



FLEET SAFETY AND SECURITY MANUAL

7.0 DEVELOPMENT OF PLANS FOR SHIPBOARD OPERATIONS

7.B.3 HAZARD PREVENTION PROGRAM

1 PURPOSE

- 1.1 As required by the Canada Labour Code part II, Canada Occupational Health and Safety Regulations part XIX and the Maritime Occupational Health and Safety regulations part XII. This program is to establish **national guidelines in the identification, assessment and control of hazard, for employees completing general housekeeping, maintenance and/or repair work not covered elsewhere** under the Safety and Security Management System of the vessel.
- 1.2 Provide a process for contractors working aboard the vessel (**when workplace is considered to be under the control of CCG**) to ensure that contractors working aboard the vessel are aware of all the hazards associated with the work they are performing and that proper communication and work coordination is established with shipboard personnel (see procedure 10.A.2).

2 RESPONSIBILITIES

- 2.1 The **Commanding Officer** is responsible to ensure that all vessels' crew are aware of the hazard prevention program to ensure that the health and safety of every person working aboard the vessel, is protected and that all work is performed in accordance with its requirements.
- 2.2 The **department heads** shall ensure that pre-job safety assessments (PJSA) are completed before starting any shipboard or contracted work not covered under the Safety and Security Management System of the vessel or performed by contractors and that the completed assessments are kept on record.
- 2.3 The **employer's representative** has the responsibility to properly assess the risk to the workers by completing a Pre-Job Safety Assessment (PJSA), initiate actions to mitigate the risks, and to continually reassess risk to the team as the work is being completed. Contingency measures shall be established and the plan shall be discussed with all workers who will be assigned to the task.
- 2.4 **All workers** have a responsibility to communicate any hazards to their own safety, the safety of others and to the safety of the vessel as they arise.
- 2.5 The **contractor or their representative** engaged in general housekeeping, maintenance and/or repair tasks aboard CCG vessels shall not commence work before a pre-job safety assessments (PJSA) and Annex B (FSSM 10.A.2) is completed.

- 2.6 The contractor or their representative engaged in work associated with real properties; such as buildings, structures and accommodations are not required to complete a pre-job safety assessment (PJSA) unless they choose to do so. Contractors however are to receive the Basic Safety Familiarization as per procedure 10.A.2 (3.2).

3 PROCEDURE

- 3.1 Work places contain a wide range of hazards some known, others less obvious. We have learned to control most of them, sometimes instinctively, sometimes intentionally. Given the ever-increasing complexity of work places, we can no longer rely on instinct alone. The negative impacts are so costly in human and financial terms that we must actively endeavour to control them. Hazard assessments are an essential part of an efficient Safety Management System; it requires clear identification of the work to be performed, the hazards present at the workplace and the control measures to mitigate them. Hazard assessments have to be conducted to set governing parameters for a new shipboard procedure or to provide guidance for a one time activity.
- 3.2 In order to address identified and assessed hazards, department heads or the contractors shall implement preventive measures to address the hazard. The following order of priority shall be used;
- **The elimination of the hazard;** for example remove the hazard from the workplace
 - **The reduction of the hazard, including isolating it;** for example the use of guards, containment measures.
 - **The provision of personal protective equipment,** clothing, devices or materials; and
 - **Administrative procedures;** for example site specific work instructions.
- 3.3 When establishing a record of known hazards the following information shall be captured.
- the nature of the hazard;
 - the employees' level of exposure to the hazard;
 - the frequency and duration of employees' exposure to the hazard;
 - the preventive measures in place to address the hazard;
 - any employee reports;
 - any other relevant information.

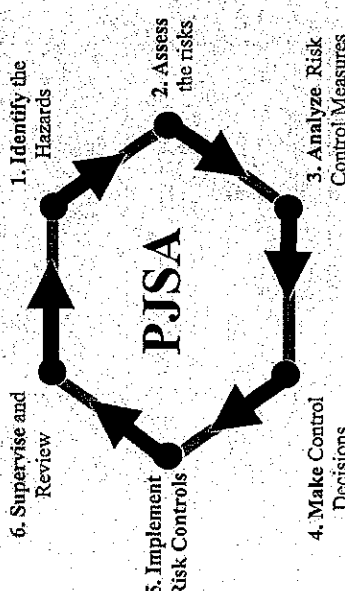

- 3.4** In order to assist the department heads and contractors in assuming their responsibilities in hazard assessment, an example of a Pre-Job Safety Assessment (PJSA) can be found in ANNEX A.
- 3.4.1** The Pre-Job Safety Assessment (PJSA) is a pre-work checklist developed to ensure that hazards are identified, assessed and controlled in a systematic manner, thus creating a safe and healthy worksite and thereby ensuring due diligence and compliance with the requirements stated in the Guide on the Safety Responsibilities of DFO in Relation to Contractual Agreements, Partnering & Volunteers.
- 3.4.2** The Pre-Job Safety Assessment (Annex A) is to be kept on file for 6 years (in paper or electronically).
- 3.4.3** **For Coast Guard employees;** the PJSA is valid for a period not exceeding 2 years following the date it was created. Another PJSA has to be created if the identified hazards change.
- For contractors;** the PJSA is valid until the completion of the contracted work to a maximum of 28 days. Another PJSA has to be created if the identified hazards change.
- 3.4.4** The filed **Pre-Job Safety Assessments** are to be formally reviewed during the annual Safety Management System review.
- 3.5** All **Employees** shall:
- a) wear protective equipment (PPE) as required and in accordance with guidelines, directives and regulations.
 - b) report to their supervisor as soon as possible any defect in the PPE that may render it unsafe for use.
- 3.6** The **Department heads** shall:
- a) after proper identification of the hazards, establish and maintain an identification record either in print or electronic format.
 - b) establish and maintain a training record either in print or electronic format for all employees under his/her supervision.
 - c) implement preventive measures in order to address identified and assessed hazards.

4 DOCUMENTATION

Pre-Job Safety Assessment (PJSA)

Personnel training records

PRE-JOB SAFETY ASSESSMENT (PJSA) ANNEX A

		<h2>PRE-JOB SAFETY Assessment (PJSA)</h2>		
Job Description:		Ship/Station:		Number of workers :
Date :				
Worker/Contractor :				
Location:		Immediate Supervisor's Name:		

Review the following at the work site and **ONLY** check the items which apply to the task.
List all the hazards you have checked on the back of the card. In the third column detail your methods of **CONTROL**.

Shutdowns/Permits-signed / posted	Respiratory Hazard	Working at Heights Hazards
Hot Work	Silica / Concrete	Barricades / flagging and signs
HVAC	Asbestos	Dangerous openings
Sprinkler	Mould	Protect from falling items
Fire Suppression Systems	Fibreglass/insulation	Powered platforms (man lift)
Electrical	Smoke	Others working above or below
Water (valves)	Airborne particles- chipping	Fall arrest
Hydraulic (valves)	Spray/Painting	Ladders
Compressed Gasses	MSDS Reviewed	Other:
Lockout procedure in place	Other:	Ergonomics Hazards
Confined Space	Activity Hazards	Working in tight area
Asbestos	Sensitive equipment in area	Part of body in line-of-fire
Other:	Burn / Heat sources	Working above your head
Environmental Hazards	Energized Equipment in area	Pinch points identified
Spill potential	Welding / Grinding	Repetitive motion
Weather Conditions	Electrical cords / tools-condition	Repetitive work in awkward position
Ventilation Required	Equipment / tools -- inspected	Other:
Heat stress / cold exposure	Housekeeping	Personal Limitations / Hazards
Other workers in area	Other:	Trained to use tool / perform work
Inadequate lighting	Access / Egress Hazards	Clear instructions
Noise levels	Partially obstructed	Insufficient number of workers
Biohazards	Slip / trip potential identified	Physical limitations

