



Défense  
nationale

National  
Defence

CFB ESQUIMALT

# Safety & Environment for Contractors



Produced: February 2015

Canada 

## **EMERGENCY SERVICES - 911**

### **Formation Level Contacts**

Base Construction Engineering Help Desk	250-363-2009
Base Logistics Hazardous Material Facility	250-363-2654
Harbour Control Office	250-363-2160
Queen's Harbour Master (duty cell)	250-889-0444
Formation Safety Officer	250-363-7500
Ionizing Radiation Safety	250-363-7500
Laser System Safety	250-363-7500
Radio Frequency Safety (RadHaz)	250-363-7500
Formation Environment Officer	250-363-5063
Military Police Dispatch (non-emergency)	250-363-4032

### **External Contacts**

WorkSafe BC	1-888-WORKERS 1-888-967-5377
Provincial Emergency Program	1-800-663-3456

## **EMERGENCY SERVICES - 911**

“Notwithstanding that contractual work is conducted on DND land, the work of private contractors and their employees is normally subject to the laws of the Province or Territory in which the work is being conducted. However, this does not relieve the Department of all responsibility and special provisions must be incorporated to safeguard our employees and protect DND’s and the CAF’s legal liability”.

*DND General Safety Program Vol 1, Chap 2.*



This infoflip® is designed to assist contractors and their employees in meeting their Safety and Environmental responsibilities as well as providing some guidance when working on DND property. It also contains information on when, how and who to contact for questions or guidance. It covers many facets of working with DND and can be used as a guide for commencement of work and a tool to contact the appropriate personnel for questions and advice.

# 1 General Safety Program

## General Safety Program

The Department of National Defence (DND) has a General Safety Program in place to ensure the safety and well-being of its employees and members. While a contractor is not considered an employee of DND, there are many aspects of the General Safety Program that will apply to non-employees, including contractors.

The General Safety program aims to:

- ❑ Minimize personal suffering and financial losses;
- ❑ Add to the efficiency of DND and the operational effectiveness of the Canadian Armed Forces (CAF); and
- ❑ Meet legislative requirements; and contributes to the morale and well-being of all DND employees and CAF members.

## Formation/Ship Safety and Environment Management Systems

The Formation and Ship Class Safety and Environment Management Systems provide guidance to DND personnel on implementation of the Maritime Forces Pacific Safety and Environment policy that is specific to the Formation or Ship Class.

The Safety and Environment Management System (SEMS) manual is used to satisfy the requirements of DND, Command and Formation Safety and Environmental policies and directions. It also provides the guidance to ensure employees and workers are compliant with Formation, Base, Provincial and National policy and legislation for the protection and safety of all workers on DND property.

In most cases, contractors should request a full copy of any SEMS directive that relates to the type of work or hazards they may encounter. This infoflip® merely highlights the key points.

## Injury Prevention

The goal of any safety program is the prevention of accidents and injuries. This infoflip® contains information on several of the programs covered by the Formation or Ship Safety and Environment Management Systems.

Many of these programs outline the use of specific

**Personal Protective Equipment.** It is expected

that contractors will comply with applicable legislation as well as DND standards where required.



## 2 Security

### Accessing DND Property

Most defence establishments have set procedures for accessing DND property. CFB Esquimalt is no exception. The security levels may change from time to time in response to potential threats, or as part of a training activity. Contractor ID cards may be required for access to most DND properties, and potentially building sites within it. Ensure you carry your Contractor ID with you at all times and be prepared to show it. **All personnel accessing DND property are subject to search.**

### Parking

Vehicles require an access pass to enter most DND property. Be aware that there is little open parking on the base and you will be subject to ticketing/towing if you park improperly. Look for parking spots designated for contractors.

### Secure Zones

Certain areas may be designated as Operations, Security, or High Security Zones and there are additional security requirements in these areas. For example, cell phones are not permitted in these areas and must be powered off, or secured elsewhere. You may also require a visitors pass or escort to access and move around these areas.

All contractor personnel should be aware of security requirements in the areas that they will be working in.

### Designated or Controlled Materials

It is possible that your work as a contractor may require you to access documents or materials that are designated or controlled. This means there are additional requirements to protect the security of these documents or materials. For example, documents containing personal information on an individual may have a security designation of Protected A or Protected B. A user manual or set of schematics may be controlled if they are for systems that could affect national security if the details fell into the wrong hands. As well, ship equipment may be controlled and have special disposal requirements.

Be sure you are clear about the designation of documents or materials you have access to, and know whether it's a controlled item or document. Ask for direction on the standards for access, security and disclosure of these items

### WorkSafeBC Workplace Inspections

If you or your organization is subject to a Worksafe BC inspection or investigation on CFB Esquimalt property, ensure you contact Formation Safety at 250-363-7500 so appropriate DND coordination is provided.

### 3 Accident Reporting

Although the goal is to eliminate accidents, there is still a chance one could happen, in spite of best efforts. When an accident happens, it's important to report it in a timely manner once the immediate requirement for first aid or emergency responders has been initiated.

#### First Aid

While contractors are responsible for providing their own first aid services for their workers, if immediate medical attention is required, there are first aid services available in many areas of CFB Esquimalt. It's advisable to enquire about the availability of first aid services in your work area so that you are familiar with its location and how to access it.

If emergency services are required, call **911**. **Note: many areas of the base have limited cell-phone coverage.** Ensure you indicate CFB Esquimalt when talking to the 911 operator. If calling from a DND landline, you will also dial **911**.

Automatic external defibrillator's (AEDs) are placed throughout CFB Esquimalt and in most cases, there is external signage on the buildings where they are located.

#### WorkSafeBC

All workers in BC are covered under the *Workers Compensation Act* and all accidents resulting in an injury must be reported to WorkSafeBC within three working days.

Refer to **WorkSafeBC.com** for detailed instructions on reporting an injury or death.

#### Hazardous Occurrence Reporting

In addition to the requirement to report an accident resulting in an injury to WorkSafe BC, accidents that result in a DND employee or military member being injured have additional reporting requirements under the General Safety Program. This also applies to accidents resulting in damage to DND property.

In the event of a severe injury, notify the Formation Safety Officer immediately at 250-363-7500.

While it isn't a contractor's responsibility to initiate the DND Hazardous Occurrence Reporting process, it's possible or likely that witness statements will be required, or the Hazardous Occurrence Investigator may contact you for more information. It is expected that contractors will cooperate to the best of their ability in all investigations.



**Report all known or suspected injuries to the appropriate authorities.**

## 4 Fall Protection

### Fall Arrest Systems

Canada Occupational Health and Safety Regulations state that fall protection equipment (FPE) must be worn by all workers working 2.4 meters or more above a permanent safe level. The harnesses shall be CSA approved and must be inspected prior to each use.

### Ladder Safety

In some instances, portable ladders are the more practical way to carry out the work required. Used correctly, they can be a very handy tool; used incorrectly, they can be a source of injury. The following are some useful points for the correct use of a portable ladder.

1. The base of the ladder should be placed no less than one-quarter and no more than one-third of the length of the ladder from a point directly below the top of the ladder.
2. Where possible, the ladder should be secured in place.
3. A portable ladder that provides access from one level to another shall extend at least three rungs above the higher level.
4. No person shall work from any of the three top rungs of any single or extension portable ladder or from the two top rungs of any portable step ladder.
5. Metal or wire-bound portable ladders shall not be used where there is potential to come into contact with a live electrical circuit or equipment.

### Mobile Elevated Work Structures

Caution is to be used when working from a mobile elevated work structure and in particular, when moving or repositioning the structure. There are many overhead obstructions and certain areas, such as dock yard, are very busy and often cluttered as supplies are moved on and off ships. FPE is required for all personnel.

### Ship Safety

The same safety standards apply aboard any Royal Canadian Navy (RCN) vessel. If work must be done at height, the appropriate fall arrest system must be used. Ship's personnel can provide detailed guidance and direction specific to their ship.

### Warning Signs

If any work at height poses a secondary danger to other personnel, warning signs shall be placed in a conspicuous place, and at a sufficient distance from the job.

## 5 Confined Space Entry

All work done in a confined space is considered risky due to the many potential hazards that may be present. Under no circumstances should a contractor enter a confined space unless they have been authorized to do so and have been briefed on procedures.

Contractors are required to follow the requirements of the applicable regulatory body. (Canada Labour Code, Province).

The Entry Supervisor completes their assessment of the space and level of risk. This will include atmospheric testing to determine if a hazardous condition exists. The Entry Supervisor initiates a Confined Space Entry Permit and briefs the Entry Team prior to the commencement of any work.

The contractor's Emergency Response Team (ERT) is notified prior to and after the commencement of work. If the ERT is not available, the work may be postponed. If the ERT becomes unavailable while the confined space work is being done, the work must stop immediately and personnel must exit the confined space.

DND is not mandated to provide rescue teams for confined space entry, but will respond, if available. All confined space entries shall have a hazard assessment completed and a written safe to enter certificate completed by a qualified person.

### Confined Space Entry Procedures

1. Ensure all energy sources have been isolated/locked out.
2. Ensure adequate ventilation is provided and the atmosphere tested.
3. Implement your company's confined space procedure.
4. Ensure entrant, rescue team and sentry are qualified.
5. Ensure hazard assessment completed.
6. Ensure entry plan completed.
7. Ensure rescue plan completed.
8. Ensure personnel are briefed on hazards and work to be conducted.
9. Ensure entry log is in place and used.
10. Ensure safe to enter certificate is completed and posted by qualified person.
11. Ensure rescue team and equipment are in place.



**Report all known or suspected injuries to the appropriate authorities. Accident Reporting (3)**



## 6 Radio Frequency Safety

Radio Frequency (RF) radiation, also known as non-ionizing radiation, can pose a health hazard to personnel who are exposed to levels higher than Health Canada recommendations. These levels are individually known as the **Maximum Exposure Limit (MEL)**.

Through measurement, the distances (MEL distances) one must remain away from any given radiating emitter have been determined. These distances are held by the ship or unit owning these RF emitters.

Contractor personnel will be briefed on the applicable MEL distances and emitter control procedures prior to accessing a site with RF emitters in it. This briefing will be given by the Officer of the Day on ships.

Buildings with RF emitters will have a DND/CAF employee appointed to grant access to the roof and this person will provide the briefing on RF hazards resident there.

### Sources of Radio Frequency (RF) Radiation

The more obvious source of RF radiation is from ship board equipment such as radar and communication antennas.

There are also RF emitters located on various buildings. These include D250, D199, D211, D100, D218, N92A, and N50. Proper roof access procedures, obtained from the contracting authority, must be described to personnel prior to commencing work on any roof.



### Indicators for Radio Frequency (RF) Radiation Hazard

Ships will use a series of coloured flags to indicate the status of their RF transmitting capabilities.

<b>FLAG ECHO</b> Indicates that the vessel is rotating an antenna without radiating RF Energy.	
<b>FLAG KILO</b> Indicates that a person is working aloft and/or over the side.	
<b>FLAG LIMA</b> Indicates that the vessel is radiating RF Energy.	

### Hazards of Electromagnetic Radiation

- Hazards of Electromagnetic Radiation to Fuel (HERF):** There is potential for **RF radiation** to cause spark ignition of volatile combustibles such as gasoline, fuels or solvents.
- Hazards of Electromagnetic Radiation to Ordnance (HERO):** **RF radiation** may cause ordnance or ammunition to inadvertently fire without notice or indication.
- Hazards of Electromagnetic Radiation to Personnel (HERP):** **RF radiation** can heat and burn body tissue and may occur through exposure to a nearby source, or through direct contact with an antenna wire, cable or metal railings that may be reradiating fields.

### Suspected or Confirmed Exposure

Any personnel who suspect that they are being over exposed to radio frequency radiation should immediately move away from the source of radiation. **Any personnel who suspect or confirm they have been exposed to radio frequency radiation should seek immediate medical attention.**

Medical personnel are to be advised that there may have been an RF over exposure.



**Report all known or suspected injuries to the appropriate authorities. Accident Reporting (3)**

## 8 Burning and Welding

**Hot Work** is defined as “any activity which has the potential of generating a source of ignition.” This includes welding, burning, grinding, or the use of any spark-producing equipment.

**Before** any Hot Work can be carried out, a Hot Work Certificate must be issued. Contact the Base Fire Hall **250-363-1906** to receive a permit and a copy of **Fire Orders and Regulations for Contractors**.

Prior to the Hot Work Certificate being issued, a hazard assessment must occur, including the following:

- ☐ Remove all combustible or flammable materials
- ☐ Ensure fire cloth, smoke curtains and ventilation are in place
- ☐ Ensure all areas where a spark could land are protected
- ☐ If applicable, ensure the compartment(s) has been certified gas free
- ☐ Ensure electrical cables liable to be damaged have been covered with protective material

Once the Hot Work is to begin, the Fire Sentry(s) are to be briefed and will ensure the appropriate fire extinguisher(s) are on site.

**Note: Gas free testing along with a new Hot Work Certificate must be conducted every 24 hours.**

### Completion of Hot Work

Once the Hot Work has been completed, the Fire Sentry(s) are required to stay on site for a minimum of 30 minutes. After inspecting the area, the Fire Sentry(s) will report to the customer or Fire Hall that the operation is complete.

### Prohibited Hot Work

- ☐ In compartments containing unsealed flammable material
- ☐ On pipes containing any trace of fuel or lube oil
- ☐ Within two (2) meters of a magazine or fittings that enter the magazine
- ☐ On pipes containing any trace of sewage inside



**In the event a fire is detected: Shout “FIRE, FIRE, FIRE” and exit the area in an orderly fashion. Notify the Base Fire Hall (911), no matter how small the fire.**

## 9 Ionizing Radiation

Exposure to ionizing radiation can be harmful as it damages the internal structures of living cells. High doses can cause death over a short period of time, or other long term health issues from low doses over longer periods of time.

### Sources of Ionizing Radiation

Potential sources of radiation can be specialized monitoring equipment, aircraft gauges, X-rays and even smoke detectors. The international symbol for ionizing radiation is the trefoil. In Canada, X-rays are identified by a different symbol.



Trefoil



X-Ray

### Radiological Hazardous Occurrence (RHO) Procedures

- ☐ Hold your breath.
- ☐ **Attempt to breathe only once in fresh air!**
- ☐ Vacate the immediate area.
- ☐ Secure the area if possible.
- ☐ Call the Radiation Safety Officer.
- ☐ Remain nearby until released.



**Report all known or suspected injuries to the appropriate authorities. Accident Reporting (3)**

## 10 Ionizing Radiation, continued

### Suspected/Confirmed Contamination and/or Exposure

If there has been a suspected or confirmed over exposure, the person **MUST be sent to the hospital**. Ensure medical authorities are advised that the individual may have had a possible ionizing radiation over exposure and if applicable, that the source may be on the person's clothing.



As with any other injury or accident, the details must be reported to WorkSafe BC. It is the contractors responsibility to ensure this happens. **Accident Reporting (3)**.

### Containment and Clean-up

If DND/CAF personnel are not yet aware of the contamination, ensure they are notified immediately. Units holding radioactive materials will have a Unit Radiation Safety Officer who must be notified of the contamination.

Areas must be evacuated and cordoned off until the clean-up has been completed. Only qualified personnel are permitted to do the clean-up; contractors should not attempt to clean a contaminated area.

### Industrial Radiography

Contractors must be licensed by the Canadian Nuclear Safety Commission (CNSC) for Nuclear Gauges (e.g. Troxler Gauges) and Gamma Radiography and they must be able to present these licenses upon demand when on DND/CAF property.

For X-ray Radiography, the contractor must have one person on staff who is a CGSB Level II radiographer (licensed by NRCAN).

For Gamma Radiography, there must be one operator who is both CNSC - Certified Exposure Device Operator (CEDO) and NRCAN - CGSB Level II certified.

XRF operators must be licensed by NRCAN as at least a Level I XRF Operator.

All contractors must have an emergency plan that is accessible to the Base RadSO. Moreover, any contracted services intending to use ionizing radiation must inform the Base RadSO.



**Report all known or suspected injuries to the appropriate authorities. Accident Reporting (3)**

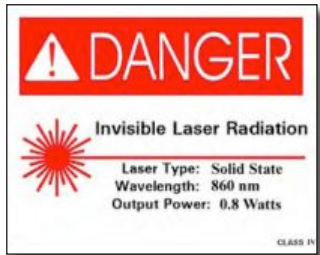
## 11 Laser Safety

Exposure to high power laser light can be hazardous to eyes as well as skin. Lasers range from Class 1 to Class 4. Class 1 are not considered hazardous to skin, or eyes. Class 2 may be hazardous to the eyes but protection is normally afforded by the eye's natural aversion response to bright light. Class 3 lasers may be potentially harmful if under direct and specular viewing conditions. Class 4 lasers are capable of causing serious injury to both eye and skin, and could cause combustion of flammable materials.

Ships such as the Halifax Class contain a Class 4 laser system. Where a ship or unit has Class 3B or 4 laser systems, they will have a Unit Laser System Safety Officer (ULSSO) appointed who will ensure personnel are trained and briefed and that all laser safety policies, standards and procedures are adhered to. Contractor personnel should ensure they are familiar with these policies and procedures prior to commencement of work.

### Area Control Where Laser Hazard Exists

Any area where a laser will be operated shall be well defined. In most situations, a laser warning sign such as the one shown here should be in place. All personnel must follow posted instructions and use appropriate Personal Protective Equipment (PPE) as required.



### Optical Viewing Devices

Optical viewing devices such as binoculars, big eyes or telescopes shall not be carried or used in any controlled area without prior approval of the ULSSO. If laser operations are to be viewed with such devices, appropriate attenuating filters must be used in the optical viewing device.



### Suspected or Confirmed Over Exposure

If there has been a suspected or confirmed over exposure involving laser radiation, the person **MUST be examined by a physician**. Ensure the medical authorities treating the person have been advised that there may have been a laser over exposure.



**Report all known or suspected injuries to the appropriate authorities. Accident Reporting (3)**

## 12 Environmental Issues

### Spill Response and Reporting

All contractors who will have their own vehicles on DND property and/or will be using hazardous materials, must have response equipment, such as a spill kit, and personnel trained in their location and use. In the event of a spill, the contractor is responsible for immediately implementing spill response procedures. If a spill cannot be easily contained or cleaned up, the contractor must call the Base Fire Hall at **911**. Contractors must also report all spills to their contract authorities and the Formation Environment Officer at 250-363-5063, as soon as possible

**Contractors are responsible for the cost of cleaning up a spill they generated.**

### Sick, Injured or Abandoned Wildlife

Do not touch or disturb wildlife on DND properties, including wildlife that appear dead or injured. If you encounter:

- ☐ dangerous animals, such as a bear or a cougar, report it to the Military Police at 250-363-4032 immediately; and
- ☐ sick, injured, abandoned or dead wildlife, report it to the Base CE Help Desk at 250-363-2009.

### Waste Disposal

Contractors are responsible for removing and appropriately treating/disposing of all wastes in accordance with contract documentation. This includes all liquid wastes generated during project activities. Disposal of any waste in DND waste bins is prohibited. Disposal of untreated liquid wastes to the environment and/or storm/sanitary sewers is prohibited.



### Archaeological Features

Contractor personnel should be aware of the mitigation measures prior to commencement of work and ensure they are being implemented throughout the duration of the project. Prior to commencing any land alteration activities, contractor personnel should receive an archaeological briefing which their contract authority will coordinate.

## 13 Lockout / Tagout (LOTO)

Contractors working on systems requiring lockout or tagout procedures will be expected to follow the existing policy as outlined in **Formation Safety and Environment Systems (FSEMS) Directive S14**. The lockout / tagout procedures will be used in conjunction with other work safety standards (**Confined Space Entry (5)**, **Burning and Welding (8)**) but not in lieu of their safety standards.

### Approved Padlocks or Lockout Devices

Locks shall be sequentially numbered and will be identified as belonging to the contractor. The customer will have locks meeting the same standard and identified as belonging to them. The contractor must coordinate LOTO requirements with the applicable unit owning the equipment and keep a register of locks issued, including the date, person's name, contractor name, system worked on and the location of the lock or device.

Only one key shall be issued with a padlock and in the event of a lost key, the lock must be destroyed once it has been removed in accordance with procedures. Replacement keys will not be produced.

Zero Energy Checks must be completed before starting work to ensure the lockout is effective.

### Removal of Locks

Normally the person who applied a lock is the only one who can remove it. In exceptional circumstances, the MSE and CSE Department Heads (or their delegates) may authorize the removal of the lock under the following circumstances:

- ☐ The machinery / equipment / system shall be verified safe to operate
- ☐ The owner identified on the tag shall be contacted for permission to remove his/her lock
- ☐ Details shall be entered in the Lockout Register

In the case of critical systems onboard the submarines, the owner of a lock will leave the key for his/her lock with the LOTO Coordinator if they leave the sub (ie, leave after working hours), and will draw the key prior to commencing work the following shift.

### Contractor Responsibilities

“The unit Contract Officer/Coordinator is to ensure the contractor is aware of the Lockout/Tagout procedures detailed in this Directive. Contractors shall report immediately to the relevant department to be provided a Point of Contact and to be briefed on the procedure to be followed while working onboard.”

*FSEMS Directive SD14*



## 14 Emergency Evacuation

Due to the risk of a significant emergency occurring such as an earthquake or tsunami, the base has stood up a **Mass Notification System** to give warning to all personnel. In the event that the Tsunami Warning System has detected a tsunami threat, an audible warning system will sound throughout the base. Immediately head for higher ground. Look for signs to indicate tsunami evacuation routes:



There is more than one tsunami evacuation site; be sure you are familiar with the one closest, and most accessible to your location. It's important to remember that personnel are expected to travel to the evacuation sites by foot except in cases when an individual is physically unable to walk. Roads will become congested very quickly otherwise.

### Tsunami Hazard Zones

Areas most at risk for a tsunami are indicated by warning signs. These signs are marking what is referred to as the inundation zones, or the areas of lower elevation most likely to be affected by a tsunami.



### Mass Notification System

The **Mass Notification System** is also intended to deliver an audible signal to indicate other emergency situations such as an active aggressor. The Mass Notification System will be tested on the first Wednesday of each month for approximately 1 minute commencing at 11:00 am.

### Threat of Violence or Terrorism

In the event there is a threat of violence requiring lock-down procedures:

- ☐ Escape or hide out; call **911**.
- ☐ Secure self and location; lock doors, windows.
- ☐ Mitigate vulnerabilities; close blinds, turn off lights.
- ☐ Stay put; wait for authorities to release you.
- ☐ Take action as a last resort.

## 15 Emergency Response

Situations that may trigger a requirement to call Emergency Services can include medical, fire or even a threat of violence. CFB Esquimalt Emergency Services works with municipal Emergency Services to support all locations occupied by DND. In the event of an emergency, call **911**. **If calling from a cell phone, inform the dispatcher that you are calling from Canadian Forces Base (CFB) Esquimalt.** Provincial Dispatchers will notify and dispatch the appropriate Emergency Services in your area. Emergency procedures must be discussed with the contracting authority prior to commencing work and be included in the contractor's safety plan.

### Major Disasters

There are protocols in place to deal with large scale emergencies such as earthquakes. It's important in such a situation to follow the directions of DND/CAF personnel on muster points and protocols to follow. A full accounting of all personnel is to be completed after buildings have been evacuated, and this includes registering non-DND personnel such as contractors and cleaners.

In the absence of clear instructions, look for the closest E-Box and proceed there. The E-Boxes are placed throughout DND property and can easily be identified by their **orange colour and letter E on the side**.



**NOTE: Do not depart your location until you have registered with one of the base's E-Boxes. If you fail to do so, valuable time may be spent searching for you.**

### Building Evacuations

All personnel, including contractors, should be familiar with the evacuation procedures for the site they are working in. Diagrams will be found in all buildings showing exits and locations of emergency equipment such as fire extinguishers and first aid kits. Take the time to review the diagrams and ask questions if you're unsure of local procedures.



## 16 Workplace Violence

Workplace violence constitutes any action, conduct, threat or gesture of a person towards an employee in their workplace that can reasonably be expected to cause harm, injury or illness to that employee. It includes, but is not limited to, the following:

**Threatening behaviour** - such as shaking fists, destroying property or throwing objects.

**Verbal or written threats** - any expression of an intent to inflict harm, including:

- ☐ **Direct threats** - clear and explicit communication which distinctly indicates that the potential offender intends to do harm, for example: "I am going to make you pay for what you did to me".
- ☐ **Conditional threats** - involves a condition, for example: "If you don't get off my back, you'll regret it".
- ☐ **Veiled threats** - usually involves body language or behaviours that leave little doubt in the mind of the victim that the perpetrator intends harm, for example: "Do you think anyone would care if someone beats up the boss?"

**Harassment** - any behaviour that demeans, embarrasses, humiliates, annoys, alarms, or verbally abuses a person and that is known to be, or would be expected to be unwelcome. This includes words, gestures, intimidation, bullying, or other inappropriate behaviours.

**Verbal abuse** - including swearing, insults, or condescending language.

**Physical attacks** - including hitting, shoving, pushing or kicking the victim, or inciting a dog to attack.

### National Defence Policy

"The Canadian Forces and the Department of National Defence have a zero tolerance for all forms of work place violence."

"Incidents of work place violence, should they occur, will be responded to promptly by responsible and competent authorities to ensure that the work place remains a respectful and safe environment for everyone."

*National Defence Occupational Health and Safety - Prevention of Violence in the Work Place Policy Statement.*



**Report all known or suspected injuries to the appropriate authorities. Accident Reporting (3)**

This publication was produced for Contractors and their employees as a guide to Department of National Defence and CFB Esquimalt Safety and Environment programs. While every effort has been made to provide current and relevant information, Contractors must remain vigilant about ensuring they are fully informed of current legislation as it pertains to worker safety; occupational health and safety; and environmental controls.

This infoflip® is intended to be a quick reference and in many cases, Contractors will require access to the full directives or procedures to ensure they are compliant.



Produced under the authority of Formation Safety and Environment, CFB Esquimalt.

Recommendations for changes or improvements can be directed to:

Formation Safety and Environment

CFB Esquimalt

PO Box 17000 Stn Forces

+ESQ FSE Safety@FSE@Esquimalt (internal email)

250-363-7500