



HARBOUR AUTHORITY OF _____
Gulf Nova Scotia

SAFETY MANUAL

HARBOUR LOCATION: _____, GULF NOVA SCOTIA

The Harbour Authority

Introduction

The Department of Fisheries and Oceans (DFO) manages Canada's marine resources and the country's coastal and inland waters. Small Craft Harbours (SCH) operates and maintains a national system of harbours to provide commercial fishers and recreational boaters with safe and accessible facilities.

Since 1988, the Department of Fisheries and Oceans has been successful in encouraging the creation of independent Harbour Authorities (HAs) which were given the responsibility for managing certain SCH fishing facilities in the Maritimes. These local HAs, which are made up of fishers and other users, have proven to be highly effective at managing these SCH facilities, providing user services and reducing the cost of harbour operations and maintenance.

HAs are typically a non-profit, locally controlled organization whose board of directors has strong links to the fishing industry and the community. The HAs have signed lease agreements with SCH to assume responsibility for the day-to-day management and maintenance of local harbours, including revenue collection. The local management is an efficient and economical way of offering services, strengthening public investment and providing opportunities for communities to participate fully in the planning, operation and maintenance of harbour facilities.

The SCH staff is there to offer guidance and advice to the directors of the HAs. They also monitor the harbour's overall physical condition and provide funding and project management for major repairs.

As of April 2001 there are 285 Harbour Authorities in the three Maritime Provinces.

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THE HARBOUR AUTHORITY

Health & Safety Policy

The Harbour Authority is committed to providing and maintaining a safe and healthy environment for it's users and anyone entering upon its premises or with connection to business operations.

The Harbour Authority will make every reasonable effort to provide an environment that minimizes incidents of risk or personal injury, ill health or damage to property. This includes:

- Ensuring appropriate training
- Conducting regular hazard assessments and inspections
- Providing safe equipment and systems of work
- Regular consultation on health and safety issues

A safe working culture is the responsibility of everyone and this can be best achieved through cooperative efforts of regular users and visitors to the harbour.

In the interests of maintaining safety, users, visitors and customers are required to observe and comply with all health and safety standards and rules produced. This includes any safety signage or warnings, or instruction given by any Harbour Authority personnel while on our premises.

The information in this policy does not take precedence over the Occupational Health and Safety Act. All users, visitors and customers should be familiar with the Occupational Health and Safety Act.

President, Harbour Authority

Date

THE HARBOUR AUTHORITY

Responsibility and Accountability

Harbour Authority Board of Directors

1. Establish a safety policy
2. Provide a safe work place
3. Maintain a safety program
4. Ensure the proper training
5. Ensure PPE is worn
6. Ensure regular inspections are completed
7. Correct unsafe conditions
8. Provide an emergency plan and supplies
9. Investigate incidents
10. Ensure compliance with regulations
11. Set a good example

Users/Members

1. Use safe work practices
2. Report unsafe conditions
3. Correct unsafe conditions
4. Report injuries and property damage
5. Comply with rules and regulations
6. Make safety suggestions
7. Set a good example

Licensee/Sub Lessee/Contractor

1. Have a safety policy
2. Provide a safe work place
3. Ensure proper training
4. Ensure proper PPE is worn
5. Ensure regular inspections
6. Provide an emergency plan and supplies
7. Investigate incidents
8. Ensure all equipment/machinery/tools are in safe condition
9. Ensure all hazardous materials have an MSDS and labels
10. Ensure proper maintenance of property and grounds

THE HARBOUR AUTHORITY

Worker Rights

In the Canada Labour Code/Occupational Health and Safety Act, as a worker in federal jurisdiction you have four basic rights:

1. The Right to Know
2. The Right to Participate
3. The Right to Refuse
4. The Right to Complain (provincial)

The Right to Know

All workers have the right to know about any identified hazards at the worksite. Information regarding every aspect of the safety program must be passed on to workers.

The Right to Participate

You have the right to participate in any health and safety meetings. The purpose is to involve workers in the exchange of information.

The Right to Refuse

You have the right to refuse work when there are reasonable grounds to believe the act is likely to endanger that worker or the health and safety of any other person. Every worker is responsible to identify and report hazards in the workplace. If a hazard is of a serious nature and could cause an accident, then work must stop until the hazard has been eliminated, controlled or a sort of personal protection is in place.

The Right to Complain

You have the right to complain if you believe some of your rights under the Nova Scotia Health and Safety Act have been contravened.

The information in this policy does not take precedence over the Occupational Health and Safety Act. All users, visitors and customers should be familiar with the Occupational Health and Safety Act.

THE HARBOUR AUTHORITY

Rules for Users

- Comply with the Harbour Authority's health and safety plan and environmental management plan.
- Wear appropriate personal protective equipment where and when applicable.
- Report all unsafe acts, conditions, injuries and property damage as soon as possible.
- Maintain good housekeeping at all times.
- Obey all warning signs, tags and labels.
- The consumption of alcohol or illegal substances while on the premises is strictly prohibited. Reporting to work under the influence of alcohol or illegal substance is strictly prohibited.
- Theft, vandalism or other abuse or misuse of company property is prohibited.

THE HARBOUR AUTHORITY

Safety Rules for Visitors

In the interests of your personal safety and to assist the Harbour Authority in fulfilling its health and safety policy all visitors are required to follow the rules and regulations in the Safety Manual.

- Wear safety clothing and equipment in certain work areas
- Do not approach any machinery/equipment or employee operating such equipment without authorization.
- Please obey all safety and warning signs displayed onsite
- Stay on the safe walkways clear of machinery/equipment
- Please obey all smoking regulations and no smoking signs
- Theft, vandalism or other abuse or misuse of company property is prohibited.

Thank you for your cooperation

President, Harbour Authority

Date

THE HARBOUR AUTHORITY

Licensee/Sub Lessee/Contractor Policy

All licensees/sub lessees/contractors on the property of the Harbour Authority are required to:

- have their own Health and Safety plan consistent with the Harbour Authority

OR

- abide by all requirements and procedures of the Harbour Authority Health and Safety Plan.

Any tools/equipment/machinery brought on Harbour Authority property must be operated by trained/licensed personnel only. All tools/equipment/machinery must also be inspected regularly by the operator and documented.

The information in this policy does not take precedence over the Occupational Health and Safety Act. All users, visitors and customers should be familiar with the Occupational Health and Safety Act.

President Harbour Authority

Date

THE HARBOUR AUTHORITY

Hazard Assessment Policy

Hazard assessments are used to identify potential hazards onsite for the purpose of reducing or eliminating the hazard. Hazard assessments should be conducted by users at least annually and before the start of any new jobs to identify any unsafe conditions and what corrective actions must be taken.

The hazard assessments will examine:

- The people – workers, visitors, suppliers, etc.
- The work environment
- Materials, tools, equipment, machinery, etc.

The information in this policy does not take precedence over the Occupational Health and Safety Act. All users, visitors and customers should be familiar with the Occupational Health and Safety Act.

President, Harbour Authority

Date

THE HARBOUR AUTHORITY

Hazard Assessment Form

Date: _____

Location: _____

Inspectors: _____

Item #	Hazard	Priority	Control	Responsibility	Action Date

Signed

Date

THE HARBOUR AUTHORITY

Personal Protective Equipment Policy

If used correctly, Personal Protective Equipment (PPE) will protect the users from hazards they are exposed to on the worksite.

It is the policy of the Harbour Authority that all users, visitors, contractors, licensees/sub lessees wear the following PPE where and when applicable:

1. CSA approved Hard Hat
2. CSA approved Safety Glasses
3. CSA approved Safety Boots
4. Gloves
5. And any other PPE that may be appropriate

The information in this policy does not take precedence over the Occupational Health and Safety Act. All users, visitors and customers should be familiar with the Occupational Health and Safety Act.

President, Harbour Authority

Date

THE HARBOUR AUTHORITY

Safety Training Policy

Prior to beginning work, the Harbour Authority will ensure all users have received job-specific training as required to minimize losses of human and physical resources.

This may training will include, but not be limited to:

- Forklift Operation
- WHMIS
- First Aid
- Emergency Preparedness
- Hoist Operation
- Boat Launch Operation
- New User Orientation

The information in this policy does not take precedence over the Occupational Health and Safety Act. All users, visitors and customers should be familiar with the Occupational Health and Safety Act.

President, Harbour Authority

Date

THE HARBOUR AUTHORITY

New User Orientation Form

User Name: _____ Date: _____

Previous Safety Training (proof must be provided)

Course	Date	Expiry Date
<input type="checkbox"/> WHMIS		
<input type="checkbox"/> First Aid		
<input type="checkbox"/> CPR		
<input type="checkbox"/> Other		

- Safety Manual of Policies
- Responsibilities
- Rules & Conduct
- Emergency Procedures
- Contractor Policy
- Personal Protective Equipment
- First Aid
- Safe Work Practices
- Incident Reporting
- Housekeeping & Maintenance
- Training
- Inspections
- Safe Job Procedures
- Occupational Health & Safety Act
- Launching Facilities
- Visitor Rules

Trainer: _____ User: _____

THE HARBOUR AUTHORITY

Safety Meetings Policy

It is the policy of the Harbour Authority that safety will be a topic at all meetings of the Board and particularly at the annual General Meeting.

Safety meetings can be used to promote safety, identify/control hazards, review rules and discuss work methods and procedures.

Topics for safety meetings can include, for example:

- Personal Protective Equipment
- Forklift Operation
- New Laws and Regulations
- Incidents
- Winter Safety
- Occupational Health, Safety and Environment
- User Concerns and Recommendation

The information in this policy does not take precedence over the Occupational Health and Safety Act. All users, visitors and customers should be familiar with the Occupational Health and Safety Act.

President, Harbour Authority

Date

THE HARBOUR AUTHORITY

Safety Meeting Minutes

Date: _____

Attendees:

_____	_____
_____	_____
_____	_____
_____	_____

Review of Previous Meeting Minutes:

Incidents Reviewed:

Topics Discussed:

User Concerns/Recommendations:

THE HARBOUR AUTHORITY

Maintenance Program Policy

It is the policy of the Harbour Authority that all tools, equipment and machinery are maintained in a condition that will maximize the safety of all personnel, and complies with federal/provincial labour standards and manufacturer's recommendations.

The Harbour Authority shall ensure that all preventive maintenance is carried out by trained personnel.

All users shall regularly check all tools, equipment and machinery that they are working with, and shall take out of service any that may possess a hazard.

These tools, equipment and machinery may include:

- Forklift
- Hoist
- Portable Boat Launch

The information in this policy does not take precedence over the Occupational Health and Safety Act. All users, visitors and customers should be familiar with the Occupational Health and Safety Act.

President, Harbour Authority

Date

THE HARBOUR AUTHORITY

Inspection Policy

Inspections are used to identify noncompliance and control potential incidents before losses occur.

It is the responsibility of the Harbour Authority to conduct bi-weekly inspections of its facilities and grounds. This will control losses of human and material resources by identifying and correcting unsafe acts and conditions.

All users are encouraged to participate and contribute in the inspection process.

The inspections will include, but will not be limited to:

- Hoisting gear
- Wharf Area
- Fueling Area
- Main Road
- Look-Off Area
- Signage
- Training
- PPE
- Fire Extinguishers
- Tools/Equipment/Machinery

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President, Harbour Authority

Date

THE HARBOUR AUTHORITY

Incident Investigations Policy

The purpose of the investigation is to determine the causes of the incident so that appropriate action can be taken to prevent recurrence.

It is the responsibility of the Harbour Authority to investigate and document all incidents that result in injury or property damage including:

- Medical incidents
- Vehicle accidents
- Fires/explosions
- Environmental Incidents

All users are responsible for reporting all incidents.

The information in this policy does not take precedence over the Occupational Health and Safety Act. All users, visitors and customers should be familiar with the Occupational Health and Safety Act.

President, Harbour Authority

Date

THE HARBOUR AUTHORITY

Investigation Form

User Name: _____ Date of Report: _____

Date of Incident: _____ Time of Incident: _____ am. pm.

Exact Location: _____

<input type="checkbox"/> Personal Injury <input type="checkbox"/> Personal Illness Injured's Name: _____ Nature of Injury/Illness: _____ _____ _____ _____ Cause: _____ _____ _____ _____ _____ _____	<input type="checkbox"/> Vehicle Incident <input type="checkbox"/> Property Damage Property Description: _____ _____ Estimated Cost: _____ Nature of Damage: _____ _____ Cause: _____ _____ _____ _____ _____ _____	<input type="checkbox"/> Near Miss Person Reporting: _____ Nature of Near Miss: _____ _____ _____ _____ Cause: _____ _____ _____ _____ _____ _____
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Clearly Describe What Happened to Cause the Incident:

Witnesses: _____

Phone Numbers: _____

What Actions, Failures to Act, and/or Conditions Contributed to this Event?

Recommendations:

Person Responsible for Corrective Action: _____

Date to be Completed: _____ Completion Date: _____

Harbour Authority Manager: _____ Date: _____

Incident Review and Follow-up:

Review and Follow-up Reported By: _____ Date: _____

THE HARBOUR AUTHORITY

Emergency Response Plan Policy

The Harbour Authority will ensure that all users are aware of what to do in an emergency.

The Emergency Response Plan shall include:

1. Trained First Aid personnel
2. First Aid kits
3. Fire Extinguishers
4. Emergency Phone Numbers Posted
5. Evacuation and Emergency Procedures
6. Emergency Notification (Next of Kin)

Refer to the ***Environmental Management Plan*** for emergency response procedures for:

- Severe Weather
- Fire/Explosion
- Vessel Sinking
- Pollutant Spill
- Collision of Vessel and Harbour Structure

The information in this policy does not take precedence over the Occupational Health and Safety Act. All users, visitors and customers should be familiar with the Occupational Health and Safety Act.

President, Harbour Authority

Date

THE HARBOUR AUTHORITY

Emergency Phone Numbers

Emergency Numbers:

Fire Department: 911
Ambulance: 911
Police: 911

Vessel Sinking (Coast Guard)	1-800-565-1582
Coast Guard – Search and Rescue	1-800-565-1582
Oil & Chemical Spill Reporting Centre	1-800-565-1633

Resource Numbers:

Harbour Authority

Harbour Manager, Billy MacMillan	1-902-787-2373
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Small Craft Harbours Staff

Donald MacDonald, Area Chief for NS East	1-902-863-5670
Ted Chaisson, Business Manager	1-902-787-2668
Claude Burry, Regional Engineer	1-506-851-6586
Serge Theriault, Chief Operations	1-506-851-2492
Maurice Girouard, Regional Director	1-506-851-6581

Other Phone Numbers:

_____	_____
_____	_____
_____	_____
_____	_____

THE HARBOUR AUTHORITY

Safe Work Practices

Safe work practices are an effective means to control hazards and prevent accidents. The safe work practices can only be useful if the following conditions are met:

- The safe work practices are in writing
- Users understand and follow them
- Reviewed and updated

Safe work practices must meet or exceed all legislation and industry standards.

The information in this policy does not take precedence over the Occupational Health and Safety Act. All users, visitors and customers should be familiar with the Occupational Health and Safety Act.

Signed

Date

THE HARBOUR AUTHORITY

Records

Records are used to evaluate the effectiveness of the health and safety program. The Harbour Authority shall maintain the following records to ensure the ongoing conformance of the safety program:

1. New User Orientation
2. Training/Refresher Records
3. Safety Meetings
4. Inspections
5. Investigations
6. First Aid Treatment Records
7. Hazards Assessments
8. Department of Labour Orders (where applicable)

The information in this policy does not take precedence over the Occupational Health and Safety Act. All users, visitors and customers should be familiar with the Occupational Health and Safety Act.

President, Harbour Authority

Date

THE HARBOUR AUTHORITY

Evacuation Policy

It is the policy of the Harbour Authority that no user, licensee/sub lessee /contractor or Harbour Authority personnel, shall commence an excavation until all buried lines such as gas, electrical, water etc. have been located, identified and protected.

Once all lines have been located, identified and protected a permit must be completed and signed before the excavation begins.

The information in this policy does not take precedence over the Occupational Health and Safety Act. All users, visitors and customers should be familiar with the Occupational Health and Safety Act.

President, Harbour Authority

Date

THE HARBOUR AUTHORITY

Lockout/Tagout Policy

Lockout/tagout applies to any electrical, mechanical, hydraulic, pneumatic, thermal or chemical system which could cause injury or equipment damage if unexpectedly activated.

Before any work is started on a piece of equipment, machine, tool or electrical installation, and where a person may be exposed to a hazard by the energizing of the equipment, the equipment must be:

- Put in a zero energy state (ZES)
- Locked or tagged out
- Tested and confirmed de-energized at the end device

Lockout is actually locking or blocking an energy source and placing one or more locks on the switch or other power source for a piece of equipment. This makes it impossible for the equipment to operate while it is being repaired, maintained or serviced. Controls not capable of being locked or not readily adaptable to lockable controls must be blocked, chained or the power physically disconnected (ie. Fuses removed and placed in locked box.)

Tagout is attaching a tag to the power source which alerts other personnel and warns against operating the equipment while it is being repaired, maintained or serviced.

Each worker repairing, maintaining or servicing the equipment must have a lock or tag in place.

Provincial laws now govern lockout/tagout procedures. The Harbour Authority is responsible for deciding which lockout/tagout procedure will be most effective and training all users on this procedure.

The information in this policy does not take precedence over the Occupational Health and Safety Act. All users, visitors and customers should be familiar with the Occupational Health and Safety Act.

President, Harbour Authority

Date

THE HARBOUR AUTHORITY

Marine Safety

There are procedures for those users working near water where there is a risk of drowning.

The Harbour Authority is committed to protecting users from hazards associated with working near water.

If a user is exposed to the hazard of falling into the water and face a risk of drowning, a personal flotation device (PFD) must be worn.

Users working near water are not permitted to work alone.

The following equipment must be readily available in case of an emergency:

- A motor boat
- A life buoy with 15 m of floating rope
- A boat hook
- Two-way communication to alert emergency personnel
- #3 First aid kit

The information in this policy does not take precedence over the Occupational Health and Safety Act. All users, visitors and customers should be familiar with the Occupational Health and Safety Act.

President, Harbour Authority

Date

THE HARBOUR AUTHORITY

WHMIS

The Workplace Hazardous Materials Information System (WHMIS) is a Canadian law used to ensure that the information on hazardous materials on the work site are communicated to all users.

The Harbour Authority has a WHMIS program that consists of:

1. WHMIS training: instruction to each user on how use WHMIS, what hazardous materials are onsite, and how to handle them properly.
2. Container Labeling: to alert users about the dangers of a product and tell where to find more information
3. Material Safety Data Sheets (MSDS): Contain detailed information on the dangers and how to handle the material safely.

Every user on site must use the system to protect themselves by:

- Recognizing labels
- Checking the hazards
- Following the recommended procedures

Supplier Label: Put on the product by the supplier or manufacturer that has the:

- name of the product
- risk phrases
- how to protect yourself
- hazard symbols
- first aid measures
- name & address of supplier
- reference to the MSDS

Workplace Label: Put on by users when a material is taken from its original container and placed into another. It must have the:

- name of the product
- how to protect yourself
- reference to the MSDS

MSDS: Every hazardous material onsite must have an MSDS. These MSDS's should be put together and made easily accessible at all times.

WHMIS Symbols

	Class A Compressed Gas
	Class B Flammable and Combustible Material
	Class C Oxidizing Material
	Class D1 Materials Causing Immediate and Serious Toxic Effects
	Class D2 Materials Causing Other Toxic Effects
	Class D3 Biohazardous Infectious Material
	Class E Corrosive Material
	Class F Dangerously Reactive Material

The information in this policy does not take precedence over the Occupational Health and Safety Act. All users, visitors and customers should be familiar with the Occupational Health and Safety Act.

General Safety Policies for Licensee/Sub Lessee

Safety Program

- Does the licensee/sub lessee have a safety plan of policies and procedures in place? If not, is the licensee/sub lessee willing to follow the policies and procedures of the Harbour Authority? (see the Health & Safety Manual)

Safe Work Practices

- Has the licensee/sub lessee prepared safe work practices for all jobs/tasks performed on their sites (ie. packing fish, handling lobster, operating the ice machine, etc.)
- Do the safe work practices include:
 - Personal protective equipment
 - Fire protection procedures
 - Emergency procedures
 - Electrical safety procedures
 - Hazardous materials training and procedures
 - Operation of equipment/machinery/tools

Hazard Assessments

- Does the licensee/sub lessee conduct regular hazard assessments of their worksites?
- Does the hazard assessment include:
 - Safety program
 - Training
 - First Aid
 - Fire Protection
 - PPE
 - Equipment
 - Grounds
 - Buildings
 - Electrical
 - Chemicals

Inspections

- Does the licensee/sub lessee conduct regular inspections to identify hazards, ensure adequate training, set standards, etc., and identify corrective action?
- Do the workplace inspections include:
 - The overall operation of the safety program

- Building and Structures
- Lighting
- Fire Protection
- Sanitation
- Equipment/Tools/Machinery
- First Aid
- Training
- Safe Work Practices
- Signs and Labels
- Housekeeping
- Maintenance
- Corrective actions

Investigations

- Does the licensee/sub lessee report and investigate all incidents that result in injury or property damage or that could have resulted in serious injury or property damage?
- Do there records of all incidents include:
 - Date
 - Time
 - Location
 - Name of Employee
 - Brief Description of incident
 - Cause of incident

PPE

- Do all licensee/sub lessee ensure all users are wearing the appropriate personal protective equipment for the job/task at hand?
- Are the following PPE CSA approved:
 - Safety glasses
 - Hard hat
 - Safety boots
- Is all PPE maintained in accordance with manufacturers instructions?

Maintenance

- Does the licensee/sub lessee have a maintenance program in place?
- Are all tools/machinery/equipment properly maintained as to reduce risk of injury to operators and property?

- ❑ Are all buildings, stairs, lights properly maintained as to reduce risk of injury to personnel and property?

Emergency Response Plan

- ❑ Does the licensee/sub lessee have an emergency response plan?
- ❑ Does the plan include:
 - first aid kits
 - list of personnel trained in first aid
 - eye wash stations
 - emergency phone numbers
 - fire extinguishers?
- ❑ Are there emergency plans in place in case of a:
 - Fire and/or Explosion
 - Injury or Death
 - Drowning
 - Chemical Spill
 - Vessel Sinking

Training

- ❑ Does the licensee/sub lessee ensure all equipment/machinery operators are adequately trained and/or certified?
- ❑ The following pieces of equipment require a trained operator:
 - Forklift
 - Hoist
 - Pressure Washer
 - Compressor
- ❑ Users must have training in the following before beginning work:
 - WHMIS
 - Emergency Response Plan
 - First Aid
 - Fire Extinguisher
 - Orientation to the Site

Audit

- ❑ Does the licensee/sub lessee perform any safety audits of there facilities to assess work place conditions and work procedures as well as policies and their implementation?
- ❑ Does the annual safety audit include:

- Management involvement
- Hazard Identification and Control
- Work Procedures
- Training
- Communication
- Incident and Accident
- Maintenance
- Housekeeping

Equipment

Ice Making Machine

(refer to manufacturer's manual for proper operating instructions)

- Is the appropriate personal protective equipment being worn to protect the operator from the hazards of the ice-making machine?
- Has the operator been trained on how to use the ice-making machine?
- Are there signs posted below to warn people of "Falling Ice"?

Forklift

- Has the operator been fully trained and licensed to operate the forklift?
- Does the forklift operator perform regular inspections of the forklift?
- Is the appropriate personal protective equipment being worn while operating the forklift?
- Does the forklift operator follow proper fueling procedures?
- Are there signs posted to warn other users and visitors that there is a "Forklift in Operation"?

Electrical

- Are flammable materials kept out of the electrical room?
- Is the electrical room kept locked at all times?
- Are only authorized personnel permitted access into the electrical room?

Signage

- Has the licensee/sub lessee posted all appropriate signage:

- ❑ Authorized Personnel Only
- ❑ Ice Facility
- ❑ First Aid Kit
- ❑ Eye Wash Station
- ❑ Lunchroom
- ❑ Electrical Room
- ❑ Pressure Washer In Use
- ❑ Hard Hat Required
- ❑ Fire Extinguisher
- ❑ Washroom
- ❑ Caution Forklift in Operation
- ❑ Emergency Response Plan
- ❑ Falling Ice
- ❑ High Voltage

Harbour Authority Checklist

Forklift Operation

- ❑ Has the operator been fully trained, certified, and licensed to operate the forklift?
- ❑ Is there a list of all trained/authorized users?
- ❑ Prior to use, is the forklift inspected by the operator for defects such as:
 - ❑ hydraulic fluid leaks
 - ❑ defective brakes
 - ❑ steering
 - ❑ faulty horn or back-up alarm
 - ❑ missing fire extinguisher, lights or seat belts
 - ❑ If any deficiencies are noted is the unit placed in “OUT OF SERVICE” tag placed on the forklift until repaired?
- ❑ Does the operator know that:
 - ❑ loads are to be tilted back and carried no more than 6 inches from the ground?
 - ❑ loads that restrict the operator’s vision will be transported backwards?
 - ❑ a forklift should travel no faster than 5 mph?
 - ❑ hard hats are to be worn in high lift areas?
 - ❑ lift capacity must be marked on all forklift and they may not exceed this limits?
 - ❑ to sound the horn and use caution when approaching pedestrians, turning and cornering?
 - ❑ when unattended forklifts must be turned off, forks lowered to ground, parking brake applied?
 - ❑ no passengers may stand or travel on elevated portion of any forklift loaded or empty?
 - ❑ the engine must be turned off when refueling?
- ❑ Is the forklift equipped with a headache rack, fire extinguisher, first aid kit, rotating beacon, back-up alarm, and seat belts?
- ❑ Does the operator follow proper recharging or refueling safety procedures?
- ❑ If the area is too congested, has the operator been instructed to stop forklift operation?

Emergency Response Plan

- ❑ Is there an emergency contact list readily available or posted so it can be accessed at all times?
- ❑ Is a telephone easily accessible at all times in the event of an emergency?
- ❑ Is a #2 First Aid kit easily accessible in the event of an emergency?
- ❑ Is there a procedure in place to ensure all first aid kits are replenished and located in designated areas?
- ❑ Are means provided for a quick flushing of the eyes where salt or corrosive materials are handled?
- ❑ Are users periodically trained on the proper emergency response procedures?

Fire Protection

- ❑ Are fire extinguishers selected and provided for the types of materials in areas where they are to be used?
Class A – Ordinary combustible material fires
Class B – Flammable liquid, gas or grease fire
Class C – Energized electrical equipment fires
- ❑ Are the extinguishers free from obstruction and blockage?
- ❑ Are the extinguishers serviced, maintained and tagged every year by an outside Fire Protection organization?
- ❑ Are all extinguishers fully charged and in designated areas?
- ❑ Are “NO SMOKING” signs posted in all flammable areas including gas tanks and where other flammable liquids are located?
- ❑ Are all spills of flammable or combustible liquids cleaned up promptly?
- ❑ Are users periodically instructed on the proper use of a fire extinguisher and emergency response procedures?

Fish Packers & Lobster Handling

- ❑ Are fish packers instructed on and using proper lifting techniques?

- ❑ Are eye wash stations easily accessible where users are exposed to flying particles or corrosive materials?
- ❑ Are work surfaces kept dry or are appropriate means taken to assure the surfaces are slip-resistant?
- ❑ Is the appropriate CSA approved personal protective equipment being worn if there is any danger of flying particles, corrosive material, falling objects, etc.?

Pressure Washer

(Refer to manufacturer's manual for proper operating instructions)

- ❑ Has the operator received adequate training on the operation of the pressure washer?
- ❑ Is there a list of all trained/authorized users?
- ❑ Are CSA approved safety glasses worn if using pressure washer detergent?
- ❑ Before using, has the operator ensured all connections are correctly attached and tight and there are no kinks in the hoses?

Housekeeping

- ❑ Are work areas and the general site kept clean and orderly?
- ❑ Are all spilled materials or liquids cleaned up immediately?
- ❑ Are wet surfaces covered with non-slip material?

Lighting

- ❑ Are all work areas, stairways, and exit doors illuminated by a reliable light source?

Stairs

- ❑ Are all stair and stairways stable and secure?
- ❑ Are stair rails or handrails provided on all stairways having 4 or more risers?
- ❑ Are stairways at least 22" wide?

Hazardous Materials

- ❑ Are Material Safety Data Sheets (MSDS) available for all hazardous materials used in the facility?
- ❑ Are all users handling hazardous materials WHMIS trained?
- ❑ Is proper personal protective equipment available and utilized to protect users from the effects of hazardous materials?
- ❑ Are all containers properly labeled to indicate their content and hazards?

Lockout/Tagout

- ❑ Is there a lockout/tagout procedure in place?
- ❑ Have all users been trained on the lockout/tagout procedure?

Loading & Off-Loading

- ❑ Are CSA approved protective glasses worn where there is any danger of flying particles or corrosive materials?
- ❑ Are CSA approved protective gloves shields or other means worn to protect against cuts, corrosive liquids and chemicals?
- ❑ Are CSA approved hard hats worn where danger of falling objects exists?
- ❑ Is appropriate CSA approved foot protection worn where there is risk of foot injuries from hot, corrosive, poisonous substances, falling objects, crushing or penetrating actions?

Hoists

- ❑ Has the operator received the required training to operate the hoist?
- ❑ Is there a list of all trained/authorized users?
- ❑ Before using the hoist, did the operator test the:
 - Emergency stop
 - Hoist brake
 - Direction and speed controls
 - Hoist cable
- ❑ Is the operator instructed to:
 - avoid carrying loads over people?

- not exceed the load capacity?
 - avoid sudden stops or starts to prevent shock loading?
 - choose a safe landing
 - never leave suspended loads unattended
 - never use kinked or twisted chains or rope slings
- Is the hoist equipped with a limit device to stop the hook travel at its highest and lowest point of safe travel?
 - Is the rated load the hoist legibly marked and visible to the operator?
 - Are the control for the hoist clearly marked to indicate the direction of travel or motion?
 - Are close fitting guards or other devices installed on the hoist to ensure ropes will be maintained in sheave grooves?
 - Are all hoist chains or ropes of sufficient length to handle the full range of movement of the application while still maintaining two full wraps on the drum at all times?
 - Before repairing, servicing and cleaning, has the hoist been de-energized or separated from power sources and locked out?

Fueling

- Are there “NO SMOKING” signs posted on the gas tank or in the refueling area? And are they being followed?
- Is the person fueling trained by the licensed fuel delivery company? (This is preferred but not always possible.)
- When fueling, does the operator know:
 - not to fuel near fishing gear or any fish products destined for human consumption?
 - that gas containers are filled with highly explosive vapours and must be handled with great care?
 - vessel captains should always oversee fueling operation, including ventilation of the bilge and all safety checks?
- Are all spills of flammable or combustible liquids cleaned up promptly?

Visitors

- Are visitors aware of the rules and regulations concerning usage of the Harbour Authority’s facilities?

Fall Protection (Risk of Drowning)

- ❑ Is there a rescue plan in case a person is drowning?
- ❑ Have users been adequately trained on the rescue procedure and equipment?
- ❑ Is the following rescue equipment available:
 - Personal flotation device (PFD)
 - Rescue boat
 - A life ring with a rope of at least 10 m
 - A boat hook
 - Two-way communication system to alert emergency personnel
 - A safe distance marker away from the edge of the wharf (6 feet)

Diving

- ❑ Is there a dive plan in place containing the following:
 - Scope of Work
 - Emergency contact list
 - Diving qualifications
 - Medical certification
 - Diving records
 - Daily records
 - Employee training
 - PPE
 - Inspection procedures
 - Hazard assessment
 - Operational plan
 - Emergency procedures
 - Contingency plan
 - Accident/Incident reporting
 - Medical standby
 - Communications
- ❑ Has the diver received a Commercial Diver's License before performing any diving tasks?
- ❑ Does the diver have a job procedure for each task performed?
- ❑ Is there a plan in place on what to do in an emergency situation?
- ❑ Is the diver wearing the appropriate equipment?

- ❑ Is the dive site equipped with a #3 First Aid kit, therapeutic oxygen, and decompression tables?
- ❑ When the diver is under water, is the diver's tender continuously holding the lifeline or when the tether is attached to a float, continuously observed by the tender?
- ❑ When a diving operation is in progress are there buoys, lights, flags or flares displayed to define the limits of the dive?

Signage

- ❑ Authorized Personnel Only
- ❑ First Aid Kit
- ❑ Eye Wash Station
- ❑ Lunchroom
- ❑ Pressure Washer In Use
- ❑ Hard Hat Required
- ❑ Fire Extinguisher
- ❑ Washroom
- ❑ Caution Forklift in Operation
- ❑ Emergency Response Plan
- ❑ High Voltage
- ❑ Off-loading Hoist
- ❑ Life Rings
- ❑ Ladder not to be used to Tie Off
- ❑ Fueling Area
- ❑ Fire Extinguisher
- ❑ No Hot Work Permitted
- ❑ Vessel Speed Limit
- ❑ Floating Dock
- ❑ Off-Loading Zone
- ❑ Pedestrian Walkway
- ❑ Freshwater Lines
- ❑ Fuel Cleanup Supplies
- ❑ No Smoking
- ❑ Waste Oil Tank
- ❑ Pleasure Boats
- ❑ Compressors in use
- ❑ Emergency Response Plan
- ❑ High Voltage
- ❑ Fuel Storage Area
- ❑ Boat Launching Ramp
- ❑ Harbour Manager's Office
- ❑ Wench in Use
- ❑ Slippery when Wet

- ❑ Work Area
- ❑ Speed Limit
- ❑ No Unauthorized Vehicles beyond this Point While Work in Progress
- ❑ Diving Area

Divers

- Written job procedures for each type of dive (including hazards, requirements, additional divers and their responsibilities. Communicating with medical assistance, emergency procedures
- Know the contingency and operational plans, equipment to be used, diving signals, in water decompression procedures, emergency procedures, tend to all lifelines.
- Understand the contingency plans
- Aware of hazards
- Logbook at the dive site
- Required medical examination, valid fitness certificate
- Not ill, fatigued, impaired or unfit
- Checked all personal equipment, ensure they function properly
- Under observation of a competent person
- Know diving signals
- Emergency procedures
- Valid CPR certificate and standard first aid (last 5 year)
- Inspect diving equipment before and after each use
- Personal Equipment: strong sharp knife, adequate weights to control buoyancy, diving suit, diving harness where required, positive buckling device
- Dive site must have a #3 first aid kit, adequate quantity of therapeutic oxygen, decompression table, two-way communication system with dive site and medical assistance, means to facilitate entry and exit from the water.
- Equipment is tested, repaired and maintained by a competent person
- Oxygen storage: ventilated, warning signs, fire extinguishers, maintained, away from combustible materials
- Lifelines: locking device with adequate strength, secured at a safe anchorage point, monitor at all times by the diver's tender, free of knots and splices, sufficient strength to support 10 times the weight of the diver
- Hoist (lower a stage carrying the diver): remain available to the diver, prearranged signals, two-way communication, secondary means of recovering the diver