



Pêches et Océans
Canada

Fisheries and Oceans
Canada

Garde côtière
canadienne

Canadian
Coast Guard



**FLEET
CENTRAL AND ARCTIC REGION**

Familiarization Guide

**For Supernumerary Personnel
Carried Aboard CCG Ships**

FALL 2016



TABLE OF CONTENTS

INTRODUCTION.....	2
PRE-DEPARTURE PREPARATIONS	
• Before the Ship Sails.....	3
• Items and Services Provided On Board.....	4
• Items to Bring with You.....	4
• Basic Pre-Departure Information.....	5
SAFETY	
• Boat and Fire Drills.....	5
• Shipboard Safety – Basic Points.....	6
EMERGENCY SITUATIONS ON BOARD	
• Instructions in the Event of an Emergency.....	7
• Fire.....	7
• Person Overboard.....	7
• Accidents and Injuries.....	8
RESPONSIBILITIES EXERCISED ON BOAR	
• Working Aboard the Ship.....	8
• Roles of the Officers and Crew Members.....	8
• Conducting Programs.....	9
GENERAL INFORMATION	
• Work Injuries.....	11
• CCG Policy on Drug and Alcohol Consumption.....	11
• Smoking in the Workplace Policy.....	12
• Workplace Hazardous Materials Information System.....	12
• Harassment in the Workplace.....	12
• Refuse Disposal.....	12
• Permission to Go Ashore.....	12
• Communications.....	12
• Emergency telephone number.....	12
• Cabins.....	13
• Meals.....	13
• Snacks.....	13
<i>APPENDIX I</i>	
Glossary of Marine Terms and Expressions.....	14
<i>APPENDIX II</i>	
General Layout and Characteristics of the Ship.....	20
<i>APPENDIX III</i>	
Ship Telephone Numbers and Addresses.....	21
<i>APPENDIX IV</i>	
Policy on Harassment Prevention and Resolution.....	22
<i>APPENDIX V</i>	
Smoking in the Workplace Policy (Circular FC 3-2000).....	27
<i>APPENDIX VI</i>	
General Statement of Risks.....	29
<i>APPENDIX VII</i>	
Statement of Medical Fitness.....	32
<i>APPENDIX VIII</i>	
Waiver.....	34
<i>APPENDIX IX</i>	
Safety Around Helicopters.....	35

INTRODUCTION

Over the past decade, there has been a substantial increase in the number of programs that the Department of Fisheries and Oceans conducts in the sphere of oceanography, fisheries research, marine navigation services, search and rescue and hydrography. One direct consequence of this is the greater number of people taking part in the projects who have practically no seagoing experience. In light of this, we have prepared this guide for future passengers aboard Canadian Coast Guard (CCG) ships. However, experienced mariners may also want to consult it to expand their knowledge of CCG ships and activities.

It is hoped that people who have little or no knowledge about ships and navigation will find this guide useful in providing a *general* introduction to CCG ships and their handling. Please note that this general information does not include instructions in the event of an emergency, nor the operational directives specific to each ship; this information is set out in the Standing Orders of the Commanding Officer and of the supervisor.

Though the main focus of this guide is safety, we have included pertinent pre-departure information and a check-list, as well as several other lists concerning useful items and helpful facts, particularly with respect to the Laurentian Region's heavy icebreakers.

The Guide is intended for "supernumerary personnel", that is:

- Scientific personnel;
- Contractual personnel;
- Technicians who normally work ashore; and
- Any other person who is not a Department employee, for example, students who work aboard CCG ships.

The term "supernumerary personnel" includes all people who do not belong to the ship's operating complement, but who play a role associated with the work being conducted with the ship.

PRE-DEPARTURE PREPARATIONS

Before the Ship Sails

It is important to take the following points into consideration before boarding the ship:

- The date and time that you must arrive on board
- The time the ship will sail
- The duration of the voyage
- Your passport and identification papers if the ship will be going abroad
- Your working hours while aboard
- The work environment (the ambient temperature and the type of clothing to wear)
- Your medical fitness – All Fleet personnel must undergo a medical examination; all other personnel will want to know of any medical problems they may have that could be detrimental to their safety. Though each ship has one or several persons on board with first-aid training, access to medical care is generally limited. Should you experience health problems prior to the ship's scheduled departure, please consult a medical practitioner concerning any precautions that should be taken, and ensure that it be made clear that it will not be possible to quickly reach doctors or paramedics during the voyage. Before the ship sails, the Commanding Officer must be notified of any health problem or medication requiring special attention. All supernumerary personnel must fill out and submit a "Statement of Medical Fitness" form before the ship sails.
- Health and medical insurance
- ***The members of the scientific research personnel and/or the personnel of other programs*** will want to discuss the following points with their program leader: the location of the major work areas; their responsibilities on board the ship; plans concerning gear and additional safety equipment and items needed for the program.
- The research scientists and/or the members of other programs who want to board hazardous material or dangerous chemicals must provide the Scientist-in-Charge and/or the Commanding Officer with the Material Safety Data Sheets (MSDS) for these products, if any. In addition, all dangerous goods loaded aboard must be wrapped in compliance with the Transportation of Dangerous Goods Regulations.

The following forms must be completed before the ship sails:

- Statement of Medical Fitness (Appendix VII). This form provides a means by which to ensure that supernumerary personnel who are aboard CCG ships are able to endure normal conditions of life at sea and that their health status will not endanger the health and safety of the other people aboard.
- Waiver and release. This form must be filled out only by **persons who are not federal government employees** (Appendix VIII). One of the objectives of the waiver and release form is to draw the attention of the person signing it to the possibility of an accident occurring and the precautions that should be taken, given the circumstances (in particular, having an adequate insurance policy in the event of an injury).
- Personal Information Form. This document must disclose a phone number to dial in case of an emergency, allergies, etc.
- Material Safety Data Sheets, as applicable.

Items and Services Provided On Board

- Sheets, pillows blankets, towels, facecloths, cleaning supplies, toilet paper, hand soap and laundry detergent (sheets and blankets are periodically replaced)
- Personal flotation device (temporary loan only)
- Protective headgear (solely to tide over)
- Meals
- On certain ships, the cabins are made up by a steward (the bunk is made daily and the cabin is cleaned). **When no such service is offered, occupants are asked to keep their cabins clean. Regular inspections of the ship's premises are periodically conducted by the designated authorities aboard.**

Items To Bring With You

- Personal hygiene products
- Warm clothing (regardless of the season)
- Clothing you can discard, since it can become very dirty in certain work areas on the ship
- Clothing appropriate to the season and for the places of activity
- A hat to protect against the sun and other headgear for protection against the cold, for example, a tuque
- CSA-approved steel toe shoes, which must be worn when working on deck or as per the watch officer's instructions. Closed toe shoes with anti-slip soles must be worn when carrying out any task whatsoever on board the ship.
- Work gloves
- Rainwear is issued to crew members only; it is thus recommended that you bring your own.
- Sea sickness medication, if advisable, based on your medical record or if you have never gone to sea.
- Alarm clock
- Flashlight
- A spare pair of glasses (as applicable)
- Sunglasses
- MedicAlert bracelet (as applicable)
- If you take prescribed medications: bring a reserve supply (+20% of what you will require for the planned duration of the voyage).
- Camera or video-recorder
- Sport fishing license (It is sometimes possible to fish from the ship. However, a fishing licence is mandatory.)

Basic Pre-Departure Information

When you board, the Commanding Officer will ask you to sign the ship's book and one of the officers or a designated crew member will show you around the ship to familiarize you with it and with the applicable safety rules, as well as indicate the location of your lifeboat station.

Try to learn your way around the ship as early as possible, in particular, the area around your cabin and your usual work place, as well as the bridge, the galley, the laundry room, fire extinguishers and lifebouys. Learn what the best and second-best paths are for you to take to your designated emergency station and take note of means of evacuating inside spaces in the event of a fire.

Read the information posted on the bulletin boards regarding the ship's First Aid Attendants, the meal hours, the use of laundry facilities, etc. You may want to ask if there are any information pamphlets on the ship available for people who have just boarded.

Please note that some parts of the ship are reserved for certain designated members of the ship's complement. You should know which sections or rooms are reserved for the officers, for the crew and for any other members of the personnel. You must also remember that when the ship is underway, visitors on the bridge are not allowed to use any navigation or communication equipment located there without the officer of the watch's authorization. The engine room and galley are also restricted areas. Instructions concerning access to the bridge, the engine room and the galley can be found in the Commanding Officer's Standing Orders.

SAFETY

Boat and Fire Drills

Boat and fire drills are held regularly. When an emergency situation arises, or when a drill is held, everyone must follow the established orders. In your cabin, you will find a card near your bunk indicating the location of your muster station, in the event of an emergency. It is important that you fully understand what is indicated on the card. You will also be provided with this information during your initial safety tour of the ship upon your arrival.

Emergency warning signal: an alarm signal that rings continually, at times accompanied by the ship's whistle, when appropriate. Insofar as possible, this signal is followed by an announcement over the PA system (or by another suitable means of communication), indicating the emergency location and providing the crew with brief instructions.

Lifeboat station muster signal: a succession of seven or more short blasts on the ship's whistle, followed by one long blast, accompanied by the general alarm which is sounded in the same sequence. A general announcement may be made over the ship's PA system.

All supernumerary personnel are to take part in the drills.

You are responsible for knowing the location of:

Your designated muster station – indicated on the card posted near your bunk. The information that appears on this card should be mentioned to you during initial safety tour of the ship when you first embark.

Your lifejacket – kept in your cabin. It should be equipped with a whistle and a battery-operated strobe light. The lifejacket is a critical safety accessory; do not leave it lying around the ship or use it as a cushion or pillow, etc. If your lifejacket is not in satisfactory condition or if it is missing from your cabin, please notify the mate on duty so that

he or she may look into the matter. Knowing the proper way of wearing your lifejacket is vital; remember that you must wear it during all drills and in all real emergency situations.

Immersion suits – their location on the ship varies from one vessel to the other. You should be advised of where they are located during your initial safety tour of the vessel when you first embark.

Portable extinguishers, including their utilization. (This point is addressed in the section on safety.)

You are also responsible for knowing the meaning of the safety signals posted aboard the ship.

Shipboard Safety – Basic Points

- All employees are to be very familiar with the sections of the Canada Labour Code that apply to their duties, including the Maritime Occupational Health and Safety Regulations.
- Instructions have been established with regard to "hot work" (welding), diving, entering confined spaces, etc. It is therefore important to know the policy that applies and to obtain authorization prior to carrying out any such activities.
- When their work is to take them near chemical products, all members of the personnel in question must be informed of the type of products and must be very familiar with the Workplace Hazardous Materials Information System (WHMIS) as well as the location of the material safety data sheets (MSDS). As mentioned under "Basic Pre-Departure Information", the person in charge of the program is to ensure that the Commanding Officer is provided with the MSDSs of all chemical products, etc., before bringing these products on board.
- All members of the personnel must wear the safety equipment called for to carry out their specific task. If you have any doubts, consult your supervisor.
- Know how to react to sudden movements of the ship, such as yawing. Persons on board must always keep one hand free in order to at all times be able to hold onto the ship's hand rails.
- **Safely store all objects before the ship sails** – Owing to the ship's movements in heavy seas, all equipment must be secured and firmly lashed down. When in doubt, ask for assistance.
- **Always use the gangway** when boarding or leaving the ship.
- **Always wear appropriate safety clothing** (safety hat and steel toe shoes) when you are working on deck. Think of the deck as a industrial worksite. Other shoes, such as sandals, always present a potential risk since they do not provide firm support, offer little protection and may cause you to stumble or slide on the steps of stairways.
- **Be wary of the decks' uneven surfaces**, especially at dark.
- **See to it that all doors and hatches are secured at all times.** When open, they must be kept in position using the hook provided for this purpose; otherwise, carefully close them. Never let doors or hatches swing or swivel or move freely with the motion of the ship.
- Outside decks can be dangerous, particularly in bad weather. **When weather conditions are poor, all outside decks are off limits to passengers, unless an authorization is obtained from the deck watch officer. The officer will take appropriate measures to ensure that the passenger(s) is/are able to move about safely on the deck.**
- **Stay clear of all ropes, cables and blocks under strain.** Do not touch any rope or cable that is moving.
- Gather, clean and securely store all pieces of equipment after each use. Do not leave any equipment lying on deck even if it does not belong to you. Firmly lash it down.
- Keep your premises clean and items properly stowed. If left long enough in the free air, piles of hydrocarbon-soiled cloth can result in spontaneous combustion and catch fire. Do not keep any paint or solvent in your cabin.
- Should you have any medical problem whatsoever, advise the First Aid Attendant.
- Wear comfortable clothing that is nonetheless close-fitting since loose-fitting garments or clothing with baggy sleeves, for example, can become caught on protruding objects or on parts of equipment when you work in

confined spaces or when you move about on the ship. Large gaping pockets, hoods and shoulder straps can easily become caught in machinery.

- If you sense a danger, notify your supervisor.

EMERGENCY SITUATIONS ON BOARD

Instructions in the Event of an Emergency

When an emergency situation arises aboard a CCG ship, substantial distances are commonly involved in obtaining assistance. For this reason, CG personnel must know how to react to the situation, with full command of activities being assumed by the ship's Commanding Officer. **Please note that the emergency instructions for each ship are established so as to meet the particular ship's specific requirements.**

The following information is presented to familiarize you with certain emergency situations. However, it is not in any way a substitute for you informing yourself about the ship's specific characteristics when you will be on board.

Fire

Once you have embarked, it is important that you read the Commanding Officer's Standing Orders, which include instructions in the event of an emergency. Meanwhile, you can read over the following general instructions that you must follow *when a fire is spotted or when there is reason to believe that there is a fire aboard*:

- If you believe that there is a fire somewhere, **DO NOT OPEN THE DOOR**,
- Sound the alarm and
- alert the deck officers and indicate to them where the fire is located.
- If it is a small fire that you feel you yourself can control, owing to your training in firefighting, do your best to extinguish it using a portable extinguisher.
- Where possible, close the doors and hatches in order to isolate the fire.
- Go to the muster station that you were to report to when the alarm signal is sounded.
- Remember that each ship has its own fire plan, that this plan establishes the responsibilities of each fire response team leader and that this information appears on the card near your bunk.
- If you are surrounded by smoke, cover your nose and your mouth with a damp cloth and crawl on the deck, where the smoke is less dense.

Since most fires are caused by negligence, it is essential that you continually observe the shipboard environment and, for the sake of prevention, remain vigilant. A fire on board a ship is one of the most dangerous situations known.

Person Overboard

If a person falls into the water...

- Throw a lifebuoy over the side of the ship.
- Notify the deck officers that there is a "MAN OVERBOARD / UN HOMME À LA MER" while indicating on which side of the ship the person has fallen, if known.
- Keep your eyes constantly fixed on the person overboard.
- Point to the person to help the deck officers and other observers locate and keep the person in sight.
- All members of the ship's crew know what to do when a person falls overboard. The instructions specific to each ship can be obtained from the Chief Officer ("the Chief").

Accidents and Injuries

All accidents and injuries—including equipment loss or damage and minor injuries—must be reported to the deck officers. The watch officer will inform the Commanding Officer, when appropriate, and will have an emergency action taken when necessary.

RESPONSIBILITIES EXERCISED ON BOARD

Working Aboard the Ship

DFO policy requires that the various programs that call on the services of CCG ships must be cooperative and combine the responsibilities of the Commanding Officers and the mission chiefs. This policy also applies to the ship's personnel and to supernumerary personnel, for example, technicians, assistant hydrographers, fishery officers, and research scientists.

Before the ship sails, the program leader will advise ***all members of the personnel of the program*** of their respective responsibilities. These duties and responsibilities may have to be modified to meet mission requirements. In certain cases, the program's personnel, for example, a team of scientists, may need to work shifts during the periods determined by the scientist-in-chief. In addition, the hours of the shifts may vary since scientific programs conducted at sea can be pursued 24 hours a day; work schedules can thus be established by the program leader and his or her personnel.

Roles of the Officers and Crew Members

The different positions held by officers and crew members aboard the ship are presented below, as well as a brief description of their duties. The size of the ship's complement, and its organizational structure, vary from one ship to the next.

COMMANDING OFFICER – The Commanding Officer has a number of responsibilities, including the safe and efficient navigation of the ship, maintaining discipline aboard and ensuring the well-being of all personnel, in accordance with the regulations under the Canada Shipping Act, the regulations enforced by the Canadian Coast Guard, the Department's delegation of authority with respect to personnel and the departmental discipline guide. The Commanding Officer is responsible for ensuring that the ship's business is well managed and smooth-running, including hiring and final release authorizations for crew members and supernumeraries, as well as pilotage, customs, etc. He or she sees to it that the work to be carried out on board—whether for the scientist-in-chief, the hydrographer or the agent responsible for searches, fishery management or other programs—is conducted effectively. In addition to promoting a healthy atmosphere on board, conducive to working efficiently, the Commanding Officer informs the duty officer daily of the sectors in which the scientist-in-chief, the hydrographer or the agent responsible for the programs intends to work and makes certain that all members of the crew and all supernumerary personnel have clearly understood the responsibilities that he himself delegates to the coxswains to assure the safety of the small craft. *(Please consult Section 5-A of the Fleet Safety Manual.)*

CHIEF OFFICER – As head of the deck department, the Chief Officer is responsible for the discipline, safety and well-being of the seamen as well as the maintenance and cleanliness of the exterior parts of the ship, the inside corridors and the gangway. The Chief Officer is also in charge of rope running and standing parts and the operation of all deck machinery. He or she may be assigned watches.

DECK OFFICERS – When ensuring the conduct of the ship, the officer is on bridge duty and must be informed of all activities under science, fisheries or other programs requiring that work be carried out alongside and/or that the ship change position. Whenever the situation warrants, the deck officer can have the Commanding Officer come to the bridge.

BOSUN – The highest ranking seaman, the bosun supervises the deck department crew members and the maintenance and running of the ship, with the exception of the engine room and the galley.

COXSWAIN – The coxswain is qualified to assume responsibility for the safe operation of a small craft and its crew, a responsibility that is delegated by the Commanding Officer or by the Operations Director. The coxswain's responsibility with respect to the hydrographic craft can be delegated to the members of the program's personnel whose qualifications enable them to assume responsibility for safely operating the craft.

SEAMAN – The seamen report to the bosun and perform all the work to be done on the ship's decks as well as take turns as helmsmen and ensure a visual lookout when the ship is under way.

CHIEF ENGINEER – The Chief Engineer is responsible not only for the operation and maintenance of the ship's engines, but also for the work performed by all engine-room department personnel.

SENIOR ENGINEER – Second in command in the engine room, the senior engineer reports directly to the Chief Engineer in matters respecting the engine room and its personnel. The senior engineer may be assigned watches, as may the Chief Engineer. The senior engineer normally assumes responsibility for the safe operation and use of all deck machinery and scientific equipment.

WATCH ENGINEER – The watch engineer works in the engine room where he or she is responsible for the operation and maintenance of the ship's engines and other machinery.

OILER – Oilers report to the watch engineer. Their duties include the maintenance and operation of the ship's engines.

COOK – The chief cook and the second cook prepare three meals per day and an evening snack, and also clean the galley and the dining room.

STEWARD – Stewards report to the chief cook or to the logistics officer, if there is one aboard. Their job is generally to clean the dining rooms, the officers' cabins and certain cabins used by supernumerary personnel aboard large ships when cabin steward staffing so permits.

LOGISTICS OFFICER (when there is one aboard) – The four major areas of responsibility of the logistics officer are material management, financial management, administrative services and the ship's personnel, as well as commissary services and upkeep of the premises.

Conducting Programs

PROGRAM LEADER (scientist-in-charge, responsible agent - Fisheries, etc.) – The role of the program leader is that of primary liaison agent between the program's personnel and the Commanding Officer. Being responsible for organizing and carrying out the program, the program leader must, at the trip's planning stage, see to it that there will be sufficient personnel to complete the program. He or she must provide the Regional Operations Centre (ROC) with a list of the team members; the ROC will then communicate this information to the Commanding Officer and will make arrangements for the team to board the ship. Since the leader in question is responsible for the program, any problems encountered by its personnel must be reported to the leader so that he or she may advise the

Commanding Officer accordingly, when circumstances so warrant. Numerous reports of past voyages confirm that when a number of projects are being conducted simultaneously, confusion can result. The program leader is ultimately responsible for resolving all disputes; only when an incident is liable to be detrimental to the shipboard environment is this responsibility conferred to the Commanding Officer. The program leader is to ensure compliance with all applicable standing orders issued by Fisheries Management, Fisheries Research and the Canadian Hydrographic Service, as well as with the regulations under the *Canada Shipping Act*, Canadian Coast Guard Fleet Orders and with the enforcement policies in effect. Maintaining discipline on board falls under the regulations approved by the Regional Director General according to the delegation of authority with regard to personnel. (Since the *Canada Shipping Act* stipulates that ship safety matters are the responsibility of the Commanding Officer, they cannot be delegated.) (Reference: Procedure 7.E.3 of the Fleet Safety Manual – Science Operations)

The program leader must provide the Commanding Officer with a Scientific Plan/Itinerary in which all safety risks inherent in the program are identified, as well as the precautions to be taken to mitigate them.

The program leader must ensure that:

- All wires, hooks, chains and tools added to the ship's gear and used during any part of the processes are accompanied by the required certificates (or an agreed upon equivalent, such as a reliable, approved manufacturer's certificate), as required under the Tackle Regulations;
- All participants in the processes have received the necessary training and have been adequately initiated;
- All equipment brought on board is lashed down to the satisfaction of the Chief Officer;
- All hazardous materials are identified as such and lashed down in accordance with the standards respecting the transportation of dangerous goods, and that the Chief Officer is provided with a list of the merchandise;
- Communications are set up and agreed upon before any work takes place;
- The small craft are used in compliance with CCG orders;
- Personal protective equipment is identified and used by all the personnel involved in the processes being performed;
- Persons not involved in the processes being performed remain clear of the scientific work area, insofar as possible;
- The lifting points on heavy scientific gear are inspected prior to lifting the gear;
- All equipment brought onboard while the processes are being performed is securely lashed down;
- All members of the personnel who perform work involving the use of helicopters have acquired the necessary training;
- Upon completion of a program having involved the use, storage or removal of toxic chemicals and/or radioactive materials, an expert in the field checks whether any residual or trace elements remain in the area and that this person declares that the area presents no danger. The areas in which an unacceptable level of trace elements is found must be quarantined until such time as they are declared "cleared" for use. Personnel will be provided with the necessary information and steps will be taken to ensure their health is protected;
- Contingency plans addressing all health, safety and environmental risks relating to the completed project are in place;
- The people authorized by the program leader to work directly with bridge personnel keep the latter fully informed and updated of their intentions. **MATERIAL MUST NEVER BE PASSED OVERBOARD WITHOUT CONSULTING THE BRIDGE PERSONNEL BEFOREHAND.** At the change of watch, the person being relieved must brief his or her replacement of the ongoing activities, giving all the necessary details, so that the routine may continue uninterrupted; and
- The Commanding Officer is informed of the particular duties of the personnel involved in the program.

GENERAL INFORMATION

The social dimension of life aboard a ship is, as may be expected, unique. Though a person's privacy is limited when living in close quarters, it must nonetheless be respected. Similarly, it is important to keep noise to a minimum, out of respect for off-duty watchkeeping personnel who may be resting.

Work Injuries – All employees must immediately advise their supervisor of **any** accident or injury that occurs on board or at the place of work. (The information given to your supervisor will be entered in the First Aid Attendant's register and re-entered on different forms used by the CSST [Commission de santé et sécurité au travail – Québec's workmen's compensation commission] and in other accident reports, if required). The program leader is to report any accidents or injuries to the Commanding Officer, as well as all equipment loss and/or damage.

CCG Policy on Drug and Alcohol Consumption – CCG ships and aircraft are multi-taskable resources that can be assigned, with minimal notice, to conduct an escort, enforce fisheries regulations, limit damages or assist in SAR activities. In view of the importance of these roles and responsibilities, persons are prohibited from carrying out their duties on board CCG ships or aircraft when under the influence of psychoactive substances.

According to the *Criminal Code*, every one commits an offence who operates a vessel or an aircraft, or assists in the operation of a vessel or an aircraft or has the care or control of a vessel or an aircraft, whether it is in motion or not, while the person's ability to operate is impaired by a psychoactive substance. Among the personnel particularly addressed by this ban are navigators, helmsmen, engineers and lookouts.

Consequently:

1. CCG policy requires that all persons aboard CCG ships or aircraft be made aware of the rules of conduct and behaviour expected of them.
2. No person shall be impaired by a psychoactive substance at any time while on board a CCG ship or aircraft.
3. No person shall perform, or attempt to perform, any duties while impaired by a psychoactive substance.
4. No person shall consume any mood-altering substance while on watch or on duty. A person may consume a legal prescription or non-prescription drug, provided it does not cause the person to become impaired.
5. Any public servant found to be in contravention of this policy is subject to disciplinary action up to, and including, discharge.
6. Any person, over whom the Commanding Officer has no line authority, who is found to be in contravention of this policy will be formally reported to the Operational Services Director, who will report the incident, in detail, to the appropriate person having authority over the individual concerned.
7. The Commanding Officer has the absolute authority to remove any person who is in violation of this policy from the vessel or aircraft. (Reference: Canadian Coast Guard Fleet Safety Manual, Section 2.0)

This policy applies to all supernumeraries as well as to the ship's personnel. Alcohol consumption is governed by Coast Guard Fleet Order 520. This order is posted on the ship's bulletin boards. For further information, please consult the ship's authorities.

Smoking in the Workplace Policy

The federal government has applied a smoking in the workplace policy in the public service. Given that the ship layout varies from one vessel to the next, a detailed policy on smoking on board each ship is set down in the Commanding Officer's Standing Orders. (See CCG CF 3-2000 regarding the smoking in the workplace policy – attached, **Appendix V.**)

Smoking in bed is strictly prohibited on all ships. As well, smoking may also be banned on open decks during certain operations, such as loading and bunkering, aboard some ships. Check with the ship's authorities for the various bans.

Workplace Hazardous Materials Information System (WHMIS)

The WHMIS, a nationally regulated program, was established under the *Hazardous Products Act*. The objective of the system is to ensure that workers who handle hazardous material or who work near such material are able to obtain information and training regarding the use and handling of these materials. The CCG requires that there be material safety data sheets (MSDS), written by the supplier, accompanying all hazardous material used by its employees. The MSDSs are kept in binders provided for this purpose at designated WHMIS stations. For more information on the WHMIS and MSDSs, contact your supervisor.

The ship's authorities must be advised when dangerous merchandise is to be on-loaded so as to be able to comply with the regulation governing the shipping of dangerous goods.

Harassment in the Workplace

DFO policy requires that the Commanding Officer, the scientist-in-charge and the other program leaders ensure that no harassment occurs in the workplace and that they take measures to definitively correct any situation that contravenes this policy. The Policy on Harassment Prevention and Resolution can be found in **Appendix IV.**

Refuse Disposal – Recycling and storage capacities vary from one ship to the other. It is important that you check with the ship authorities regarding refuse disposal and recuperation.

Permission to Go Ashore – During a voyage, it is sometimes possible to go ashore. When such is the case, the date and time of the ship's departure are normally posted at the top of the gangway. Before disembarking, you must tell the deck officers where you are going, as well as how you can be reached. In the context of a specialized search and rescue mission, the ship must be ready to sail within 30 minutes' notice. You are to know the date and time of the ship's departure and must notify the watch officer each time you leave the ship. Remember that the onus is at all times on you to join the ship.

Communications – The use of communication equipment for personal purposes is left to the Commanding Officer's discretion. Since the rules governing access to this equipment vary from ship to ship, you should consult the Commanding Officer's Standing Orders. There may be charges for personal communications; if so, the bill must be paid before you leave the ship.

Emergency Telephone Number – Should the families of supernumeraries need to contact them in the event of an emergency on board or a family emergency, we recommend that they address their messages to the Regional Operation Centre (ROC). The messages will then be forwarded to the ship or to the site to which the supernumerary is assigned. The ROC can be reached 24 hours a day at **1 855 209-1976** or **514 283-1753**.

Cabins – Cabins are designated for single or double occupancy. Depending on the circumstances, they can be occupied by two or more persons. The Commanding Officer makes the arrangements in this regard with the scientist-in-charge or the program leader. The Department's policy is to assign the multiple occupancy cabins to persons of the same sex. On large ships, the toilet and shower may be located inside the cabin; otherwise, they are outside the cabin or on another deck.

Meals – Meals are prepared by the ship's cooks. Project personnel (scientists, fishery officers, etc.) are served in the ship's dining room where appropriate dress is required. A second sitting is necessary when there is a large number of people to serve. The people served during the first sitting are therefore asked to finish their meal as quickly as possible. Priority is given to watchkeeping personnel (crew members or program personnel responsible for the watch) or to those who must relieve them. Seating is not reserved; however, some seats may at times be reserved for the Commanding Officer and other officers and senior members of the personnel. You are asked to not linger at the table after meals in order to allow the personnel to clean up. If you wish to pursue a conversation over a cup of coffee, the lounges are at your disposal.

Snacks – Snacks are normally made available in the evening. When such is the case, you should inquire into the rules that apply (e.g. where to put dirty plates, which refrigerator and which cupboards are accessible outside of normal meal hours). If you are on a special diet or enjoy certain foods, you can bring your own supplies, but do not expect to be allotted space to store them in the refrigerator. If you are allergic to certain foods or ingredients, please let the chief cook know.

APPENDIX I

GLOSSARY OF MARINE TERMS AND EXPRESSIONS

ABAFT	Aft or on the aft, in the direction of the stern (<i>arrière</i>)
ABEAM, ABREAST	At right angles with the longitudinal axis of the ship; on the beam (<i>travers</i>)
ABOARD	On or within a ship (<i>à bord</i>)
ABREAST, ABEAM, ON THE BEAM	Position of the ship with respect to an object (<i>par le travers</i>)
ACOUSTIC WIRE	Electric wire with electric conductors integrated (<i>fil électrique acoustique</i>)
AFT	In the direction of the stern; toward or at the stern (<i>arrière</i>)
AGENT	Ship's wharf officer (<i>agent</i>)
ALOFT	What is located above the decks, for example, on the mast or the rigging (<i>en haut</i>)
AMIDSHIPS	Mid-way between the bow and the stern, along the axis of the keel (<i>milieu du navire</i>)
ASTERN	Toward the after or back end of the ship (stern); behind the ship; motion astern (<i>sur l'arrière</i>)
ATHWARTSHIP	At right angles with the ship's longitudinal axis (<i>transversalement</i>)
BEAM	Maximum width of the ship (<i>largeur</i>)
BEARING	Direction of an object or of a ship as indicated by the ship's compass. The relative bearing is the direction of an object relative to the heading of the ship, for example, 0° with respect to the bow and 180° with respect to the stern. The true bearing is the direction of the ship with respect to North, with 0° indicating North and 180°, South. (<i>relèvement</i>)
BELAY	Temporarily make a rope fast without knotting it by making one or more S-shaped turns (the shape tends to vary if the rope is made from synthetic material) around a cleat (<i>tourner</i>)
BELOW	Lower parts of the ship, inside, that is below the decks (<i>en dessous</i>)
BEND	To make a rope fast to another or to a spar (<i>faire ajut</i>)
MOORING BERTH	Place where the ship docks or drops anchor (<i>poste de mouillage</i>)
BERTH	Bed or bunk (<i>couchette</i>)
BIGHT	The double part or loop of a rope (<i>double</i>)
BIGHT	Small fairly shallow bay (<i>anse</i>)
BITTER END	The end of a cable not subjected to handling, that is, the end that is fastened to the winch or the bits

(étalingure de puits [or étalingure de cale])

BITTS	Perpendicular wooden or iron posts to which cables can be secured (<i>bitte</i>)
BLOCK	Mechanical device with one or more openings and as many wheels with a grooved periphery (sheaves) that is used to multiply the handling power of suspended cord or to change the direction of the force (<i>poulie</i>)
BOATHOOK	Long, solid shaft with a pointed hook at one end (<i>gaffe</i>)
BOW	The forward end of a vessel (<i>proue</i>)
BRIDGE	The location above the main deck from which a vessel is steered and its speed controlled; also describes where the officers are on duty in the command position (<i>passerelle</i>)
BULKHEAD	A partition corresponding to a wall, in naval construction (<i>cloison</i>)
BULWARK	Type of fence along the edges of the decks (<i>bastingage</i>)
BUOY	Floating objects that differ in shape and design, normally anchored, which serve as aids to navigation, anchorage markers and indicators of submerged objects, or used to carry scientific or test equipment (<i>bouée</i>)
CABLE	Old unit of measure associated with the length of ships' cables in the olden days, but no longer having anything in common with today's anchor cables. A cable corresponds to one-tenth of a nautical mile or 608 feet (185 metres) (<i>encâblure</i>)
CAPSTAN	A revolving drum around which a line is rolled by friction for hoisting or heaving is rolled by friction (<i>cabestan</i>)
CAST OFF	To remove a mooring line; leave a dock (<i>larguer les amarres</i>)
CHAFING GEAR	A piece of canvas, rope or other material used to minimize wear due to rubbing (<i>renfort</i>)
CHART	The equivalent of a road map, in navigation (<i>carte marine</i>)
CLEAT	Piece of metal or wood having two arms or horns around which ropes may be made fast (see "below") (<i>taquet</i>)
COURSE	Compass direction that the ship is to maintain (different from the heading of the ship's bow) (<i>cap</i>)
DEAD AHEAD	Straight ahead (<i>dead ahead</i>)
DECK	A part of a ship corresponding to the floor of a building (<i>pont</i>)
DECK HEAD	A part of a ship corresponding to the ceiling, beneath a ship's deck (<i>plafond de pont</i>)
DOG	Large latch used in closing doors, hatch covers, port-holes (<i>tourniquet</i>)
DRAFT	Vertical distance of the lowest point of the ship's hull below the surface of the water; also, depth of water needed to keep a ship afloat (<i>tirant d'eau</i>)
EASE OFF	Slowly and gently give slack to a line (<i>mollir</i>)
EYE	Loop at the end of a rope, sometimes replaced by an eye-shaped hook (<i>oeil</i>)

FATHOM	Six feet or 1.83 metres (<i>brasse</i>)
FIX	Position of the ship as determined using navigation data (<i>point</i>)
FAIRLEAD	Opening, block, sheave, wooden wedge used to make it easier to pass or change the direction of a rope without any danger of it becoming worn or jammed (<i>chaumard</i>)
FORE	In the direction of the bow (<i>avant</i>)
FO'C'SL/FORECASTLE	The forward upper portion of the hull, often used for the crew's quarters (<i>gaillard</i>)
FOREDECK	Open deck in front of the ship's superstructure (<i>pont avant</i>)
FOUL	Bad weather, with agitated seas (<i>gros temps</i>)
GALLEY	The equivalent to a kitchen, on a ship (<i>cuisine</i>)
GUY	Rope or metal cable used to provide support or to hold in place (<i>cordage de garde</i>)
HATCH	An opening in the deck for access to cargo space (holds) below (<i>écouille</i>)
HAUL	Heave on a cable, etc. (<i>haler</i>)
HEAD	Compartment containing a toilet (<i>cabinet de toilette</i>)
HEADING	Direction in which the ship's bow is pointing at any moment (<i>orientation</i>)
HEADWAY	Forward movement of a power-driven vessel (<i>erre en avant</i>)
HEAVE	Vertical movement at the centre of the ship (<i>pilonnement</i>)
HEAVE	Reduce the ship's speed so as to be barely able to steer it, making negligible headway, particularly to conduct scientific activities or to navigate in foul weather (<i>mettre en panne, à la cape</i>)
HELM	Captain's wheel; to be at the helm, at the controls of a ship's steering gear (<i>barre</i>)
HOLD	Cargo space beneath a deck (<i>cale</i>)
HYDRO WIRE	Steel cable used to keep sampling and core-sampler devices immersed, such as Nansen bottles etc. (<i>câble à échantillons</i>)
INSHORE	Near the coast (<i>côtier</i>)
KEEL	The equivalent to the backbone, in the construction of the ship; runs along the bottom of the ship's hull, along its centreline (<i>quille</i>)
LADDER	Stairs going from one deck to the other (<i>échelle</i>)
LASH DOWN	Secure firmly using straps (<i>arrimer</i>)
LEE	Side of the ship or part of a shore sheltered from the wind (<i>bord sous le vent</i>)

LEEWARD	Downwind; in the same direction as the wind (<i>sous le vent</i>)
LEG	One part of a journey between ports. A long voyage can be made up a many legs (<i>bordée</i>)
LINE	Rope, rope line (<i>line</i>)
LOG	Record of all events and activities that take place on a ship (<i>journal de bord</i>)
LOG	Device used to measure the ship's speed and the distances covered (<i>loch</i>)
MAKE FAST	Secure a line to a dock, etc. (<i>amarrer</i>)
MARLINE	Tarred line used for lashing down light objects (<i>merlin</i>)
MESS DECK	Deck on which the meals are served (<i>pont de la salle à manger</i>)
MILE, NAUTICAL	6 079 feet; 1.15 statute mile; 1 852 metres; approximately one minute of latitude (<i>mille, marin</i>)
ON THE BOW	Direction that falls within a 45° angle of the bow (<i>par le bossoir</i>)
ON THE QUARTER	Direction that falls within a 45° angle of the stern (<i>par la hanche</i>)
OVERBOARD	Over the side of a deck, over the bulwark, as in falling into the water (<i>par dessus bord</i>)
PAINTER	Rope attached to the bow of a craft to pull it or to make fast (<i>boss</i>)
PART	Snap, for example, a mooring line that is under too much tension (<i>casser</i>)
PAY OUT	To slack up on a chain, rope or cable and let it run out (<i>laisser filer</i>)
PITCH	Rocking, fore-and-aft motion of the ship (<i>tangage</i>)
PORT	Left-hand side of a ship, looking toward the bow (<i>bâbord</i>)
PORTHOLE	Circular opening in the ship's side for ventilation and lighting (<i>hublot</i>)
QUARTER	The part of the ship that extends from the tip of the stern to the ship's maximum breadth (<i>hanche</i>)
QUARTER DECK	The aft part of the main deck where most scientific activities involving the use of heavy equipment are carried (<i>gaillard d'arrière</i>)
QUARTERMASTER	Seaman at the ship's helm (<i>timonier</i>)
RAIL	Upper portion of the bulwark (<i>rambarde</i>)
REEVE	Rove a rigging through a block (<i>passer</i>)
ROLL	Rocking sideward movement of the ship, along its longitudinal axis (<i>roulis</i>)
RULES OF THE ROAD	Laws of navigation that focus on safety and collision avoidance (<i>règles de navigation</i>)

COLLISION	When one ship hits another (<i>abordage</i>)
RUNNING LIGHTS	Lit when the ship is underway (<i>feux de position</i>)
SECURE	Attach, retain using straps, lash down (<i>fixer solidement</i>)
SEIZE	Attach something with a marline or a rope to prevent it from accidentally opening or fraying (<i>saisir</i>)
SET	Deviation of the ship with respect to the course, as a result of the current or tide (<i>dérive</i>)
SHACKLE	U-shaped fastener whose ends are bridged by a screw bolt or retained by a pin, or both (<i>manille</i>)
SHEAVE	Small grooved wheel, like that of a block, to guide a rope (<i>rea</i>)
SKIFF	Small flat-bottom boat, propelled by oars, a stroke oar or an outboard motor (<i>skiff</i>)
SOUNDING	Activity consisting in the measurement of the depth of a water course, lake, etc., or a bunker tank, a water tank, etc. (<i>sondage</i>)
STARBOARD	The right-hand side of a ship, looking toward the bow (<i>triboard</i>)
STANCHION	A mobile upright pillar (also called post) for lifelines (cables rigged along the edge of the deck to prevent sailors, etc., from falling overboard, to be swept away by waves) (<i>épointille</i>)
STEERAGEWAY	Minimal speed at which a ship can be steered by a rudder (<i>erre pour gouverner</i>)
STERN	The after or back end of a vessel (<i>poupe</i>)
STOW	Put objects or merchandise away orderly and secure them (seize, in certain contexts) (<i>arrimer</i>)
SUPERSTRUCTURE, TOPSIDE	That part of the ship that is above the main deck (<i>superstructure</i>)
THIMBLE	Metal part, sometimes pear-shaped, with a grooved outer edge around which strands of rope are braided into an eye splice (<i>cosse</i>)
UNDERWAY	Ship whose anchor is raised and whose lines are let go. From a strictly technical perspective, a ship is said to be underway (<i>en route</i>) the moment it is no longer fast to the shore, even if it is not moving. (<i>en marche</i>)
UNREEVE	Withdraw a rope from a block, a fairlead, etc. (<i>dépasser</i>)
VESSEL	General term describing a floating structure used to transport passengers, cargo, or both (also boat, ship) (<i>navire</i>)
WATCH	Work period, normally six or twelve hours on board CCG ships; "to be on watch" is said with reference to people at work alone, in pairs or in a team during this period (<i>quart</i>)
WAY	Movement of a vessel through the water (headway, sternway or leeway) (<i>erre</i>)
WEATHER SIDE, WINDWARD	Side (of the ship) exposed to the wind; side from which the wind is blowing (<i>au vent</i>)

WINCH

A motor-driven cylinder that revolves around its axis and is used to pull in a rope or cable (*treuil*)

YAW

Temporary deviation of the bow resulting from the action of the waves or from a improper movement of the helm (*embardee*)

APPENDIX II

GENERAL LAYOUT AND CHARACTERISTICS OF THE SHIP

To consult general layout and characteristics about Central and Arctic region fleet, visit website **MarInfo.ca**, section "[Our Vessels, Hovercrafts and Helicopters](#)".

APPENDIX III

Ship address and position

Postal address: **CCGS (Name of Ship)**
To the attention of (name of employee)
101, blvd Champlain
Québec (QC) G1K 7Y7

Position of Ship : Visit website **MarInfo.ca**, section "CCG Ships Activities". The position is updated with a delay of 24 hours.

APPENDIX IV

Policy on Harassment Prevention and Resolution

(publié aussi en français sous le titre « Politique sur la prévention et la résolution du harcèlement »)

1. Effective Date

1.1 This policy takes effect on October 1st, 2012.

1.2 This policy replaces the following:

- *Policy on the Prevention and Resolution of Harassment in the Workplace (2001)*

2. Application

2.1 This policy applies to the core public administration which includes the organizations named in Schedule I and the other portions of the federal public administration named in Schedule IV of the *Financial Administration Act* unless excluded by specific acts, regulations or Orders in Council.

2.2 The provisions in sections 6.2.2, 6.2.3 and 7 relating to the role of the Treasury Board Secretariat in monitoring compliance and directing measures to be taken in response to non-compliance do not apply with respect to the Office of the Information Commissioner of Canada and the Office of the Privacy Commissioner of Canada, the Office of the Chief Electoral Officer, the Office of the Commissioner of Lobbying, the Office of the Commissioner of Official Languages and the Office of the Public Sector Integrity Commissioner. The deputy heads of these organizations are solely responsible for monitoring and ensuring compliance with this policy within their organizations, as well as for responding to cases of non-compliance in accordance with any Treasury Board instruments providing principles and guidance on the management of compliance.

2.3 The scope of this policy applies to employee behaviour in the workplace or at any location or any event related to work, including while:

- On travel status,
- At a conference where the attendance is sponsored by the employer,
- At employer sponsored training activities/information sessions, and
- At employer sponsored events, including social events.

3. Context

3.1 The values of the public sector uphold the practice of respect, fairness and courtesy and the importance of demonstrating human dignity within professional relationships. These are also core components of a fair, supportive and ethical workplace as envisaged in the *Policy Framework for People Management* and the *Workplace Policy* (under development). Success in the practice of these values will foster a safe and healthy workplace free from harassment. When allowed to persist, harassment has adverse effects on the mental health and engagement of employees and on the quality of their work. In a complex and demanding work environment that brings together diverse people and in which collaboration is essential to success, misunderstandings and interpersonal conflicts are inevitable. The organizational culture has an influence on how colleagues interact with one another, and should therefore promote the awareness and practice of good communication and effective interpersonal skills. The ongoing effort to demonstrate respect is everyone's personal responsibility.

Interactions between supervisors and subordinates may be especially sensitive because of the power differential they embody. Exercising the normal supervisory functions such as assigning and appraising work is not harassment, but how such functions are exercised can risk giving rise to the potential for harassment or perceptions of harassment.

Inevitably, there will be occasional instances of conduct that are incompatible with public sector values, and where informal requests for change in behaviours do not succeed. For such situations, a more formal process remains necessary. This policy and the associated *Directive on the Harassment Complaint Process* should be read in the spirit that early, informal, and less bureaucratic approaches are to be sought, even once a formal process has been engaged.

3.2 This policy stresses the responsibility of deputy heads to protect employees from harassment beyond the requirement of the *Canadian Human Rights Act*, which forbids harassment on prohibited grounds of discrimination, by requiring deputy heads to act on all forms of harassment. It also responds to the *Canada Labour Code Part II* and the *Canada Occupational Health and Safety Regulations* Part XX- Violence Prevention in the Work Place, that require every employer to provide employees with a safe, healthy, and violence-free work environment and dedicate sufficient attention, resources and time to address factors that contribute to workplace violence including bullying, teasing and other aggressive or abusive behaviours. Harassment is a factor that can contribute to the risk of workplace violence and must be promptly and adequately addressed.

3.3 Deputy heads have the responsibility and are accountable for the establishment and maintenance of a respectful and harassment-free workplace and for the prompt resolution of related complaints. This policy provides deputy heads with strategic direction to prevent and manage harassment in the context of creating wide-ranging support for a safe and respectful workplace. It intends to give enough flexibility for tailoring mechanisms and practices to the distinctive operational needs and culture of each organization. Minimum requirements and expectations of all organizations are stipulated in this policy and the associated directive.

3.4 This policy is issued pursuant to Sections 7 and 11.1 of the *Financial Administration Act*.

3.5 This policy should be read in conjunction with the following:

- *Canada Labour Code* , including the *Canada Occupational Health and Safety Regulations* – Part XX dealing with Violence Prevention in the Workplace
- *Canadian Human Rights Act*
- *Values and Ethics Code for the Public Sector*
- The principles listed in the *Policy Framework for People Management*

3.6 Additional mandatory requirements are set out in the:

- *Directive on the Harassment Complaint Process*

4. Definitions

For definitions to be used in the interpretation of this policy refer to Appendix A.

5. Policy Statement

5.1 Objective

The objective of this policy is to provide deputy heads with strategic directions and set out expected results to foster a respectful workplace and address potential situations of harassment.

5.2 Expected results

The expected results of this policy are that:

5.2.1 Employees have been given ample opportunity to learn about harassment prevention strategies, the harassment complaint process and their right to a harassment free workplace and there are effective incentives for employees and managers to demonstrate a high level of respect for people.

5.2.2 Employees have access to an effective, timely and confidential ^[1] harassment resolution process without fear of reprisal, either through informal resolution or a formal harassment complaint process or both;

5.2.3 Employees perceive their work environment as generally fair and respectful.

5.2.4 There is an enhanced collaborative union-management approach on harassment.

[1] *All parties directly involved in the process are expected to limit the discussions of all aspects pertaining to the complaint to those who need to know.*

6. Policy Requirements

6.1.1 Ensuring that preventive activities are in place to foster a harassment-free workplace. These include informing employees about the employer's commitment to fostering a harassment-free workplace and ensuring that results are achieved in a manner that respects employees. Other possible preventive activities are suggested in the Definitions Section- Appendix A.

6.1.2 Optimizing the use of the informal resolution processes and ensuring that those who are involved in managing and resolving harassment complaints have the required competencies, including informal conflict resolution skills.

6.1.3 Regularly consulting with bargaining agents, informal conflict resolution practitioners and other stakeholders on the application of the Directive on the Harassment Complaint Process.

6.1.4 Designating an official or officials for the application of the Policy on Harassment Prevention and Resolution and the Directive on the Harassment Complaint Process.

7. Consequences

7.1 Deputy heads are responsible for taking corrective measures when significant issues arise regarding policy compliance. When corrective action is not implemented satisfactorily or in a timely manner, the Chief Human Resources Officer may request that deputy heads take corrective actions and report back on the outcome. Non-compliance with this policy or failure to take actions requested by the Chief Human Resources Officer may result in Treasury Board taking corrective actions.

7.2 For a range of consequences of non-compliance, please refer to the Framework for the Management of Compliance.

8. Roles and responsibilities of government organizations

8.1 In addition to its monitoring role, TBS/OCHRO assists the designated officials with the implementation and application of this policy through the provision of advice and the issuance of related administrative guidelines and tools.

9. References

9.1 Other relevant legislations/regulations

- [Access to Information Act](#)
- [Privacy Act](#)
- [Public Service Employment Act](#)
- [Official Languages Act](#)
- [Public Service Labour Relations Act](#)

9.2 Related policy instruments/publications

- [Foundation Framework for Treasury Board Policies](#)
- [Framework for the Management of Compliance](#)
- [Policy on Official Languages for Human Resources Management](#)
- [Policy on Language of Work](#)

Guides

- [Getting to know Informal Conflict Management Systems \(ICMS\) better](#)
- [A guide to the key elements of an ICMS](#)
- [Preventing and Resolving Harassment in the Workplace: a Guide for managers](#)
- [Is it Harassment? A Tool to Guide Employees](#)
- [Guide on Applying the Harassment Resolution Process](#)
- [Investigation Guide for the Policy on Harassment Prevention and Resolution and Directive on the Harassment Complaint Process](#)
- [Restoring the Workplace Following a Harassment Complaint: A Manager's Guide](#)

10. Enquiries

For interpretation of this policy, departmental officials should contact [TBS Public Enquiries](#). Employees should direct enquiries about this policy to their responsible departmental officials.

Appendix A

harassment (*harcèlement*)

improper conduct by an individual, that is directed at and offensive to another individual in the workplace, including at any event or any location related to work, and that the individual knew or ought reasonably to have known would cause offence or harm. It comprises objectionable act(s), comment(s) or display(s) that demean, belittle, or cause personal humiliation or embarrassment, and any act of intimidation or threat. It also includes harassment within the meaning of the [Canadian Human Rights Act](#) (i.e. based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability and pardoned conviction).

Harassment is normally a series of incidents but can be one severe incident which has a lasting impact on the individual.

harassment prevention activities (*activités de prévention du harcèlement*)

activities which aim to reduce the potential for harassment, or perceptions of harassment in the workplace. These may include:

- communicating to all employees the informal and formal processes available to them to resolve issues related to harassment;
- communicating to all employees the departmental resources available such as a harassment prevention advisors, union representatives, Employee Assistance Program counsellors, and informal conflict resolution practitioners;
- informing employees about the employer's commitment to a respectful workplace;
- delivering workshops on harassment prevention, anger management, meaningful conversations, collaborative problem solving, etc.;
- developing communication tools;
- identifying risk factors;
- managing conflicts promptly;
- promoting a culture of self-awareness, collaboration and respect; for example, putting in place 360-degree feedback mechanisms or comparable processes to ensure that results are achieved in a manner that respects employees.
- providing appropriate training and tools to those who are involved in managing and resolving harassment complaints;
- staying vigilant to the workplace climate.

informal resolution process (*processus de résolution informel*)

a confidential and voluntary collaborative problem-solving approach such as face to face conversation, conflict coaching, facilitated discussion or mediation that has the advantage of addressing the parties' needs, concerns and mutual interests. Informal resolution processes are also commonly called interest based conflict resolution, Informal Conflict Management System (ICMS) and alternative dispute resolution.

APPENDIX V

Canadian Coast Guard
Fleet Systems

Circular FC 3-2000

OCTOBER 2000

Application of Public Service Smoking in the Workplace Policy On Board Canadian Coast Guard Fleet Units

1. This circular supersedes the previous guidelines issued in FC 2-2000.
2. The purpose of this circular is to provide guidance on the workplace application of the Public Service Smoking in the Workplace Policy, which became effective 01 June 1988 within the Coast Guard Fleet.
3. Smoking within workplace areas is prohibited.
4. Areas that are considered workplaces include any indoor or enclosed space, under the employer's control, in which employees perform the duties of their employment. This includes any adjacent corridor, lobby, stairwell, elevator, cafeteria, washroom or other common area frequented by such employees during the course of their employment.
5. In addition, the Public Service Smoking in the Workplace Policy states:
*"1. Departments must ensure that:
non-smoking employees are protected from exposure to tobacco smoke in residential training centres and other situations where the employer provides living accommodation or recreational facilities;"*
6. Therefore smoking may be permitted on board ship and in accommodation trailers as follows:
 - a) Smoking in private quarters (single cabins) is allowed 'only' if the ship's ventilation systems prevents cigarette smoke emissions from circulating to non-smokers cabins and other interior parts of the vessel.¹
 - b) If a cabin is designated for multiple occupancy, and is occupied by smoking employee(s) 'only', the cabin may be considered a smoking cabin, if the criteria in paragraph (a) are met.
 - c) In other areas where smoking is not prohibited by any Treasury Board Policy, for example on open decks, or any other legislation, such as fire regulations or occupational safety and health regulations.
7. In the event that weather/sea conditions or operational requirements restrict smoking on open decks, an indoor space may be designated provided that such space meets the criteria set in paragraph 6 (a) and that consultations required under paragraph 8 have taken place when determining this area. It should be noted that any area set aside for this purpose, should not be located near entrances/exits or areas commonly used by non tobacco users.

¹ The rooms must have a separate ventilation. Currently this is the only known means to prevent the recirculation of carcinogenic emissions from smoking.

8. No employer, or Commanding Officer as the employer's representative, shall designate a room, or area for smoking in a workplace, without first consulting with the health and safety committee in respect to that workplace. If there is no committee or representative, the employer should consult with the employees employed there.
9. In view of the inherent dangers associated with smoking in bed, smoking restrictions in this regard shall be strictly enforced. A clause to this effect shall be included in the Commanding Officer's Standing Orders. In addition, a NO SMOKING pictograph of appropriate size and construction shall be fitted to the bulkhead at every berth on board Fleet units and in ship support buildings and accommodation trailers.
10. To consult the Non-Smokers Health Act.
11. More info on Environmental Tobacco Smoke (ETS) : Workplace Policy.

Director General, Fleet

APPENDIX VI

Extract from the Fleet Safety Manual, Procedure 6.D.1 "Supernumerary Personnel Carried Aboard Ships"

Uncontrolled Copy

Annex A - GENERAL STATEMENT OF RISKS

This Part to be submitted to the Commanding Officer or their designate upon boarding.

By completing the bottom of this form, the undersigned acknowledges that he or she has read the content of this General Statement of Risks and accepts these risks as inherent in taking passage aboard a Canadian Coast Guard Ship.

The ship will normally be operated in accordance with the policies and procedures stated in the Fleet Safety Manual (DFO/5737) issued to meet the requirements of the International Management Code for the Safe Operation of Ships and for the Prevention of Pollution (ISM Code). The ISM Code is Chapter IX of the International Maritime Organization's International Convention for the Safety of Life at Sea (SOLAS).

Regardless of the policies and procedures contained in the Fleet Safety Manual, "In matters of safety and pollution prevention, the Commanding Officer has the overriding authority to take whatever action the Commanding Officer considers to be in the best interests of the safety of the passengers, safety of the crew, safety of the ship, and the protection of the marine environment." (*The Coast Guard Fleet Safety Manual DFO/5737 – Procedure #5.A – 3.1.1*)

Supernumerary personnel should also take note that the Criminal Code of Canada provides that, "The master or officer in command of a vessel on a voyage is justified in using as much force as he believes, on reasonable grounds, is necessary for the purpose of maintaining good order and discipline on the vessel." [R.S. c.C-34, s.44.]

Coast Guard ships are dynamic platforms with violent movements in three axes. Ships with hulls designed for icebreaking duties are even livelier in heavy sea conditions than other ships. For this reason, supernumerary personnel must have a good sense of balance and be extremely aware of the placement of their feet and use of handholds and grab rails when the vessel is working in a sea. Supernumerary personnel must also take care to secure equipment and personal effects to prevent these items from moving or being thrown about while at sea. Failure to do so can result in broken bones, lacerations, abrasions, burns, or, if the person is thrown overboard, drowning.

Persons who suffer from seasickness should be aware that they need to start a course of preventative medication well in advance of joining the ship. The ship's medical chest has limited quantities of motion sickness pills and suppositories but their effect is very limited when started after sickness is encountered. Failure to control seasickness could result in dehydration, confusion, or the loss of situational awareness that could be a contributing factor in falls and inappropriate response to stimuli.

Potable water supplies on short duration voyages are normally supplied from tanks aboard the ship that have been filled with municipal supply. Ships have the ability to desalinate and purify water through a number of engineering systems fitted aboard. Potable water supplies are routinely checked for contamination. However, there is a possibility that desalination efforts may not be able to keep up with demand, the desalination plants will fail, or the supply will become contaminated. This will mean that there is a risk of being placed on rations for potable water, which imposes risk of dehydration. Non-potable water may contain a level of salt or tank minerals, which can irritate the skin.

Coast Guard ships use a common messing system. That means that meals are centrally prepared from a cyclical menu. Cooks, at a minimum, are certified to the Ship's Cook certificate requirements of the Marine Certification Regulations of the Canada Shipping Act. There is a potential for allergic reactions to certain ingredients used in food preparation if the catering staff are not warned in advance of the supernumerary personnel's allergens or dietary needs. Allergic reactions may be manifested in loss of consciousness or swelling restricting breathing or circulation that could result in disability or death.

Many Coast Guard ships are advanced in age and although well maintained and operated by

proficient individuals there is always the possibility of mechanical or system failures. This may mean that there will be sudden electrical blackouts or temperature vagaries in the supply of domestic water. Emergency power can be supplied quickly to essential circuits but these circuits are not normally fitted in passenger cabins or laboratory work areas. These situations present a risk to individuals of disorientation, loss of power to personally essential equipment, destruction or deterioration of temperature sensitive samples resulting in contamination and bacterial development, burns, scalds, and falls or knocks.

Coast Guard ships are working ships that may be involved in lifting large weights, ice-breaking, scientific research, search and rescue, fisheries enforcement operations, or aid to other government departments in suppression of criminal activity or surveillance and interception of migrant smugglers. Each of these various tasks carries its own set of risks. Normally supernumerary personnel are not directly involved in these operations. However, in the case of search and rescue, it is possible that supernumerary personnel may be required to assist in caring for survivors. This will expose the supernumerary personnel to unpleasant sights, smells, and sounds, which might include exposure to bodily fluids from victims. There is a risk of exposure to disease.

Work and life aboard a Coast Guard ship will quite often involve the use of small boats operating remotely from the mother ship. While appropriate personal protective equipment will be supplied, there are still possibilities of injury from being struck by suspended loads, falling into the sea, slipping or falling in transfer between the boat and the ship or shore, as well as exposure to sea and weather conditions. This exposes the supernumerary personnel to possible hypothermia, drowning, lacerations, fractures, and other injuries.

Coast Guard ships are required to be self reliant to face emergency situations aboard such as flooding and fire. While the ships are well maintained, well crewed, and contingency plans are in place, there is always a possibility of an untoward event. In these cases, the supernumerary personnel may find themselves assigned to assist the ship's crew in controlling flooding, fighting fire, or assisting in the readying of craft for abandoning ship. In these types of circumstances the supernumerary personnel will be working under direct supervision. There is a danger of being drowned, suffering severe burns, being struck or impaled, or reacting unfavourably to unaccustomed strenuous exertion in a high drama situation.

Medical treatment aboard Coast Guard ships is normally limited to First Aid provided by a holder of a Marine First Aid Certificate. The ship's Rescue Specialists, when carried, may provide more aggressive treatment. However, in either case, medications and equipment carried aboard is extremely limited, is geared primarily to treat injuries as opposed to medical conditions, and is sufficient to stop bleeding, immobilize breaks, or maintain breathing. Personal requirements for prescription medication, or patent medicines, required to treat pre-existing conditions, are the personal responsibility of the individual. Supernumerary personnel with pre-existing medical conditions must ensure: that their condition is stable; that their medication is both established and available; that their condition is known to their on-board supervisor, the First Aid Attendant(s) and/or Rescue Specialist(s), and the Commanding Officer; and, that they have a sufficient supply of their prescribed medication with them for the planned duration of the voyage plus an appropriate additional amount to allow for the possibility of delays. Failure to do so could result in long and short-term complications or death.

In the event of medical emergencies or injuries at sea, the ship will contact medical authorities ashore to obtain advice. The ship may have to divert to the closest port of refuge to evacuate the patient. The time taken to gain port or to evacuate the patient depends on many variables – the distance to be travelled, sea conditions, weather conditions, the seaworthiness of the ship, and the speed of the ship. It is possible that the time taken to evacuate the patient may be measured in days. The condition of the patient may be adversely affected by this time factor.

Even though many Coast Guard ships are helicopter landing capable or may be equipped with a helicopter, the ability of the helicopter to make an immediate evacuation cannot be assumed. The distance off shore, the weather, the sea-state, and the capacity of the helicopter will all have an effect on the time taken to affect an evacuation. The condition of the patient may be adversely affected by this time factor. It should also be noted that evacuation by helicopter where the patient is winched upwards to the helicopter in a stretcher or horse collar is a terrifying experience, especially when combined with rough sea conditions, darkness, and an already heightened apprehension of mortality on the part of the patient.

The Coast Guard will take such steps as are necessary and within its competence to stabilize a patient for transportation to the shore for transfer to a shore medical facility. Charges for transportation by ambulance services and charges for medical care at the shore medical facility are the responsibility of the patient. For this reason, it is advisable that supernumerary personnel take appropriate steps, especially

when the supernumerary is non-Canadian or when the voyage will be in foreign (non-Canadian) waters, to ensure that they have sufficient medical insurance coverage for such eventualities. Failure to have appropriate insurance coverage could result in delays in treatment, a reduced level of care, or detention pending settlement of the account.

The Coast Guard assumes no liability for loss of, or damage to, any personal effects or equipment brought aboard the ship or the aircraft by supernumerary personnel. Supernumerary personnel may wish to consider purchasing insurance from their own insurance carrier to cover such eventualities as loss of personal property or damage to personal property, to avoid out-of-pocket expense.

Certain areas of the ship and access to certain items of ship's equipment such as the onboard local area network or secure communications may not be available to certain supernumeraries by reason of their security clearance status with the Canadian government. Any restrictions will be explained by the Commanding Officer upon the supernumerary joining the ship.

My signature below indicates that I have read The General Statement of Risks (Annex A to Fleet Safety Manual Procedure #6.C.2) outlining the risks that may be encountered by me while aboard the below-named Coast Guard ship during the below-stated period of time. I acknowledge that I have understood these risks. I also acknowledge that I have asked for additional information where necessary and that I have been satisfied with the response that I have received. Understanding that none, some, or all of the above listed events may arise while on board the vessel, I accept these risks as being inherent in being aboard the vessel.

Name: _____

Signature: _____ Date: _____

Aboard CCGS: Amundsen Expedition 2021 _____

From: 17 June 2021 _____ To: 3 November 2021 _____

Witnessed By: _____

Where a medical opinion as to the fitness of the supernumerary has been obtained and the practitioner has determined that the supernumerary is medically fit with specific limitations, the practitioner is to sign below indicating that this Annex has been considered in determining the fitness of the supernumerary for the voyage. Additionally, a copy of the supernumerary's proposed duties, countersigned by the practitioner is to be attached.

Practitioner: _____

Signature: _____ Date: _____

Phone Number: _____

APPENDIX VII

Annex B - Part one of two

STATEMENT OF MEDICAL FITNESS

To ensure that you will not suffer undue risk to your health by taking passage aboard a Canadian Coast Guard ship, you are required to determine whether any of the following statements apply to your personal situation.

IF ANY OF THE STATEMENTS NUMBERED 1 TO 7 ARE ANSWERED "TRUE", YOU MUST ARRANGE FOR A CONFIDENTIAL ASSESSMENT OF YOUR CASE BY A MEDICAL PROFESSIONAL PRIOR TO SAILING AND IN SUFFICIENT TIME TO ALLOW FOR YOUR CASE TO BE REVIEWED BY HEALTH CANADA IF NECESSARY (21 WORKING DAYS).

When your physician assesses your condition, he or she should do so knowing the length of the voyage; the general location of the ship during the voyage; an outline of your duties and responsibilities; and, after having read The General Statement of Risks (Annex A to this procedure). If your physician indicates that he or she has limits that he or she would apply to pronouncing you fit to undertake the voyage, you must be prepared to waive any confidentiality in this specific regard and reveal those conditions to your supervisor, the ship's First Aid Attendant(s) or Rescue Specialist(s), and the Commanding Officer. It is possible that those limiting conditions may impose a duty on the ship that is beyond the reasonable capacity of the ship to accommodate. In such circumstances, the Commanding Officer, taking into account the recommendations and/or advice of Health Canada medical professionals, will be the final arbiter as to your acceptance on board. Any disclosure made by you will be PROTECTED information and will be handled appropriately within the guidelines established by the Department of Fisheries and Oceans for such material.

1. Since my last health assessment, I have undergone treatment, or I have consulted a health practitioner, for symptoms related to: heart; lungs; blood vessels; high blood pressure; dizziness; shortness of breath; muscle weakness; persistent aches or pains; or, blurred vision.	<input type="checkbox"/> True	<input type="checkbox"/> False
2. I have a history of seizures.	<input type="checkbox"/> True	<input type="checkbox"/> False
3. I have fainted or have lost consciousness during the past 12 months.	<input type="checkbox"/> True	<input type="checkbox"/> False
4. I am age 39, or under, and have not had a full physical examination within the last 36 months; or, I am age 40, or over, and have not had a full physical examination within the past 24 months; or I am age 65, or over, and have not had a full physical examination within the past 12 months.	<input type="checkbox"/> True	<input type="checkbox"/> False
5. A medical practitioner within the last 48 months, recommended restrictions on my activities.	<input type="checkbox"/> True	<input type="checkbox"/> False
6. I have an existing physical or mental condition that is unable to be corrected by prosthetics, eyeglasses, or hearing aids, thereby adversely affecting my ability to walk, to climb, to see, or to hear.	<input type="checkbox"/> True	<input type="checkbox"/> False
7. I am taking prescription medication regularly.	<input type="checkbox"/> True	<input type="checkbox"/> False

Note: If Question #7 is answered "True", please indicate on Part Two of this form the names of the medication that you are taking, the dosage, the amount of medication that you are bringing on board ensuring that it is sufficient for the duration of the voyage, and the location where you will be storing the medication. If the medication is to be taken only upon the onset of certain symptoms, please indicate what those symptoms are and arrange to meet with the ship's First Aid Attendant(s) or the Rescue Specialist(s) to ensure that they are aware of your situation.

Annex B - Part two of two

STATEMENT OF MEDICAL FITNESS

This Part to be submitted to the Commanding Officer or their designate upon boarding

Making a false statement will result in severe personal penalties

"I declare that, after having read and understood the inherent risks in being aboard a Canadian Coast Guard ship, as stated in The General Statement of Risks (*Annex A to Fleet Safety Manual Procedure #6.C.2*), and after having completed the information portion of this form, titled Annex B – Part One of Two – Information Portion, I believe that I have no physical or health conditions which might endanger my life, the health and safety of the crew, or the safety of the ship on which I will be engaged. I further declare that, if completion of the information section of the form titled Annex B – Statement of Medical Fitness indicated that a health assessment of my condition was warranted that I have consulted a medical health professional who, in accordance with the conditions stated on the form, has determined that I am fit to undertake the voyage or that I am fit with certain limitations to undertake the voyage."

"Where the physician has indicated that I am fit with limitations for the voyage, I am, without reservation, disclosing the terms of those limitations to the ship's First Aid Attendant(s), Rescue Specialist(s), Commanding Officer, and Health Canada health professionals on the reverse of this form or on an attached sheet. I release this information on the understanding that this information will be PROTECTED information and will be handled appropriately within the guidelines established by the Department of Fisheries and Oceans for such material."

"I also declare that if I am required to take a regular course of prescription medication that I have a supply of medication with me that is sufficient for the duration of the voyage plus any reasonably anticipated delays that might occur. I will advise my on-board supervisor (where applicable), the ship's First Aid Attendant(s) or Rescue Specialist(s), and the Commanding Officer of the location of such medication, the dosage and/or the symptoms which might indicate when the medication should be taken."

Failure to disclose information respecting your health could result in inappropriate emergency treatment in the event that you are incapacitated thereby resulting in your disability or death; or, could result in your injury or death through your inability to respond to shipboard challenges and emergency situations; or, could result in injury or death to others or damage to the ship and the environment in attempting to effect your rescue, treatment or evacuation.

Declaration made by:

Name: _____

Signature: _____ Date: _____

For a voyage on board CCGS: Amundsen Expedition 2021 _____

From: 17 June 2021 _____ To: 3 November 2021 _____

Witness: _____

N.B.: If you take prescription medicine, please indicate on the back of this form the location of each medication, its name and dosage.

APPENDIX VIII

WAIVER OF AN INDIVIDUAL'S RIGHTS TO MAKE A CLAIM AGAINST CANADA AND ITS MINISTERS, OTHER SERVANTS OF THE CROWN AND EMPLOYEES IN THE EVENT OF PERSONAL INJURY OR DEATH, OR OF LOSS OF OR DAMAGE TO PROPERTY

I _____ (name), from _____ (affiliation), in consideration of the authorization granted me:

- a) to visit or use all premises, installations, or sectors to which the work teams are assigned, or
- b) to be a passenger aboard any carrier belonging to, or operated by, Her Majesty the Queen in Right of Canada, relative to the scientific expedition 2021 of the CCGS Amundsen

Until November 2021, hereby

assume all risks of death and personal injury and of loss of or damage to my goods and

remise, release and forever discharge Her Majesty the Queen in Right of Canada and her Ministers, servants of the Crown and employees, and all their heirs, executors, administrators, successors or assigns, of all manners of action, claims or demands, of whatever kind or nature, that I, my heirs, executors, administrators, successors or assigns, or any other person representing me ever had, now has or can, shall or may hereafter have by reason of my death or personal injury, or of the loss of or damage to my property while I was visiting or using a ship of the Department or was a passenger thereof, except in the case of reckless carelessness or intentional default of the obligations on the part of Her Majesty or of any of her Ministers, servants of the Crown or employees.

SIGNED, SEALED AND DELIVERED on the _____ day of _____ (month), _____ (year),

Visitor, User or Passenger signature _____

Witness signature: _____

Once completed, this form is to be submitted to the Commanding Officer of the assigned ship

APPENDIX IX

SAFETY AROUND HELICOPTERS

CONTRIBUTE TO A SUCCESSFUL FLIGHT

- be reasonable in your requests
- support the pilot's safety decisions
- know
 - how to embark and disembark
 - inflight and ground procedures
 - location and use of safety and survival equipment
 - emergency procedures
 - what is expected of you on the flight

ON THE GROUND

- dress for the weather
- inform the pilot of:
 - your baggage weight
 - applicable medical problems
 - susceptibility to motion sickness
- don't smoke in or around the helicopter
- stay *well to the side* of the helipad when the helicopter is arriving or departing
- secure your clothing and headgear against rotor winds
- protect your eyes against blown dust and particles
- keep the helipad clear
- wait for instructions to approach or leave the helicopter
- approach and leave to the *side* or *front* in a *crouched* position - never by the rear of the helicopter
- if you can, wait until the rotors stop turning
- approach and leave by the *downslope* side - for rotor clearance
- carry gear firmly at your *side*, never over your shoulder or above your head
- never throw items towards or out of a helicopters
- load cargo carefully and secure it against movement
- ensure baggage compartment doors are properly closed and latched
- take a reserve of special medications you require in the event of enroute delays

IN THE HELICOPTER

- secure seatbelts (and shoulder straps, if provide) while in flight
- use helmet or headset if provided
- remain in your seat unless given permission to move
- don't smoke unless given permission
- do not distract the pilot during takeoff, manoeuvring or landing
- read instructions on the operation of doors, emergency exits, and the location of the ELT (emergency locator transmitter) and emergency equipment

DURING AN EMERGENCY

- follow instructions
- do not distract the pilot
- check that any loose gear in the cabin is secured
- wear helmet if provided
- remove eye glasses and put into your pocket (you might need them later)
- assume brace position
 - tighten seatbelt
 - *with* shoulder straps, tighten and sit upright, knees together, arms folded across chest
 - *without* shoulder straps, bend forward so chest is on your lap, head on knees, arms folded under thighs

AFTER AN EMERGENCY LANDING

- wait for instructions to exit, or until rotor stops turning
- assist others to evacuate well clear of the aircraft
- remove first aid kit and other emergency equipment after no threat of fire
- administer first aid if required
- remove ELT, read instructions and activate
- set up camp to be as comfortable as possible
- make the site as conspicuous as possible from the air
- stay near the aircraft - don't wander away from the site

Always remember that help is on its way

WHEN FLYING OVER WATER

- listen carefully to the pilot's overwater pre-flight briefing
- wear a lifejacket and / or immersion suit
- know seatbelt fastening, tightening, releasing procedures
- know the location and operation of doors and emergency exits
- know the location and operation of the ELT
- during an emergency
 - obey the pilot's ditching instructions
 - remove tie, loosen collar
 - assume brace position when advised by the pilot
- wait for instructions to exit, or until rotor stops turning
- after a ditching
 - establish a reference position
 - release seat belt
 - inflate lifejacket and liferaft when clear of helicopter