



FISHERMEN HELPING FISHERMEN

NEW CREW & NEW SEASON ORIENTATION

(AN AID TO COMPLIANCE WITH WORKSAFEBC NEW WORKER ORIENTATION REQUIREMENTS)

COMPLETION OF YOUR NEW CREW ORIENTATION IS THE **FIRST STEP** TO ENSURING YOUR CREW IS TRAINED TO COME HOME SAFELY.

Crew Name: _____

Crew's Position on Vessel: _____

Vessel Name: _____

Date of Orientation: _____

Person providing orientation (name and Position on vessel): _____

Contact Information	Name	Phone and Email
Owner of Vessel		
Master of Vessel		

WHAT DID WE COVER IN OUR NEW CREW ORIENTATION?

TOPIC	CREW INITIAL	TRAINER INITIAL	COMMENTS:
① Hazards identified to be specific to this vessel are: (Example: Stay out of the bight between the winch and the davit when the winch is in operation.*)			
a)			
b)			
c)			
d)			
e)			

② Safe Work Procedures An orientation and demonstration was given on the following: (Example: Anchoring, safe lifting, use of fishing gear, safety equipment, etc.)			COMMENTS:
1.			
2.			
3.			
4.			
5.			
6.			
Working Alone Procedures were covered including:			COMMENTS:
Travelling			
Fishing			
At the dock/maintenance			
③ Safety Drills (what to do in an emergency) The following Drills were completed:			COMMENTS:
1. Muster list responsibility assigned and reviewed			
2.			
3.			
4.			

5.			
6.			
④ Personal Safety Equipment			COMMENTS:
Use and Location of PFDs			
Use and Location of Immersion Suits			
⑤ First Aid			COMMENTS:
Who is responsible for first aid on board			
Use and Location of First Aid kit			
Crew Health Issues relayed to Master			
⑥ Hazardous Materials (cleaning solvents, gas stored for outboard, etc.)			COMMENTS:
<ul style="list-style-type: none"> • Identification of Hazardous Materials on the vessel 			
<ul style="list-style-type: none"> • Location of Material Safety Data sheets or use of labels to identify proper handling, use and storage of materials 			
<ul style="list-style-type: none"> • How to handle, use and store hazardous material 			
⑦ Roles and Responsibilities of Crew (As defined by WorkSafeBC regulations. Where possible, <u>Gearing up for Safety</u> manual provided and pages 1-3 reviewed.)			COMMENTS:
<ul style="list-style-type: none"> • to refuse unsafe work and how to do that 			
<ul style="list-style-type: none"> • to report any hazards to the master 			
<ul style="list-style-type: none"> • to perform work safely at all times 			
<ul style="list-style-type: none"> • report all injuries to the master immediately 			
<ul style="list-style-type: none"> • use and maintain all required personal protective equipment 			
<ul style="list-style-type: none"> • to follow this vessel's bullying and harassment policy 			



NEED HELP? *See attached How to Guide or Contact Fish Safe at 604-261-9700



For assistance in creating and implementing your NEW CREW ORIENTATION call FISH SAFE at 604-261-9700 or check out our website at FISHSAFEBC.COM.

A Fish Safe Advisor is available to assist you on your vessel. Our **Safest Catch** program includes everything you need for your vessel specific safety program including: Safety Drills, Safety Procedures Manual, Safety Equipment Orientation and MED A3 and ROC-M certification for crew if required.

How and why to fill out this NEW CREW Orientation:

WHY:

While a checklist can seem annoying *it is a proven method to help you remember and practice the important safety procedures for your vessel.* It is a common practice in the airlines and health industry. “Researchers found that simply having the doctors and nurses in the ICU create their own checklists for what they thought should be done each day improved the consistency of care to the point that the average length of patient stay in intensive care dropped by half.”¹ Other International and Canadian studies have shown that after implementation of a surgical checklist, deaths in the first 30 days after surgery declined by half. **It would be great to have a change in statistics like this for the fishing industry.**

To make this orientation checklist actually work for your vessel you have to own it. This means that it has to reflect procedures that are relevant and make sense for your vessel. Just checking all the boxes is not the goal or a guarantee of safety –**THIS IS THE FIRST STEP in helping you and your crew be better prepared in an emergency and even more importantly to work safely, preventing an emergency.**

And secondly, to ensure that we are even more motivated to work safely, WorkSafeBC **requires** all employers (owners and masters in the case of fishing) to provide and document a new worker orientation. This NEW CREW ORIENTATION document along with your vessel’s Bullying and Harassment Policy will be asked for on a WorkSafeBC inspection. When WorkSafeBC officers inspect your vessel they are looking for evidence of Policies, Procedures and Training. You already have them in your own unique way but this NEW CREW ORIENTATION checklist gives you a structured tool to help make sure your crew understands that safety is the first priority in your fishing operation.

¹ The Checklist Manifesto

This is a **READ AND DO** checklist which means as you design your checklist, take into consideration the time you need to be able to orientate and demonstrate what is written on **YOUR** vessel.

HOW TO CREATE YOUR CHECKLIST:

Provide all crew with written contact information on the vessel owner and master. (exchange phone numbers and email)

①

HAZARDS IDENTIFIED: Review known hazards specific to YOUR vessel.

Besides the main hazard of working on the water, every vessel has its quirks. List things here that may be unique to your vessel or for a new crew. What you know and can share with your crew is essential for not getting injured or worse.

For example:

- Stay out of the bight between the winch and the davit when the winch is in operation
- Stay off the deck when towing
- Keep all clothes and rags away from engine or stove
- Keep all doors closed when travelling
- Stove must always be set at 2 and shut off when leaving the vessel

②

SAFE WORK PROCEDURES: Review and where possible demonstrate safe work procedures for YOUR vessel. This requires a unique list just for your vessel.

Examples of procedures that could be reviewed include:

- Engine room controls
- Deck equipment and rigging
- Fishing gear (relative to the crew's position on the vessel)
- Navigation and radio equipment (auto pilot, radar)
- Pumping procedures
- Anchoring
- Fuel/Propane shutoffs
- Hydraulic controls and shutoffs
- Downflooding points
- Beach man tie up knot
- Shutting down the hydraulics in case of an emergency
- Knife use
- Safe lifting
- Working in freezers
- Stacking pots
- Suspended loads
- Emergency release of a set
- Divers standby

Working Alone Procedures should also be vessel specific.

You could break these into categories such as:

- **Travelling**
Taking the boat out of gear when leaving the wheelhouse
Crew members going on deck alone at night must notify wheel watch
- **Fishing**
Wearing high-vis vests, hats, PFDs on deck
Use a safety line when setting gear alone
- **At the dock/maintenance**
Let someone know that you are going to work on the boat
Think about the worst case scenario and plan for that

<p>③</p>	<p>SAFETY DRILLS:</p> <p>Conduct Safety Drills with the new crewman and designate and review the responsibility of the new crewman on your Muster List.</p> <p>(Remember: MED A3 certification is required by Transport Canada for virtually all crew on fishing vessels.)</p> <p>The WorkSafeBC required Safety Drills include:</p> <ul style="list-style-type: none"> • Man overboard • Fire • Abandon Ship • Flooding or Damage Control • Calling for Help
<p>④</p>	<p>PERSONAL SAFETY EQUIPMENT:</p> <p>Make sure crew know where to find their immersion suits and other required safety equipment. Be sure to instruct on the use and maintenance of PFDs. Include other safety equipment you might have on board such as:</p> <ul style="list-style-type: none"> • Life rafts • Fire extinguishers • EPIRBs • Hard hats, eye protection, gloves, hearing protection, etc. • Man overboard retrieval apparatus
<p>⑤</p>	<p>FIRST AID:</p> <ul style="list-style-type: none"> • Make sure you have a First Aid kit, that it has what you need and that all crew know where it is. This is especially important as it may be you that is hurt! • Marine First Aid is recommended for all crew members – classes are available year round. • Document any crew health issues including known allergies and advise crew to have necessary medication readily available. (Remember: Costs for transporting crew off the vessel are paid for by the vessel owner.)
<p>⑥</p>	<p>HAZARDOUS MATERIALS:</p> <p>Make sure new crew is aware of potentially hazardous materials on board and how to handle them. Show them how to read the labels for proper use and storage. Provide additional information as needed.</p> <p>Examples of hazardous materials include:</p> <ul style="list-style-type: none"> • Bleach, bilge cleaner • Paints and solvents • Fridge gases – Freon and ammonia • Fiberglass and fiberglass resin • Engine exhaust • Welding fumes
<p>⑦</p>	<p>Review Gearing up for Safety manual for fishing roles and responsibilities:</p> <p>It may be a good idea to give each new crewman his own Gearing Up for Safety manual. This manual includes safety requirements for all types of fishing including helpful tips provided by fishermen.</p> <p>Make sure your crew understand their role and requirements and assure them that when it comes to safety THERE ARE NO STUPID QUESTIONS ON YOUR BOAT!!</p>