**Risk Management Plan Example**

Note: The worksheet ‘How to Identify and Assess Risks’ is based on this Risk Management Plan and provides a process for identifying risks to your Indigenous Guardian program that will help you put in place procedures to minimize the risk and limit the damage of accidents that can occur. Although this complete Risk Management Plan was developed for use by a marine ecotourism program, it provides additional information you may find useful for running a safe Indigenous Guardian program.

# We would like to acknowledge and give thanks to Tim McGrady and Spirit Bear Lodge for this invaluable resource.

# 1.0 Introduction

When programs are run in back country environments where there is longer distance from and response time for medical assistance, it is important to create a Risk Management plan to minimize any potential risks and create exact protocols to minimize further risks and effectively deal with the situation presented.

Risk management is a logical and planned approach taken by a business or program to manage the risks to participants, staff, and business. It is about managing or optimizing risks; it is not necessarily about eliminating them. Risk is inherent in outdoor activities.. Risk management is concerned with all types of risk and involves choosing appropriate techniques for dealing with the hazards faced by a business or program. Risk management should be looked at as a complete loss control program, not as any one technique, action or document. This document provides a well-rounded approach to risk management and is comprised of the following:

• Risk Identification: *Boats, Wildlife Viewing, Hiking, Lodge Based*

• Evaluating Frequency and Severity of these Hazards

• Have control methods in place to Avoid, Reduce, Transfer or Accept the risks

• Incident Response Policy and Procedures

• Identifying Roles and Responsibilities

* Management Responsibilities
* Guide and Skipper Responsibilities
* Guest Responsibilities

• Record and Document Maintenance

* Waivers
* Staff Files
* Trip Plans
* Incident Reports
* Medical Forms

• Emergency Procedures/Protocols

* Distress Call Procedures
* Fire Alarm Procedure
* Protocol for Using Bear Spray
* How to Report a Bear That Poses a Risk to Human Safety
* Emergency Contacts

# 2.0 Boat Operation

As most destinations are water based, this is the primary operation of this organization. There are a variety of different boat usages, but all involve traveling distances of between 30 minutes and 3 hours in protected/semi-protected ocean and open ocean environments. Under the Transport Canada Shipping Act, 2001, the trips undertaken fall into Near Coastal voyage, Class 2[[1]](#footnote-1). This is defined as:

* A voyage that is not a sheltered water voyage (as classified by the Act)
* A voyage within 25 nautical miles from shore in waters contiguous to Canada

The most common usage is transportation for the purpose of wildlife and cultural location viewing. This involves traveling to various destinations and disembarking and re-embarking the vessel.

***2.1 Boat Operation Risks***

* *Fire*
* *Man Overboard*
* *Collision / Sinking / Grounding or Overturned Vessel*
* *Carbon Monoxide Exposure*
* *Medical conditions occurring while on vessel*
* *Severe Weather*
* *Mechanical Failure*

*SOP: All guests receive a Transport Canada required pre-departure briefing by either the skipper or guide before the vessel leaves the harbour on every journey (See Appendix 2). Vessel destination, crew and guest rosters are maintained daily at base by the base manager.*

For Near Coastal Class 2 waters and for vessels with a registered tonnage of 5GT or less all operators MUST possess the following minimum competencies:

1. Small Vessel Operator Proficiency (SVOP) (4 day course)
2. Marine Emergency Duties (MED A1, A2 or A3) (1 day)
3. Marine Basic First Aid Certification (2 days)
4. Restricted Radio Operator’s Certificate (ROC-M) (1 day)

These certifications should be kept on file by the office staff and reviewed for expiration. It is recommended that you go through the process to ensure appropriate registration and voluntary small inspection program certification for all your vessels.

Each vessel should have indicated the maximum number of persons permitted on board to maintain stability including passengers and crew. Each vessel should maintain the following safety equipment on board:

1. Sufficient numbers of Transport Canada (TC) approved lifejackets for each passenger and crew (NOTE: As of 2011 TC permits under certain circumstances such as in our operation the carrying of Personal Flotation Devices (PFDs) instead of lifejackets)
2. Marine emergency first aid kit including non-expired EpiPens
3. Buoyant heaving line at least 15 m in length or lifebuoy
4. Water proof flashlight
5. Flares (minimum 6 of type A (Rocket), B (Multi Star) or C (Hand) (CHECK EXPIRY DATES – flares expire every 4 years)
6. Liferaft (if vessel is over 8.5m in length)
7. Oars or anchor
8. Bilge pump or bailer
9. Sound signaling device
10. Navigation lights
11. Magnetic compass

### Fire Risk and Mitigating Standard Operating Procedures (SOPs)

Fire risks in our operation would most generally be a result of a fire in an engine space. Fires in engine spaces are generally the result of fuel or lubrication oil leaks, ignited by a backfire, exposed electrical connection or overheated engine compartment. While smoking is prohibited on vessels, a guest smoking on the back deck unbeknownst to the skipper could be another fire risk. To manage fire risk, Canada’s Small Vessel Regulations require 5 types of safety equipment:

1. Life saving appliances (eg, lifejackets and liferafts)
2. Required vessel safety equipment (eg bailers, paddles and anchors)
3. Distress alerting equipment
4. First Aid Kit
5. Fire safety equipment.

Fire safety equipment varies according to vessel length and engine type.

Vessels fitted with outboard engines should have the following fire suppression equipment on board:

1. 1x **2A:10B:C** general use fire extinguisher (number indicates volume of material and letter indicates material type (A= wood, cloth, paper, rubber and some plastics; B= flammable liquids, gases, greases and paints; C=live electrical wires and equipment)
2. Additional **2A:10B:C** if vessel (such as KX Spirit) is equipped with heating appliance (diesel heater).
3. Smoke detectors

Vessels fitted with inboard/diesel engines should have the following fire suppression equipment on board:

1. 1x **2A:10B:C** general use fire extinguisher (number indicates volume of material and letter indicates material type (A= wood, cloth, paper, rubber and some plastics; B= flammable liquids, gases, greases and paints; C=live electrical wires and equipment)
2. Additional **2A:10B:C** if vessel (such as KX Spirit) is equipped with heating appliance (diesel heater).
3. Engine space port and dedicated CO2 or equivalent fire extinguisher
4. Temperature and rate of heat rise detector in the engine space
5. Smoke detectors

### Controlling a Fire

* Read the instructions on your fire extinguishers and make sure you understand how they work.
* If a fire starts, grab the fire extinguisher, activate it and direct it at the base of the flames using short bursts and sweeping the hose from side to side.
* If a fire starts while underway:
  + Use extinguishers and/or fire buckets to control the fire (or the fixed extinguishing system if installed in the space).
  + Install air dampeners on inboard vessels
  + Send out a distress signal.
  + Position your boat so the fire is downwind.
  + Order passengers and crew that are not fighting the fire to put on lifejackets.

If the fire is located in the engine space, stop the engine, shut off the fuel source and close the engine space ventilation.

Consider evacuation if the fire is spreading quickly or cannot be brought under control.

*SOP: Each skipper shall be intimately familiar with the deployment of any liferaft systems on the vessels they operate.*

*SOP: Each vessel shall practice and log a fire drill twice per month including installing fire dampeners and practicing vessel evacuation, donning life jackets. Crew shall ensure they know how to use the fire extinguishers and suppression systems as well as how to deploy the flares.*

### Man Overboard (MOB) Risk and Mitigating SOPs

Our policies ensure that passengers either remain seated inside the cabin while the boat is in motion or are holding on to hand rails on the back deck of the boat with their PFD on and zipped up. In calm conditions, the skipper has the option to permit guests to remain on the outside deck under the supervision of a guide if all parties outside have their PFDs on and done up. Under any conditions except a calm sea-state, the operator is required to advise all passengers that they are to remain inside the cabin.

*SOP: If someone wishes to go out on to the back deck of the boat while underway, they must have someone to accompany them as there must be a minimum of two people (guests or staff).*

The risk of a man overboard could arise during vessel operation under a variety of circumstances including hitting a partially or fully submerged object (such as a deadhead or marine mammal). MOB is also a possibility during embarking or disembarking small skiffs off of the main vessel. For MOB off a crew boat, crew are instructed to follow standard MOB procedures (Appendix 7). The immediate concern following rescue is the onset of Hypothermia. This should be treated with appropriate medical care.

*SOP: For skiff transfers, the SOP is for the mothership engine to be in neutral and the skiff engine in neutral and secured to the vessel while guests transfer from one vessel to the other. All guests must have their PFDs on and securely fastened. In MOB scenarios great care should be taken maneuvering in close quarters to the MOB such that the propeller is never in danger of contacting the MOB.*

*SOP: Each vessel shall practice and log an unannounced MOB drill twice per month including deploying and retrieving floatation assistance.*

### Collision/Sinking/Grounding Risk and Mitigating SOPs

A collision can occur with another vessel, floating debris such as logs or with a fixed structure such as a dock or piling or with charted or uncharted rocks. A collision can cause damage to a vessel and hinder the vessels operation or even cause the vessel to sink. It is the skipper’s responsibility to make an initial assessment of the situation, the damage to the vessel and how this affects the safety of any crew and passengers and to provide an effective response.

Some risks associated with our operation in this regard include skippers operating

* in areas or on routes they are not familiar with
* with navigational equipment they are not familiar with
* with navigational equipment that is malfunctioning
* at a speed unsafe for navigation
* with lack of knowledge of aids to navigation (eg buoys, lights, channel markers etc)
* in low visibility/ fog conditions
* in conditions where an engine failure could cause drift onto dangerous terrain
* propeller damage

Mitigative measures we have taken include:

* Attempting to standardize all Chart Plotters to the Garmin 720S or similar. Offering a modified practical SEN (Simulated Electronic Navigation) course for skippers with limited radar experience
* Using twin engine vessels whenever possible on longer, exposed journeys
* Attempting where possible to keep skippers on routes they are familiar with
* Maintaining spare propellers on board and tools to change props

Reportable **incidents** include any of the following:

1. A person falls overboard
2. The vessel is involved in a risk of collision (close call)
3. Vessel sustains any failure of any machinery
4. The vessel is intentionally beached or grounded to avoid an accident

Reportable **accidents** include any of the following:

1. A person suffers an injury or death as a result of
   1. Being on board a vessel or falling over board
   2. Coming into contact with any part of the vessel or its contents
2. The vessel:
   1. Sinks
   2. Is involved with a collision with another vessel
   3. Sustains a fire or explosion
   4. Goes aground

*SOP: Unless there is a compelling reason not to do so (weather, tides etc), the inflatable skiffs should be used to embark and disembark passengers from the crew boats. If the crew boat is beached to embark and disembark passengers, communication between skipper and guide should establish by radio prior to beaching what the tide is doing – rising or falling. In either circumstances, the vessel should not beach until ALL guests are marshaled at the embarkation point to prevent the boat being grounded.*

* 1. Sustains damage that affects its seaworthiness
  2. Is missing or abandoned
  3. Any crew is incapacitated to the point of presenting a threat to the safety of the passengers
  4. Any release of dangerous goods
  5. Failure of any equipment or machinery

*SOP: Any reportable* ***accident*** *or* ***incident*** *that occurs are termed a “Near Miss” and must be reported to the manager on duty. Following the incident the skipper must complete an incident report (Appendix 8). Near misses present an opportunity to learn and prevent future incidents rather than an opportunity to punish anyone involved.*

*All reportable accidents or incidents must by law be reported to the Transportation Safety Board. Penalties may result if there is a failure to report a marine occurrence.*

### General Emergency Response

All vessels are equipped with a registered GlobalFix Pro 406 MHz GPS/EPIRB, Radar, GPS/Plotter and VHF radio and the Boat Operators have extensive experience operating on the waters that we travel. In the event of a Mayday type event (presence of grave or imminent danger **to *Vessel* or *Persons),*** the operator will issue a Mayday call on the radio and transmit the distress on the DSC channel on the VHF radio (Red Distress button) if the MMSI number is programmed into the radio. In addition, the operator or anyone on board at the command of the operator can activate the EPIRB. These beacons transmit on the 406 MHz frequency broadcasting a unique identifier number (UIN) when activated. The UIN that is programmed into the beacon is registered. When activated, the beacon transmits its signal to the dedicated COSPAS-SARSAT satellite system which beams its signal to the Joint Rescue Coordination Centre (JRCC). JRCC is an arm of the Canadian military that have access to all Search and Rescue entities in BC. They will task a response immediately on activation of the EPIRB (they will react now and ask questions later). The EPIRB will broadcast the precise GPS location of the distress.

*SOP: Base operations manager should ensure that each vessel with a DSC equipped radio has an MMSI number programmed into it and if practically feasible is hooked up to the chart plotter or GPS.*

*SOP: At least once per season, all skippers and crew should become familiar with procedures for engaging a tow from another vessel and discuss the challenges that heavy weather or sea state would present to this procedure. All boats should carry a tow rope and shackle devices to facilitate this procedure.*

### Carbon Monoxide Exposure and Mitigating SOPs

The engine is located outside of the vessel’s crew cabin in the engine compartment for inboard powered boats and on the transom on outboard powered vessels. There remains, however, a risk of backdraft or other forms of ingress of noxious Carbon Monoxide fumes into the cabin. This can happen when windows or doors are open and wind conditions backflow against a slowly moving vessel.

*SOP: All vessels* ***must*** *be equipped with Carbon Monoxide detectors and batteries checked monthly.*

### Weather and Mitigating SOPs

The weather can change very quickly and can create severe wind, rain, fog and elevated seastate. Our boat operators have a great deal of experience operating in this area and are very familiar with weather patterns. We have instruments that can help us navigate in a low visibility situations. Risk would occur if a Boat Operator neglects to check weather, ignores rapid weather deterioration or if a dangerous weather pattern developed unexpectedly.

To recap, weather decisions should be based on these factors:

1. Indicators and trends at local points
2. Skipper experience
3. Boat Type (draft, beam, dual engine/single engine etc)
4. Tidal range
5. Time of day (amount of daylight, time of tides)
6. Marine Weather synopsis and local area forecast
7. Passenger load
8. Objective of the trip
9. Route and associated fetch

### Medical Conditions Arising Enroute and Mitigating SOPs

*SOP: The ultimate decision about whether a vessel leaves harbour is made by the skipper of that vessel. Any skipper who opts not to leave harbour due to concerns about the weather will not be sanctioned in any way.*

Medical situations can arise enroute and can range from the minor to the severe such as cardiac arrest. All skippers are required as part of their SVOP certification to maintain marine first aid training. Our crew are all required to possess a minimum 40 hour wilderness first aid. All vessels are equipped with a extensive first aid kit including EpiPen.

Telephone or VHF radio are your primary ways of requesting and receiving assistance for an evacuation or emergency. The DSC (Distress Button) on the VHF can also be used as can the EPIRB in a life threatening emergency.

Flares should be used when no one can be contacted by radio, or to assist the rescuing vessel in locating you once they are within your view.

**Urgent life threatening problems**

Call Coast Guard radio - Coast Guard will coordinate with Joint Rescue Coordination Centre who will contact appropriate rescue facilities and transport. Coast Guard can “conference call” our staff to Provincial Dispatch for medical assistance.

**Rescue Co-ordination Center**

The Rescue Co-ordination Center is the central agency for co-ordinating rescues and is an arm of the Canadian Armed Forces. They are contacted via Coast Guard. They have a direct line to emergency health services.

### Medical services and hospitals

Add local information here.

### About the Joint Rescue Coordination Centre

The Joint Rescue Co-ordination Centre Victoria (JRCC Victoria) is one of three JRCCs in Canada operated by the Canadian Forces (CF) in conjunction with the Canadian Coast Guard (CCG); the others are in Trenton, Ontario and Halifax, Nova Scotia. The JRCC, jointly staffed by trained Canadian Forces and Canadian Coast Guard personnel, is manned 24 hours a day.

JRCC Victoria is located at Canadian Forces Base Esquimalt and is responsible for planning, co-ordinating, controlling and conducting aeronautical and maritime search and rescue (SAR) operations within Victoria's Search and Rescue Region (SRR). In addition, JRCC co-ordinates search and rescue units' response for humanitarian incidents in accordance with national policy and regional directives.

**Once JRCC is notified that a person(s) is in danger, the SAR Co-ordinator begins to organize the rescue. All available information about the person(s) in danger is gathered and recorded and the positions of potential assisting resources in the area of the incident are determined. SAR Co-ordinators are trained to evaluate various situations and send the most effective resources to deal with a particular incident. In complex and major incidents, many resources are often sent or tasked to assist.**

*SOP: In many potential crises on the water, it may be fastest to contact the local office who will likely have resources that could be tasked much faster to an emergency. In all MayDay situations of Grave and Imminent Danger to a person or boat, the first contact should be to the Coast Guard or JRCC. The second priority contact should be to your local office who is on call 24/7.*

### Mechanical Failure

A mechanical failure could occur on the water for a variety of reasons. These could range from minor to major, from a loose belt and a slight overheat to catastrophic engine failure or loss of propulsion or steerage. We encourage all skippers to become familiar with basic engine maintenance and troubleshooting such as how to tighten a loose belt or install a propeller. Vessels should be serviced as close to 100 hour intervals as possible with a full 100 hour inspection completed and logged.

## 2.3 Controlling Boat Risks

Avoid

* The only way these hazards can truly be avoided is if the guests do not participate.

Reduce

* All passengers will have access to a Coast Guard approved PFD’s.
* No boats will contain a passenger number that exceeds the Coast Guard inspected maximum for that vessel.
* Passengers will remain seated while vessel is in motion.
* All staff traveling on vessels will be required to know the safety procedures of the vessel. There will be safety drills run prior and throughout the operating season.
* **There will be no smoking or open flames on any kind on vessels.**
* The vessel will remain clean and orderly at all times.
* The operator will check current and fore-casted weather conditions via VHF, phone or Internet at pre authorized channels, numbers or sites prior to leaving and throughout the trip.
* The Boat Operator will keep a detailed log recording boat status, weather conditions, status of clients, route plan, location of stops and length of time there and any other incident that may occur while operating the vessel.
* The vessels will rarely be operated at night or in dangerous conditions. Only in emergencies or some unforeseen necessity.
* The operator will perform and fill out a pre-departure safety check-list, that ensures the vessel is working properly and all necessary safety / operating equipment is present and in working condition. (See Attached)

Transfer

* All boats must be insured.
* All guests must sign a waiver before they can take part in any aspect of the activity.

Accept

* All boats must be registered
* All boats will meet the safety standards established by the Canadian Small Vessel Regulations including a carbon monoxide alarm and will be inspected by Transport Canada.
* All boats must be equipped with the following five types of safety equipment:
  + Life-saving appliances (such as lifejackets and liferafts).
  + Vessel safety equipment (such as bailers, paddles and anchors).
  + Distress alerting equipment (such as a flashlight, flares and a radio).
  + A first aid kit.
  + Fire safety equipment (such as portable extinguishers and fire detectors).
* All boat operators must have their SVOP and A3 as well as a basic first-aid.
* All guests will receive a pre-departure briefing before boat leaves the doc.

## 2.4 Boat Procedures

The following procedures will be followed in the event of an accident occurring. These are meant as guidelines for operation and more detailed procedures and training have been created and undergone for the various elements of our operations.

*Procedures in the Event of a Fire*

The response to a fire will be determined by the severity of the fire. If there is a fire on board the Boat Operator will determine the necessary course of action:

1. The boat operator will assess the situation and determine appropriate action.
2. Boat Operator will send out a distress call – this is done on channel 16 (See distress call procedures Page 16)
3. Appropriate crewmember will move passengers away from fire (boat operator will determine if this will mean abandoning ship).
4. The Boat Operator in command, with the help of the assistant crewmember will attempt to put out the fire.
5. In the event of abandoning ship the passengers will obey the directions of the operator and crew. (See Procedures in the Event of Abandoning Ship next page)

*Procedures In The Event Of A Collision / Sinking or Overturned Vessel*

1. Boat Operator will assess damage and conduct damage control as appropriate
2. Boat Operator will send out a distress call via channel 16.
3. First aid will be administered on a needs basis as is required and appropriate.
4. A primary assessment will be done by senior crew member and if the Boat Operator decides not to abandon ship, first aid will be administered on a needs basis.

*Procedures In the Event of Abandoning Ship*

1. Crew and passengers will ensure that their life jackets are securely fastened.
2. Crewmember will account for all passengers and ensure life jackets are correctly fastened on all passengers.
3. Boat Operator will shut the engine off.
4. Crew members should attempt to establish contact with other ships or nearby facilities in order to administer a distress call indicating the need for emergency assistance.
5. The procurement of life rafts or inflation of lifeboats should be the crew's top priority. At captain’s discretion.
6. All crew members should assume full responsibility for evacuating and accounting for each crewman or passenger during the evacuation.
7. An Emergency Position Indicating Radio Beacon (EPIRB) should be activated to enable emergency crews or rescue workers to locate the ship and its surviving crew members.
8. If Boat is sinking or in a direct threat, passengers and crew will swim to the closest shore.

*Procedures In the event of an incident involving Carbon Monoxide*

1. Carbon Monoxide Alarm will sound.
2. Boat Operator will immediately shut down engines.
3. All staff and passengers will exit main cabin.
4. Boat Operator will determine cause of contamination and act accordingly.
5. Make sure to open and air out all spaces.

*Procedures In The Event of A Man Overboard*

1. If a person falls over board a buoy will be immediately thrown over board to mark the line of the traveled path.
2. It is imperative that one person onboard is assigned as a spotter. The spotter NEVER takes their eye off the person in the water and relays information about position the position to the skipper/captain.
3. A waypoint will also be marked on the GPS device.
4. The vessels speed will be reduced and the boat will come about and continue down the path that was traveled. Always approach the person from the DOWNWIND side.
5. Once located a buoy attached to a throw rope will be thrown to the victim. The method of re-entry of the victim back into the vessel will be determined by the severity of his/her injuries.

*Procedures In the Event of A Broken down Vessel*

1. Boat Operator will assess situation and determine best course of action.
2. Boat Operator will attempt to move vessel to protected waters or safe anchorage.
3. Boat Operator will radio for assistance.
4. This may include radioing coast guard, (Pan Pan urgent, give name of boat and location as well as status of vessel).

*Procedures In the Event of A Medical Emergency On The Vessel*

1. The head crewmember (who has the highest first-aid certification) will assess the situation determine the severity of the condition of the passenger / staff member.
2. The head crewmember will administer the necessary and appropriate first aid.
3. The head crewmember will determine if evacuation is necessary and the appropriate means for doing so. (ie. boat, plane or chopper)

*Procedures In the Event Of Severe Weather*

1. Turn on your navigation lights.
2. Reduce speed to match sea condition.
3. Maintain enough power to allow steering.
4. Have crew and passengers put on lifejackets. On small boats, seat passengers as low as possible and near the centre line.
5. Close and secure all doors, hatches and other openings.
6. Make sure that cargo and other objects are secure.
7. Make sure that all overboard drains that are designed to be open at sea and freeing ports are open and clear.
8. Head for the nearest port of refuge or shore that is safe to approach, if possible.
9. Direct the bow into the waves at about a 45-degree angle, if possible.
10. Keep bilges free of water.
11. Run out a sea anchor on a line from the bow to keep the boat headed into the waves if your engine fails.
12. If you have concerns about the safety of your vessel or crew, make early radio contact with the Canadian Coast Guard Marine Communications and Traffic Services (CCG MCTS) radio station to advise them of your concerns. Do not wait until it is too late.

# 3.0 Bear Viewing / Tracking

Groups of clients (no more than 12) are taken to areas known to have bear populations (black, white, & grizzly). Once there they will either watch bears from the boat, if they are present and near to water, or disembark the vessel and will follow a trained and certified bear guide in an attempt to locate the bears on land. Once the bear or bears have been located and a safe distance and location has been established, the clients will be instructed to stay still and will watch the bears as long as is deemed suitable.

*SOP: Maximum guide:guest ratio is 1:6 with maximum guest load of 12 + 2 guides.*

***3.1 Bear Viewing Risks***:

There are inherent risks associated with bear guiding that can be limited by a qualified and knowledgeable guide and carefully established policies and procedures. There are risks such as:

* *Injury occurring from disembarking and embarking the vessel*
* *Bear attack*
* *Occurrence of Medical Emergency (pre-existing condition)*
* *Injury while walking*

## 3.2 Analysis of Risk

There is a risk of falling while getting in and out of vessels. All of the places that we disembark vessels from are sheltered areas. In some circumstances clients will get into a smaller boat to be moved to land. The risk here would be a miss step into the smaller vessel the result could be falling against the aluminum boat, falling into the water or into the smaller boat. We also will sometimes disembark onto rocks from the main vessel. Risk would be slipping on rocks, falling off the boat onto the rocks or waters. The worst for both situations (disembarking onto a smaller boat or disembarking onto shore) would be would be a head injury or fracture. Guides will be helping clients with disembarking which will help to minimize injuries due to impact.

A bear attack presents the worst-case scenario for our operations however it is a very low probability of occurrence. The bears in this area are more docile and less aggressive than most bears in the interior of BC. There has never been a recorded bear attack involving a group of 6 or more persons. Danger will occur if a bear is surprised or startled or if cubs are cut off from their mother by the group. This is prevented by good group management by the bear guides. They are trained in this area and are adept at ensuring that they are not entering into areas where they do not have a safe line of sight surrounding them or otherwise will make noise to alert bears of their presence (ie. ability to keep distance and not startle bears). Risk will also occur when there is a failure to notice the signs that the bears are giving while viewing. It is heightened if clients do not move away from the bears at this point. In the past dangers have occurred from clients ignoring guides orders to move away from bears. Generally bears will not charge a group.

Occurrence of a pre-existing medical condition can occur anywhere. Our operations are not rigorous and are suited to the physical fitness of the client. The element of concern for our operation is distance to a hospital. Our guides are trained in first-aid and all our clients must state any existing medical emergency in their medical forms. We are able to call for emergency medical assistance from 98% of our operating area via VHF. However there is still a time and distance factor that client’s must be aware of.

There is the potential of falling and injuring one-self. There is the chance that clients could slip and fall on the ground, they could twist their ankle on a root or uneven ground, or trip over something on the ground. They could impale themselves on a stick, tumble down a steep hill, or be whacked in the face with a branch. We are rarely in any area where there is a significant fall and clients are advised to keep their distance from these areas. The most probable resulting injury would be bruising, strain or sprain, cut or laceration. There is a minimal risk of any injury that would require immediate evacuation.

## 3.3 Controlling Risk While Bear Viewing

Avoid

* The only way these hazards can truly be avoided is if the guests do not participate.

Reduce

* Vessels will decelerate at a distance of at least 100 meters from bear or disembarking area and assess situation.
* At any sign of “stress” from the bear, Guides and clients will retreat from proximity to the bear to a distance judged safe by the guide.
* Food or beverages consumption in bear viewing areas is at the discretion of the head guide. In most instances food consumption is discouraged while actively viewing bears particularly in close proximity viewing in small watersheds.
* No food or beverage trash will ever be left in the viewing area including organics such as apple cores, orange peelings or sandwich remains.
* No smoking while bear viewing or on vessels.
* No flash photography while viewing bears.
* Clients will avoid using scented deodorants, perfume, shampoos, etc.
* Client’s will not signal to the bears in any way using hand motions or auditory signals.
* Guides will give a briefing prior to departure from dock, outlining the risks and company policies and procedures of Bear Viewing.

Transfer

* All guests must sign a waiver before they partake in any aspect of the activity.

Accept

* All Head Guides will have the necessary industry standard bear guiding certification.
* All Head Guides will have a current wilderness first-aid certification.
* All Head guides will have at least 60 hours of logged bear guiding experience.
* (All guides are strongly encouraged to log their guiding experiences on a daily basis).
* All guides will carry bear mace (bear spray).

## 3.4 Bear Viewing Procedures

*In the Event of Injury occurring from disembarking and embarking the vessel*

* Head guide will make an assessment of the situation.
* Head guide will administer First aid on a needs basis as is required and appropriate based upon his current first aid training.
* Head guide will determine best-case proceedings for victim. (eg. Evacuation (air or sea), remaining in boat, continuing)

*In The Event Of Bear Charging*

* Guide will advise clients (as per bear briefing) to group together, make themselves look big, yell and slowly move back. Clients will never turn their back on their bear nor run.
* Guide will remain at front of group and have bear spray ready.
* If the bear comes within 20ft AND is acting in an aggressive manner or is charging the guide will spray bear mace (spray) at bear. (See Protocol for Using Bear Spray Page 17.)

*In The Event Of A Bear Attack*

* The first priority is for the guide or guests to neutralize the threat from the bear if there is a safe means to do so, such as use of bear spray
* The second priority is to secure the group and attend to the casualty, if it is now safe to do so.
* Arrange for emergency evacuation of the casualty if there is serious injury by a bear. The casualty should get professional medical help even if the injuries do not seem serious as the risk of infection from bear bites or scratches is high.
* The injury or mauling should be reported to a Conservation Officer (CO) or RCMP officer as soon as possible. Any information deemed relevant to an investigation by the CO or RCMP must be provided.
* Ensure people on site minimize disturbance to the scene and do as much as possible to preserve evidence; warn others not to go in to the area of the mauling.

# 4.0 Hiking

We also hike to see other species of wildlife, modified First nation trees, ancient villages, lakes, water-falls, and up hills and mountains. The terrain includes: grassy fields, animal paths through brush, rocky hills, swamps, and forests. It can be often muddy, slippery, rooty, rocky, and steep. In spots it is buggy and can be cold and damp as well as hot and humid.

*SOP: Evacuees from any first aid scenario should ALWAYS be accompanied by a guide – never just send an evacuee with a skipper except for minor first aid problems. Never leave non-injured guests unattended – if 1 guide, all guests ride with evacuee; if 2 guides, a determination can be made about whether to pick up the remaining guests and 2nd guide later.*

## 4.1 Hiking Risks Include

* *Fall or Collision*
* *Toxins or Allergies*
* *Environmental Emergency*
* *Medical Problems*
* *Animal Attack*

## 4.2 Analysis Of Risk

There is the risk of falling and injuring oneself while hiking. There is the chance that staff could slip and fall on the ground, they could twist their ankle on a root or uneven ground, or trip over something on the ground. They could impale themselves on a stick, tumble down a steep hill, or be whacked in the face with a branch. We are rarely in any area where there is a significant fall and clients are advised to keep their distance from these areas. The most probable resulting injury would be bruising, strain or sprain, cut or laceration. There is a minimal risk of any injury that would require immediate evacuation.

## 4.3 Controlling Hiking Risks

Avoid

* The only way these hazards can truly be avoided is if the guests do not participate.

Reduce

* All clients will follow the path set by the Guide. No client will over take the guide.
* Clients will be advised to keep a safe distance from the person in front of them.
* Guides/clients will make noise in forest or bush in which he/she cannot see more than 20 ft in any one direction.
* Clients will only hike in terrain that they are comfortable and capable of hiking in based on their fitness, coordination and skill.
* Hiking will not be done in areas where there is risk of a steep fall or a mud-slide.
* Clients and staff will remain together while hiking.

Transfer

* All guests must sign a waiver before they partake in any aspect of the activity.

Accept

* All Head Guides will have a current 40 hour wilderness first-aid certification.

## 4.4 Hiking Procedures

*In The Event of A Passenger or Staff Falling*

1. Head guide will make an assessment of the situation.
2. Head guide will administer First aid on a needs basis as is required and appropriate based upon the procedures outlined in his first-aid training (advanced wilderness first-aid).
3. Head guide will determine the best possible proceedings for the victim. (eg. Evacuation (air or sea), remaining in boat, continuing).

*In the Event Of Toxins Or Allergic Reaction*

1. Head guide will make an assessment of the situation.
2. Head guide will administer First aid on a needs basis as is required and appropriate based upon the procedures outlined in his first-aid training (advanced wilderness first-aid).
3. Head guide will determine the best possible proceedings for the victim. (eg. Evacuation (air or sea), remaining in boat, continuing).

*In the Event Of An Animal Attack*

1. If an animal does attack a client or guide, the remaining guide will immediately spray the bear mace at bears eyes.
2. Guide will use any means necessary to divert bear from attacking, and scare it away.
3. Guide will assess situation and administer first-aid on a needs basis as is required and appropriate.
4. Guide will determine if evacuation is necessary and the appropriate means for doing so. (ie. boat, plane or chopper)

# 5.0 Identifying Roles and Responsibilities

## 5.1 Management Responsibilities

Our responsibility as managers is to manage risk with a high standard of safety that meets or exceeds industry standards. Therefore we are responsible for recruiting and training experienced and qualified staff. We are responsible for instructing new workers in safe work procedures ensuring that they have been trained for all tasks assigned to them and that they have been informed of all possible hazards during the activities they are carrying out. It is our responsibility to respond in a timely manner to hazards that are brought to our attention and implement future control methods to limit any re-occurrence of similar incidents. As managers we will provide tools to our staff, such as a risk management plan; a staff manual; staff training and communication.

## 5.2 Crew and Skipper Responsibilities

* Know the hazards of the activities being carried out
* Know the chart of commands and job descriptions
* Know who has full responsibility in a particular situation
* Know the emergency response plan and how to react in the event of an emergency
* Know the procedures for processing emergency calls
* Maintain emergency records
* Know the daily weather conditions and reports
* Screening clients to determine their pre-existing conditions
* Making sure the clients are as safe as possible
* Must notify Management of any equipment problems or potential hazards as soon as possible.
* Giving safety talk to the clients
* Maintaining equipment and vessels
* Providing copies of required certificates to your manager

## 5.3 Guest Responsibilities

* Having a duty of care towards themselves and others in the group
* Applying care and attention
* Disclosure of any pre-existing conditions that may affect the activity
* Notifying guides about equipment problems and reporting any accidents

# 6.0 Record and Document Maintenance

## 6.1 Waivers

The purpose of a waiver is usually to: Act as an informal tool to make clients aware of the risks associated with the activity; ask clients to accept the inherent risk associated with programs that operate in an uncontrollable, outdoor environment; and ask clients to release the institution from liability if an accident should occur when they participate in the activity. (See Attached Waiver)

## 6.2 Staff Files

We keep up to date staff files with copies of required certification. There are four mandatory certs needed for Guides and Skippers:

-40hr Wilderness/Remote 1st aid,

-Restricted Operators Certificate-Maritime (ROC-M),

-Small Vessel Operator Proficiency (SVOP),

-Marine Emergency Duties (MED).

## 6.3 Trip Plans

Trip plans provide a record for specific days and groups in case they are needed to review later. Our trip plan also includes a pre-departure vessel check to ensure safety of vessel. (See Attached Trip Leader and Skipper Report)

Take the following into account when planning a voyage:

• **Weather** – check the weather forecast before you leave shore, and get regular updates if you are planning to be out for any length of time.

• **Tides** – check the tidal predictions for your trip and ensure that they fit with what you are planning to do.

• **Limitations of the vessel** – consider whether your boat is up to the proposed trip, especially if the weather gets bad (even if good weather is forecasted).

• **Supplies** – make sure you have everything you will need, as well as some extra in case you run into trouble.

• **Navigational dangers** – make sure that you are familiar with any navigational dangers you may encounter during your voyage. This generally means checking an up-to-date chart and a current pilot book.

• **Contingency plan** – always have a contingency plan should anything go wrong. Before you go, think about where you can take refuge if conditions deteriorate or if you suffer an accident or injury. If you use a GPS for navigation, be aware that it could fail at any time. It is sensible and good practice to be able to navigate yourself to safety without it, should it fail.

• **Sail plan** – make sure that someone responsible ashore knows your plans and knows what to do if they become concerned for your safety.

## 6.4 Incident Reports

The purpose of the incident report is to [document](http://en.wikipedia.org/wiki/Document) the exact details of an occurrence while it is fresh in the minds of those who witnessed the event. This information may be useful in the future when dealing with liability issues stemming from the incident.

## 6.5 Medical Forms

Medical Forms identify any medical issues regarding staff and guests that may require specialized actions or preparations. These are important when planning excursions that fall within everyone’s abilities. (See Attached Medical Form)

# 7.0 Emergency Procedures/Protocols

## 7.1 Distress Call Procedure

|  |
| --- |
| Distress Procedure  For use only when in grave and imminent danger and IMMEDIATE ASSISTANCE is required.  1. Send DSC Alert  2. Send distress call on VHF  3. Activate EPIRB |
| Send DSC Alert  Ensure radio is switched on. Press and hold the red “distress” button for 5 seconds. |
| Switch VHF CH16 and transmit distress call and message:  *MAYDAY MAYDAY MAYDAY*  *This is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(vessel name 3 times)*  *MAYDAY followed by vessel name and MMSI number*  *Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Nature of Distress\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Aid Required\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Number of Persons on Board\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  If outside of VHF coverage, send the distress message on 2182 kHz or use other suitable means of communication. |
| Activate EPIRB  Activate EPIRB by following directions printed on beacon body.  Take EPIRB with you to the survival craft.  Ensure EPIRB is vertical, with antenna pointed upward. |

## 7.2 Protocol for Using Bear Spray

Always carry bear spray so that it is readily available to you, preferably in a holster worn on a belt or pack. If a bear is approaching or charging you, use the spray to deter the bear.

* Remove safety clip
* Steady your arm and depress trigger with thumb
* Deploy in 2 - 3 second bursts
* Spray directly in the bear's face
* Do not use the entire contents as more than one application may be needed
* Wind speed and direction can affect the effectiveness of bear spray. If the wind is blowing in the users face the spray will contaminate the user and not the bear. In addition, if there is a cross-wind the bear may not receive a full application of the spray. Prior to deployment of the spray, if possible move to where the wind direction is more favourable.

**Strength**: spray should have a minimum concentration of 0.857% capsaicin

**Container size**: spray should be at least 225 grams or 7.9 ounces of net weight

**Type of sprayer**: spray pattern should be in a cloud/cone pattern

**Length of spray**: spray should last at least 8 seconds

**Range**: spray should have a range of 5 meters or about 16 feet

**Type**: not all "pepper sprays" are the same: ensure that you are using a bear deterrent spray, not a personal defence product (where legal), like mace, designed for use on people or dogs

**Number**: try to carry at least two canisters per group

**Shelf life**: should have a shelf life of 4 years after initial purchase

## 7.3 How to Report a Bear That Poses a Risk to Human Safety

To report a conflict with wildlife that threatens public safety call 1-877-952-7277.

The following situations would call for this action.

**Food Conditioned Bear**: A bear that has learned to associate people (or the smell of people), human activities, human-use areas, or food storage receptacles with a food reward.

**Predaceous Bear**: A bear that sees humans as a source of food.

**Injured Bear**

## 7.4 Emergency Contacts

|  |  |
| --- | --- |
| **Agency** | **Contact Details** |

# Appendix 1 - Pre-Departure Safety Checklist

1. What is the weather forecast?

2. Do conditions match the forecast?

3. Are there any local hazards (such as tides, currents, sand bars, rocks) on your intended route?

4. Are there any vessel operation restrictions on the route that will affect where you can go or the speed at which you can travel?

5. Do you have updated charts of the operating area?

6. Do you have the required crew for the number of passengers and intended voyage?

7. Is the navigational equipment working?

8. Have you given a sail plan that includes how many persons will be on board to a responsible person?

9. Are there enough lifejackets of appropriate size for everyone on board, including children?

10. Is all safety equipment in good working order?

11. Is your VHF radio or other communication equipment working properly?

12. Are navigation lights working properly?

13. Are the first aid kit, basic tools and spare parts on board?

14. Are drain holes / scuppers free of obstructions? Is your drainage plug in place?

15. Is your bilge pump free of debris and working?

16. Did you check the battery’s charge and its fluid levels?

17. Did you check for oil and water leaks?

18. Did you check fuel, lube oil and coolant levels, hoses, and belts?

# Appendix 2 - PASSENGER VESSEL SAFETY

PRE DEPARTURE SAFETY BRIEFINGS ARE MANDATORY UNDER TRANSPORT CANADA REGULATIONS EACH TIME GUEST EMBARK THE VESSEL – REVIEW YOUR BRIEFING EVEN WITH GUESTS WHO EMBARK ON THE SAME BOAT TWICE

TRANSPORT CANADA REQUIRES THE FOLLOWING INFORMATION BE SHARED TO GUESTS EVERY TIME THEY BOARD THE VESSEL:

* WHERE ARE THE LIFEJACKETS?
* HOW TO PUT THE LIFEJACKETS ON?
* WHEN TO PUT THE LIFEJACKETS ON?
* IF EQUIPPED WITH A LIFERAFT, PROVIDE LOCATION.
* WHERE ARE THE FIRE EXTINGUISHERS
* WHERE ARE THE EMERGENCY EXITS
* HOW TO CALL AN EMERGENCY ON THE VHF
* HOW TO MINIMIZE MOVEMENT THAT MAY AFFECT VESSEL STABILITY
* TAKE PARTICULAR CAUTION EMBARKING AND DISEMBARKING VESSEL
* DO NOT EMBARK OR DISEMBARK UNLESS INSTRUCTED BY THE CREW AND THE VESSEL IS SECURE AT THE DOCK OR AT SHORE
* WHERE ARE THE FLARES, FIRST AID KITS AND ANY OTHER DISTRESS EQUIPMENT

# Appendix 3 - Waiver

[Name of program]

**Waiver of all Claims, Release from Liability And Assumption of Risks**

**Warning: By signing this document you, your family and representatives also give up the right to sue.**

**IMPORTANT: THIS IS A LEGAL DOCUMENT**

**Please read and understand this document before signing it.**

**To: [Name of program] (hereinafter collectively called “X”).**

In consideration of X accepting my application for and my being permitted to go on this X trip, I agree to this release from liability, waiver of all claims and agreement not to sue and I agree to assume the dangers and risks, of this X trip some of which are described below (collectively called “this agreement”).

**I hereby waive any and all claims I may now and in the future have against, and release from all liability and agree not to sue X and its officers, employees, guides, agents and representatives (collectively “its staff”) for any personal injury, death, property damage or loss sustained by me as a result of my participation in a trip with X due to any cause whatsoever, including, without limitation, negligence on the part of X, or its staff.** **I am aware and understand that any trip offered by X has, in addition to the usual dangers and risks, certain additional dangers and risks some of which include, without limitation:**

1) **Steep and slippery terrain** - where a fall, may cause injury or death. In addition the terrain may have many dangerous obstacles and hazards, which may be at times, be difficult to negotiate. Some of these obstacles and hazards include ladders, bridges, steep trails, rocks, creeks and rivers.

2) **Rough and dangerous water** - where a kayak or vessel can capsize causing injury or death. The ocean may become very rough and dangerous without warning, which could lead to a kayak or vessel capsizing. In addition clients may have to negotiate rough surf in order to reach the shore. At times clients may also have to negotiate rough water caused by other marine craft.

3) **Wild Animals** - which are unpredictable in nature, may attack clients causing injury or death.

4) **Exposure to the natural elements** - which can be uncomfortable and/or harmful and in some cases could lead to death. Sunburn, dehydration, heat exhaustion, heat stroke, cramps and hypothermia are some conditions that may occur from exposure. Weather conditions such as wind, rain and lightning may be extreme and can change rapidly without warning and cause injury or death.

5) **Transportation** - where an accident can cause injury or death. Transportation includes but not limited to: land vehicles, watercrafts such as ferries and boat shuttles, as well as other forms of transportation including aircraft. All these forms of transportation have elements that are unpredictable and can lead to an accident.

6) **The operator and other trip participants** - where the conduct and negligence of other clients, SBA and its staff might cause injury or death. This includes following instructions of guides whose advice and direction might differ from practices elsewhere.

7) **Food and water poisoning** - which can cause injury or death.

I accept all the dangers and risks of this X trip and I accept the possibility of injury, death, property damage or loss resulting therefrom including negligence.

I certify that I am fully capable of participating in this X trip, and that I am in good physical condition and health.

I understand and agree to pay the costs of any evacuation undertaken on my behalf. I also understand and agree to pay the costs of any search and rescue or evacuation undertaken on my behalf. I agree in advance to pay any and all such costs should I be held responsible for these costs. I agree to indemnify and hold harmless X and its staff for any costs that they may be charged for any evacuation or search and rescue undertaken on my behalf.

I understand that X cannot take responsibility for damage to any personal equipment including but not limited to kayaks or camera equipment that may be transported or used during the course of any tour, charter or excursion.

I hereby give permission for the transportation to any medical facility or hospital and I authorize for any qualified guide or medical personnel to render necessary emergency medical care for myself.

In entering into this Agreement I am not relying on any oral, written or visual representations or statements made by X including those in any brochures or printed literature, Internet websites, or by its staff to induce me to participate in X trip.

I confirm that I am of the full age of (19) nineteen years and that I have carefully read and understand this Agreement prior to signing it and agree that this Agreement will be binding upon my heirs, next of kin, executors, administrators, and successors. I am also aware that I am waiving certain legal rights that I otherwise may have and enter this Agreement of my own free will and volition.

I agree and understand that this Agreement shall be governed in all respects by and interpreted in accordance with the laws of the Province of British Columbia.

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

Date

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

Applicants Signature

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

Applicant - Print Name

# Appendix 4 - Trip Leader and Skipper Report

|  |
| --- |
| Date: Trip Leader: Assistants:  Skipper: Vessel Name: #of Guests: |
| Engine Hours on start up: Boat Clean/Trash Out?\_\_\_\_\_\_\_(Initials)  Engine Hours on EOD shutdown: Fuel Volume Consumed: |
| Pre-departure vessel checks \_\_\_\_\_\_\_ (Initial Skipper)  □ Prop damage check  □Oil level  □Coolant levels  □Boat clean/garbage free  □Fuel level  □Correct number of Lifejackets aboard  □ Safety equipment identified and accounted for (throw bag, flares, spare paddle, anchor, bailer, fire extinguisher, tarp, first aid kit, hypothermia kit) |
| □ Guests vessel safety briefing (Covered 11 items on the vessel safety briefing document)  (Initial Guide)\_\_\_\_\_\_\_\_\_  □ Guests bear safety briefing \_\_\_\_\_\_\_\_\_(Initial Guide) |
| Accidents/First Aid/Near Misses? |
| Weather :  Temperature: |
| Guests Needs/Concerns: |

# 

# Appendix 5 - Medical Form

|  |
| --- |
| Name: |
| Emergency Contact:  Relationship:  Phone# |
| Known Allergies:  If Yes, do you carry an Ana-kit?  Do you wear a Medical Alert Bracelet? |
| Any other medical concerns please list here. |

# Appendix 6 - Risk Identification Matrix

Risk Identification

Marine

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk** | **Frequency** | **Severity** | **Mitigation** |
| Falling or slipping on boats | Seldom to Regularly | Mild to severe | Guest safety briefing, keeping decks clear from debris, non-skid on slippery surfaces |
| Falling or slipping in or out of zodiac | Seldom to Regularly | mild to severe | Guest safety briefing, securing zodiac before getting out |
| Caught between boats | Rarely | Moderate to severe | Guest safety briefing, securing boats together before transfer, |
| Loosing balance | Often | Mild to severe | Guest safety briefing, three point contact at all times, limit movement while on boats |
| Falling off the boats | Rarely | moderate to severe | Guest safety briefing, all guests and crew to wear PFD’s when on outer decks, transfer between boats, going ashore |
| Slipping on back deck | Occasionally | Mild to severe | Guest safety briefing, keeping decks clear from debris, non-skid on slippery surfaces |
| Bumping head | Often | Mild to moderate | Guest safety briefing, aware of surroundings, not wear peaked caps, sign indicating low entrance |
| Falling inside of cabin | often | mild to severe | Three point contact. Guest briefing. |
| Falling while getting off zodiac onto shore | Often | Mild to moderate | Guest safety briefing, securing zodiac before getting out, situational awareness. |
| Falling off dock | Rarely | Mild to severe | Guest safety briefing, wear PFD’s on the dock, keep dock clear of lines, gear and debris |
| Fire | Rarely | Mild to severe | Routine fire drills, safety briefing, know location of fire extinguishers, crew familiar with CO2 extinguisher procedures for each boat. |
| Collision | Rarely | Mild to severe | Proper watch at all times, crew/guides responsible as lookouts also. Especially when foggy. Stay on approved routes. Guides/crew made familiar with navigation equipment |
| Sinking | Rarely | Severe | Guest safety briefing, proper donning procedures of lifejackets |
| Weather | Often | Moderate to severe | Weather briefing, always watching what the weather is doing, have knowledge in reading signs of weather (storms, winds etc), stay on approved routes, travel in company, skippers meetings to decide whether or not to go |
| Water conditions - severe | Variable | Mild to severe | Weather briefing, always watching what the weather is doing, have knowledge in reading signs of weather (storms, winds etc), stay on approved routes, travel in company, skippers meetings to decide whether or not to go |
| Fog | Frequent | Mild to severe | Proper watch at all times, crew/guides responsible as lookouts also. Especially when foggy. Stay on approved routes. Guides/crew made familiar with navigation equipment |

Risk Identification

Land

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk** | **Frequency** | **Severity** | **Mitigation** |
| Loosing footing | Often | mild to moderate | Guest safety briefing how to move on land, stop moving before looking around, situational awareness, proper footwear, unrestricted clothing, remove bifocal glasses if possible. |
| Tripping on roots | Often | Mild to Moderate | Guest safety briefing how to move on land, stop moving before looking around, situational awareness, proper footwear, unrestricted clothing, remove bifocal glasses if possible. |
| Tripping on rocks | Often | mild to moderate | Guest safety briefing how to move on land, stop moving before looking around, situational awareness, proper footwear, unrestricted clothing, remove bifocal glasses if possible. |
| Falling off a bank | Rarely | moderate | Guest safety briefing how to move on land, stop moving before looking around, situational awareness, |
| Slipping down a bank into the water | Rarely | moderate | Guest safety briefing how to move on land, stop moving before looking around, situational awareness, proper footwear, unrestricted clothing, remove bifocal glasses if possible. |
| Cold from rain guest uncomfortable | Often | mild | Guest safety briefing. Guests have access to clothing briefing what to wear |
| Not having the proper clothing may cause tripping hazards or hypothermia | Sometimes | mild to moderate | Guest safety briefing. Guests have access to clothing briefing what to wear |
| Clothes too big restricts movement | Often | Mild | Guest safety briefing. Guests have access to clothing briefing what to wear |
| Footwear too big restricts movement | Often | Mild | Guest safety briefing. Guests have access to clothing briefing what to wear |
| Cold from water | Rarely | Mild to moderate | Guest safety briefing. Guests have access to clothing briefing what to wear |
| Personal care - washroom breaks | Often | mild | Guest personal safety briefing. Required to be escorted by guide. |
| Banging head on overhanging branches | Often | moderate to severe | Guest safety briefing how to move through the bush, be aware of the person behind, wear safety glasses, move with hands in front to protect face. |
| Being hit in the face with branches | Often | mild to moderate | Guest safety briefing how to move through the bush, be aware of the person behind, wear safety glasses, move with hands in front to protect face. |
| Getting stuck in the mud | Often | mild | Guest safety briefing. Situational awareness |
| Slipping on rocks | Often | moderate to severe | Guest safety briefing. Watch footing. Offer a hand when necessary. Identify guests with mobility issues. |

Risk Identification

Medical Emergencies

To Identify Medical Issues Regarding Guests place an \* beside the guides name.

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk** | **Frequency** | **Severity** | **Mitigation** |
| Eye injuries from branches | Often | mild to severe | Guest safety briefing how to move through the bush, be aware of the person behind, wear safety glasses, move with hands in front to protect face. |
| Sprains and breaks from tripping, slipping on or over roots/holes/ rocks | Often | Mild to severe | Guest safety briefing , watch where they step, contact with boat, |
| Neck injury falling on boat or from banks |  | Moderate to severe | Determine if medical emergency. When in doubt don’t move |
| Cuts and bruises from in attention | Often | mild to severe | Guest safety briefing. |
| Heart attack | Rarely | Severe | Medical Emergency protocol, evacuation, a guide must remain with the injured party at all times. Which |
| Allergic reaction to bites (wasp, bee, spider) | Occasionally | Mild to severe | Medical situation, epi-pens in first aid kits, guest medical history, guides informed about all allergies, evacuation |
| Wildlife attack | Rarely | Severe | Follow wildlife viewing best practice guidelines and protocol, situational awareness, remain with the group, guest briefing on proper behaviour while on tour. |
| Stroke | Rarely | Treat as severe | Declare a medical emergency protocol, evacuation |
| Hypothermia - mild | Often | Mild | Have proper clothing, shelter from the rain, change of clothes, extra gear, tarp, be watchful of guests looking for signs of increasing distress, radio contact with boat, remove personal if necessary |
| Hypothermia - moderate | Occasionally | Moderate | Have proper clothing, shelter from the rain, change of clothes, extra gear, tarp, be watchful of guests looking for signs of increasing distress, radio contact with boat, remove personal if necessary, shorten tour |
| Hypothermia - severe | Rarely | Severe | Have proper clothing, shelter from the rain, change of clothes, extra gear, tarp, be watchful of guests looking for signs of increasing distress, radio contact with boat, remove personal if necessary, shorten tour, get medical help, declare a medical emergency |

Risk Identification

Wildlife Encounters

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk** | **Frequency** | **Severity** | **Mitigation** |
| Close encounter | Rarely | mild to severe | Follow best practice guidelines and protocols |
| Sudden or Surprise encounter | Rarely | mild to severe | follow best practice guidelines and protocols, be aware on surroundings, keep to open areas, visual of area to all times, travel in groups more than 4 people |
| Causing distress to animals | Hopefully rarely | mild to severe | Following best practice guidelines and protocols |

# Appendix 7 - MOB Procedures

Step 1: Yell "MAN OVERBOARD" as loudly as you can. Then point to the person in the water. Never take your eyes off that person and keep pointing even as the boat turns around for retrieval.

Step 2: Get a flotation device to the person in the water immediately. A life ring, a cushion or a horseshoe buoy are good examples of the Type VI throwable devices that must be readily available for fast deployment.

Step 3: Turn the boat around ASAP without endangering your remaining crew.

Glance at your compass course and then turn until you are steering a reciprocal course. That's 180 degrees added to or subtracted from your course, as the case may be. For example, if you were steering 030o, the reciprocal would be 030o + 180o = 210o. Or, if you were steering 210o, the reciprocal would be 210o – 180o = 030o. Once on course, you just follow the "cookie crumbs" to the person overboard. The modern method makes use of the newer GPS units that have a MOB button. You push this button as soon as someone yells "MAN OVERBOARD"; the GPS locks that position in the unit and gives you the return course back to that spot.

Step 4: Deploy a floatable retrieval line.

Step 5: Get the victim back into the boat as soon as possible. This is sometimes the hardest part of the rescue. The person may be exhausted, injured or suffering from [hypothermia](http://powerboat.about.com/library/weekly/aa072003a.htm). If your boat is small, pull the person in over the stern. This greatly reduces the chance of capsizing due to too much weight on one side of the boat.

# Appendix 8 - DESCRIPTION OF ACCIDENT/INCIDENT FORM

\* Please provide as much detail as possible.

Date if Incident:: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time of Incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Activity Participating in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff involved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of accident/incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe the incident in detail: (Near accident? Type of injury or illness? Weather, Evacuation required?)

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

Describe in detail how the accident/incident occurred (mechanism):

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

Were there contributing factors that caused the incident?

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

Describe the actions following the incident (How was the incident handled?)

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

Recommended actions to help avoid recurrence of another accident/incident of this nature.

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

Additional comments:

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

Report Reviewed by: (General Manager or Owners)

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reported at staff meeting: Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Statement of Accident Form

Along with the incident/accident form [Name] compiles information from participants who have witnessed an incident/accident. This form is also critical in assessing how incidents occur. This form also helps [name] staff and managers obtain information on future accident prevention.

#### STATEMENT OF ACCIDENT FORM

It is very important that we collect witness statements pertaining to accidents so we may clearly assess how they occur. We use this form to obtain these statements, and to obtain information on future accident prevention. Thank you for helping us with this matter.

1. Describe the actions leading up to the accident (situations, statements and actions of staff and guests): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Describe the incident/accident:

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

1. Describe the actions following the incident:

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

1. Can you think of anyway this type of accident could be avoided in the future?

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

1. Were sufficient warnings, instruction, and information provided?
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

# Appendix 9 - Vessel Call in Points

# Appendix 10 - Safety Plan Management

1. Is someone responsible for keeping our plan up to date?
2. Do we have current procedures that ensure we know:

* How many copies there are and who has them?
* When it was last updated?
* When it's due for review?

1. Do we ensure our team are fully involved in regular reviews?
2. Have we checked with our team that there are no gaps/holes in the plan from their perspective?
3. How do we reassure ourselves that they are being followed consistently by everyone?
4. When was it last reinforced, to every team member, the importance of following our agreed procedures?
5. Is our team clear about procedures which must be done a certain way every time (fixed 'must do' actions) versus those in which we expect them to apply more judgment and initiative?
6. Is our plan part of induction and ongoing training?
7. Have we talked with other operators in our sector and/or undertaken an external audit to help ensure we are meeting current industry practice?

1. Transport Canada, http://www.tc.gc.ca/eng/mediaroom/backgrounders-b07-m016-1892.htm [↑](#footnote-ref-1)