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The Canadian Coast Guard Fleet Safety Manual



6.0 Resources and Personnel

6.C.2 Supernumerary Personnel Carried Aboard Ships

1. PURPOSE

- 1.1 To ensure that supernumerary personnel carried aboard Coast Guard vessels are in a state of health that will not be compromised by exposure to normal marine conditions or pose a hazard to others aboard.

1.2 Application

- 1.2.1 Persons joining Coast Guard ships who will be aboard for periods of greater than 12 hours, or the ship will be more than 12 hours of patient transit time to a full-service emergency medical facility while they are aboard, are required to complete the annexes included with this procedure.
- 1.2.2 Persons sailing aboard day boats, or aboard ships where they will be aboard for less than 12 hours, and the ship will be within 12 hours of patient transit time to a full-service emergency medical facility during their period aboard, are not required to complete the annexes included with this procedure.
- 1.2.3 Regardless of the foregoing, all persons aboard must provide Next-Of-Kin information and must receive a safety briefing.

Note: This procedure also applies in part to the carriage of passengers and official guests aboard Canadian Coast Guard ships. For clarity, consult Canadian Coast Guard Fleet Order 454.00 – Passengers Aboard Ships.

2. RESPONSIBILITY

- 2.1 The **Fleet shore-management team** (Director, Operational Services; Marine Superintendent; Superintendent, Regional Operations Centre) shall, when planning ship deployments where there will be supernumerary personnel carried aboard, ensure that the contents of this procedure are communicated to the persons or agency responsible for the supernumerary personnel to be carried in sufficient time for the appropriate examinations and formalities to be completed.
- 2.2 The **Commanding Officer** is responsible to ensure that supernumerary personnel taking passage on board Coast Guard ships are cognizant of the potential risks related to service at sea on board a Coast Guard ship.

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- 2.3 The **Commanding Officer**, taking into account the recommendations and/or advice of Health Canada medical professionals, shall be the final arbiter of acceptance of any person aboard the ship who has been deemed to be fit, subject to medical limitations, for the intended voyage. Before any person is denied boarding in accordance with the discretion granted the Commanding Officer in this paragraph, the Commanding Officer shall consult with the Director, Operational Services to thoroughly explore all reasonable avenues of accommodating the medical limitation(s).
- 2.4 Subject to section 2.5 below, **Supernumerary Personnel** who intend to embark on CCG ships who will not be members of the regular ship's complement but will be engaged in another capacity relative to the business of the ship or the voyage shall, prior to joining the ship, be required to sign the General Statement of Risks (Annex A) and to complete the Statement of Medical Fitness (Annex B).
- 2.5 **Supernumerary Personnel** who hold a valid Medical Fitness Certificate for Seagoing Personnel issued under Division 8 of the *Crewing Regulations* of the *Canada Shipping Act* do not need to complete Annexes A or B. While aboard the vessel, such persons shall be bound by the medical limitations stated on the certificate.
Note: Pilots and aviation engineers operating Coast Guard helicopters from Coast Guard ships who hold medically valid aviation licences are considered to possess an equivalent to a Seafarer's Medical Certificate.
- 3. PROCEDURE**
- 3.1 Prior to sailing, supernumerary personnel carried aboard are to be familiarized with their duties, responsibilities, and obligations while aboard. Procedure #6.C.1 of this Manual applies.
- 3.2 The General Statement of Risks (Annex A) and the Statement of Medical Fitness (Annex B) have been developed in context of the Department's overall concern to establish and maintain adequate levels of occupational health and safety in all areas of Fleet activity.
- 3.3 Prior to departure, a signed copy of the General Statement of Risks (Annex A) and the signed Statement of Medical Fitness (Part Two - Annex B) shall be deposited with the Commanding Officer, or the Commanding Officer's designate, by every supernumerary who is not in possession of a Seafarer's Medical Certificate issued in compliance with Division 8 of the *Crewing Regulations*. Persons who cannot produce a Seafarer's Medical Certificate or refuse to provide a completed copy of Annex A and the Part Two portion of Annex B shall be denied carriage.
- 3.4 Supernumerary personnel who, in answering the questions contained in the Statement of Medical Fitness (Annex B), find that they must respond "True" to any of the questions numbered one (1) through six (6) must consult a medical practitioner for a health assessment. The practitioner conducting the assessment must be made aware of the proposed duties of the supernumerary, the length of the voyage, and must be aware of the information contained in the General Statement of Risks (Annex A). To ensure that the practitioner has weighed these factors in arriving at his or her evaluation **in those circumstances where a "fit with limitations" finding is determined**, the practitioner must countersign Annex A and countersign a copy of the proposed duties statement provided by the supernumerary.
- 3.5 Supernumerary personnel shall sign on the Ship's Book before departure and be signed off upon their departure at the conclusion of their program.

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- 3.6 Supernumerary personnel who decline to sign the Ship's Book shall not be carried aboard.
- 3.7 Any documentation provided by the supernumerary in conjunction with the application of this procedure, such as completed copies of Annex A, completed copies of **Part II of Annex B**, medical practitioner's statements, or lists of medication, will be handled as PROTECTED information. Upon completion of the voyage, the information shall be sent under PROTECTED cover to the Regional Director of Human Resources, Department of Fisheries and Oceans for archival storage. This information may be subject to the application of the *Access to Information Act*.

4. DOCUMENTATION

- Ship's Book

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ANNEX "A"

GENERAL STATEMENT OF RISKS

By completing the bottom of this form, the undersigned acknowledges that he or she has read the content of this General Statement of Risks and accepts these risks as inherent in taking passage aboard a Canadian Coast Guard Ship.

The ship will normally be operated in accordance with the policies and procedures stated in the Fleet Safety Manual (DFO/5737) issued to meet the requirements of the International Management Code for the Safe Operation of Ships and for the Prevention of Pollution (ISM Code). The ISM Code is Chapter IX of the International Maritime Organization's International Convention for the Safety of Life at Sea (SOLAS).

Regardless of the policies and procedures contained in the Fleet Safety Manual, "In matters of safety and pollution prevention, the Commanding Officer has the overriding authority to take whatever action the Commanding Officer considers to be in the best interests of the safety of the passengers, safety of the crew, safety of the ship, and the protection of the marine environment." (*The Coast Guard Fleet Safety Manual DFO/5737 – Procedure #5.A – 3.1.1*)

Supernumerary personnel should also take note that the Criminal Code of Canada provides that, "*The master or officer in command of a vessel on a voyage is justified in using as much force as he believes, on reasonable grounds, is necessary for the purpose of maintaining good order and discipline on the vessel.*" [R.S. c.C-34, s.44.]

Coast Guard ships are dynamic platforms with violent movements in three axes. Ships with hulls designed for icebreaking duties are even livelier in heavy sea conditions than other ships. For this reason, supernumerary personnel must have a good sense of balance and be extremely aware of the placement of their feet and use of handholds and grab rails when the vessel is working in a sea. Supernumerary personnel must also take care to secure equipment and personal effects to prevent these items from moving or being thrown about while at sea. Failure to do so can result in broken bones, lacerations, abrasions, burns, or, if the person is thrown overboard, drowning.

Persons who suffer from seasickness should be aware that they need to start a course of preventative medication well in advance of joining the ship. The ship's medical chest has limited quantities of motion sickness pills and suppositories but their effect is very limited when started after sickness is encountered. Failure to control seasickness could result in dehydration, confusion, or the loss of situational awareness that could be a contributing factor in falls and inappropriate response to stimuli.

Potable water supplies on short duration voyages are normally supplied from tanks aboard the ship that have been filled with municipal supply. Ships have the ability to desalinate and purify water through a number of engineering systems fitted aboard. Potable water supplies are routinely checked for contamination. However, there is a possibility that desalination efforts may not be able to keep up with demand, the desalination plants will fail, or the supply will become contaminated. This will mean that there is a risk of being placed on rations for potable water, which imposes risk of dehydration. Non-potable water may contain a level of salt or tank minerals, which can irritate the skin.

Coast Guard ships use a common messing system. That means that meals are centrally prepared from a cyclical menu. Cooks, at a minimum, are certified to the Ship's Cook certificate requirements of the Marine Certification Regulations of the Canada Shipping Act. There is a potential for allergic reactions to certain ingredients used in food preparation if the catering staff are not warned in advance of the supernumerary personnel's allergens or dietary needs. Allergic reactions may be manifested in loss of consciousness or swelling restricting breathing or circulation that could result in disability or death.

Many Coast Guard ships are advanced in age and although well maintained and operated by proficient individuals there is always the possibility of mechanical or system failures. This may mean that there will be sudden electrical blackouts or temperature vagaries in the supply of domestic water. Emergency power can be supplied quickly to essential circuits but these circuits are not normally fitted in passenger cabins or laboratory work areas. These situations present a risk to individuals of disorientation, loss of power to personally essential equipment, destruction or deterioration of temperature sensitive samples resulting in contamination and bacterial development, burns, scalds, and falls or knocks.

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Coast Guard ships are working ships that may be involved in lifting large weights, ice-breaking, scientific research, search and rescue, fisheries enforcement operations, or aid to other government departments in suppression of criminal activity or surveillance and interception of migrant smugglers. Each of these various tasks carries its own set of risks. Normally supernumerary personnel are not directly involved in these operations. However, in the case of search and rescue, it is possible that supernumerary personnel may be required to assist in caring for survivors. This will expose the supernumerary personnel to unpleasant sights, smells, and sounds, which might include exposure to bodily fluids from victims. There is a risk of exposure to disease.

Work and life aboard a Coast Guard ship will quite often involve the use of small boats operating remotely from the mother ship. While appropriate personal protective equipment will be supplied, there are still possibilities of injury from being struck by suspended loads, falling into the sea, slipping or falling in transfer between the boat and the ship or shore, as well as exposure to sea and weather conditions. This exposes the supernumerary personnel to possible hypothermia, drowning, lacerations, fractures, and other injuries.

Coast Guard ships are required to be self reliant to face emergency situations aboard such as flooding and fire. While the ships are well maintained, well crewed, and contingency plans are in place, there is always a possibility of an untoward event. In these cases, the supernumerary personnel may find themselves assigned to assist the ship's crew in controlling flooding, fighting fire, or assisting in the readying of craft for abandoning ship. In these types of circumstances the supernumerary personnel will be working under direct supervision. There is a danger of being drowned, suffering severe burns, being struck or impaled, or reacting unfavourably to unaccustomed strenuous exertion in a high drama situation.

Medical treatment aboard Coast Guard ships is normally limited to First Aid provided by a holder of a Marine First Aid Certificate. The ship's Rescue Specialists, when carried, may provide more aggressive treatment. However, in either case, medications and equipment carried aboard is extremely limited, is geared primarily to treat injuries as opposed to medical conditions, and is sufficient to stop bleeding, immobilize breaks, or maintain breathing. Personal requirements for prescription medication, or patent medicines, required to treat pre-existing conditions, are the personal responsibility of the individual. Supernumerary personnel with pre-existing medical conditions must ensure: that their condition is stable; that their medication is both established and available; that their condition is known to their on-board supervisor, the First Aid Attendant(s) and/or Rescue Specialist(s), and the Commanding Officer; and, that they have a sufficient supply of their prescribed medication with them for the planned duration of the voyage plus an appropriate additional amount to allow for the possibility of delays. Failure to do so could result in long and short-term complications or death.

In the event of medical emergencies or injuries at sea, the ship will contact medical authorities ashore to obtain advice. The ship may have to divert to the closest port of refuge to evacuate the patient. The time taken to gain port or to evacuate the patient depends on many variables – the distance to be travelled, sea conditions, weather conditions, the seaworthiness of the ship, **and** the speed of the ship, ~~and the skill of the navigating officers~~. It is possible that the time taken to evacuate the patient may be measured in days. The condition of the patient may be adversely affected by this time factor.

Even though many Coast Guard ships are helicopter landing capable or may be equipped with a helicopter, the ability of the helicopter to make an immediate evacuation cannot be assumed. The distance off shore, the weather, the sea-state, ~~the skill of the helicopter pilot~~, and the capacity of the helicopter will all have an effect on the time taken to affect an evacuation. The condition of the patient may be adversely affected by this time factor. It should also be noted that evacuation by helicopter where the patient is winched upwards to the helicopter in a stretcher or horse collar is a terrifying experience, especially when combined with rough sea conditions, darkness, and an already heightened apprehension of mortality on the part of the patient.

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My signature below indicates that I have read The General Statement of Risks (Annex A to Fleet Safety Manual Procedure #6.C.2) outlining the risks that may be encountered by me while aboard the below-named Coast Guard ship during the below-stated period of time. I acknowledge that I have understood these risks. I also acknowledge that I have asked for additional information where necessary and that I have been satisfied with the response that I have received. Understanding that none, some, or all of the above listed events may arise while on board the vessel, I accept these risks as being inherent in being aboard the vessel.

Name: _____

Signature: _____ Date: _____

Aboard CCGS: _____

From: _____ To: _____

Witnessed By: _____

Where a medical opinion as to the fitness of the supernumerary has been obtained and the practitioner has determined that the supernumerary is medically fit with specific limitations, the practitioner is to sign below indicating that this Annex has been considered in determining the fitness of the supernumerary for the voyage. Additionally, a copy of the supernumerary's proposed duties, countersigned by the practitioner is to be attached.

Practitioner: _____

Signature: _____ Date: _____

Phone Number: _____

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ANNEX B -- PART ONE OF TWO -- INFORMATION PORTION

STATEMENT OF MEDICAL FITNESS

To ensure that you will not suffer undue risk to your health by taking passage aboard a Canadian Coast Guard ship, you are required to ~~indicate~~ **determine** whether any of the following statements apply to your personal situation.

IF ANY OF THE STATEMENTS NUMBERED 1 THROUGH 6 ARE ANSWERED "TRUE", YOU MUST ARRANGE FOR A CONFIDENTIAL ASSESSMENT OF YOUR CASE BY A MEDICAL PROFESSIONAL PRIOR TO SAILING AND IN SUFFICIENT TIME TO ALLOW FOR YOUR CASE TO BE REVIEWED BY HEALTH CANADA IF NECESSARY (21 WORKING DAYS).

When your physician assesses your condition, he or she should do so knowing: the length of the voyage; the general location of the ship during the voyage; an outline of your duties and responsibilities; and, after having read The General Statement of Risks (Annex A to this procedure). If your physician indicates that he or she has limits that he or she would apply to pronouncing you fit to undertake the voyage, you must be prepared to waive any confidentiality in this specific regard and reveal those conditions to your supervisor, the ship's First Aid Attendant(s) or Rescue Specialist(s), and the Commanding Officer. It is possible that those limiting conditions may impose a duty on the ship that is beyond the reasonable capacity of the ship to accommodate. In such circumstances, the Commanding Officer, taking into account the recommendations and/or advice of Health Canada medical professionals, will be the final arbiter as to your acceptance on board. Any disclosure made by you will be PROTECTED information and will be handled appropriately within the guidelines established by the Department of Fisheries and Oceans for such material.

1. Since my last health assessment, I have undergone treatment, or I have consulted a health practitioner, for symptoms related to: heart; lungs; blood vessels; high blood pressure; dizziness; shortness of breath; muscle weakness; persistent aches or pains; or, blurred vision.	<input type="checkbox"/> True	<input type="checkbox"/> False
2. I have a history of seizures.	<input type="checkbox"/> True	<input type="checkbox"/> False
3. I have fainted or have lost consciousness during the past 12 months.	<input type="checkbox"/> True	<input type="checkbox"/> False
4. I am age 39, or under, and I have <u>not</u> had a full physical examination within the last 36 months; or, I am age 40, or over, and I have <u>not</u> had a full physical examination within the past 24 months; or, I am age 65, or over, and have <u>not</u> had a full physical examination within the past 12 months.	<input type="checkbox"/> True	<input type="checkbox"/> False
5. A medical practitioner, within the last 48 months, recommended restrictions on my activities.	<input type="checkbox"/> True	<input type="checkbox"/> False
6. I have an existing physical or mental condition that is unable to be corrected by prosthetics, eyeglasses, or hearing aids, thereby adversely affecting my ability to walk, to climb, to see, or to hear.	<input type="checkbox"/> True	<input type="checkbox"/> False
7. I am taking prescription medication regularly.	<input type="checkbox"/> True	<input type="checkbox"/> False

Note: If Question #7 is answered "True", please indicate on Part Two of this form the names of the medication that you are taking, the dosage, the amount of medication that you are bringing on board ensuring that is sufficient for the duration of the voyage, and the location where you will be storing the medication. If the medication is to be taken only upon the onset of certain symptoms, please indicate what those symptoms are and arrange to meet with the ship's First Aid Attendant(s) or the Rescue Specialist(s) to ensure that they are aware of your situation.

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ANNEX B —PART TWO

STATEMENT OF MEDICAL FITNESS

This Part to be submitted to the Commanding Officer or their designate upon boarding.

MAKING A FALSE STATEMENT WILL RESULT
IN SEVERE PERSONAL PENALTIES

"I declare that, after having read and understood the inherent risks in being aboard a Canadian Coast Guard ship, as stated in The General Statement of Risks (*Annex A to Fleet Safety Manual Procedure #6.C.2*) and after having completed the information portion of this form, titled Annex B – Statement of Medical Fitness, I believe that I have no physical or health conditions which might endanger my life, the health and safety of the crew, or the safety of the ship on which I will be engaged. I further declare that, if completion of the information section of the form titled Annex B – Statement of Medical Fitness indicated that a health assessment of my condition was warranted that I have consulted a medical health professional who, in accordance with the conditions stated on the form, has determined that I am fit to undertake the voyage or that I am fit with certain limitations to undertake the voyage."

"Where the physician has indicated that I am fit with limitations for the voyage, I am, without reservation, disclosing the terms of those limitations to the ship's First Aid Attendant(s), Rescue Specialist(s), Commanding Officer, and Health Canada health professionals on the reverse of this form or on an attached sheet. I release this information on the understanding that this information will be PROTECTED information and will be handled appropriately within the guidelines established by the Department of Fisheries and Oceans for such material."

"I also declare that if I am required to take a regular course of prescription medication that I have a supply of medication with me that is sufficient for the duration of the voyage plus any reasonably anticipated delays that might occur. I will advise my on-board supervisor (where applicable), the ship's First Aid Attendant(s) or Rescue Specialist(s), and the Commanding Officer of the location of such medication, the dosage and/or the symptoms which might indicate when the medication should be taken."

Failure to disclose information respecting your health could result in inappropriate emergency treatment in the event that you are incapacitated thereby resulting in your disability or death; or, could result in your injury or death through your inability to respond to shipboard challenges and emergency situations; or, could result in injury or death to others or damage to the ship and the environment in attempting to effect your rescue, treatment, or evacuation.

Declared by:

Name: _____

Signature: _____ Date: _____

For a Voyage Aboard CCGS: _____

From: _____ To: _____

Witnessed By: _____

Note: If you are taking prescription medication please list medication, dosage, and location of stowage on the reverse of this form.

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