**PERSONAL PROTECTIVE EQUIPMENT**

* Boots – Wear boots with good tread and ankle support. Caulk boots required to walk on booms. Caulks to be inspected daily.
* Hi Vis Vest
* Hard hat – if come ashore to an active dry land sort
* Gloves – Must be worn when handling line.
* PFD – Must be worn at all times when working on water or boom.
* Flares – Check expiry dates.
* Life Rafts – Check inspection dates.

**COMMUNICATIONS**

* Operator/Captain will have a pre-work meeting with all crew members about destination and workplan.
* Report all matters regarding safety or procedures to the Captain as soon as possible.
* If working alone follow the guidelines as set out in company policy, radio checks etc.
* Workers must be familiar with all aspects of radio operations and emergency broadcasts
* Workers shall use and monitor vessel traffic on the VHF.

**PRE-WORK AND INSPECTION PROCEDURES**

* Use 3-point contact to access and egress the Tug.
* Inspect that deck are free from clutter; all lines and any tools and equipment left behind from maintenance are stowed.
* Check marine charts or chart plotter for your area for any hazards.
* Check that all electronics are working properly including all radios (fixed and handhelds), GPS and chart plotter; depth sounder; radar; and interior and exterior lights.
* Check weather, tides and assess currents for sail plan
* Ensure the operator’s area is clear of clutter to prevent tripping.
* The Captain and Crew to do an inspection of the vessel including all compartments; engine room; hatches; and emergency equipment.
* Using caution and check the following before starting the engine and review any recent maintenance items.
	+ Engine oil.
	+ Coolant level.
	+ Drive gear oil.
	+ Steering oil.
	+ Water levels in the bilge and bilge pumps
	+ Clean up any spilled oil.
	+ Fuel levels.
	+ Ensure matting is in good condition; be alert of slippery decks.
	+ Ensure exhaust system has no leaks.
	+ Ensure spill kits are in place and cleanup procedures are understood and followed.
* Ensure that all towing gear is in good repair.
* Check hand tools and gear is in good condition and working order. Replace if needed.
* Make sure all tie-up lines are undone before leaving the dock.
* Make sure tow-line is not trailing behind the Tug.
* Must be totally familiar with all aspects of water safety, including be aware of Safe Work Procedures for Emergency Evacuation by Water and Water Evacuation Procedures.
* Make sure clutch is in neutral before starting engine.

**GENERAL SERVICING OF EQUIPMENT**

* Fuel up daily.
* Grease PTO twice a week.
* Check gauges throughout the day.
* Check first aid kit and fire extinguisher regularly.
* Shut off night switch at end of day.
* Follow the tie up procedures set out below.

**SAFE PROCEDURES**

* Tug Operator/Captain must have a valid ticket (SVOP) minimum to operate the Tug.
* Tug Operator shall conform to Canadian Coast Guard regulations.
* Tug Operator shall be familiar with the collision requirements.

**SAFE PROCEDURES CONT**

* Tug Operator shall understand how to use the tide books and check tides before beginning work.
* Tug Operator shall understand how to use marine charts, ensure charts are on hand and check charts before beginning work.
* Tug Operator shall check “Notice to Mariner’s” at least daily.
* A weather watch should be maintained, and information should be recorded.
* Any crew member not needed on the deck should be resting in a safe location such as the galley or wheel house or maintaining the watch with the Captain.
* Understand that the GPS chart plotter should not be relied upon for navigation and hazard avoidance purposes.
* Always request permission by radio when entering booming grounds and make other vessels aware of your location.

**TUG TIE UP**

* Make sure tie-up lines or chains are not work and are in good condition.
* Do not tie boats to each other.
* Check the engine compartment at the beginning and end of the shift in case the boat has been taking on water.

**LOCK OUT PROCEDURE**

* Turn off the night switch.
* Unhook the battery depend on type of maintenance being performed.
* Place a Lockout tag on the night switch and steering wheel until works have been completed.
* Employees cannot remove the lockout tag until Supervisor or Mechanic gives permission.

**OTHER SAFE PROCEDURES TO BE REVIEWED**

*Tugboat Operator must also review the following:*

* Safe Work Procedures for Water Rescue Procedures.
* Safe Work Procedures for Emergency Evacuation by Water.
* General Safety Rules.
* Standard Accident Prevention Requirements.
* Safe Work Procedures for Working Alone.