



Fisheries and Oceans
Canada

Pêches et Océans
Canada

HARBOUR MANAGER POCKET GUIDEBOOK



Escuminac, NB

Canada

DISCLAIMER

This Guidebook is created as a reference tool in support of Harbour Authorities and their Harbour Managers within the Maritimes and Gulf Regions and is not intended to provide any statement of law. It has been prepared and published for informational and educational purposes only.

Anyone requiring advice about a specific environmental, safety or legal situation should seek professional advice.



ACRONYMS

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Acronyms used in this document include:

EMS: Environmental Management System
(Binder provided by SCH)

DFO: Department of Fisheries & Oceans

HA: Harbour Authority

HM: Harbour Manager or Harbour Supervisor

SCH: Small Craft Harbours

WHMIS: Workplace Hazardous Materials
Information System



DEFINITIONS

Harbour Authority (HA): is a non-profit organization whose objective is to operate, manage and maintain a public commercial fishing harbour(s).

HA Board of Directors: is responsible for managing the property and business of the HA, and for the overall direction and supervision of the organization.

HA Bylaws: are rules that are created during incorporation that govern the HA's internal affairs. Bylaws give the HA Board of Directors the authority to manage the corporation and to prescribe operational policies (rules of operation).

HA Policies (Rules of Operation): are policies established by the Board of Directors to provide guidance and consistency in decision-making regarding the day-to-day management of the HA leased premises.

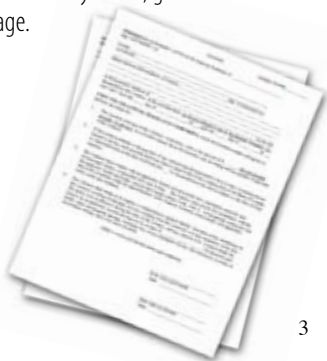
HA Lease: is an agreement between the HA and DFO that grants the HA the exclusive right to occupy and manage the leasehold premise (i.e. the harbour property).

Harbour Users: persons who make use of harbour facilities or installations.

HA Member: is defined in the HA's incorporation document or amendment.

Sublease: is a user agreement that typically grants exclusive right and use to land or a facility to a third party for a determined period of time. The HA must ensure SCH has provided written consent before issuing a sublease.

License: is a written user agreement that grants permission for occupation or access to a facility to users for a specified period of time. Licenses may be issued by the HA for specific harbour activities including but not limited to the use of hoist and haul out equipment, fuel dispensing systems, fuel delivery trucks, gear or bait sheds and berthage.



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INTRODUCTION

This Guidebook was designed as a reference tool for Harbour Managers (HM) in the Maritimes and Gulf Regions. This publication provides information on how to implement best business, environmental and safety practices at a Harbour Authority (HA) managed facility.

A copy of all documents referenced in this Guidebook can be obtained through your local Small Craft Harbours (SCH) Business Manager (see List of Contacts at the back of this guidebook).



HM ROLES AND RESPONSIBILITIES

The HM works for, and should report directly to, the HA Board of Directors. The HM should report to only one or two persons on the Board of Directors to avoid any confusion and keep clear lines of direction and communication. The HM should be cautioned to not take directions from members, users or other individuals or stakeholder groups as they are not the HM's employer.

The HM may be assigned by the Board of Directors to communicate regularly with SCH staff to seek advice, clarification and information on operational issues, and to make recommendations to the Board of Directors who is responsible for the direction and decision-making on all matters related to the HA.

The HM is typically responsible for the day-to-day on-site management issues at the harbour and should have a written job description or list of duties provided by the Board of Directors. Some possible responsibilities of the HM may include:

1. Maintaining a daily logbook of activities;
2. Attending Board of Directors meetings and the Annual General Meeting to report on harbour activities;
3. Collecting fees and issuing receipts;
4. Enforcing the policies (rules of operation) at the harbour;
5. Ensuring that all users have a signed user agreement;
6. Ensuring that all users have insurance (vessels, contractors, buyers, etc.);
7. Implementing the safety, operational and environmental management plans;
8. Assigning berthage and storage space;
9. Supervising parking and access to the wharf;
10. Performing daily, weekly, monthly facility inspections;
11. Ensuring that all hoists, haul outs and fire extinguishers are inspected and certified annually;
12. Ensuring that life rings are in place, and first aid kits and spill kits are kept replenished;
13. Ensuring that the wharf and property are kept tidy and free of hazards;
14. Supervising the disposal of solid wastes and waste oil;
15. Handling emergencies and report any accidents, damage, etc. to the Board of Directors; and
16. Performing other duties as may be assigned, either verbally or in writing by the Board of Directors.

Remember to always maintain good notes, checklists, written correspondence and agreements for HA records.

**Refer to the "Harbour Authority Manual" for more information on HA finances.

**Refer to the "Fee Collection Guide" for more information on fee collection and enforcement.

**Contact your local SCH Business Manager for more information on property management (including licenses and subleases) or when making an application for preliminary approval from SCH to construct or modify buildings on HA leased property.



SMALL CRAFT HARBOURS
MARITIMES AND GULF REGIONS

ENVIRONMENTAL MANAGEMENT SYSTEM



SCH developed its **Environmental Management System (EMS)**

as a working tool that includes a framework for practices, procedures and processes for HAs to manage harbours in an environmentally acceptable manner.

The EMS is intended to be a user-friendly guide to assist HAs in dealing with the most common and important aspects of environmental management.

BENEFITS BENEFITS OF THE EMS

Some of the benefits of an EMS being endorsed by the HA and followed in the harbour include:

- Helping both SCH and HA's to protect the marine environment and providing a cleaner and healthier workplace for fish harvesters and other harbour users;
- Reflecting the commitment by the HAs to protect the environment and therefore provide a "due diligence" defense in cases where violations or emergencies occur;
- Lowering HA's operational costs in the event of fuel leaks, spills or other accidents impacting the environment;
- Becoming a valuable communication tool for encouraging all harbour users to follow environmentally friendly procedures;
- Exemplifying a well managed public harbour and helping build community pride; and
- Providing clear guidance for harbour users and stating the conditions under which various activities can be undertaken.

ENVIRONMENTAL MANAGEMENT PLAN

The **Environmental Management Plan (EMP)** is an important part of the **EMS** that:

- Defines the specific roles and responsibilities of SCH, HA Board of Directors, HM, employees and harbour users;
- Provides all parties with the basic knowledge necessary to contribute to the overall environmental management of public harbours; and
- Introduces guidelines referred to as "**Best Management Practices**" that are related to environmental management concepts and their application to typical harbour activities.

ENVIRONMENTAL

HM'S ENVIRONMENTAL RESPONSIBILITIES

The HM should:

- Read and become familiar with all aspects of the EMS;
- Communicate regularly with the HA Board of Directors and SCH personnel to ensure compliance with all applicable environmental rules and regulations;
- Strive to keep the harbour environment clean for all harbour users and the general public;
- Communicate effectively with harbour users and the general public regarding environmental compliance; and
- Always set a good example on environmental compliance.



*Ensure all users receive a copy of
the brochure entitled
"Environmental Best Management Practices".
(Available through your Business Manager)*

ENVIRONMENTAL

ENVIRONMENTAL RESPONSABILITIES

The HM has clearly defined responsibilities under the EMP. Ongoing responsibilities include:

- Waste Management
- Receiving, Documenting and Responding to Communications
- Best Management Practices
- Emergency Response

Routine responsibilities include:

- Environmental Inspections

Annual responsibilities include:

- Environmental Audit

ENVIRONMENTAL

COMMON ENVIRONMENTAL ISSUES

Some of the activities that could potentially create environmental issues may include but are not limited to:

- Solid Waste Management
- Waste Oil Collection & Management
- Fuel Storage & Fuelling Operations
- Vessel Storage and Repairs
- Vessel engine and bilge maintenance as it relates to pumping of contaminants in the water.
- Fish Plants, Gear Sheds, Bait Sheds and other buildings

Report any environmental issues that cannot be immediately resolved and make recommendations to the HA Board of Directors.

In the event of an environmental emergency, refer to a complete list of contacts at the back of this guidebook.

SOLID WASTE

SOLID WASTE

MANAGEMENT

Non-hazardous wastes

Garbage (solid waste) is a by-product of commercial and domestic activities.

- Pick-up and properly dispose of all litter floating in the harbour, or on harbour structures and upland property.
- Conduct routine inspections of all waste/recycling collection facilities and make appropriate arrangements for disposal.
- Instruct harbour users where to place their waste/recycling items for proper collection and disposal. Collection facilities should be large enough to hold contents between pick-ups.
- Encourage vessel owners to develop suitable waste/recycling collection facilities on their vessels and to bring all waste/recycling items back to shore for proper on-land disposal.



*Ensure all users receive a copy of the pamphlet
"Managing Commercial Fishing Waste and
Protecting Your Fishing Waters".
(Available through your Business Manager)*

SOLID WASTE MANAGEMENT

Hazardous wastes

Hazardous wastes, which need special disposal, include oils and fuels, paints, varnish, solvents, detergents, antifreeze, fiberglass resin, strong acid and alkaline compounds, flammable materials, boat and flashlight batteries.

- Instruct harbour users where to place their waste items for proper collection and disposal. Collection facilities should be large enough to hold contents between pick-ups.
- Conduct routine inspections of all waste collection facilities and make appropriate arrangements for disposal.
- Ensure hazardous wastes (such as used batteries, solvents etc.) are not placed in the non-hazardous collection facilities.

SOLID WASTE MANAGEMENT



GOOD MANAGEMENT PRACTICES



HAs are committed to environmental stewardship by implementing waste reduction and recycling.

"Photo of bait boxes stored and waiting to be brought to a recycling facility."

SOLID WASTE MANAGEMENT



OPEN BURNING
OF GARBAGE
IS PROHIBITED!



POOR MANAGEMENT PRACTICES



Garbage not
properly contained can
contaminate the property
and also enter
the ocean.

WASTE OIL MANAGEMENT

Used Oil, Oil Filters, and Oil Containers

Waste oil, grease, hydraulic fluids and other petrochemical products are commonplace in the harbour. Handling them properly is an important aspect of environmental management.

- Conduct routine inspection of all waste collection facilities to ensure that they are being operated properly by the users.
- Routinely check tank leak detection system is working properly (dip stick or vacuum gauge). Keep collection site neat and tidy at all times and take corrective action to clean up minor spills.
- Make arrangements to have the waste products collected before containers become full. (Coordinating with other HAs in your area for waste oil collection may help reduce cost.)
- Immediately report any major spills to the regulatory authorities:
 - Oil and Chemical Spill Reporting Centre:
1-800-565-1633
- Notify the HA Board and SCH and also complete the “Harbour Accident Report”.

(Available through your Business Manager)



GOOD MANAGEMENT PRACTICES



One litre of
oil can contaminate
1 million litres of
groundwater.

POOR MANAGEMENT PRACTICES



FUEL

FUEL STORAGE and FUELLING

Fuelling systems and fuelling operations are governed by "***SCH Operational and Construction Guidelines for Fuel Delivery and Waste Oil Storage Systems Located on Harbour Authority Controlled Properties In The Maritime Provinces***".

- Ensure that all fuel systems and truck suppliers have a license to operate on the HA managed property.
- Conduct routine inspection of fuel transfer areas to ensure that they are being operated properly by the users.
- Immediately report any damaged or malfunctioning components to the owner. Immediately report any major spills to the regulatory authorities:
 - Oil and Chemical Spill Reporting Centre:
1-800-565-1633
- Notify the HA Board of Directors and SCH and also complete "Harbour Accident Report".
(Available through your Business Manager)

VESSEL VESSEL DISCHARGES

Bilge water, sewage and grey water



- Encourage all users to keep their engine maintained properly to prevent fuel or oil leaks and use oil absorbents for oil, fuel, solvents and other products before pumping bilge water overboard.
- Recycle or dispose of used absorbents in accordance with regional/municipal regulations.
- If there is evidence that vessels are discharging contaminants into the harbour, determine the source of the problem and advise the owner/operator in writing to cease the activity.
- If there is any evidence that vessels are discharging sewage or grey water into the harbour, determine the source and advise owner/operator in writing to immediately cease the activity.

VESSEL VESSEL DISCHARGES

Bilge water, sewage and grey water

Bilge water can contaminate the sediments in the ocean floor making it increasingly difficult to find a disposal site for contaminated dredge spoils.

NO DUMPISITE = NO DREDGING

POOR MANAGEMENT PRACTICES

VESSEL VESSEL MAINTENANCE AND REPAIRS

It is important for the HA to ensure that vessel owners take necessary precautions to minimize the risk to the environment from vessel maintenance activities. Special permission is needed for sandblasting, scraping and spray painting. No sand blasting is permitted over water.

- Ensure vessel owners are directed to the location designated by the HA.
- For hull maintenance, work over reusable tarps or disposable drop sheets.
- Cover catch basins to prevent wastes from entering the harbour through storm drains.
- For major repair jobs, have subcontractors sign a license which outlines how all materials are to be handled and work to be carried out on HA property.
- Ensure that all chemical storage complies with applicable regulations.

VESSEL VESSEL STORAGE

If the HA allows vessels to be stored on its property, a license with appropriate fee, period of storage allowed, location of storage, and other conditions should be issued to the vessel owner.

- Ensure the vessel owners take all reasonable precautions to ensure oil, fuel, solvents, and other products do not leak onto HA leased property.
- Advise the vessel owner that he/she will be held responsible for any necessary cleanup of contaminated soil/material.



**GOOD
MANAGEMENT PRACTICES**



Vessels not properly winterized can cause contamination of property and could potentially cost thousands of dollars to remedy.

POOR MANAGEMENT PRACTICES

FISH PLANTS, GEAR SHEDS, BAIT SHEDS AND OTHER BUILDINGS

Ensure proper user agreements (i.e: sublease or license) are signed with the building owner.

- Routinely inspect the types of materials and equipment stored in buildings.
- Ensure that no flammable or combustible liquids or hazardous materials are stored in buildings.
- Note the location of any discharge lines and routinely monitor any effluent.



GOOD MANAGEMENT PRACTICES



POOR MANAGEMENT PRACTICES



SAFETY

SAFETY

HEALTH AND SAFETY LEGISLATION

It is generally understood that HAs, as corporate entities, are governed by the provincial occupational health and safety laws of their respective provinces.

It is also recognized that other employers (sub-lessees, licensees and subcontractors) that employ one or more workers and operate on HA property are generally governed by provincial occupational health and safety laws. As such these employers have specific obligations to comply with all laws and regulations including those required to protect their employees and other persons at their “workplace”.

Workplace means any place where an employee is engaged in work for its employer.

The foundation for all health and safety legislation now in Canada is the “***Internal Responsibility System***”.

INTERNAL RESPONSIBILITY SYSTEM

The Internal Responsibility System:

- Is based on the principle that all parties share responsibility for workplace safety – owners, employers, contractors, constructors, employees, suppliers, engineers, etc.
- Assumes that the primary responsibility for creating and maintaining a safe workplace is based on each party's authority and ability to act;
- Includes a framework for participation, transfer of information and refusal of unsafe work; and,
- Is supplemented by the role of Health and Safety officials to establish and clarify the responsibilities of parties under the law, and to intervene appropriately when those responsibilities are not carried out.

DILIGENCE

DUE DILIGENCE

In accordance with the Internal Responsibility System, all parties including the HA Board of Directors and HMs have certain responsibilities to protect the health and safety of every person employed and granted access to its leased premises.

While a workplace health and safety program is not required by law for small employers, the HA Board of Directors and the HM must exercise “due diligence” in the management of their leased premises.

“Due diligence” in this context means taking all reasonable precautions in the circumstances to protect the health and safety of workers and other users in the workplace.

EMPLOYEE EMPLOYEE RESPONSIBILITIES

The HA Board of Directors and HMs should familiarize themselves with the applicable provisions of the *Occupational Health and Safety Act* and its Regulations. Every employee shall:

- Comply with the Act, the regulations and any order made in accordance with the Act or the regulations;
- Conduct himself / herself to ensure his own health and safety and that of other persons at, in or near his place of employment;
- Report to the employer the existence of any hazard of which he/she is aware;
- Wear or use such protective equipment as is required by regulation; and,
- Co-operate with any person responsible for the enforcement of the Act and the regulations.



HAZARD

HAZARD ASSESSMENT AND CONTROL

Identification and control of “Hazards” is a crucial element of workplace safety.

“**Hazards**” are any circumstance or condition which poses the risk of an “Incident”.

“**Incidents**” are defined as any unplanned or unwanted event that results in damage or injury, or which could have resulted in damage or injury.

An important part of the HM’s duties are to conduct visual inspections to help identify hazards. Once hazards are identified, control measures are required. Hazard controls may include:

- Administrative controls such as policies, practices, procedures and training;
- Engineering controls such as inspections and systems to protect workers; and
- Personal protective equipment such a floatation devices

There are many potential hazards, some of which pose a much higher risk than others. While there maybe many potential hazards, this manual will focus on the most common elements of harbour operations that pose the highest safety risks.

FACILITY SAFETY

The HA is responsible for ensuring that harbour facilities are maintained and operated in a safe manner.

Visual inspections should be conducted as part of a routine program of daily, weekly, and yearly inspections. Such inspections should also be conducted after major occurrences such as a structural failure, a severe storm, or the collision of a vessel with a harbour structure.

If hazards are identified, the HM must take action to control the hazards to minimize the danger to the public and harbour users. In these instances, the following general safety measures should be taken:

- Post a warning sign;
- Barricade a structure;
- Lock out equipment;
- Record in writing the situation and the corrective action taken; and,
- Immediately advise the HA Board of Directors and provide a written report, if required.

CONSTRUCTION PROJECTS

Construction contractors are required to have a written contract and a project-specific safety plan, prior to the start of any work on site. The safety plan must include a specific hazard assessment and identified control measures for all activities associated with the project.

It is the responsibility of the “contracting authority” to ensure that a plan is in place and is followed. The contracting authority is generally SCH, Public Works Canada, Government Services or the HA.

The HM should:

- Ensure construction contractors have a project safety plan;
- Regularly discuss safety issues, access routes and any other contingent issues with the contract authority and project supervisor;
- Ensure construction site is clearly denoted with controlled access using signs and /or fencing; and,
- Immediately report any non-compliance issues with the HA and/or the contracting authority.

Always wear appropriate personal protective equipment when accessing a construction site (i.e. footwear, hard hat, safety glasses, etc).

FIRES

FIRES

Fire is a major threat to a harbour since it easily spreads to wooden structures and boats gathered in close proximity.

Some potential sources of fire include:

- Unsafe fueling operations
 - Improper fuel transfer operations
 - Accumulation of fuel vapours inside vessel bilges, near open flames or heat sources;
 - Improper storage of flammable liquids and materials;
 - Improper storage of compressed gas cylinders;
- Faulty electrical systems
 - Frayed electrical cords, worn wiring and unapproved extension cords
 - Damaged or worn electrical systems;
- Improper vessel repairs such as welding, cutting and paint burning
- Improper heaters and stoves aboard vessels and in buildings;
- Improper use of cleaning products and solvents;
- Unconfined open burning; and
- Careless smoking.

FIRE PREVENTION

FIRE PREVENTION MEASURES

The HM should:

- Assess the potential fire hazards and take necessary action to address the risk of a fire;
- Erect adequate informational signage;
- Ensure fire fighting equipment such as dry fire extinguishers are in place, inspected and are in proper working order (monthly visual inspections and yearly inspection by certified company);
- Ensure vessels owners have the proper fire fighting equipment and permits for vessel maintenance and repairs;
- Ensure independent contractors are licensed by the HA prior to operating on site; and,
- Develop a good working relationship and share information with the local fire department.

WHAT TO DO

WHAT TO DO IN CASE OF FIRE

1. Immediately evacuate the affected area;
2. If the fire is small, you can try to put it out with a fire extinguisher. In the event of a large fire, leave the immediate area.
NEVER EXPOSE YOURSELF TO DANGER.
3. Call the Emergency Numbers including the Fire Department;
4. Keep all approach routes to the fire scene clear for emergency personnel;
5. After the fire has been completely extinguished, ensure that all hazards to the environment have been controlled or removed;
6. Take proper measures to clean-up and/or remediate the site;
7. Record all events immediately, assist the Board of Directors in completing a "Harbour Accident Report" and forward a copy to SCH and appropriate authorities.
(Available through your Business Manager)

FUELLING

Fuelling at harbours is a major concern because of the risk of soil and water contamination, and the potential for fire or explosion.

The most common methods of supplying fuel at a harbour include:

- Fixed fuel delivery systems
- Fuel delivery trucks, and
- Portable fuel containers.

Fuelling operations are regulated by both federal and provincial legislation. Fuelling operations on HA leased property are also governed by the “Operational and Construction Guidelines for Fuel Delivery and Waste Oil Storage Tank Systems Located on Harbour Authority Controlled Properties in the Maritime Provinces (SCH Fuelling Guidelines)”:

At harbours where commercial fuel or truck delivery systems are not available, harbour users may use CSA approved portable fuel containers to deliver fuel to their vessels.



GOOD MANAGEMENT PRACTICES



Do not allow
fuelling in unapproved
containers.

POOR MANAGEMENT PRACTICES

EMERGENCY SHUT OFF



Emergency power shut off switch must be easily seen and labelled

The HM should:

- Read and become familiar with the SCH Fuelling Guidelines;
- Conduct routine visual inspections of fuel systems and fuelling operations;
- Ensure all commercial fuelling operations are properly licensed by the HA to operate on its property;
- Shut down (lock out) any fuel systems that do not comply with applicable regulations and/or guidelines;
- Closely monitor and control the use of portable fuel containers – portable fuel containers must be CSA approved (no barrels are permitted); and,
- Report any non-compliant fuel systems or fuelling practices to the HA Board of Directors and to SCH.

Fuel systems should be inspected as required by federal and provincial regulations and as per SCH Fuelling Guidelines. Should a fuelling facility be incorrectly maintained or operated, the HA should request that the situation be corrected within a certain timeframe or suspend the licence based on non-compliance issues.

ELECTRICAL SYSTEMS

Harbour electrical systems must conform to the “Canadian Electric Code”. The code provides guidance on the wiring, conduit, receptacles and service equipment that should be used in a marine environment.

Typical harbour electrical systems get power from a local utility through a transformer. The transformer, meter and main disconnect switch are normally located together at the head of a main wharf. Secondary services comes from the main disconnect to a distribution panel. The distribution panel provides a way to divide power into branch circuits for power and lighting.

Electricity follows the path of least resistance to return to its source transformer.

Serious injury or death can result if a person becomes part of that path.

Salt water is an excellent conductor. Working with electricity in the vicinity of salt water requires adherence to safe work practices.

The HM should:

- Conduct routine visual inspections of electrical system and its components;
- Closely monitor the use of private equipment such as extension cords and power tools (look for frayed electrical cords, worn wiring and unapproved extension cords);
- Immediately shut down (lock out) the electrical system if any problems or damages are detected;
- Report any problems to the HA Board of Directors;
- Only allow a qualified electrician to inspect and repair the system; and,
- Note the location of underground utilities and contact SCH prior to permitting any excavation work on the HA property.

Typical Electrical Distribution Panel



Some important design features:

- PVC coated Teck connectors
- Corrosion resistant enclosures
- Single receptacles
- Teck cable protection
- Cable entry on bottom

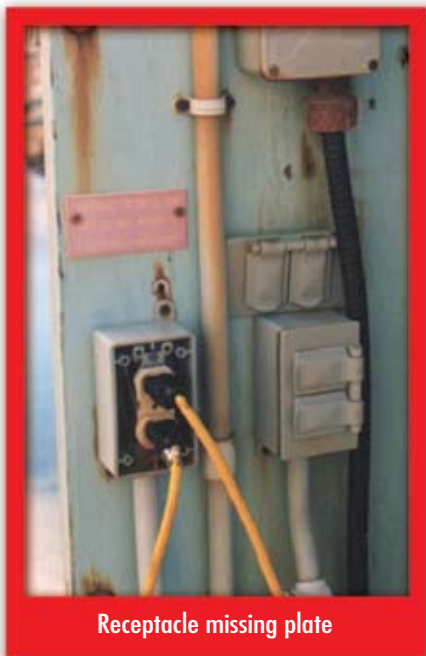
POTENTIAL ELECTRICAL HAZARDS

Damaged Receptacles

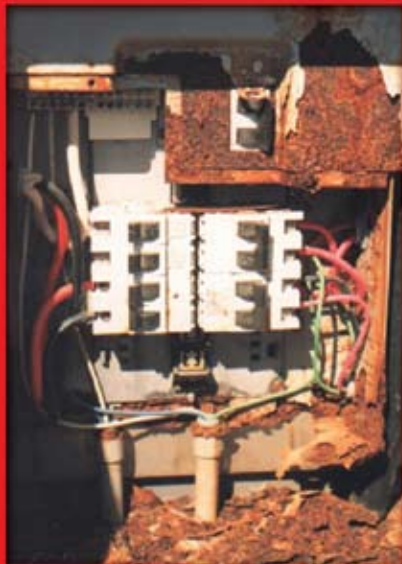
- Note burn marks on receptacles
- Covers missing increases rate of corrosion of receptacle contacts



Damaged Receptacles



Damaged Receptacles



Electrical panels, unless protected will corrode due to exposure to salt air and spray, creating electrical hazards

HOISTING

HOISTING EQUIPMENT

Hoisting equipment is common on most wharves for offloading various types of products and equipment from vessels. Hoisting equipment is also used for certain types of vessel launching facilities. There are various sizes and types of hoisting equipment and units are often referred to winches, lifts, booms, derricks or cranes.

Operation of this equipment can be hazardous and accidents most often result in serious injuries or fatalities.

Management of such equipment should include inspections, access control, proper operations and user agreements for the use of such equipment.

Hoisting equipment is regulated by both provincial and federal safety legislation. The legislation references the specific CSA Standard B167-96, "Safety Standard for Maintenance and Inspection of Overhead Cranes, Gantry Cranes, Monorails, Hoists, and Trolleys".

One of the main aspects of the standard is that the owner must ensure that a qualified person inspects a hoist at least once a year. The crane inspector's qualifications are covered in section 4.1 of the CSA Safety Standard.

The HM should:

- Ensure that annual inspections are carried out according to the CSA Safety Standard and certification is provided for all equipment;
- Conduct routine visual inspections of hoisting equipment and its components;
- Ensure that all private hoists are covered by a license issued by the HA;
- Immediately shut down (lock out) the hoisting equipment if any problems or damage are detected; and,
- Report any problems and non-compliance issues to the HA Board of Directors and SCH.

Typical Offloading Hoist



Some important features:

- Galvanized steel structure
- Hydraulic power unit and winch
- Safe working load clearly denoted in yellow on the boom
- Secondary safety cable from boom to main mast

ACCIDENTS

For the purpose of the following sections, an “Accident” is an incident that is defined as an unplanned event, which results in:

- Physical harm to third party persons and which results in death, permanent/partial or temporary disablement or injury, or
- Death, permanent/partial or temporary disablement or serious injury to subcontractor’s personnel which results in lost time from work (Lost Time Accident), or
- Loss of or damage to property which forms the permanent works or the investment property or any part thereof, or
- Unplanned fires/explosions, or spills/releases of substances which are hazardous and/or potentially harmful to the environment.

INVESTIGATIONS

ACCIDENT INVESTIGATIONS

This section describes what you should and should not do when an accident occurs.

The HM should:

- Call for emergency services and an ambulance, in the case of an accident resulting in personal injury;
- Call the appropriate emergency response numbers provided in this Guidebook i.e.:
 - the police in the case of an accident involving a vehicle, a vessel, goods or personal injury
 - the fire department in the case of a fire
 - the local hydro company in the case of damage to hydro facilities;
- Secure the scene to avoid disturbing or destroying evidence/facts that may be relevant to determining the cause of the accident;
- Immediately notify a representative of the HA Board of Directors and SCH;
- Cooperate with any authorities conducting an accident investigation;
- Assist the HA Board of Directors in preparing a written "Harbour Accident Report".
(Available through your SCH Business Manager)

The HM should not:

- Admit liability for an accident;
- Speculate as to the cause of the accident - rarely is there only one contributing cause to an accident;
- Assign blame or any hint of blame during an interview with authorities - words such as "carelessness", "inattentive", "sloppy", etc. are not acceptable in determining true causes;
- Offer your opinions – the accident investigation should be based on facts;
- Spread information and divulge facts about the accident or its investigation except to the HA Board of Directors; and
- If the news media are present, be polite, but decline any comment - refer them to the HA Board of Directors.

CONTACTS

LIST OF CONTACTS & IMPORTANT PHONE NUMBERS

Primary Response #'s:

- Fire & Explosion: 911
- RCMP: 911
- Ambulance: 911
- Canadian Coast Guard – Search & Rescue:
1-800-565-1582
- Oil and Chemical Spill Reporting Centre:
1-800-565-1633
- Vessel Sinking: Call Canadian Coast Guard at:
1-800-565-1582
- Pollutant Spill: Oil and Chemical Spill Reporting Centre:
1-800-565-1633

Contacts List for Fisheries and Oceans Canada Small Craft Harbours Branch in the Maritimes & Gulf Regions

Toll Free Number **1-800-983-6161**

Eastern New Brunswick

Area Chief **(506) 533-5044**

Business Manager, Northeast NB **(506) 395-7709**

Business Manager, Southeast NB **(506) 533-5001**

Prince Edward Island

Area Chief **(902) 566-7838**

Business Manager, Eastern PEI **(902) 566-7484**

Business Manager, Western PEI **(902) 566-7835**

Special Projects Officer **(902) 566-8778**

Gulf - Nova Scotia

Area Chief **(902) 863-5670 ext. 2225**

Business Manager,
Gulf Shore of Mainland NS **(902) 863-5670 ext 2226**

Business Manager, Gulf Shore of
Cape Breton Island **(902) 224-4224**

Eastern Nova Scotia

Area Chief **(902) 564-2596**

Business Manager, Eastern Cape Breton Island **(902) 564-7332**

Business Manager, Eastern Shore, Mainland NS **(902) 522-2226**

Southern New Brunswick

Area Chief **(506) 755-5030**

Business Manager, Southern NB **(506) 755-5034**

South West Nova Scotia

Area Chief **(902) 742-6452**

Business Manager, Halifax West **(902) 354-6519**

Business Manager, South Eastern Shore **(902) 875-3391**

Business Manager, South West Shore **(902) 742-6451**

Business Manager, Bay of Fundy Shore **(902) 638-3050**

Regional Internet site:

www.glf.dfo-mpo.gc.ca/sch-ppb/index-e.php

National Internet site:

<http://www.dfo-mpo.gc.ca/sch-ppb/home-accueil-fra.htm>

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