



# Fleet Safety Manual

## 7.A.1 - ASSESSING RISK

### 1 PURPOSE

- a) To provide personnel at all levels with a risk assessment and decision making tool for both routine and non-routine situations. This tool is to be used as an additional step when performing tasks whether guidelines, procedures or work instructions exist or not.
- b) Operational Risk Assessment is a continuous, systematic process of identifying and controlling risks in all activities by applying appropriate Safety Management System (SMS) policies and procedures. This process includes detecting hazards, assessing risks, and implementing and monitoring risk controls to support effective, risk-based decision-making.

### 2 RESPONSIBILITIES

#### 2.1 COMMANDING OFFICER

- a) The Commanding Officer has overriding authority to accept or deny mission tasking, taking into account crew and vessel capabilities.
- b) The Commanding Officer is responsible to ensure that all crew are aware of operational risk and hazard prevention management, to ensure that the health and safety of every person working aboard the vessel, equipment and the environment are protected and that all work is performed in accordance with these requirements.
- c) 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.

#### 2.2 DEPARTMENT HEADS AND OR THE SITE SUPERVISOR RESPONSIBLE

- a) The Department Heads and or the Site Supervisor Responsible shall ensure that proper risk assessments and safety briefings are completed before starting any shipboard or contracted work.

#### 2.3 ALL TEAM MEMBERS

- a) All team members have the responsibility to continually reassess the situation while the work is being completed. To immediately communicate to their supervisor, any risks or hazards to their own safety, the safety of the team or to the safety of the vessel and the environment as they arise.

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**3 INSTRUCTION**

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**3.1 GENERAL**

- a) Prior to performing any task, an assessment of the risk shall be performed by all persons involved. An assessment of the risk shall include identifying the risk, identifying the Personal Protection Equipment (PPE) if necessary, identifying individual responsibilities, identifying measures to mitigate all risk identified and those foreseen during the operation or task.
- b) A Safety Briefing shall be conducted with all persons associated with the task to ensure that all persons are aware of the risks associated with the task, their responsibilities, the necessary PPE, the measures necessary to mitigate the risks and to review any procedures.
- c) Where necessary, for non-routine work or for routine work in hazardous areas, written risk assessments shall be completed to allow for baseline and for future risk assessments for the same task.
- d) Work places contain a wide range of risks and 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.
- e) Risk and Hazard assessments are an essential part of an efficient SMS; it requires clear identification of the work to be performed, the risks and hazards present at the workplace and the control measures to mitigate them. Risk and hazard assessments have to be conducted to set governing parameters for a new shipboard procedure or to provide guidance for a one time activity.
- f) The following procedures are used to mitigate risk in the workplace;
  - Identify Mission Objectives- this includes identifying the skill sets required of the individuals to conduct the mission as well as all activities required to see the mission through to its completion
  - Identify Hazards – Identify hazards for all of the activities required to complete the mission. This includes considering all existing procedures already in place to mitigate risk during a specific mission (i.e. Personal Protective Equipment (PPE)).
  - Establish Control Measures- for each identified hazard, including a clear plan of the mission, communication protocol, adequate briefing of team members, list PPE to be worn and contingency measures.
  - Evaluate Risk vs. benefit - Is it safe, efficient or necessary to perform the activity either as planned or at all? Is the risk worth the benefit and does it apply all principles for risk management. The International Maritime Organization (IMO) defines risk as:
    - The combination of the frequency and the severity of the consequence.
    - In simple terms a risk is a combination of factors, how often do you do the job, its complexity and the consequence if something goes wrong.
    - The combination of likelihood and consequence is normally illustrated by the IMO RISK ESTIMATOR as follows: determine the level of consequence in relation with the likelihood to obtain the level of risk.

- Execute Decision – Make a decision at the appropriate level depending on the complexity of the mission. For example, when determining whether or not an FRC is to be launched, the decision making should be at the level of the Commanding officer and confirmed by the FRC Coxswain.
  - Monitor Situation- Situations can change due to weather and other environmental factors as well as a change in the capability of the personnel executing the mission. Decision-makers must have a contingency plan in place to execute should the situation change and/or risk is increased.
- g) In order to address identified risks and assess the hazards, department heads or the contractors shall implement preventive measures to address them. The following order of priority shall be used;
- Identify the risk, what could happen
  - The elimination of the hazard; example: remove the hazard from the workplace
  - The reduction of the hazard, including isolating it; example: the use of guards, containment measures.
  - The provision of personal protective equipment, example: clothing, devices or materials; and
  - Administrative procedures; example: site specific work instructions.
- h) When establishing a record of known risks and hazard assessments; the following information shall be captured:
- the nature of the risk/hazard;
  - the employees' level of exposure to the risk/hazard;
  - the frequency and duration of employees' exposure to the risk/hazard;
  - the preventive measures in place to address the risk/hazard;
  - any employee reports;
  - any other relevant information.

### 3.2 SAFETY SELF-CHECK

- a) Any operational or maintenance work performed in the workplace either routine or non-routine in nature will have inherent hazards. It is crucial that before any work is started that employees; as a group or individually, take a few minutes to safely review the work to be performed. This review covers the various key steps of a Safety Self-Check.
- b) This Safety Self-Check at a minimum shall cover these key points:
- Identify the Hazards
  - Assess the risks associated with each hazard
  - Plan a safe way to carry out the work.

- c) The Safety Self-Check is to be applied equally for site operations or maintenance routines. The hazards and their associated risks and exposures are to be assessed, a safe work plan to carry out the task is to be considered, and identifying the PPE needed as necessary and identify responsibilities. It is not intended to have these Safety Self-Checks logged or recorded, the intent is to promote safety awareness so that employees are aware of the hazards, and have considered the risks and safeguards. If questioned, an employee working on the site shall be aware of this safety requirement.
- d) 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.

#### **4 DOCUMENTATION**

- Risk Assessments
- Safety Briefings
- Site Specific Work Instructions
- Personnel training records