

# POLICY

NO. A-63

## USE OF BOATS or VESSELS FOR CSRD BUSINESS

### Policy

This policy covers regulations and safety practices to outline procedures and responsibilities for every CSRD employee when operating CSRD owned or operated vessel.

### Definition

**Boat or Vessel** includes every kind of water craft owned or held by the CSRD and operated by its employee hereafter referred to as vessel(s).

### General

In the course of their work, some CSRD employees are expected to operate or travel in vessels, either as crew or supernumeraries (passengers). For vessels owned or operated by the CSRD, the provisions of this policy will apply. For vessels owned or operated by other parties (ie. contractors), CSRD employees shall comply with current applicable regulations.

CSRD employees who work aboard a CSRD vessel are to use the vessel for official work purposes only.

Only CSRD employees, authorized volunteers or other persons directly related to CSRD business may ride aboard a CSRD vessel.

### Procedure

#### 1. Required Training:

- Any worker who operates a vessel on CSRD business must have certification that is compliant with Transport Canada and Worksafe BC regulations.
- Vessel Crew Member: Any employee or contractor who performs a work task while on a vessel and/or have any duties assisting the operator in the operation of any small vessel within the CSRD, must have certification that is compliant with Transport Canada and Worksafe BC regulations.
- Vessel Supernumeraries (passengers): Any employees or contractors who are passengers (who are not performing any work related duties) on a vessel do not have to obtain any Transport Canada Training, but must obtain orientation from the vessel Operator and or the Crewmember specifying safety requirements.
- Any worker operating a vessel must provide proof of certification and that vesseling employee must notify the CSRD should their certification status change.

## **2. Safety Equipment and Lights:**

- All vessels must be compliant with current Transport Canada and Worksafe BC regulations.
- Annual vessel safety compliance inspections must be undertaken and submitted to Transport Canada.
- Transport Canada approved PFDs (Personal Floatation Device) or life jackets must be worn at all times (except where guardrails are in place) while on a CSRD vessel.
- Each vessel operated by the CSRD must be equipped with a first aid kit suitable for the number of person on board.
- The Canada Shipping Act specifies minimum requirements of portable safety equipment, according to the length of the vessel.
- CSRD vessels shall follow lighting requirements as per regulation.

## **3. Operating Limitations:**

- There must be a minimum of two persons per vessel unless otherwise authorized by a supervisor, to a maximum of five persons per vessel, including the operator.

If there is to be only one person on board the vessel, then current Worksafe BC, Transport Canada Working Alone Over Water Regulations and the CSRD Work Alone Procedure PR-25 apply, which includes:

- Having a standby vessel and qualified operator;
  - Undertake and document 2 hour check-ins;
  - The vessel operator will inform their supervisor prior to departure and provide updates to the supervisor if their plans change; and,
  - Check in once they are safely off the water.
- If working alone and/or in isolated locations a safety assessment shall be completed prior to conducting any work.

## **4. General Vesseling Safety:**

- Carry proper equipment and know how to use it
- Maintain the vessel and equipment in good condition; keep bilges clean
- Know and obey the Rules of the Water
- Operate with care, courtesy and common sense
- Always keep the vessel under complete control
- Watch posted speeds; slowdown in anchorages
- Never overload the vessel
- Ensure the life-saving equipment is accessible
- Check local weather reports before departure
- Guard against leakage of engine fuel
- Have fire extinguishers ready

## **5. Pre-trip Inspection**

- Prior to the start of any on water excursion, a trip plan (Schedule D) must be completed and submitted to the staff member's department head unless the on water activity is the principal reason for employment, ie Harvester/Rotoiller Operator.
- Prior to each trip, a pre-trip inspection (Schedule A) will be completed.
- Automatically inflatable lifejackets must be inspected as per the original equipment manufacturer's requirements.
- Any deficiencies must be noted and reported to the supervisor upon which a decision will be made as to whether to continue utilizing the vessel or have it repaired prior to use.
- Each vessel shall be equipped with the required safety equipment as per regulation.
- A pre-trip weather check must be done to ascertain if staff should be out on the lake. If thunderstorms or strong winds are imminent for the area staff must not go out on the water.

## **6. Communication**

- All vessels will have two functioning means of communication (independent of each other) must be available for use at all times while undertaking work on or around water. Cellular or satellite communication / VHF/ Marine radio.
- The operator will notify the contact person before departure and on arrival.

## **7. Roles and Responsibilities**

- Managers – Ensure workers are in compliance with the provision of the policy.
- Managers/Supervisors must be knowledgeable of the nature of the proposed work environment and be capable to initiate emergency response in the event of loss of contact with an employee or an accident/incident.
- Workers – Comply with the regulations and procedures in this policy.
- CSRD vessels will not be used for any recreational purposes.
- CSRD vessels may only be used to transport CSRD staff, Directors or other persons directly related to CSRD business. Transportation of other persons requires prior approval from the staff person's department head/supervisor.
- Staff (Milfoil function staff exempt) must pre-book the vessel with the individual responsible for the vessel and must enter planned use and destinations on Sharepoint.

## **7. Roles and Responsibilities Cont'd.**

- Staff may use the vessel for lifesaving purposes and to come to the aid of others on the water as necessary (in accordance with Royal Canadian Marine Search and Rescue (RCMSAR) procedures) but shall not put themselves at risk or in harm's way when doing so.
- Staff must log vessel usage and damages or concerns in the on-board log book. vessel must be returned in clean condition, no trash, and filled with gas.
- Any damage to a vessel which occurs while on the water, or in towing to/from the water, must be reported immediately to the individual responsible for the fleet.
- Any damage sustained while operating a vessel must be immediately reported to the staff member's department head and an accident report form (Schedule B) must be completed.
- Any staff operating a CSRD vessel must obey all laws and regulations related to safe marine navigation. Staff will be held responsible for the payment of any fines and costs associated with any violations which occur; disciplinary action depending on the violation(s) may be warranted at the discretion of the Chief Administrative Officer.
- Use of alcohol or any illegal substances while operating a vessel will not be tolerated in any circumstances and are grounds for immediate disciplinary action up to an including termination of employment at the discretion of the Chief Administrative Officer.
- Smoking is not permitted on board any vessels or tow vehicles.

## **8. Post-Trip Procedures**

- Ensure that the vessel is secured before walking away from it. Secure loose items (e.g., paddles, life jackets) so they don't blow away. Ensure power switch is turned "OFF".
- Operators must turn the vessel engine off and remove and lock up the keys when it is left unattended.
- Operators are responsible for returning the vessel in a clean and undamaged condition. If a vessel is left dirty or in need of repair that must be addressed by the Department or Group that last used the vessel will be held responsible.
- Any problems associated with the vessel used, e.g., lost equipment or leaks, must be reported to a designated member of staff immediately on return from the trip.
- Operators must return all equipment to the proper storage area in clean and useable condition; any needed maintenance, repairs or replacements must be reported to the operator's supervisor at that time.
- Operators are required to use safe re-fuelling procedures, and ensure that all motorized elements on the vessel are safely turned off and all flames are extinguished prior to re-fuelling.

**COLUMBIA SHUSWAP REGIONAL DISTRICT - VESSELS**

**Pre-Trip Inspection – Schedule A**

Date: \_\_\_\_\_

Vessel ID#: \_\_\_\_\_

	YES	NO	OTHER
Trip Plan Submitted to Department Head (Schedule D)			
Contact Person Identified (If there is only one person on board)			Name: Phone Number:
Pre-Trip Weather Check Completed			Comments:

**PRE-TRIP INSPECTION ITEMS**

: Inspected

- Hull (Cracks and Other Damage)
- Drainage Plug in Place
- Steering
- Throttle
- Cooling System
- Bilge (working)
- Blower(s) 4 Minutes Run/Check Airflow
- Oil
- Fuel
- Battery
- Hoses/Clamps
- Navigational lights/horn
- Load is well distributed (gear & passengers)

**LOGBOOK**

Completed: START  FINISH

Inspection By: \_\_\_\_\_

Date: \_\_\_\_\_

**PRE-TRIP SAFETY EQUIPMENT**

: Inspected

- Personal Flotation Devices (One for Every Person)
- First Aid Kit (As Per Assessment)
- Buoyant Heaving Line (15m)
- Water light Flashlight (1)
- One Bailer or Manual Bilge Pump
- Flares (3) for up to 6m vessel Length
- Flares (6) for over 6m up to 9m vessel Length
- Anchor with 15m Cable, Rope, Chain
- Sound Signalling Device
- Fire Extinguisher 5/10 lb ABC
- Two oars/paddles

**ORIENTATION: PASSANGERS**

Completed By: \_\_\_\_\_

**WORK PROCEDURES/WORK PRACTICES REVIEWED**

- Work Alone or In Isolation
- Tagging/Retrieve Buoys
- Personal Protective Equipment
- Field level Risk Assessment (Specific Activity)
- Fueling vessel
- Heat Stress  Other \_\_\_\_\_
- Entry/Exit vessel

**Schedule B**

**Accident/Incident Report**

Date of Accident:		Date Reported:	
Time of Accident:		Time Reported:	

Specific Location: \_\_\_\_\_

Reporter Name: \_\_\_\_\_

Phone Number(s)			
Position:		Department:	

Witness Name: \_\_\_\_\_

Witness Phone Number(s): \_\_\_\_\_

Accident Description (Reporter): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Accident Description  
(Witness, if available): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Police/Emergency Crews in Attendance  
(if applicable): \_\_\_\_\_

Police/Emergency Crews in Attendance  
(if applicable): \_\_\_\_\_

Property Damage (including name and contact  
information of owner, description and amount) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Injury (including name of person, contact  
information, and injury description): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature of Reporter: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_ Date: \_\_\_\_\_

## Schedule C

### Acknowledgement & Agreement

I, \_\_\_\_\_, acknowledge that I have read and understand the Use of vessels for CSRD Business Policy # of CSRD. Further, I agree to adhere to this Policy and will ensure that employees working under my direction adhere to this Policy.

I understand that if I violate the rules/procedures outlined in this Policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

**COLUMBIA SHUSWAP REGIONAL DISTRICT- VESSELS**

**Trip Plan- Schedule D**

Date: \_\_\_\_\_ Submitted to: (Dept. Head) \_\_\_\_\_

Vessel Crew Member: \_\_\_\_\_

Vessel Crew Member: \_\_\_\_\_

Passenger: \_\_\_\_\_

Passenger: \_\_\_\_\_

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Vessel Identification Number: \_\_\_\_\_

Vessel Size: \_\_\_\_\_ Colour: \_\_\_\_\_ Hull: \_\_\_\_\_ Cabin: \_\_\_\_\_

Type of Engine: \_\_\_\_\_

Radio Channel: HF \_\_\_\_\_ VHF \_\_\_\_\_ MF \_\_\_\_\_

Satellite or Cellular Number \_\_\_\_\_

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**TRIP DETAILS:**

Date of Departure: \_\_\_\_\_ Time of Departure: \_\_\_\_\_

Leaving From: \_\_\_\_\_ Heading To: \_\_\_\_\_

Proposed Route: \_\_\_\_\_

Estimated Time of Arrival: \_\_\_\_\_

Estimated Time of Return: \_\_\_\_\_

Number of People on Board: \_\_\_\_\_