Safety Procedures

Under the *Canada Shipping Act 2001* through its *Fishing Vessel Safety Regulations* and the Nova Scotia *Occupational Health and Safety Act* through its *Workplace Health and Safety Regulations*, the Owner of a vessel is required to provide written Safety Procedures for their crew that are applicable to the vessel and its daily operations. In most situations, if the Captain is not the Owner, this task is usually delegated to the Captain of the vessel. These written procedures should form the bases for on-board familiarization and safety training of the crew as well as carrying out drills in preparation for emergencies at sea.

Inspectors from both **Transport Canada** and **Nova Scotia Labour Skills and Immigration - Occupational Health and Safety** do not need to approve the Safety Procedures for the vessel but can ask to see a copy of them on the vessel and may ask questions of the Captain and crew regarding carrying out the procedures.

The following pages provide examples that may be used as a guide to assist the Captain and the crew to design the written Safety Procedures for the vessel. These examples are grouped in to **Emergency Procedures** and **General Procedures** and may be used as they are or can be customized to suit any particular vessel or situation. If required, additional copies of these examples are available in a version that can be edited to suit a particular situation or vessel.

For more information, please review the following:

- Section 3.16 of the *Fishing Vessel Safety Regulations*.
  https://laws.justice.gc.ca/eng/regulations/C.R.C.,_c._1486/
- Sections 7, 7A and 7B of the NS *Occupational Safety General Regulations*
  https://novascotia.ca/just/regulations/regs/ohsgensf.htm
- Sections 1.7, 1.8, 1.15 Workplace Health and Safety Regulations
  https://novascotia.ca/Just/Regulations/regs/ohsworkplace.htm

Emergency Procedures

REFUELING

Purpose
To minimize the risks of explosion and pollution due to improper refueling practices.

Responsibilities
- Captain – Ensure that this procedure is followed.
- Crew – Follow the procedure below at the direction of the captain.

Step	Refueling Procedures	✓ OR N/A

Step	Refueling Procedures	✓ OR N/A

	Suggested Refueling Procedures to Consider	✓ OR N/A
1.	Check that the dispensing point is equipped with appropriate firefighting appliances.	
2.	All non-essential persons should be ashore and clear any refueling equipment.	
3.	Check to see if vents are clear from build-up such as dirt, ice or snow.	
4.	Turn off pilot lights to gas refrigerators.	
5.	Cut off electric power at main switch.	
6.	Close all hatches and openings to prevent fumes from getting into the hull and bilge.	
7.	Do not smoke.	
8.	Place a discharge bucket under air/overflow pipe and close scuppers in case of overflow.	
9.	Ensure refueling equipment (pump) is grounded.	
10.	Have a cloth on hand to catch any spills. Use one for the filler hose and one to monitor airflow from the fuel tank vent. Have sawdust/oil spill equipment ready.	

	Suggested Refueling Procedures to Consider	✓ OR N/A
11.	Ensure grounding cable is attached to the hose and a point on the boat. Do not start the dispenser until the outlet nozzle is inserted in the tank. Hold the nozzle open by hand only – do not lock or jam the trigger of the dispenser in the open position.	
12.	Keep the hose touching the filler neck at all times during refueling to prevent static sparks.	
13.	Carefully monitor the filling rate to avoid overfilling. Use your hand where possible to check for air escaping from the vent. When the tank is nearly full, you will feel a distinct increase in airflow which is the signal to stop fueling.	
14.	Do not remove the filler hose until the fuel flow has stopped.	
15.	Be familiar with all emergency stops.	
16.	Lift the hose to drain all remaining fuel into the tank.	
17.	Thoroughly clean up all surface spills with an absorbent cloth.	
18.	If fuel has spilled into the bilges, pump the bilges manually into sealed containers or pump shore and leave boat wide open for at least 30 minutes to vent.	
19.	When completely satisfied that the boat is free of fumes, start the blower (if available) and let it run for at least four minutes – more if recommended by the manufacturer.	
20.	Start engine before allowing crew to board.	
21.	Dispose of absorbent cloths, sawdust or other fuel-soaked items properly.	
22.	Log all fueling operations: date, time, place, company supplying fuel.	

SAFE LOADING & STABILITY

Purpose
To aid in safely loading a vessel and maintaining stability.

Responsibilities
- Captain – Ensure this procedure is carried out as written and to make any changes needed to this procedure to ensure the safety of the crew.
- Crew – Follow the procedure below at the direction of the captain.

Step	Safe Loading & Stability Procedures	✓ OR N/A

	Suggested Safe Loading & Stability Procedures to Consider	✓ OR N/A
1.	Ensure that fishing gear (nets, ropes, traps, etc.) and supplies (ice, bait, water, fuel, etc.) are stored in such a way that the vessel sits level in the water without any listing, and with adequate freeboard.	
2.	Check all compartments in the hull to ensure watertightness and the water level alarms (if installed) are functioning and the pumping system and/or drainage holes and piping are clear and able to function as required.	
3.	Ensure all bilge pumps are operational.	
4.	Consider the type of catch you're fishing and how it could move around in the hold. Minimize free surface effect by using pen-boards and/or smaller fish boxes.	
5.	Always be mindful of the vessels center of gravity. Placing loads higher up raises your center of gravity and reduces vessel stability.	
6.	Keep your total load within the vessel's rated capacity.	
7.	Keep suspended loads as close to the vessel as possible to reduce the lever effect which can cause the vessel to list.	
8.	Always be aware of changing weather conditions and the vessel's response to those conditions with particular attention to freezing spray or freezing rain which causes weight accumulation higher up on the vessel and reducing stability.	
9.	If the vessel is listing, address the cause before taking on more weight. Listing increases the risk of free surface effect and can get out of hand quickly.	

POLLUTION RESPONSE

Purpose
To minimize the amount of pollutant spilled, prevent pollutants from entering the water, or if it gets in the water, contain it so it doesn't spread.

Responsibilities
- Captain – to alert authorities to get help and specialized equipment, if required to file pollution reports to Marine Communications and Traffic Services (MCTS);
- Crew – Follow the procedure below at the direction of the captain.

Step	Pollution Response Procedures	✓ OR N/A
1.	Respond to pollutant spillage immediately and isolate overflow to prevent further spillage.	
2.	Advise Captain.	
3.	Use available materials - pollution kit to contain spillage and to prevent from entering water.	
4.	Liaise with proper authorities and provide assistance to emergency response vessel.	
5.	Report incident to MCTS (insert number of nearest Marine Communications and Traffic Services Centre).	

PERSON OVERBOARD

Purpose

To maintain sight of a person overboard while maneuvering and to recover the person safely as quickly as possible.

Responsibilities

- Captain – To bring the vessel back to the person safely and quickly. Ensure vessel is equipped with equipment to retrieve both conscious and unconscious personnel. Drills must be conducted to practice using this equipment.
- Spotter – To keep the person in sight and provide assistance.
- All – Ensure you are familiar with operation of any lifesaving equipment.

Step	Person Overboard – Response Procedure	✓ OR N/A
1.	Whoever sees the victim fall overboard shouts, "person overboard!" at the top of their voice and points to the victim.	
2.	The spotter(s) continues to point to the victim until the vessel reaches the victim. *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 victim could use to keep afloat.	
4.	Captain – Turn stern (propeller) away from the victim by turning the wheel towards the side of his/her departure and proceed in direction indicated by spotter.	
5.	Alert other vessels in the vicinity so that they can help and do not endanger the person.	
6.	Make a slow, powered approach into the wind, reducing to dead slow as you approach the victim.	
7.	Reduce engine power. Ensure the transmission is in neutral if there is a danger to the victim being hit by the propeller. The Engine may be needed to power the hydraulics for lifting.	
8.	If there are significant swells, use the heaving line or lifebuoy to avoid the vessel coming down on the victim.	
9.	Bring the victim on board using the boarding ladder or retrieval device or whatever means available that is safe for the crew and the victim.	
10.	Assess the condition of the retrieved person and administer any necessary first aid.	

TAKING ON WATER

Purpose
To identify risk to the vessel and take appropriate steps for prevention and response.

Responsibilities
- Captain – To take steps to ensure the procedure below is reviewed in drills, communicated with all crew and executed effectively when warranted.
- Crew – To assist the vessel captain with any tasks required in response to a situation where the vessel is taking on water.

Step	Taking on Water Procedures	✓ OR N/A

	Suggested Taking on Water Procedures to Consider	✓ OR N/A
1.	Call out, "water in or on the [location]".	
2.	Start pumps or have a crewmate start bailing water out of the vessel.	
3.	Determine where the water is coming from.	
4.	If there is a risk to the vessel, contact authorities and surrounding vessels to advise of your situation and your position. Broadcast mayday.	
5.	Take steps to stop or slow down the leak. Consider grounding the vessel if unable to bring the flooding under control.	
6.	If vessel stability is at risk, begin emergency tasks and prepare to abandon ship.	
7.	Monitor tasks completed: distress flares up, mayday sent, immersion suits on, life raft/boat deployed, head count taken.	
8.	Keep authorities advised of the situation until resolved.	

FIRE RESPONSE

Purpose
To prevent a vessel fire from spreading, attempt to contain or extinguish it, and prepare for potential abandonment.

Responsibilities
- Captain – to manoeuvre the vessel, assign crew roles and responsibilities, advise authorities and determine if abandonment is required
- Crew – to assess, contain and fight the fire, while preparing for potential abandonment
- All – Ensure you are familiar with: operation/location of firefighting equipment, fire escape routes, techniques for fighting different types of fires (i.e. fuel, electrical, etc.)

Step	Fire Response Procedures	✓ OR N/A

	Suggested Fire Response Procedures to Consider	✓ OR N/A
1.	Whoever sees the fire shouts "Fire in the [location]!" Other crewmembers not at the helm should grab a fire extinguisher or hose and come to the location.	
2.	Captain – If in port, call the local fire department (911). If underway, advise shore authorities of vessel location and situation once the assessment has been provided.	
3.	Determine the extent of the fire, whether it requires special treatment (i.e. electrical, fuel, etc.) and advise the captain or direct someone to advise the captain what the situation is.	
4.	While the fire is being assessed, other crew members can: • close windows and vents to cut off air supply; • prepare fire extinguishers, hoses and first aid kit; and • prepare lifesaving equipment in case abandonment is required.	
5.	If the fire is small and it can be fought without crew being in danger of being trapped, do so. Do NOT try to fight a fire if: • it is generating a substantial amount of smoke • it is in close proximity to other flammable or combustible materials • it's too large to handle with one extinguisher; or • it could cut off your exit	
6.	Stand at least six feet from the fire, and keep your EXIT at your back. Think of the word **PASS**, which will prompt you for each of the four following steps: **P** – Pull the pin on the **A** – Aim the nozzle of the extinguisher at the BASE of the fire **S** – Squeeze the handle lever **S** – Sweep from side to side. Work the extinguishing agent over the entire surface of the fire, starting at the closest point and forcing the fire BACK and out. If fire hose available and this is not an electrical or grease or oil fire, use it.	
7.	If successful, have someone advise the Captain while you keep watch in case the fire starts up again.	
8.	If your extinguisher runs out or the fire is too big, get out and shut the door. Use the fixed fire fighting system if available.	
9.	Captain – monitor the situation while manoeuvring to keep the fire out of the wind. Determine whether the risk of fire spreading or of explosion warrants abandoning ship	
10.	Keep authorities advised.	

DISTRESS ALERTING

Purpose
To aid in properly notifying surrounding vessels and Coast Guard when in distress.

Responsibilities
- Captain – Ensure this procedure is carried out as written and to make any changes needed to this procedure to ensure the safety of the crew.
- Crew – Follow the procedure below at the direction of the captain.

Step	Distress Alerting Procedure	✓ OR N/A
1.	On the Radiotelephone frequency 2182 MHz or the VHF channel 16 state "Mayday, Mayday, Mayday'.	
2.	Provide the following information via radio: - Name of vessel (or person) - Nature of incident - Position of incident (repeated twice) - Type of assistance required - Number of persons onboard - Any other important information	
3.	Notify the Canadian Coast Guard on 2182KHz or Channel 16.	
4.	Harvesters are also reminded where possible to: - Initiate a Digital Selective Call (DSC) alert on Channel 70 - Initiate an Inmarsat-C Distress Alert (if installed) - Activate an EPIRB	

ABANDON SHIP

Purpose
To prepare for, and if necessary, carry out an orderly evacuation.

Responsibilities
- Captain – Ensure this procedure is reviewed during emergency drills, and carried out as written when abandonment seems imminent.
- Crew – Follow the procedure below at the direction of the captain.
- All – Ensure you are familiar with operation of any lifesaving equipment.

Step	Abandon Ship Procedures	✓ OR N/A

	Suggested Abandon Ship Procedures to Consider	✓ OR N/A
1.	Sound alarm and inform the crew to prepare to abandon ship.	
2.	Advise authorities that you are preparing to abandon ship by sending a distress alarm.	
3.	Crew are to gather on deck at a pre-determined muster point, warmly dressed, and puts on life saving equipment - PFD, Life Jacket, Immersion Suit or Anti-Exposure Work Suit.	
4.	Captain is to check that all persons on board are accounted for.	
5.	If Life Raft and/or Recovery Boat located on board, crew readies them for launching and get medical kit, blankets, food and EPIRB ready to be placed in the survival craft.	
6.	Review with crew and passengers how the evacuation will be carried out. Stay on board until it is absolutely necessary to abandon ship.	
7.	If the situation deteriorates, call for "abandon ship". Notify authorities of your location.	
8.	Launch survival craft (if available), inflate it, ensuring it's still tethered to the vessel.	
9.	Assist crewmates with entering the life raft.	
10.	Keep life raft tethered to the vessel so long as it is safe to do so.	
11.	Cast off if it appears the vessel will sink or capsize, or if staying alongside poses other hazards.	
12.	If no survival craft, grab whatever you can find to assist in keeping everyone afloat and grouped together	
13.	Step in to the water and keep together as much as possible.	

IMMERSION SUITS

Purpose
To aid in the proper donning, maintenance and storage of immersion suits.

Responsibilities
- Captain – Ensure there is an Immersion Suit of appropriate size for everyone on board and each person is able to don, maintain and store their Suit where it can be easily accessed in the event of an emergency.
- Crew – Follow the procedure below at the direction of the vessel captain.

Step	Immersion Suits Procedures
1.	**Donning:** - Remove from protective bag - Roll suit on deck and sit on it - Insert legs, then stand, insert arms - Put on hood, pull up zipper, put flap over face - Put on gloves (if separate from suit) - Ensure all is secure - Inflate air pillow when in water
2.	**Maintenance:** - Periodic visual examination for signs of wear - Lubricate zippers with beeswax or paraffin - Check expiry on light - If used, rinse in fresh water - Allow to dry before storage, away from direct heat and sunlight
3.	**Storage:** - Lay flat, zipper fully open - Roll from feet to head - Fold arms over, place in bag. - Store in an easily accessible cool and dry place.

HYPOTHERMIA

Purpose
To aid in preventing, recognizing and treating hypothermia.

Responsibilities
- Captain – Ensure the crew understand the information and the importance of knowing how to prevent, recognize and treat hypothermia.
- Crew – Follow the procedures below at the direction of the vessel captain.

Hypothermia Procedures

Prevention
- If you end up in the water, the main areas you'll lose heat from are your head/neck, chest, and groin.
- If you are in the water alone, use the Heat Escape Lessening Position (HELP). Cross your arms and legs in front of you and tuck your chin toward your chest.
- If you are in the water with other people, huddle together so the sides of your chests are touching.
- If you get away from your crew mates, keep blowing your whistle or shouting out.

Recognize the Symptoms
- Shivering (or cessation of shivering)
- Slurred speech or mumbling
- Weak pulse
- Slow, shallow breathing
- Drowsiness
- Confusion or memory loss
- Loss of consciousness

Treatment
- Get the victim out of the water and to a warm, dry place.
- Remove wet clothing if dry clothing is available or the environment is warm.
- Prevent further heat loss by covering the head and neck. Wrap the victim in blankets.
- Do not rub the surface of the body.
- Use rescue breathing if the casualty's breathing has stopped.
- Do not lift the victim by the arms or legs. Elevating the limbs could cause a heart attack.
- Apply heat slowly to increase the victim's body temperature. Use things like warm towels, water bottles, or hand warmers applied to the head, neck and trunk.
- Give warm drinks such as coffee, tea or cocoa – not alcohol
- The condition is critical if the victim is getting stiff, is unconscious, or is showing signs of clouded consciousness such as slurred speech – even though the victim may not be shivering.
- Get medical assistance immediately.

LIFE RAFTS

Purpose
To aid in the safe installation and storage of life rafts.

Responsibilities
- Captain – Ensure this procedure is carried out as written and to make any changes needed to this procedure to ensure the safety of the crew.
- Crew – Follow the procedure below at the direction of the vessel captain.

Step	Life Rafts	✓ OR N/A
1.	Install liferaft where it can be easily launched. Ensure liferaft will float free and clear of obstructions (consider, rigging, masts, anything overhead) should the vessel sink.	
2.	Install/secure liferaft to a cradle as per manufactures instructions.	
3.	Secure the liferaft with lashing to the senhouse/pelican clip hook and hydrostatic release unit (HRU) assembly	
4.	Ensure liferaft can be manually released easily, in a non sinking emergency by operating the senhouse/pelican clip.	
5.	Secure painter to the RED weak link of the hydrostatic release unit (HRU).	
6.	Do not expose raft to paint,exhaust,sparks,oil or anything that can damage container.	
7.	Ensure liferaft is installed/inspected as per manufactures instructions.	
8.	As part of practicing required monthly safety drills consider manually releasing your liferaft, have crew members bring your liferaft to the vessels deck. Practice make permanent!	

PERSONAL FLOTATION DEVICES (PFDS)

Purpose
To aid in the proper selection and use of personal flotation devices (PFDs).

Responsibilities
- Captain – Ensure the crew understand when and the type of PFD they should be wearing
- Crew – Follow the procedure below at the direction of the vessel captain.

Personal Flotation Devices

What type of PFD is required?

Fishing Vessel (Any Length/Tonnage) also fitted with Life Jackets:
- Transport Canada Approved PFD - Canadian General Standards Board CAN/CGSB-65.11-88
- Highly visible in colour (when inflated)
- Fitted with reflective tape
- Fitted with a whistle

Fishing Vessel (Any Length/Tonnage) NOT fitted with Life Jackets:
- Transport Canada Approved PFD - Canadian General Standards Board CAN/CGSB-65.11-88
- Highly visible in colour (when inflated)
- Fitted with reflective tape
- Fitted with a whistle
- Rated at 100 newtons of buoyancy (minimum)

When to wear it:
- Any time there is a possibility of jeopardizing safety (risk of drowning), a PFD must be worn.
- A risk assessment should be carried out to determine the level of risk – when in doubt, put it on.

General Safety Procedures

LOCKED OUT – TAGGED OUT

Locked Out – ensuring a machine or equipment is not able to start or transmit energy when it is being worked on.

Tagged Out – a tag placed at the locked-out position and/or the control position that informs people that the machine or equipment is not to be started or operated.

Purpose

To ensure the proper shut-down, locking and/or tagging, of equipment and machinery on the vessel to help protect crew members from hazardous energy exposure during maintenance or repair and in particular, but not limited to, rotating hazards such as radar scanners, winches and hoists, engine drive systems and power take-offs, etc.

Responsibilities

- Captain – Ensure procedures are developed and carried out to prevent the start-up or engaging of machinery or equipment, intentionally or accidently. Procedures may be required for specific pieces of equipment beyond that outlined below and all may need to be edited from time to time to ensure the safety of the crew.
- Crew – Follow the procedures below at the direction of the captain.

Step	Locked Out – Tagged Out Procedures	✓ OR N/A
1.	Every machine or equipment that is capable of causing injury to personnel due to inadvertent operation while repairs or maintenance are carried out on it must be capable of being locked out while the repairs or maintenance are in progress.	
2.	Identify the person responsible and authorized to manage the lock out of a particular machine or equipment.	
3.	Identify the machine or equipment that requires maintenance or repairs and determine the correct and effective way to shut down and start up again.	
4.	Notify all crew members and any others on the vessel that a lock out is required and the reason for the lock out.	
5.	If the machine or equipment is operating, the operator will shut it down by normal means.	
6.	Turn off any source of power to the designated machine or equipment including mechanical drives, electrical, auxiliary power, batteries, hydraulics, water, etc.	
7.	At the location of the main or primary start-up of the now shut-down machine or equipment, place a lock on the control by whatever means is necessary to prevent someone from restarting that machine or equipment. The lock can be an actual padlock on the control (if effective) or other means of removing the ability to change the control i.e. removing a key, covering or tying it down, etc. (make the control unable to be used or draw attention to it).	

Step	Locked Out – Tagged Out Procedures	✓ OR N/A
8.	Place a notice (a Tag) on the locked control explaining the purpose for the lock out, who placed the lock out, and if possible, how long the lock out will be in place.	
9.	Conduct a test to confirm the designated machine or equipment is shut down and safe to proceed with the planned maintenance or repair.	
10.	When the planned job is complete and the machine is ready for testing or normal service, check the work area to ensure that no one remains exposed to a possible hazard.	
11.	When all is clear, remove all locks and tags, restore energy sources to the machine or equipment.	
12.	Operator can restart the machine or equipment and check that it is operating properly and the activity was effective.	

BOARDING

Purpose
To inform fish harvesters on safe boarding practices and to minimize the likelihood of an incident.

Responsibilities
- Captain – Ensure this procedure is carried out as written and to make any changes needed to this procedure to ensure the safety of the crew. Ensure PFDs are worn where there is a risk of drowning.
- Crew – Follow the procedure below at the direction of the captain.

Step	Boarding Procedure	✓ OR N/A
1.	Before boarding, always take time to evaluate the wharf, looking for rotten spots, splinters, protruding hooks and nails, etc. Check for the location of the nearest lifebuoy.	
2.	Ensure the vessel is tied to the wharf in a manner that reduces the distance a person must cross during boarding.	
3.	Make sure ladders and gangways are free from ice, snow, mud, or other debris and equipment. Watch out for ladders missing rungs or railings	
4.	If using a gangway, ensure it is secure on at least one end before stepping onto it and gangway nets are secure underneath it.	
5.	If using a ladder to board, maintain three points of contact at all times.	
6.	If you are loading supplies or materials onto the vessel, the first crew member on board should assist those on the wharf with passing items on to the vessel rather than carrying it across a gangway or on a ladder.	

PRE-DEPARTURE CHECKS

Purpose
To check items that will promote a safe voyage and reduce the likelihood of an incident.

Responsibilities
- Captain– Ensure this procedure is carried out as written and to make any changes needed to this procedure to ensure the safety of the crew.
- Crew – Follow the procedure below at the direction of the captain.

Step	Pre-Departure Checklist	✓ OR N/A
1.	Check the weather forecast. Confirm that the conditions match the forecast. If poor weather is forecast, make plans that will reduce risk of incident.	
2.	Consider the planned route for the voyage and mentally note any local hazards or boating restrictions.	
3.	Verify there is enough fuel for the voyage, including a reserve in case of trouble.	
4.	Check other fluid levels – oil, coolant, battery, etc. – and visually inspect hoses and belts.	
5.	Check for signs of oil and water leaks in the engine compartment and in the hold.	
6.	Confirm that bilge pumps will work.	
7.	Check that drain plugs are securely in place.	
8.	Visually inspect life rafts and lashings.	
9.	Check that fire extinguishers and other firefighting equipment are in place.	
10.	Pull out all charts needed for the voyage, with applicable corrections indicated, to make sure they are on board, then put back in place.	
11.	Check that the first aid kit, spare tools and spare parts are where they should be.	
12.	Confirm that the battery charge indicator reading is normal.	
13.	Check that the compass and other navigational equipment are working properly.	
14.	Turn on radiotelephone 15 minutes before departure and begin monitoring.	
15.	Make a test call to confirm you can transmit. Check other communication equipment is operational.	
16.	Turn navigation lights on and check they are working.	
17.	Ensure there are enough life saving equipment on board and of the right size for everyone on board (PFDs, lifejackets, survival suits (if required) life raft capacity, etc.).	
18.	Ensure persons located on shore (company, family, etc.) are aware of the voyage plan with number of persons on board and details – route and expected return time.	

ENGINE ROOM CHECKS

Purpose

To safely carry out regular engine room checks while at sea. The engine room should be checked every hour or two at a minimum. Lubricating prop shaft bearings and checking for oil leaks and worn belts can prevent breakdowns at sea which may be hazardous if sea conditions become unfavourable.

Responsibilities

- Captain – Ensure this procedure is carried out as written and to make any changes needed to this procedure to ensure the safety of the crew. To monitor the well-being of crew members who enter the engine room via checks or video feed.
- Crew – Follow the procedure below at the direction of the captain.

Step	Engine Room Checks	✓ OR N/A
1.	Before entering the engine room, ensure the captain is aware of your plans.	
2.	Upon entering the engine room, don a pair of ear muffs to protect yourself from potentially damaging noise levels. Take a second to smell the air for potential unexpected fumes before entering.	
3.	Check on a regular basis engine oil and coolant levels, bilges, and alarms for bilges, engine, and engine room.	
4.	Inspect and lubricate prop shaft bearings while maintaining a safe distance. Ensure you aren't wearing loose clothing that may become caught in rotating components.	
5.	Check belts for wear, and look for oil leaks around fittings and gaskets. Do not touch the engine without gloves as the surface may be excessively hot.	
6.	Ensure that the engine area is free from flammable materials.	
7.	Let the captain know when you have left the engine room.	

FATIGUE MANAGEMENT

Purpose
To aid in managing fatigue associated with the long work days required in the fish harvesting industry. *(See more information in the Safety Section)*

Responsibilities
- Captain – Ensure this procedure is carried out as written and to make any changes needed to this procedure to ensure the safety of the crew.
- Crew – Follow the procedure below at the direction of the captain.

Step	Fatigue Management Procedures	✓ OR N/A
1.	Schedule work to allow crew adequate time to rest. This might include rotating duties like Watchkeeping.	
2.	Provide access to refreshments (water, coffee, tea, juice, soft drinks, etc.) and allow crewmembers adequate time to consume it during a long shift.	
3.	Know the signs of fatigue; some things to watch out for are: - Reduced alertness - Trouble with short term memory - Irritability - Giddiness - Headaches - Falling asleep against your will (head nodding)	
4.	Know the risks of fatigue; fatigue leads to: - Reduced mental and physical functioning - Impaired judgement and concentration - Slower reaction time - Increased risk-taking behaviour	
5.	Know how to manage fatigue in crew members: - Take a break - Have a nap - Have a refreshment (caffeine should be avoided) - Have something to eat - Get some fresh air - Rotate tasks - Discontinue the task if the risk is too great	

PREVENTATIVE MAINTENANCE

Purpose
To ensure regular preventative maintenance is being carried out on the vessel to reduce the risk of equipment failure.

Responsibilities
- Captain – Ensure this procedure is carried out as written and to make any changes needed to this procedure to ensure the safety of the crew.
- Crew – Follow the procedure below at the direction of the captain.

Step	Preventative Maintenance Procedure	✓ OR N/A
1.	Test bilge, ballast and fire pumps, clean the strainers and service pumps.	
2.	Have life rafts serviced annually and replace hydrostatic releases as required.	
3.	Check if fire extinguishers are fully charged and inspected annually.	
4.	Check if personal life saving equipment (life jackets, PFDs, immersion suits, life ring, etc.) are sufficient for number of persons on board, are serviced, ready and easily accessible if needed in an emergency.	
5.	Check batteries in detectors, emergency lights, etc.	
6.	Check all ship's batteries, service and replace corroded terminals.	
7.	Service the main and auxiliary engines.	
8.	Service any heat exchangers and/or refrigeration systems.	
9.	Check all electronic equipment and service as necessary.	
10.	Test the anchor winches, run out anchors and remark anchor cable.	
11.	Test and service domestic plumbing system and fresh water purification system.	
12.	Service hydraulic system, change filters if required, lubricate exposed control valves and hose fittings, and repaint, if needed.	
13.	Check and service the steering system.	
14.	Do other maintenance checks as required for particular equipment or operations on board your particular vessel.	
15.	Ensure maintenance (frequency, inspections, service and repairs) of each specific piece of equipment is as recommended by the manufacturer	

WATCHKEEPING

Purpose
To aid in safely monitoring vessel and sea conditions while the remainder of the crew rests.

Responsibilities
- Captain – Ensure this procedure is carried out as written and to make any changes needed to this procedure to ensure the safety of the crew.
- Crew – Follow the procedure below at the direction of the captain.

Step	Watchkeeping Procedures	✓ OR N/A
1.	Ensure watch schedules and durations take in to account for crew size, each person's experience and qualifications at keeping watch, and their capacity bearing in mind the level of fatigue that each may be experiencing.	
2.	If you have just woken up, be sure to hydrate yourself and consider consuming some refreshment such as coffee to maintain alertness.	
3.	While on watch, keep an eye on gauges to ensure vessel systems are running properly.	
4.	Monitor navigation equipment to keep an eye out for land, ice and other vessels.	
5.	If you run into an issue or hear an alarm and are unsure of what to do, always alert the captain. Do not wait.	
6.	If another crewmember goes out on deck during your watch, you are responsible for keeping an eye on them and being mindful of where they are and when they head back inside.	
7.	If you feel yourself falling asleep while on watch, get up and walk around or get some fresh air. If you are unable to stay awake, alert a crewmate to take over for you. Know your limits.	
8.	After spending time on watch, ensure you get adequate rest before starting your next shift. Please see the safety procedure for Fatigue Management for more information.	

MANUAL LIFTING AND HANDLING

Purpose
To aid in the safe lifting and handling of heavy loads.

Responsibilities
- Captain– Ensure this procedure is carried out as written and to make any changes needed to this procedure to ensure the safety of the crew.
- Crew – Follow the procedure below at the direction of the captain.

Step	Manual Lifting and Handlings	✓ OR N/A
1.	Assess whether you should ask for help with a lift before attempting it – know your limits. *NOTE: WorkSafe general recommendation is the maximum lift for one person is 23 Kg (51 lbs).*	
2.	Make sure your work area is free of obstructions before lifting as you may have trouble seeing the floor while carrying the load.	
3.	Get as close to the object as possible before lifting.	
4.	Avoid twisting motions during the lift.	
5.	Keep your back straight and lift with your legs.	
6.	Do not lift objects overhead.	
7.	Ask for help when the load is beyond your capacity or use a mechanical lift when the load is beyond human capacity.	

ROPES AND CABLES

Purpose
To aid in working on deck safely where ropes and/or cables are in use as part of the fishing gear.

Responsibilities
- Captain – Ensure this procedure is carried out as written and to make any changes needed to this procedure to ensure the safety of the crew.
- Crew – Follow the procedure below at the direction of the captain.

Step	Safety Around Ropes and Cables	✓ OR N/A
1.	Inspect ropes and cables for wear on a regular basis and make repairs or replace immediately.	
2.	Ensure the right size and type of rope or cable is used for the right job.	
3.	As the fishing gear is hauled in, store the ropes in such a way that they do not create a tripping hazard or danger when setting the gear again.	
4.	Before setting, make sure you have a plan for where the ropes will run and where you will stand.	
5.	Clear the work area of non-essential personnel.	
6.	Ensure you have a knife on hand in case of entanglement (always cut away from yourself).	
7.	Ensure your boots have adequate grip.	
8.	Wear gloves to prevent rope burn.	
9.	Keep your feet planted in one place, where possible, to reduce risk of stepping into the ropes.	

NOISE

Purpose
To aid in reducing hearing damage due to exposure to excessively loud noises while on board the vessel.

Responsibilities
- Captain – Ensure this procedure is carried out as written and to make any changes needed to this procedure to ensure the safety of the crew.
- Crew – Follow the procedure below at the direction of the captain.

Step	High Noise Levels	✓ OR N/A
1.	Assess the high noise levels you are exposed to in carrying out your daily tasks by taking noise level measurements using a sound level meter or dosimeter to read noise levels. If you don't have access to one, there are apps available for mobile phones that are able to read decibel levels with some accuracy. Another method of testing noise is to stand at arm's length from one of your crewmates and attempt to have a conversation. If you have to shout to be heard at this distance, noise levels are most likely high enough to cause hearing damage.	
2.	Identify tasks where noise levels are dangerously high and find a means to reduce or eliminate that noise. This often means installing sound insulation, doors or bulkheads to isolate rooms, etc.	
3.	If you are unable to reduce noise to an acceptable level, protect crew members from the source of the noise using hearing protection. Ear plugs and ear muffs are often able to reduce noise levels by 20-30 decibels which can be enough to prevent hearing damage. They are low cost solutions and can be purchased at most hardware stores.	

Remember: hearing damage typically occurs slowly over many years. This slow progression means you usually won't notice damage is done until it's too late. This damage is permanent.

WORKING AT HEIGHTS

Purpose
To aid in reducing the risk of injury due to working at heights above the main deck.

Responsibilities
- Captain – Ensure this procedure is carried out as written and to make any changes needed to this procedure to ensure the safety of the crew.
- Crew – Follow the procedure below at the direction of the captain.

Step	Working at Heights	✓ OR N/A
1.	Use a fall-arrest system and fall protection whenever working in an area where there is a danger of falling. A construction style clip-on lanyard is recommended whenever a crew member must work at heights.	
2.	Tie-off tools and parts when working at heights so they won't accidently fall and injure those below.	
3.	Delineate a drop zone below and let crewmembers know not to enter that area until the overhead work is complete.	
4.	Turn off radio equipment and radar scanners when working aloft as these devices emit radiation, and the torque of a rotating scanner can cause serious injuries.	
5.	'Tag out' equipment by placing a sign on them to inform potential users there is work being performed above. Do not forget to remove the sign when work is completed.	

HOISTING EQUIPMENT

Purpose
To aid in the safe use of hoisting equipment used on a vessel.

Responsibilities
- Captain – Ensure this procedure is carried out as written and to make any changes needed to this procedure to ensure the safety of the crew.
- Crew – Follow the procedure below at the direction of the captain.

Step	Use of Hoisting Equipment Procedures	✓ OR N/A
1.	Check maintenance logs to ensure hoisting equipment has received formal inspections at intervals based on the manufacturer's specifications. *NOTE: It is the responsibility of the owner that all forms of hoisting equipment and components located on the vessel (trap haulers, auxiliary winches, knuckle booms, etc.) must be inspected and tested by a competent person and the capacity posted on the equipment.*	
2.	Ensure persons operating the hoisting equipment is trained and experienced in its safe operation.	
3.	Prior to use, visually inspect hoisting equipment to check for cracks, broken welds, deep corrosion, etc.	
4.	Before hoisting a heavy load, clear an area where the load will pass in case it fails and drops unexpectedly.	
5.	Wear proper personal protective equipment.	
6.	Ensure all crewmembers working around hoisting equipment are familiar with their operation and any safety devices that may be equipped (shut-off switches, shear pins, etc.).	
7.	The hoisting equipment's load limited must be posted and never exceeded.	
8.	Be mindful of the distance the hoist is extending beyond the vessel. Keep the load as close to the vessel as possible.	
9.	Be mindful of incidents relating to "stored energy" which occur when a hoist hooks into a solid object and the operator "forces" it until it breaks free. This release of energy can cause serious injury and/or property damage in an instant.	
10.	For hoisting equipment located on the wharf or as part of other equipment for lifting catch or fishing gear on to or off the vessel, it is the vessel owner's responsibility to check if the equipment meets safety requirements for the task it is to perform. All above procedures should be followed when that equipment is being operated.	

HOUSEKEEPING

Purpose
To reduce the risks associated with poor housekeeping.

Responsibilities
- Captain – Ensure this procedure is carried out as written and to make any changes needed to this procedure to ensure the safety of the crew.
- Crew – Follow the procedure below at the direction of the captain.

Step	Housekeeping Procedures	✓ OR N/A
1.	Ensure the deck and other work areas are free from loose materials and debris before and during your trip. Slips, trips and falls might seem insignificant but can result in life-altering injuries.	
2.	Keep ropes away from walkways to prevent potential entanglement.	
3.	Ensure lifesaving equipment is easily accessible at all times. Poor housekeeping can slow down emergency response and evacuation procedures.	
4.	Clean up as you work rather than waiting until the end of the shift.	

HANDLING TRAPS

Purpose

Moving and handling of traps, such as for Lobster and Crab, are heavy and awkward. With the additional weight of the catch in them, they must be handled carefully to prevent injury. The purpose of this procedure is to aid in safe handling of traps on
deck and when loading or off-loading the vessel.

Responsibilities

- Captain– Ensure this procedure is carried out as written and to make any changes needed to this procedure to ensure the safety of the crew.
- Crew – Follow the procedure below at the direction of the captain.

Step	Handling Traps Procedures	✓ OR N/A
1.	Wait for the trap to be lowered on to the deck or landing rail before grabbing onto them. Let the machinery do the work for you.	
2.	Assess the weight of a trap before moving it and ask for help when lifting excessively heavy loads.	
3.	Lift with your legs, keep your back straight and keep the load close to your body.	
4.	Avoid twisting at the hip while holding a heavy load.	
5.	Wear gloves at all times to protect your hands from injury.	
6.	Handle the catch with care and efficiency to maintain the quality of the catch and to prevent injury.	
7.	After the catch is removed and trap is rebaited, place the trap in location where it can be set (released in to the water) again without a danger to the crew.	
8.	If stacking traps on deck, secure them in such a way that they will not fall off the stack due to the vessel movement.	
9.	Keep an eye on ropes and where they are in relation to your workspace.	

HAULER USE

Purpose
To safely use the hauler for bringing in the rope back line in the trap fisheries.

Responsibilities
- Captain – Ensure this procedure is carried out as written and to make any changes needed to this procedure to ensure the safety of the crew.
- Crew – Follow the procedure below at the direction of the captain.

Step	Rope Hauler Use	✓ OR N/A
1.	Check hauler prior to each trip to ensure it is well maintained and in optimum working condition. This includes checking for wear, greasing the rollers, checking condition of the sheaves, and testing the controls.	
2.	Ensure hauler is mounted in a safe and solid location and away from limbs before powering on.	
3.	Ensure equipment and personnel stay at a safe distance from hauler while it is running. If the rope jumps out of the hauler it may cause injury.	
4.	Use a tool or a safe handling technique to put the rope in the hauler if it jumps out of place. Never use your hands near the hauler sheaves when in operation.	
5.	Ensure the control is firmly in the off position when servicing the hauler. Use a 'lock-out, tag-out' system.	
6.	Never wrap the rope around your hand as it may pull you into the hauler causing serious injury.	
7.	Always keep a knife nearby in case a rope needs to be cut.	

TRAWLING AND DRAGGING

Purpose
To reduce the risks associated with trawling and dragging activities.

Responsibilities
- Captain – Ensure this procedure is carried out as written and to make any changes needed to this procedure to ensure the safety of the crew.
- Crew – Follow the procedure below at the direction of the captain.

Step	Trawling and Dragging Procedures	✓ OR N/A
1.	Maintain contact with the wheelhouse before starting and after stopping operations (depending on the size of the vessel).	
2.	Use hand signals for communication when operating the winches or working near the trawl.	
3.	Crew must stand clear of all moving gear (trawl, cables, etc.) when shooting away or hauling back.	
4.	Do not work or stand on the inside of any rope or cable that is under strain passing through a pully that changes the pull direction.	
5.	Pay special attention when stepping over the warps. Never step over warps when taking back the gear under a strain.	
6.	Releasing and securing trawl doors should be carried out only by trained and experienced crewmembers.	
7.	Use guardrails, lifelines and PFDs when working near the stern ramp. This area is particularly hazardous.	
8.	Stand clear and/or use rope guides whenever hoisting fishing gear (i.e. codend, scallop drags, etc.) off the deck.	

WINCHES

Purpose
To reduce the risks associated with winching activities.

Responsibilities
- Captain – Ensure this procedure is carried out as written and to make any changes needed to this procedure to ensure the safety of the crew.
- Crew – Follow the procedure below at the direction of the captain.

Step	Rope Hauler Use	✓ OR N/A
1.	Thoroughly inspect winches prior to your trip. Look for signs of corrosion, frays in cables or ropes and cracks in the housing/mounts.	
2.	Ensure winch brake is working properly.	
3.	Ensure there are guards over the moving parts of the winch to prevent a person from injury if working near the winch.	
4.	Ensure no loose clothing is worn near the winch.	
5.	Crewmembers must maintain a safe distance from the winch while it is in use.	
6.	Only experienced crewmembers are to control the winch and work in its immediate vicinity.	
7.	Be mindful of the load rating of the winch and ensure it is not exceeded.	
8.	Install guides on winches to avoid having to manually guide the cable or rope. Manual guiding significantly increases the risk of a crewmember being caught and pulled into the winch.	
9.	Ensure you have an agreed upon procedure for shutting down the winch when a jam or tangle occurs. All crewmembers working near the winch should be aware of this procedure.	

SAFE WORKING PROCEDURE-_____

Purpose

Responsibilities

Step		✓ OR N/A
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

SAFE WORKING PROCEDURE-_____

Purpose

Responsibilities

Step		✓ OR N/A
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		