Captain's Standing Orders

It is important that every Captain develops their own Standing Orders and makes sure that the crew understands and follows them.

> HERE ARE SOME EXAMPLES OF WHAT TO INCLUDE IN YOUR STANDING ORDERS:

1. If in doubt about anything, call the Captain.
2. Know the vessel's position at all times.
3. Monitor the radar on both short and long range to detect all other vessels.
4. Always monitor vessel traffic and note the names of vessels in the area.
5. Check the weather and note any changes in the log book.
6. No drugs (unless prescribed by a physician) or alcohol at any time.
7. Slow down if you aren't sure about something and need time to assess the situation.
8. Don't take the wheel until you are fully awake.
9. For a night watch make sure your eyes are adjusted to the dark.
10. Don't turn over the wheel if you are in a close quarters situation.
11. Check the boat once a wheel turn for fire or water ingress.
12. Call the next guy 15 minutes before his turn at watch.
13. When you hand over the wheel, identify any traffic in the area.
14. Make sure you follow and understand the rules of the road (Collision Regulations TC).
15. Use the watch alarm.

Captain's Standing Orders

What are your best practices for someone taking the wheel? *Date each entry DD/MM/YYYY*

Note these below.

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Conducting a Risk Assessment

WHAT IS RISK ASSESSMENT?

A risk assessment is a thorough look at your workplace to identify hazards (things, situations, processes, etc. that may cause harm, particularly to people). After identification is made, you analyze and evaluate how likely and severe the risk is. When this determination is made, you can next, decide what measures should be in place to effectively eliminate or control the harm from happening. A "control" refers to procedures put in place to reduce the possibility that a hazard could turn into an incident. By implementing these procedures, you are controlling risk.

WHY DO I NEED A RISK ASSESSMENT?

As an integral part of an occupational health and safety management plan, risk assessments help to:

1. Create awareness of hazards and risks.
2. Identify who or what may be at risk (e.g., crew, visitors, the public, environment, etc.).
3. Determine whether a control program is required for a particular hazard.
4. Determine if existing control measures are adequate or if more should be done.
5. Prevent injuries or illnesses.
6. Prioritize hazards and control measures based on severity and probability.
7. Meet legal requirements where applicable.

(Source: Canadian Centre for Occupational Health and Safety website)

HOW DOES IT HELP ME?

By completing a risk assessment, you bring awareness to hazards that might otherwise be missed or unspoken in the workplace. It often provides perspective by engaging owner/operators and crew members in a process of analyzing the tasks they carry out each day and considering how things might go wrong. In completing the assessment, you can start to eliminate hazards that might be avoidable, as well as develop controls to minimize risk.

IS IT REQUIRED BY LAW?

Risk Assessment facilitates the development of safe work procedures which are required by law as outlined in the Nova Scotia Occupational Health and Safety Act and Regulations, and the Fishing Vessel Safety Regulations (Section 3.16). By complying with legislation, you demonstrate due diligence in managing the risks associated with your operations. Should an incident occur, you are able to demonstrate that you took appropriate measures to identify, eliminate and control the hazards associated with your work where reasonably practicable.

Notes