

PRE-SAILING REQUIREMENTS

Before the vessel sails

The following things should be considered prior to joining a ship:

- Reporting time to the vessel.
- Estimated time of vessel departure from port.
- Length of voyage.
- Passport/ID - if foreign-going voyage.
- Daily hours of work while on board.
- Working environment (i.e. what the temperature is likely to be and what kind of clothing will be needed).
- Your medical status – although a medical is mandatory for all fleet personnel, people outside of this group will need to refer to Appendix III – Annex B.
- Health and medical insurance.
- **Science research staff and/or other program personnel** will want to discuss with their program head the location of major work areas; responsibilities on the vessel; any plans for equipment, and any additional safety supplies or gear specific to the program.
- Scientists, and/or other program people, must provide MSDS sheets to the Chief Scientist (where applicable) and/or Commanding Officer prior to bringing any hazardous material or chemicals on board.

The following forms will need to be completed before the vessel sails:

- Appendix II – Annex B - Statement of Medical Fitness.
The purpose of this form is to ensure that supernumerary personnel will not suffer undue risks to personal health by taking passage aboard a CCG ship.
- Appendix II – Annex A - General Statement of Risks.
The purpose of this form is to draw attention to the person signing the form to the inherent risks in taking passage aboard a CCG ship.
- Appendix III - Personal Data Sheet.
Personal emergency contact information – a legal requirement for anyone on ship.
- MSDS sheets, if applicable.

Supplies and services provided by the vessel

- sheets, pillows, blankets, towels, wash cloths, cleaning supplies, toilet paper, hand soap and laundry soap (clean linen is provided once a week)
- personal floatation device, lifejacket, immersion suits, life vests
- hard-hat
- meals
- some vessels have stewards to provide cabin service – bunks are made every day and the cabin is cleaned.
Where this service is not provided, people are expected to maintain their own cabins.

Supplies that you will be required to bring

- toiletries
- expendable clothes since ship work areas can be extremely dirty
- clothing appropriate to season and area of operations
- a hat for protection from the sun, and an appropriate hat for warmth, such as a toque
- CSA approved safety shoes (steel toed) must be worn while working on deck or as otherwise directed by the officer-of-the-watch. Closed toe shoes with a non-skid sole are required for all shipboard work
- work gloves

- rain gear may not always be available for supernumerary people, so it is recommended that you bring your own
- medication for motion sickness, if your medical history warrants, or if you have not sailed on a vessel before

Additional things you may want to consider

- alarm clock
- flashlight
- second pair of eye glasses, if applicable
- sun glasses
- medic alert bracelet, if applicable
- adequate supply of medication, if applicable
- camera
- sports fishing license (occasionally there are opportunities to fish recreationally while on board. It is mandatory to have a license if you wish to fish)

General pre-sailing information

Upon arrival you will be asked by the Commanding Officer to sign the Ship's Book and will be given a safety briefing, safety tour and general familiarization of the vessel by one of the Ship's Officers or crew as delegated.

As soon as practical, learn the vessel's layout. You will want to locate areas such as the bridge, galley, and laundry room(s) and note where fire extinguishers and life rings are located, especially around your cabin and usual work location. Learn the best, and alternate, route to your emergency station and note means of escape from interior spaces in the event of fire.

Check notice boards for information regarding the first aid attendants, meal hours, the use of laundry facilities etc., and ask if the ship has an information handout for new people.

Note that certain areas of the ship are restricted to designated personnel. You will need to determine which areas are designated for ship's officers, ship's crew and any other personnel. Be aware that visitors to the bridge, when the vessel is in navigation, will not be permitted to use any of the ship's navigation equipment or communications devices located on the bridge without the approval of the Officer-of-the-Watch. The Engine Room and galley are also restricted access areas. Specific instructions on access to the bridge, Engine Room and galley areas will be contained in the Commanding Officer's Standing Orders.

SAFETY

Fire and Emergency Drills

Fire and boat drills are conducted at regular intervals. Every person is required to follow specific instructions aboard ship in the event of an emergency or drill. Emergency reporting locations are posted on the card at your assigned bunk. It is important to read and understand what is written on this card. This information will also be covered in your safety tour when you arrive at the vessel.

Signal for Emergency – Will be a continuous ringing of a general alarm supplemented by the ship's whistle if required. Where possible this will be followed by a P.A. (or other suitable means of communication) indicating the location of the emergency and brief instructions to the crew.

Signal for Abandon Ship Stations – Seven or more short blasts followed by one long blast on the ship's whistle supplemented, if required, by the ringing of the general alarm in the same sequence. An appropriate P.A. announcement may also be made.

Drills will be conducted and all supernumeraries will be required to participate.

It is your responsibility to know the location of the following:

Your muster location - is posted on the card beside your assigned bunk. This should also be reviewed during the safety tour upon your arrival at the ship.

Your lifejacket - you will find your lifejacket in your assigned cabin. It should be equipped with a whistle and a waterproof light. Lifejackets are an important safety device; they should not be left about the ship, used as cushions or pillows, etc. If there is a problem with your lifejacket or it is missing, notify the mate on watch who will make arrangements to take care of the problem. It is important to know how to wear the lifejacket and it must be worn during all drills and actual emergencies.

Location of immersion suit(s) - The location of these will vary with each ship and should be covered in the safety tour upon your arrival at the ship.

Location of portable fire extinguishers and their proper use. (This will be covered in the joining safety orientation.)

It is also your responsibility to know the meaning of the safety signals that are posted around the vessel.

General Shipboard Safety

- All employees are responsible to be familiar with the Canada Labour Code.
- There are procedures in place for 'hotwork' (welding), diving, confined space entry, etc. It is therefore important to check the policy and obtain approval prior to engaging in any of these activities.
- All staff must be aware of the chemicals they will be working around, and be familiar with the Work Hazardous Material Information System (WHMIS) and the location of the Material Safety Data Sheets (MSDS). As mentioned in the pre-sailing information, it is the responsibility of the program head to ensure that MSDS sheets are provided to the Commanding Officer prior to bringing any chemicals, etc. on board.
- All personnel are required to wear safety gear appropriate to the task at hand. If in doubt, ask your supervisor.
- Be on guard against any sudden lurch or movement of the ship. On stairs and in companionways, keep one hand free to grasp the handrail.
- **Secure all objects before the ship gets underway** - Due to vessel motion in heavy seas, all equipment must be lashed down and properly stowed. Ask for assistance if in doubt.
- **Always use the gangway** when arriving or leaving the vessel.
- **Always wear appropriate safety gear** (Class II, Type E hard hats and CSA approved steel-toed shoes) while working on the deck, considering this is an industrial area. Sandals or flip-flop type of footwear, which cannot be securely fastened to one's feet, are unsafe at any time because they offer little protection and add to the risk of tripping or slipping on ladders.
- **Be aware of uneven deck surfaces**, especially at night.
- **Keep all doors and hatches secure at all times.** Either latch it open with the hook supplied or close it tight. Never allow doors or hatches to swing freely with the roll of the ship.
- Open decks, particularly in bad weather, can present a hazard. **All open decks without safety railings in place are out of bounds unless authorized by a member of the crew.**
- **Stand clear of all wires, ropes and blocks that are under stress.** Do not handle any moving wire or rope.
- Pick up, clean up, and securely stow all loose gear after each use. Do not walk away from any piece of loose equipment - even if it is not yours, tie it down.
- Keep your quarters clean and tidy. Piles of oily rags can catch fire by themselves if left long enough in open air. Do not keep paint or solvents in your cabin.
- Bring any medical concerns to the first aid attendant.
- Wear clothing that is comfortable but close-fitting, to avoid catching on projections or machinery parts when you are working in cramped positions or are moving about the ship. Gaping pockets, hoods and straps are easily caught in machinery.
- Notify your supervisor or a crew member if you see something that you believe to be unsafe.

SHIPBOARD EMERGENCIES

Emergency Procedures

CCG ships are usually far from help in any emergency situation and must rely on the capabilities of those onboard. In an emergency the ship's Commanding Officer is in complete charge. **Note that each ship has written procedures, which contain ship specific instructions for emergency procedures.**

Therefore, the following information is intended to provide some general guidance in certain emergency situations and should in no way overshadow the need for you to seek out the ship specific information once you are on board.

Fire on Board

Once you are on board the vessel, it is important to review the Commanding Officers Standing Orders which contain emergency procedures, however the following are some general pointers *in the event that a fire is detected or suspected:*

- if you *suspect* a fire, DO NOT OPEN THE DOOR
- sound the alarm
- alert the bridge, identifying the location of the fire
- if the fire is small, and you are trained, attempt to extinguish with a portable extinguisher
- where possible, close the doors or hatches to isolate the fire
- proceed to your muster station
- remember that each vessel has a fire plan which identifies the responsibilities of the person in charge of each fire party and that this information is contained on the card beside your designated bunk.
- If caught in smoke and fumes, put a wet cloth over your nose and mouth and crawl along close to the deck where the air is clearer.

Because carelessness is one of the major causes of fire, it is imperative that we are aware of our shipboard environment at all times, with our eyes on prevention. A fire at sea is one of the worst hazards.

Man Overboard

If someone falls overboard...

- drop a life ring over the side
- notify the bridge "MAN OVERBOARD" designating which side if possible
- at all times you should keep your eyes on the person
- it helps if you point to the victim. This assists the bridge and other watchers to keep the person in sight.
- Each ship will have designated duties for crew when 'man overboard' is sounded. Procedures specific to each ship can be obtained from the Chief Officer.

Accidents and Injuries

All accidents and injuries must be reported to the bridge. This includes loss or damage to equipment and minor injuries. The officer-of-the-watch will advise the Commanding Officer as appropriate and initiate emergency response where required.