely bin in bar</td>
<td>Crushed and retained until suitable shore facility</td>
<td>Recycling skip</td>
</tr>
<tr>
<td>Drinks Cans</td>
<td>Can bank in bar</td>
<td>Compacted and retained until suitable shore facility</td>
<td>Recycling skip</td>
</tr>
<tr>
<td>Metal cans</td>
<td>Storage box in galley/scullery</td>
<td>Compacted and retained until suitable shore facility</td>
<td>Recycling skip</td>
</tr>
<tr>
<td>Paper &amp; Cardboard (shredder paper direct to incinerator)</td>
<td>Paper sack</td>
<td>Baling press. Retained until suitable shore facility or incinerated</td>
<td>Recycling skip</td>
</tr>
<tr>
<td>Recyclable plastic</td>
<td>Green bag</td>
<td>Retained until suitable shore facility or incinerated</td>
<td>Recycling skip</td>
</tr>
<tr>
<td>Non-recyclable plastic, Contaminated food containers, domestic waste (tea bags, non-recyclable cabin garbage)</td>
<td>Black bag</td>
<td>Retained until suitable shore facility or incinerated</td>
<td>General waste skip</td>
</tr>
<tr>
<td>Galley food waste</td>
<td>Macerator (at sea) Red bag (in port) (Use port arrangements if macerator is unavailable at sea)</td>
<td>Macerated &amp; discharged overboard or incinerated</td>
<td>General waste skip</td>
</tr>
<tr>
<td>Sanitary waste, condoms, clinical waste (dressing, swabs etc.) non-macerator food waste including poultry waste and egg shells, oily rags, Tetrapaks</td>
<td>Yellow bag</td>
<td>Incinerated (Witnessed by Doctor or Senior Officer)</td>
<td>Retained for incineration at sea</td>
</tr>
<tr>
<td>Controlled Drugs</td>
<td>Yellow bag (Locked in pharmacy)</td>
<td>Incinerated (Witnessed by Doctor or Senior Officer)</td>
<td>Retained for incineration at sea</td>
</tr>
<tr>
<td>Aerosols</td>
<td>White bag</td>
<td>Retained until suitable shore facility</td>
<td>Shore Facility</td>
</tr>
<tr>
<td>Pharmaceuticals</td>
<td>Blue bag in hospital</td>
<td>Retained until suitable shore facility</td>
<td>Shore facility</td>
</tr>
<tr>
<td>Sharps (including disposable razors, razor blades)</td>
<td>Sharps bins</td>
<td>Retained until suitable shore facility</td>
<td>Shore facility</td>
</tr>
<tr>
<td>Cooking oil</td>
<td>Suitable empty container</td>
<td>Retained until suitable shore facility</td>
<td>Shore facility</td>
</tr>
<tr>
<td>Batteries</td>
<td>EO Bin</td>
<td>Retained until suitable shore facility</td>
<td>Shore facility</td>
</tr>
<tr>
<td>Lighters</td>
<td>EO Bin</td>
<td>Retained until suitable shore facility</td>
<td>Shore facility</td>
</tr>
<tr>
<td>Bulbs/Lamps</td>
<td>EO Box</td>
<td>Retained until suitable shore facility</td>
<td>Shore facility</td>
</tr>
<tr>
<td>Waste electrical &amp; electronic equipment (including ink cartridges)</td>
<td>EO Box</td>
<td>Retained until suitable shore facility</td>
<td>Shore facility</td>
</tr>
</tbody>
</table>

All laboratory waste should be referred to the Lab Manager.

All miscellaneous waste should be referred to the Chief Officer.

Reference SEA-SD-MSI-GEN-32 “Garbage Management” for further details.