

Introduction Standard Risk Identification & Evaluation

The Work Conditions Law (ARBO Law) requires that the employer produces a written record identifying and evaluating the risks related to the work. Also the Maritime Labour Convention 2006 (MLC 2006) requires specific aspects of labour conditions to be addressed. This is done by means of a Risk Inventory and Evaluation (RI&E). The RI&E must, after having been completed, be verified and approved by a certified expert (ARBO-kerndeskundge), as mentioned in the ARBO Law. The purpose of this is to verify if the RI&E is complete and sufficiently addresses relevant risks. If a company has no more than 25 employees (employees includes also apprentices, temporary workers (uitzendkrachten), freelancers, and volunteers) this verification is not required, provided use is made of an industry acknowledged Standard Branche RI&E. This Branche RI&E for Shipping is intended to comply with these requirements.

Objective

Giving insight in the risks of the work and the stay on board and record which measures have been taken to eliminate those risks or reduce them to a level as low as reasonable practicable. Always following sequence of control measures is to be followed: 1. Eliminate the source of risk 2. Shield off/isolate the source of risk 3. Protect the workers from the risk 4. Personal protection. This sequence is the work hierarchy of control (Arbeidshygiënische) strategy. Starting point is addressing first the source, and collective protection measures are prioritized above individual. Personal Protection is a last resort. Generic control measures have been added to ensure applying with the hierarchy of control requirement. Most likely these Generic control measures are already in place to comply with the ISM code.

Use

The Standard RI&E is to be completed by an adequate competent and experienced person. When this is done by the crew, the captain or a senior officer is considered sufficiently competent to recognize and evaluate the risks.

By using the Online tool the RI&E is automatically saved after each item/question. The completed RI&E can be reviewed online by adding users. Every action/measure can be approved and finished by the corresponding employee.

Exports of data of the RI&E can be downloaded from the online tool. If the RI&E is completed and actionholders/users have been added to the action tracker, you can notify all users by the press of a single button. The action tracker shows progress of the finished tasks and measures.

Availability

When registering for the online RI&E tool you can add one or more users who also get write access to help complete the RI&E. Read access can also be granted by adding users when logged in as an admin.

Keeping Up-to-date

The RI&E must be updated: “as often as experience, modified working methods or conditions or the state of science and professional consultancy require”(AW, article 5.4).

The risks in this sector RI&E instruments are already tailored to the risks that occur most frequently in the shipping sector, but there may still be things missing. Can you think of hazards or risks that are not mentioned, but are important to your organization? Then add them by

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creating an in-depth RI&E by means of a Task Risk Assessment, if there are very specific risks for your vessel(s). If they might be important for the shipping industry please report to the KVNR.

In case of updates in the Standard Branche RI&E a new version will be published. All started RI&E's will be updated with new questions, items, standard measures and/or references. There is no need to start over or to create a new RI&E. The progress dashboard will show new questions that have been added in a new version of the RI&E.

It may also be the case that new insights (modified working methods or conditions or the state of science) show that an employer can better tackle a risk in a different way. Therefore, it is advised to review the RI&E control measures on a regular base by e.g. the Safety Committee, Masterreview and management review.

The employer is responsible of the implementation, the effectiveness and workability of the control measures. Fulfillment can be demonstrated to (integrate) the RI&E in the vessel's audit process as required by the ISM code.

Risk Assessment

The standard RI&E is divided into 8 chapters:

1. General
2. Care of work conditions and organization of the work
3. Arrangement of work locations
4. Hazardous substances and biological agents
5. Manual handling
6. Physical factors
7. Work equipment and specific work
8. Personal protective equipment and safety and health signage

Generic Risk Assessments (GRA's) are added when further in-depth elaboration is deemed required of risks that are already generally included in the 'Standard RI&E'. In that case, you can either download the default Generic Risk Assessment, review, adapt and sign for approval and finally upload in the Library or you can upload your own company (already existing) Task Risk Assessments in the library. The GRA's are divided into 3 chapters

1. General Hazards
2. Shipboard Operations
3. Tasks and Activities

The risk matrix for the Standard RI&E is included in the tool. This can be consulted by clicking on the link in the system

Workflow:

1. Register your online access ([registration form](#)) to receive the activation email
2. Activate your account and log into app.crossapproach.eu
3. Click RI&E on the dashboard
4. Click the corresponding chapter to answer the questions. The progress bar will show you where to start or to continue
5. Read the question and the Existing Control Measures that should be expected in place
6. Select OK when Control Measures are sufficient to reduce the Risk to acceptable (green) or moderate (yellow)
7. Select Not OK when additional Control Measures or Suggestions for Improvement(s) are required or are already in place but not mentioned in the Control Measures section
8. Select Not Applicable when activity/aspect/question is not applicable on your vessel
9. Add comments/remarks of the control measures that are in place and give an explanation if the answer is OK/Not OK
10. Decide the level of risk. The first risk assessment is an initial risk assessment without any Control Measures in place (check hazards and consequences).
11. If the answer is Not OK, Add existing or additional measures to comply to the stated requirement by clicking on the blue plus '+' icon
12. Finish by deciding the remaining risk. Include any added control measures in this assessment
13. After completing the RI&E, the action tracker is generated. At the bottom of the action tracker is a button to notify all employees responsible for new control measures
14. Users can either login to the online tool to finish measures/tasks or notify the admin in case of a finished task. The admin can finish measures for other users.

Users have to be added to make use of the email functionality.

Admins of the tool can add users by:

1. Clicking 'Administrator' on the homepage after logging in
2. Click the second tab 'Users'
3. Add the email address of the desired user by clicking the blue plus '+' icon on the right
4. Then click the 5th tab 'Persons' to add the functions (job titles) from the RI&E to the added users.
5. Click the user, and add the corresponding job title(s).
6. When clicking the notify all user button, all users with added job titles will receive the open measures and tasks of the RI&E.

Disclaimer

The employer is responsible for having an RI&E document and plan of action, as well as for its completeness, topicality and veracity. The RI&E should be reviewed and updated by the employer in case new insights (modified working methods or conditions or the state of science) show that an employer can better tackle a risk in a different way. Furthermore, the employer is responsible of the implementation, the effectiveness and workability of the (new) control measures. In order to safely carry out an adapted work process, which cannot be carried within safety regulations, at least one expert in the field of ARBO safety should be involved

In accordance with ARBO Law art 5.6 the employer will ensure that every employee can take note of the risk identification and evaluation. The RI&E should therefore be available to each crew member.

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