Safe Work Procedure: Person Overboard	**Date of Revision:** Version 1.0 January 05, 2024
Purpose: To maintain sight of a person overboard while maneuvering, and recover the person safely and as quickly as possible	**Responsibility:** **Spotter -** to keep the person in sight and provide assistance **Master –** to bring the vessel back to the person safely and quickly

PERSON OVERBOARD	
In the case of an emergency remain calm, follow the procedure, and mark the steps completed as the procedure is followed to ensure no steps are missed, and a record of actions is provided.	
1.	☐ Whoever sees the victim fall overboard shouts "man overboard!" as loudly as possible and points to the person overboard
2.	☐ The spotter(s) continue to point to the victim until the vessel reaches the person overboard. • *It is vital that spotters **do not take their eyes off** the victim **at any time,** and that they continue to point throughout.*
3.	☐ Throw into the water readily available objects that the person overboard could use to keep afloat.
4.	☐ Master – Turn stern (propeller) away from the person overboard by turning the wheel towards the side of his departure and proceed in the direction indicated by spotter(s)
5.	☐ Alert other vessels in the vicinity so that they can help and not endanger the person overboard
6.	☐ Make a slow, powered approach into the wind, reducing to dead slow as you approach the victim
7.	☐ Kill the engine when the person overboard is grasped.
8.	☐ If there are significant swells, use the heaving line or lifebuoy to avoid the vessel coming down on the person overboard
9.	☐ Prepare first aid support and supplies
10.	☐ Bring the person overboard onboard and begin first aid as needed
11.	☐ Complete an incident report form and advise company and authorities as necessary
Emergency response procedures should be reviewed and drilled annually. **Any amendments to the procedure should result in a change to the version number of the document.**	