



# FLEET SAFETY AND SECURITY MANUAL

## 10.0 MAINTENANCE OF THE SHIP AND EQUIPMENT

### 10.A.2 CONTRACTOR SAFETY AND LIABILITY

#### 1 PURPOSE

- 1.1 To ensure that when maintenance or repair work is being performed by contractors and subcontractors aboard a Canadian Coast Guard (CCG) vessel or at a CCG Station where crew are present, guidelines are followed to maintain the health and safety of all persons and to ensure the security of the vessel.
- 1.2 To guide CCG employees in regard to their responsibilities in the workplace during the performance of work by contractors or subcontractors.
- 1.3 To ensure that contractors and subcontractors follow Occupational Health and Safety (OHS) procedures in accordance with applicable federal and provincial OHS regulations, as appropriate, thereby demonstrating CCG due diligence in ensuring that contractor activities are carried out in a safe manner and do not endanger the safety of CCG employees or the security of the vessel.
- 1.4 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 available in the Occupational Health and Safety section of the Acts, Regulations & Publications Fleet DVD.

#### 2 DEFINITIONS

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

<b>Employee</b>	A person employed by an employer.
<b>Employer</b>	A person who employs one or more employees and includes an employers' organization and any person who acts on behalf of an employer.
<b>Competent Person Designated Responsible</b>	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.
<b>Due Diligence</b>	Ensuring that all reasonable precautions are taken, under the particular circumstances, to prevent injuries or accidents in the workplace.
<b>Workplace</b>	Any place where an employee is engaged in work for the employer.

<b>Workplace under the control of the CCG</b>	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.
<b>Workplace NOT under the control of the CCG</b>	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 <i>Canada Labour Code</i> , Part II
<b>Qualified Person</b>	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.
<b>Quality Assurance</b>	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.
<b>Minor Safety or Security Infraction</b>	Failure to conform to acceptable standards that could jeopardize the safety or security of a person aboard a vessel <u>or at a CCG station.</u>
<b>Major Safety or Security Infraction</b>	Failure to conform to acceptable standards that could jeopardize the safety or security of all persons and or the vessel/ <u>CCG station.</u>

### 3 RESPONSIBILITIES

- 3.1 The **Commanding Officer or the Competent Person Designated Responsible** is to ensure that the vessel crew is aware of CCG's responsibility to safeguard the safety and health of all personnel present at the worksite onboard CCG vessels or at CCG stations as applicable.
- 3.2 The **Commanding Officer or the Competent Person Designated Responsible** is to ensure that all contractors receive a basic shipboard or shore facilities safety familiarization and should include, but is not limited to, knowledge of the following items:
- a) Fire alarm and conduct to follow in case of fire or other emergency situations, and
  - b) Off limit spaces, and
  - c) Hazards encountered at the worksite (asbestos, fire fighting systems, hazardous materials, flammables etc).
- 3.3 The **Commanding Officer or the Competent Person Designated Responsible** is to ensure that all reported infractions are addressed in a timely manner.
- 3.4 The **Commanding Officer or the Competent Person Designated Responsible** is to ensure that all contractors and subcontractors working aboard CCG Ships have completed the pre-job safety assessment for each job assigned to the contractor. (Procedure 7.B.3)

- 3.5 **Shipboard Officer or Shore side Manager** initiating contract must ensure that appropriate instructions are issued for all contracted shipboard maintenance tasks.
- 3.6 The **Commanding Officer or the Competent Person Designated Responsible**: is to ensure that all contractors and subcontractors follow applicable OHS regulations, in accordance with CCG safety/security requirements.
- 3.7 **All employees (including contractor employees)** must 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.
- 3.8 **All employees (including contractor employees)** witnessing an infraction that could jeopardize the safety and security of the crew and/or vessel must 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.

#### 4 PROCEDURE

##### 4.1 Security

- 4.1.1 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: 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.

- 4.1.2 **Any person** (including contractors) that does not have, at minimum, a valid "Reliability Status" shall be escorted to their work site and briefed on the areas they have been granted access and the restricted areas of the vessel or station as applicable.
- 4.1.3 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.
- 4.1.4 Any contractor who sails with the ship is considered to be a supernumerary who is not an employee of the Government of Canada (CCG).
- a) All contractors sailing with the ship shall obtain the appropriate level of Security Screening from the DFO Security Branch in accordance with the Department of Fisheries and Oceans Security Policies or Public Works and Government Services Canada (PWGSC) Security Policies. (Refer to FSSM 6.C.2 – 3.8.1 and Annex C). Contractors without proper security clearance shall be escorted at all times.

- b) All contractors sailing with the ship shall sign the General Statement of Risk (Refer to FSSM 6.C.2 – Annex A)
- c) All contractors sailing with the ship shall sign the ships book. (Refer to FSSM 11.B.2 - 3.6.1)

#### 4.2 Liability

- 4.2.1 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 must 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.
- 4.2.2 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 ship, the protection of equipment, and the conduct of hazardous activities (e.g., burning and welding, confined space entry, etc).

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

#### 4.3 Minor Safety or Security Infraction

- 4.3.1 Any CCG employee observing a minor Safety or Security infraction shall report it to their supervisor.
- 4.3.2 The CCG supervisor shall in turn advise the contractor's supervisor.
- 4.3.3 All minor infractions shall be logged in the official deck log.
- 4.3.4 PWGSC representative shall be advised (if applicable).

#### 4.4 Major Safety or Security Infraction

- 4.4.1 Work must be stopped immediately.
- 4.4.2 Any CCG employee observing a major Safety or Security infraction shall report it to their supervisor.
- 4.4.3 The CCG supervisor shall in turn advise the contractor's supervisor.
- 4.4.4 All major infractions shall be logged in the official deck log.
- 4.4.5 PWGSC representative shall be advised (if applicable).
- 4.4.6 Corrective actions shall be taken before work resumes.

4.4.7 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

4.5 **Annex A:** is an information document intended as a handout to familiarise contractors with the **Canadian Coast Guard Fleet Safety, Security, Quality, and Environmental Requirements and Expectations for Contractors.**

4.6 **Annex B:** is a record which will verify that a basic safety briefing has been given, understood and acknowledged by the contractor. Annex "B" records shall be retained for a period of two years.

## 5 DOCUMENTATION

- Log Book entries
- Pre-Job Safety Assessment
- Ship-Specific Work Procedure and Checklists

## ANNEX A

# Canadian Coast Guard Fleet Safety, Security, Quality, and Environmental Requirements and Expectations for Contractors.

### 1. Application:

This document is provided to outline the general requirements and expectations of contractors working onboard Canadian Coast Guard ships and stations that are under the care, custody and control of the CCG.

These arrangements shall be formalized and documented in writing to impart knowledge, comprehension, acknowledgement and compliance with the requirements stated in the **Guide on the Safety Responsibilities of DFO in Relation to Contractual Agreements, Partnering & Volunteers** and **CCG Fleet Safety and Security Manual (FSSM)**.

### 2. Objective:

To ensure compliance with all applicable federal and provincial laws concerning health and safety of employees; in particular *Part II of the Canada Labour Code*, and relevant regulations (*Canadian Occupational Health and Safety (COHS)* and *Maritime Occupational Health and Safety (MOHS)*).

CCG has implemented a Fleet Safety and Security Manual (FSSM) that provides guidance and takes every measure possible; to reduce risks, prevent accidents, near misses, and any incident that would potentially result in injury, loss of life, damage to property or the environmental, thereby ensuring CCG due diligence and compliance with these requirements.

### 3. Definitions:

#### **Workplace under the control of the CCG:**

When CCG employees are actively working on the site, the entire 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/or subcontractors. As a result, the activities of every contractor and subcontractor must not endanger the health and safety of CCG employees or the security of the vessel.

When the vessel is under the control of CCG, the CCG must ensure that contractors and subcontractors follow OHS procedures that are at a minimum equivalent to those described in the FSSM.

### **Workplace NOT under the control of CCG:**

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*.

## **4. Responsibilities:**

### **Commanding Officer or the Competent Person Designated Responsible:**

- is responsible, when the workplace is under the control of CCG, to disclose all pertinent information regarding known or foreseeable hazards at the worksite, to ensure all persons are aware of the CCG's responsibilities and to safeguard the health, safety and security, of all persons and the environment in accordance with applicable laws; and
- When the workplace is NOT of the control of the CCG, the Commanding Officer or the Competent Person Designated Responsible should be satisfied that the contractor has acceptable processes in place to prevent accidents and to reduce the risk of damage to the ship. If applicable, prior to contract start, the Contractor shall provide the CCG with documentation indicating processes for care and custody of the vessel or station, the protection of equipment, and the conduct of hazardous activities (e.g. burning and welding, confined space entry etc).

### **Contractors:**

#### **When work is completed aboard a CCG vessel under CCG control:**

- shall ensure that they disclose any pertinent information, agree to follow all applicable laws, and comply with the requirements of the FSSM; and in particular
- that Contractor's employees and/or subcontractors engaged in general housekeeping, maintenance and/or repair activities must not commence work until they have received the familiarization contained in Annex B and completed a pre-job safety assessment (PJSA).

#### **When work is completed at a station under CCG control:**

- Contractor's employees and/or subcontractors engaged in general housekeeping, maintenance and/or repair activities must not commence work until they have received the familiarization contained in Annex B.

**All persons including Contractors:**

- have the responsibility to take all reasonable and necessary precautions including stopping the action immediately to ensure the health, safety, security of any person or damage to vessel or the environment.
- Must report any injury or infraction immediately to their supervisor (Note: the CCG and the Contractor must disclose immediately to each other any such report or infraction); and
- have a responsibility to communicate any potential hazards to their own safety, the safety of others and to the safety of the vessel as they arise.

**ANNEX "B"**

**FSSM 10.A.2**

**CONTRACTORS BASIC SAFETY FAMILIARIZATION**

(This record shall be kept for a period of two years)

The Commanding Officer or the Competent Person Designated Responsible is to ensure that contractors receive a basic shipboard or shore facilities safety familiarization and should include, but is not limited to, knowledge of the following items:

- a) Fire alarm and conduct to follow in case of fire or other emergency situations, and
- b) Off limit spaces, and
- c) Hazards encountered at the worksite (asbestos, fire fighting systems, hazardous material etc.

Date Basic Safety Familiarization completed \_\_\_\_\_

mm dd yyyy

**Brief description of contract or work to be completed:**

From: \_\_\_\_\_  
mm dd yyyy

To: \_\_\_\_\_  
mm dd yyyy

Name (Print) \_\_\_\_\_  
Contractor Representative

(Print) \_\_\_\_\_  
Competent Person, Designated Responsible

Signature: \_\_\_\_\_  
Contractor Representative

Signature: \_\_\_\_\_  
Competent Person, Designated Responsible