**Introduction**

This induction applies to all contractors and shoreside staff working on RV Kaharoa II while it is in port. The purpose of this induction is to help you familiarise yourself with the vessel, understand key H&S requirements, know what to do in an emergency and to ensure you get home safely at the end of each day.

Please read through the following information, watch the induction video and complete the quiz at the end. The induction must be completed by the person intending to work on the vessel. If you have not been on the vessel before, you will be given a brief tour of your work area to ensure you are familiar with emergency evacuation routes, locations of call points and safety equipment etc.

When you arrive at the vessel, each person is required to sign the Visitor Register and record time on and off the vessel. Each person is also required to put their ID in the card holder beside the gangway.

This induction is valid for 12 months.

**Training Records**

Some work requires a particular training qualification, such as:

* Electrical
* Approved filler
* Working at height
* Confined space entry
* Elevated Work Platform
* Scaffolding above 5m

If you are doing any of the above work or other work that requires certification, please send your NIWA Vessel's contact a copy of your latest training certificate(s). Refresher training must be up to date.

**Permit to Work**

RV Kaharoa II operates a permit to work system on board. The permit system is an important tool to manage risk, which takes into account key information such as:

* The location of the work
* Who else could be impacted
* Who needs to be informed
* The hazards involved in the work, and
* The controls that need to be put in place

Your NIWA Vessel's contact will advise you if you require a permit for the type of work you are doing.

**Port Inductions**

Whatever port you are working in, you will need to complete a port induction. Inductions usually last 12 months. If you are working on the vessel in Wellington, here is the link to the online [CentrePort induction](https://www.centreport.co.nz/visitingus/centreport-induction/). ID cards can be picked up from the Inwards Goods office at CentrePort.

Diagram

Description automatically generated

**Induction Video and Quiz**

Please watch the 10-minute induction video and complete the induction quiz. When you submit your quiz answers, an email will automatically alert the NIWA Vessels office that you have completed the induction.

Click on the links below

**[Induction video](https://vimeo.com/1058453091/b2bde39a24?share=copy)**

[**Induction quiz**](https://forms.office.com/Pages/DesignPageV2.aspx?prevorigin=shell&origin=NeoPortalPage&subpage=design&id=c-3KQQxqika6SZ_2qv0cd_KaFwfOqVFHqrKypQ2NfThUNUNTMVNMWDdCVTNCWU1OVkg4Q1JSOVpGUSQlQCN0PWcu&topview=Preview) – Alternatively, if this link does not work, please complete the hard copy quiz below,

and send to [ross.mitchell@niwa.co.nz](mailto:ross.mitchell@niwa.co.nz)

**KAHAROA II INDUCTION QUIZ**

**Personal Name: Date:**

**Company Name:**

**1. How do you sign in and off the vessel?**

(1 Point)

By signing the Visitor Register

By putting your ID into the card holder and removing it when you leave

By signing the Visitor Register and putting your ID into the card holder and removing it when you leave

**2. Upon hearing the ship's alarm, what should you do?**

(1 Point)

Immediately leave your work area, go to the muster station and remove your ID from the card holder

Leave the ship immediately

Wait for further instructions

**3. Where is the muster station?**

(1 Point)

On the wharf

On the winch deck

On the bridge

On the back deck

**4. What is the minimum PPE required on deck?**

(1 Point)

Hard hat

Hard hat and safety boots

Hard hat, safety boots and hi-viz clothing

**5. Where are the emergency escape ladders located?**

(1 Point)

The mess

The engine room and bridge decks

The mess and lower accommodation deck

The galley

**6. Who do you report hazards and incidents to?**

(1 Point)

A ship's officer

Anyone

NIWA office

**7. Where is the defibrillator located?**

(1 Point)

On the bridge

In the mess

In the engine room

**8. Where is the fire safety plan located?**

(1 Point)

On the bridge

In the mess

On every deck

**9. Before and after locking out or tagging any equipment, who do you notify?**

(1 Point)

The Chief Engineer

The Master

The Cook

**10. If you see an activity that looks dangerous or you feel unsafe yourself, what should you do?**

(1 Point)

Stop the job

Ignore it and carry on

Report it at the end of the day

**11.** **Acknowledgement**

I acknowledge that I have viewed the induction video, I agree to follow all safety instructions provided to me in this induction and I will follow all other reasonable instructions and relevant safety procedures during the course of my work.

Yes

**Scan and send the completed quiz with any relevant training records to the Health and Safety Operations Manager who will update the Contractor Induction Register.**