



Fleet Safety Manual

7.B.1 - DIVING OPERATIONS

1 PURPOSE

1.1 GENERAL

- a) To ensure safe working conditions are provided for all diving operations deployed from or in support of Canadian Coast Guard (CCG) vessels.

Diving: Includes any underwater activity that employs scuba or surface supply air.

2 RESPONSIBILITIES

2.1 REGIONAL DIRECTOR, FLEET OR REGIONAL DIRECTOR, INTEGRATED TECHNICAL SERVICES

- a) The Regional Director, Fleet or Regional Director, Integrated Technical Services (as applicable) shall ensure that this procedure is observed for all diving operations conducted from or in support of CCG vessels or units.

2.2 COMMANDING OFFICER

- a) The Commanding Officer shall in all cases provide assistance to Diving Supervisors and divers with respect to provision of safe working conditions, planning of diving operations, and emergency and contingency planning.

2.3 ANY CCG OFFICIAL WHO ENGAGES A COMMERCIAL DIVING SERVICE

- a) Any CCG official who engages a commercial diving service shall ensure that the requirements of this procedure, and any other procedures issued by the regulatory authority responsible for the enforcement of regulations for the safety and protection of divers, are incorporated within the body of the contract.

2.4 NATIONAL DIVING SAFETY COORDINATOR, OR THE REGIONAL DIVING SAFETY COORDINATORS

- a) The National Diving Safety Coordinator, or the Regional Diving Safety Coordinators, shall review and approve all scientific diving plans prior to the conduct of any dives to ensure that the regulations appropriate to the dive are identified and shall be observed by the party conducting the dive. This review and approval shall be communicated to the Commanding Officer in writing, or by facsimile message, prior to the commencement of operations.

3 INSTRUCTION

3.1 GENERAL

- a) When contracting diving services, a statement must be included in the body of the contract to direct compliance with this procedure. An UNCONTROLLED copy of this procedure should be attached to the contract and supplied to the contractor.

3.2 BASIC REQUIREMENTS

- a) The diver shall operate within the existing Provincial, Territorial, or Federal Diving Regulations as are appropriate to the location and mode of dive planned (in any doubt about which regulations may apply – contact the Regional Diving Safety Coordinator for DFO).
- b) Prior to being contracted a commercial diving company shall provide proof of appropriate liability insurance.
- c) A commercial diving company shall provide notice of the diving operation to the Provincial Regulatory Authority (as appropriate) and a copy of this notification shall be produced before the dive commences.
- d) Divers operating under a scientific program, either sponsored, assisted, or operated by the Department, shall have clearance for conducting diving operations that has been endorsed by either the National or Regional Diving Safety Coordinator or a Diving Officer authorized in the region to approve diving operations.
- e) The Commanding Officer shall ask, and receive assurances from, the Diving Supervisor that the diving operation shall be conducted in accordance with regulatory requirements including verification of diver logbooks, proper equipment and fitness to dive.
- f) Vessels shall develop a site-specific checklist to ensure that procedures are followed in the conduct of diving operations.

Note 1: There may be confusion regarding regulatory authority for diving operations. Diving operations performed by federal government employees are required to meet the standard provided in [Part XVIII of the Canada Occupational Safety and Health Regulations of the Canada Labour Code](#). Contractors supplying diving services meet provincial regulations. However, not all provinces and territories have specific regulations for diving. Where provincial or territorial legislation is silent, the Canada Labour Code standard shall be observed. The Regional Diving Safety Coordinator can assist in determining what regulations may apply in a given situation.

3.3 PLANNING OF DIVING OPERATIONS

- a) A detailed plan of diving operations including the contingency plan shall be presented by the contractor/diver and be discussed between the Diving Supervisor and the Commanding Officer (or the Designated Officer), and agreed upon by all parties prior to the commencement of diving operations. The plan shall include:
 - A description of the underwater work that will be done.
 - The location of the work.

- The number and time of the dive or dives.
 - The number of divers that will be in the water at any one time.
 - The number of dive attendants that will be on duty while divers are down.
 - The signal system that will be used to communicate with divers.
 - A list of requirements to be met by the vessel (shutdowns, lockouts, lookouts, boats, energy sources, tools, lines, etc.) *Refer to Procedure 7.B.5 – Lockouts and Tagouts*
 - A set of contingency plans to deal with foreseeable emergencies.
 - This plan shall include the location and phone number of the nearest hyperbaric chamber.
- b) A copy of this plan shall be maintained on the Bridge.
- c) The Commanding Officer (or the Designated Officer, having knowledge of the diving operations plan), shall remain at the worksite to assist the Diving Supervisor as required during the diving operation.

3.4 CONDUCT OF DIVING OPERATIONS

- a) In accordance with *Collision Regulations of the CSA 2001*, applicable signals and shapes shall be displayed during diving operations. Where required, appropriate warning devices such as buoys, flags, lights, etc. shall be displayed to define the restricted access limits of the diving operations. Where appropriate a Notice to Shipping will be issued.
- b) The Commanding Officer, in consultation with the Chief Engineer and with the approval of the Diving Supervisor, shall ensure that the propulsion machinery, sea-suction and underwater discharge mechanisms, cathodic protection system or any other mechanisms that could pose a threat to the safety of the divers are secured in such a manner as to render the work site safe for diving operations.
- c) A general announcement is to be made informing all personnel that diving operations are taking place, and a notice to this effect posted in a suitable location in the engine room. The appropriate machinery lockout procedures must be taken and logged.
- d) Where members of the vessel's complement have been assigned to support diving operations, the Commanding Officer (or the Designated Officer) shall, in conjunction with the Diving Supervisor, ensure that the members of the complement have been adequately briefed on the operations to be conducted and their respective responsibilities.
- e) A Diving Operations Checklist (a sample is attached) shall be completed prior to the commencement of the actual dive and the return of divers and completion of diving operations shall be logged immediately upon completion.

3.5 SEARCH AND RESCUE TASKING

- a) The CCG Station at Sea Island, British Columbia is the only unit trained and equipped to conduct dive operations in response to a search and rescue tasking from Joint Rescue Coordination Centre (JRCC) Victoria. JRCC Victoria and Station procedures are to be followed in these instances.
- b) When divers are to be deployed, the Craft Captain must, if previously designated, turn over all responsibilities as On Scene Coordinator to another vessel until such time as the dive operations are completed.

4 DOCUMENTATION

- Vessel-specific checklist
- Diving Plan
- Log Book Entries
- Departmental Diving Safety Procedures
- For SAR Dives
 - CCG Station Sea Island Diving Procedures
 - CCG Diver Training Program
 - CCG Diver Training Records

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DIVING OPERATIONS CHECKLIST

CCGS _____

Date of Operation: _____

- ☐ Designated Officer selected - Name _____
Signature _____
- ☐ Diving Supervisor – Name _____
Signature _____
- ☐ Divers certification and logbook reviewed
- ☐ CO/Designated Officer aboard
- ☐ Collision Regs - Warning devices deployed (shapes, buoys, flags, lights)
- ☐ MCTS advised (Traffic Control / Securité Call)
- ☐ Engineroom notified - diving notices posted in E/R
- ☐ Engineroom systems secured & logged in E/R log – Lockouts and Tagouts
- ☐ Diving plan and contingency plans reviewed
- ☐ General announcement made
- ☐ Commencement of diving operations logged
- ☐ Completion of diving operations logged

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