



Fleet Safety Manual

10.A.7 - CONTRACTOR SAFETY AND SECURITY

1 PURPOSE

- a) To ensure that when maintenance or repair work performed by contractors aboard a Canadian Coast Guard (CCG) vessel or at a CCG Station and the workplace is under the control of CCG that these guidelines shall be followed to maintain the health and safety of all persons onboard, protection of the environment and to ensure the security of the vessel.
- b) To guide CCG employees in regard to their responsibilities in the workplace during the performance of work by contractors.
- c) To ensure that contractors follow Occupational Health and Safety (OHS) procedures in accordance with applicable Federal and Provincial OHS regulations as appropriate
- d) To ensure that maintenance and repair work contracts follow, where applicable, the [Guide on the Safety Responsibilities of DFO in Relation to Contractual Agreements, Partnering & Volunteers.](#)

DEFINITIONS

The definitions and terms that follow are to be used exclusively in the context of this procedure.

Employee

A person employed by an employer.

Employer

A person who employs one or more employees and includes an employers' organization and any person who acts on behalf of an employer.

**Competent Person
Designated Responsible**

A competent person is an individual with specialized knowledge for the task at hand with publicly recognized accreditation in the relevant field, who has been designated by the owner or its worksite representative to accomplish certain tasks.

Due Diligence

Ensuring that all reasonable precautions are taken, under the particular circumstances, to prevent injuries or accidents in the workplace.

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| Escort | <p>A crew member or other appropriate personnel, approved by the Commanding Officer, who is accompanying another person(s) without the appropriate level of security clearance onboard the vessel for tours or for the purpose of maintenance to equipment onboard. in order to ensure the escorted person is engaged only in activities for which they were granted access.</p> <p>An escort shall remain with the person(s) at all times while onboard.</p> |
| Major Safety or Security Infraction | <p>Failure to conform to acceptable standards that could jeopardize the safety or security of all persons and or the vessel/CCG station.</p> |
| Minor Safety or Security Infraction | <p>Failure to conform to acceptable standards that could jeopardize the safety or security of a person aboard a vessel or at a CCG station.</p> |
| Qualified Person | <p>A qualified person is in respect of a specific duty, a person who, because of their knowledge, training and experience, is qualified to perform that duty safely and properly.</p> |
| Quality Assurance | <p>Program for the systemic monitoring and evaluation of the various aspects of a project, service, or facility to ensure that standards of quality are being met.</p> |
| Workplace | <p>Any place where an employee is engaged in work for the employer.</p> |
| Workplace under the control of the CCG | <p>When CCG employees are actively working on the site, the workplace is then considered to be the CCG's responsibility under Part II of the Canada Labour Code. The CCG's obligations in relation to the safety of the workplace under its control still apply when work is being performed by contractors and subcontractors.</p> |
| Workplace NOT under the control of the CCG | <p>When the contractor has custody and control of the vessel and CCG employees are only doing quality assurance (QA) work related to the contract, the worksite (vessel) is NOT considered a workplace under the control of the CCG for the purpose of the Canada Labour Code, Part II</p> |

2 RESPONSIBILITIES

2.1 COMMANDING OFFICER

- a) The Commanding Officer shall ensure that the vessel's crew are aware of CCG's responsibility to safeguard the safety and health of all personnel, including contractors, present at the worksite onboard CCG vessels or at CCG stations as applicable.

- b) The Commanding Officer shall ensure that contractors receive the CCG basic shipboard or shore facilities safety familiarization which shall cover, but is not limited to, knowledge of the following items:

all contractors follow applicable OHS regulations, in accordance with CCG safety/security/environmental requirements

Fire alarm and conduct to follow in case of fire or other emergency situations,

Restricted areas spaces,

Known risks and hazards encountered at the worksite (asbestos, fire fighting systems, hazardous materials, flammables etc).

Shall ensure that daily toolbox safety briefings are conducted with the contractor and that proper communications and work coordination is established with contractor/shipboard personnel.

Shall ensure that all infractions are corrected or addressed in a timely manner.

2.2 COMMANDING OFFICER OR THEIR DELEGAT)

- a) The Commanding Officer or their delegate shall stop any unsafe work performed by any individual including a Contractor or their representative; when the activity puts any person, asset or the environment at risk.

2.3 COMMANDING OFFICER AND CONTRACTOR

- a) The Commanding Officer and Contractor are responsible to ensure that Risk Assessments are completed before any work commences aboard any CCG vessel/station - Procedure 7.A.1.
- b) Any crew member who is knowledgeable and possesses the appropriate skill sets is considered qualified to assist in completing the required Risk Assessments.
- c) Contractors or their representative engaged in work associated with real properties; such as buildings, structures and accommodations shall be given a Basic Safety Familiarization. They are not required to complete a risk assessment unless they choose to do so.

2.4 SHIPBOARD OFFICER OR SHORE SIDE MANAGER

- a) The Shipboard Officer or Shore Side Manager: who arranges the services of a contractor to perform work on a CCG vessel shall ensure the contractor is provided with clear definitions of work and appropriate instructions for all shipboard maintenance tasks. They are also to ensure that the contractor follows Occupational Health and Safety (OHS) procedures in accordance with the applicable Federal and Provincial OHS regulations.

2.5 ALL EMPLOYEES INCLUDING CONTRACTOR EMPLOYEES

- a) All employees including contractor employees shall report immediately to their supervisor any circumstance in the workplace that is likely to be hazardous to the health, safety and security of employees or other persons granted access to the workplace by the employer.

- b) All employees including contractor employees witnessing an infraction that could jeopardize the safety and security of the crew and/or vessel shall take all reasonable and necessary precautions including stopping the action immediately to ensure the health and safety of employees and any person likely to be affected by any person's acts or omissions and report immediately to their supervisor.

3 INSTRUCTION

3.1 CONTRACTOR REQUIREMENTS

- a) Before any work is started the contractor shall become familiar with this procedure and others as appropriate to the work being performed. The contractor and their employees shall comply with these procedures or have procedures with the same intent in place which, at the discretion of the Shipboard Officer or Shore Side Manager, meet or exceed those established for the CCG.

3.2 SECURITY

- a) A valid minimum security screening at the Reliability Status level is required for any contractor to be granted unescorted access to a workplace controlled by the CCG regardless of the work they are performing. Prior to letting a contract it is a requirement of the [Policy on Government Security \(PGS\)](#) and *DFO Departmental Policy* that a Security Requirement Check List (SRCL) be completed.

Note 1: It is strongly suggested that the appropriate level of security screening, for all contractors, be indicated on the SRCL. Ensuring that all contractors have the appropriate level of security screening will reduce the necessity for providing escorts for un-cleared contractors.

3.3 ANY PERSON

- a) Any person including contractors that does not have, at minimum, a valid Reliability Status shall be escorted and briefed on the areas they have been granted access and the restricted areas of the vessel or station as applicable.
- b) Under no circumstance shall a person be given access to classified assets or information unless they have a valid SECURITY CLEARANCE (Level 1 Confidential, Level 2 Secret, and Level 3 Top Secret) commensurate to the level of the asset or information being accessed and a clearly demonstrated need to know requirement.

3.4 ANY CONTRACTOR

- a) Any contractor who sails with the vessel is considered to be a supernumerary and as such shall meet the requirements as stipulated in Procedure 6.D.1, i.e. security clearance and medical fitness.

3.5 LIABILITY

- a) When the vessel or station is under the custody and control of the CCG, the CCG is responsible for the safety of the workplace in relation to all persons aboard including contractors and subcontractors. In those circumstances, the CCG shall ensure that the activities of every contractor and subcontractor do not endanger the health and safety of CCG employees or the security of the vessel, or stations as applicable.

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- b) When the vessel or station is NOT under the custody and control of the CCG, in order to reduce the risks of liability, the CCG, as vessel owner, should be satisfied that the Contractor has acceptable processes in place to prevent accidents and to reduce the risk of damage to the vessel. If applicable, prior to contract start, the Contractor shall provide the CCG with documentation indicating processes for care and custody of the vessel, the protection of equipment, and the conduct of hazardous activities (e.g., burning and welding, confined space entry, etc).

Note 1: These examples are not limitative and are subject to the specific conditions under which the work is undertaken.

3.6 MINOR SAFETY OR SECURITY INFRACTION

- a) Any CCG employee observing a minor Safety or Security infraction shall report it to their supervisor. The CCG supervisor shall in turn advise the contractor's supervisor.
- b) The Contracting Authority Representative, if applicable, shall be informed of the infraction.
- c) All minor infractions shall be logged in the Deck log book.

3.7 MAJOR SAFETY OR SECURITY INFRACTION

- a) Work shall be stopped immediately.
- b) Any CCG employee observing a major Safety or Security infraction shall report it to their supervisor. The CCG supervisor shall in turn advise the contractor's supervisor.
- c) The Contracting Authority Representative, if applicable, shall be informed of the infraction.
- d) Corrective actions shall be taken before work resumes.
- e) All major infractions shall be logged in the Deck log book.
- f) For any major infraction related to health, safety or security, the responsible CCG supervisor shall report the incident to the Superintendent, Fleet Safety and Security and provide copies of all documentation, (i.e. the investigation report, immediate corrective action taken, measures to prevent reoccurrence etc). in a timely fashion
- g) *CCG Fleet Safety, Security, Quality, and Environmental Requirements and Expectations for Contractors* is an information document intended as a handout to familiarise contractors with the expectations of the CCG.
- h) The Contractors Basic Safety Familiarization is a record which will verify that a basic safety briefing has been given, understood and acknowledged by the contractor. This record shall be completed for all contractors working on CCG vessels or at a CCG site, This record shall be retained at the worksite for a period of two (2) years.

4 DOCUMENTATION

Log Book entries
Pre-Job Safety Assessment
Site-Specific Work Procedure and Checklists
Records of Safety Briefings

