



HSSE Stop: Life Jackets Management

4TH December 2025

How to Wear a Life Jacket?

WEAR LIKE A WAISTCOAT



INSERT ARMS BETWEEN EACH LOBE OF THE COVER WITH THE BACKSTRAP CENTRAL AGAINST THE BACK.



ENSURE THE COVER IS CENTRAL OVER BOTH SHOULDERS AND AROUND THE REAR OF THE NECK.



CLOSE THE FRONT BUCKLE ENSURING IT IS SECURE.



ADJUST WAISTBELT TO A SNUG FIT BY HOLDING THE BUCKLE WITH THE LEFT HAND AND PULLING THE LOOSE WEBBING WITH THE RIGHT HAND.



SECURE ANY LOOSE WEBBING BY SLIDING THE WEBBING TIDY AROUND THE WAISTBELT.

Automatic Life Jacket Inflation/Activation

For Automatic Activation/Inflation:

As soon as the “automatic activator” is immersed in water, the jacket automatically inflates. This is to ensure that a person in the water even if knocked unconscious will be kept afloat. The life jacket turns the body automatically to face upwards to avoid drowning. The person in the water must not panic for this action to happen. If there is no one else around, please use the whistle as shown to raise the alarm.

Note that the bottom of the activator would go from green to red if it had triggered. Do not use the Life Jacket.



Automatic Activator

If this device gets wet, the jacket is going to auto-inflate!!



Manual Life Jacket Inflation

The jacket can be manually or automatically activated, or manually inflated:

For Manual Inflation/Activation:

If the life jacket does not inflate automatically pull on the cable (lower RHS of jacket), to manually inflate a Life jacket.

Note that the indicator will go from green to red if the lever had been pulled. Do not use the Life Jacket.



Inside the outer cover on the RHS

Ensure that the activation cable is still protruding when you close the life jacket external cover



Manual Life Jacket Inflation

For Oral Life jacket Inflation:

If the life jacket does not inflate when you pull on cable, remove the black dust cap and blow into the mouthpiece.

Note that an orange whistle is also present to raise an alarm

To deflate the jacket, flip the dust cap upside down and insert into mouthpiece



Dust Cap

Mouthpiece

Whistle



This method can be used as a fail safe to blow up the lifejacket, or to top up the air in an already inflated lifejacket.

Life Jackets – Maintenance Record



Picture 1



Picture 2

- The Life Jacket's Serial Number is found on a sticker at the back of the life jacket. This number can also be found on the table stamped on the inside bladder near the cannister. It is recommended to view the serial number from the sticker at the back of the lifejacket as shown on picture 2.

Life Jackets – Maintenance Record



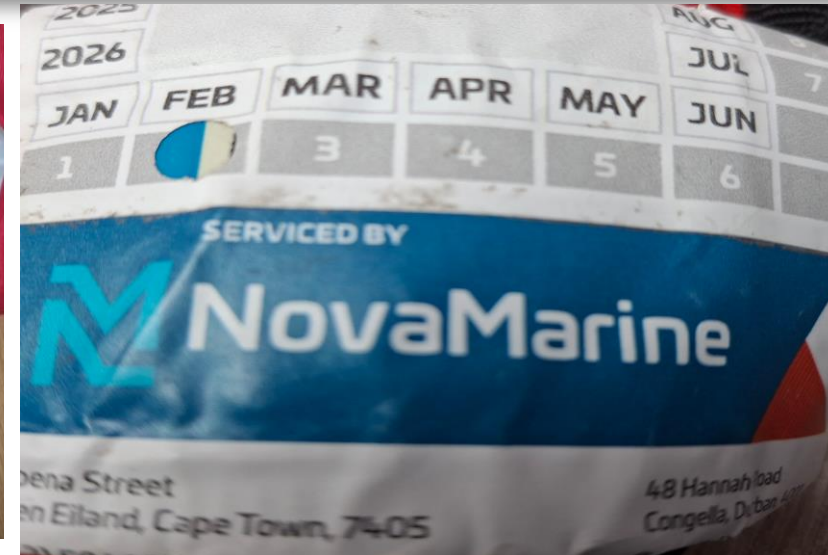
Picture 1



Picture 2

- The Date of Manufacture is indicated on the table inside the bladder with the relevant month & year of manufacture shown by a line through the relevant square (Picture 1).
- The regulation require that the life jackets be serviced annually..

Life Jackets – Maintenance Record



- The above shown are the 2 systems currently being used for individuals to track the last service date and the next service date.
- The blue sticker on the right is being replaced with a plastic tag on the black strap around your waist as shown on the picture on the left. These 2 systems clearly indicate the next service date.
- Individuals are to monitor these dates to ensure the life jackets used are still valid.

Internal Maintenance Process

- Confirm that the serial number as shown in the "Life Jacket Records" tab is correctly reflected under your name. [Life jackets master list.xlsx](#)
- Life Jacket Master List is maintained by the Marine Department.
- Life Jackets require annual servicing and monitor the next service date.
- If the expiry date is within 1 month of the current date, then make a booking for the service by sending an email to Pillaydio[@sapref.com](mailto:Pillaydio@sapref.com)
- You will then be advised when to drop off the life jacket.
- When ready, you will be notified to collect the life jacket.
- Business partners to approach Contract user/Contract holder to assist with bookings.
- All Spare life jackets are kept by the Marine Department.

Advise Statements

- Your life jacket is your responsibility. Make sure you to keep it safe, if you give it to another person ensure to get it back as it is tracked through a serial number.
- The jacket inflates automatically once in the water, and you are not required to do anything but wait for help. The life jacket will move the body to face upwards.
- If the life jacket does not inflate automatically, it can still be activated manually by pulling the activation cable on the side or inflated through the mouthpiece.
- If there is no one else around, **remember to use the whistle to raise the alarm.**
- Life jackets are required to be used at the Berths – when working within 2m of the water's edge and when boarding or disembarking a vessel.

Additional information if one witnesses a person falling in the water

- There are life rings/ life buoys provided on the quay, this is to be thrown in the direction of the person in the water. This is to ensure that the position of the person in the water is easily identified and adds an additional floating device.
- Keep an eye on the person.
- Raise an alarm either through the radio to the panel or use your voice.
- Panel person to call Port Control on 031 308 8262 and give details and location of the person in the water.