



Shore-based Safety Manual

7.C.13 – WORK ON NON-CANADIAN COAST GUARD VESSELS OR SITES

1 PURPOSE

- a) To ensure the safety of Canadian Coast Guard (CCG) employees when they visit or work on board non-CCG vessels or at non-CCG sites. A non-CCG vessel or site is defined as a vessel or site that is not controlled by CCG or the Department of Fisheries and Oceans.

2 RESPONSIBILITIES

2.1 *MANAGER/SUPERVISOR*

- a) The manager/supervisor is responsible for ensuring that a risk assessment, as outlined in Section 3 of the [Fleet Safety Manual \(FSM\) 7.A.1 Assessing Risk](#), is conducted prior to employees working on or at non-CCG vessels or sites, that safety briefings are provided, and that employees have current training commensurate with their role.

2.2 *EMPLOYEE*

- a) The employee is responsible for ensuring they participate in and undertake risk assessments, and that they comply with all controls related to visiting or working on board non-CCG vessels or at non-CCG sites.

3 INSTRUCTION

3.1 *PLANNING*

Prior to the visit:

- a) advise the site representative of the visit details including timing, purpose and number of employees, and confirm in advance any specific safety requirements;
- b) conduct appropriate risk assessment(s) that consider the potential hazards of the vessel or site, any previous history with the vessel or site, employees who work on board the vessel or at the site, the work or activity to be conducted, environmental conditions, and any other relevant factors; and
- c) brief team on the risks and control measures to be applied in advance, including communication methods and personal protective equipment (PPE).

3.2 *ARRIVING AND WORKING AT NON-CCG SITES*

- a) On arrival, check in with site representative and identify or confirm the purpose of the visit.

- b) Attend all provided safety briefings. If one is not offered, were appropriate, request a safety briefing.
- c) Respect all on site safety management system requirements, including any additional PPE, designated walking paths, avoidance of hazard areas, work procedures, emergency or evacuation procedures, etc.
- d) CCG employees are to comply with all federal regulations as well as CCG requirements. When on a site that falls under another jurisdiction (e.g. provincial), and there is a discrepancy between safety requirements, the more stringent requirement shall be followed.
- e) Employees are not to commence work without ensuring all required controls are in place.
- f) While on site, employees shall continue to identify hazards and assess risk on an ongoing basis. Communicate hazard related information to others as appropriate. If a hazardous situation occurs that cannot be resolved, employees are to stop work and advise responsible personnel and immediate supervisor.
- g) If work at the site is to continue beyond a previously arranged timeframe, employees are to notify both the site representative and their supervisor.
- h) In preparation for departure from the site, notify the site representative of departure, including the status of the work being performed. Ensure clean-up of work site and return of borrowed PPE or other materials.

3.3 BOARDING NON-CCG VESSELS

- a) In addition to the preceding instructions in 3.1 and 3.2, when boarding non-CCG vessels, attention shall be given to the safety of the means of access. In all cases, consider options and assess risk prior to boarding, and if an unacceptable level of risk is present, inform your supervisor, and do not board until made safe.
- b) When possible, board vessels that are docked with secure gangways. When boarding a vessel that is at anchor or under way, ensure clear communication with the responsible officer on the vessel, and board via agreed upon method. When ascending or descending ladders, use the three (3) points of contact¹ method.
- c) Establish and maintain a clear exit in case of emergencies, and ensure all team members are aware of escape routes.

4 TRAINING REQUIREMENTS

- a) All employees shall have current training and/or familiarization appropriate to their level of work on a non-CCG site or vessel.

5 PERSONAL PROTECTIVE EQUIPMENT

- a) Employees working on board non-CCG vessels or at non-CCG sites shall wear the appropriate PPE, as determined by the processes outlined in the [CCG/6108 - Personal Protective Equipment Manual](#).

¹ [Canada Occupational Health and Safety Regulations – Part II 2.9 \(3\) \(a\)](#)

- b) If the vessel or site being visited has a more rigorous requirement for PPE than provided for in the [CCG/6108 - Personal Protective Equipment Manual](#), the more stringent requirements shall be followed.

6 DOCUMENTATION

- Site Specific Work Instructions (SSWIs)

7 REFERENCES

- [CCG/6108 – Personal Protective Equipment Manual](#)
- [FSM 7.A.1 – Assessing Risk](#)

