

Motor Vessel NAMA STANDING ORDERS

Updated January 2011

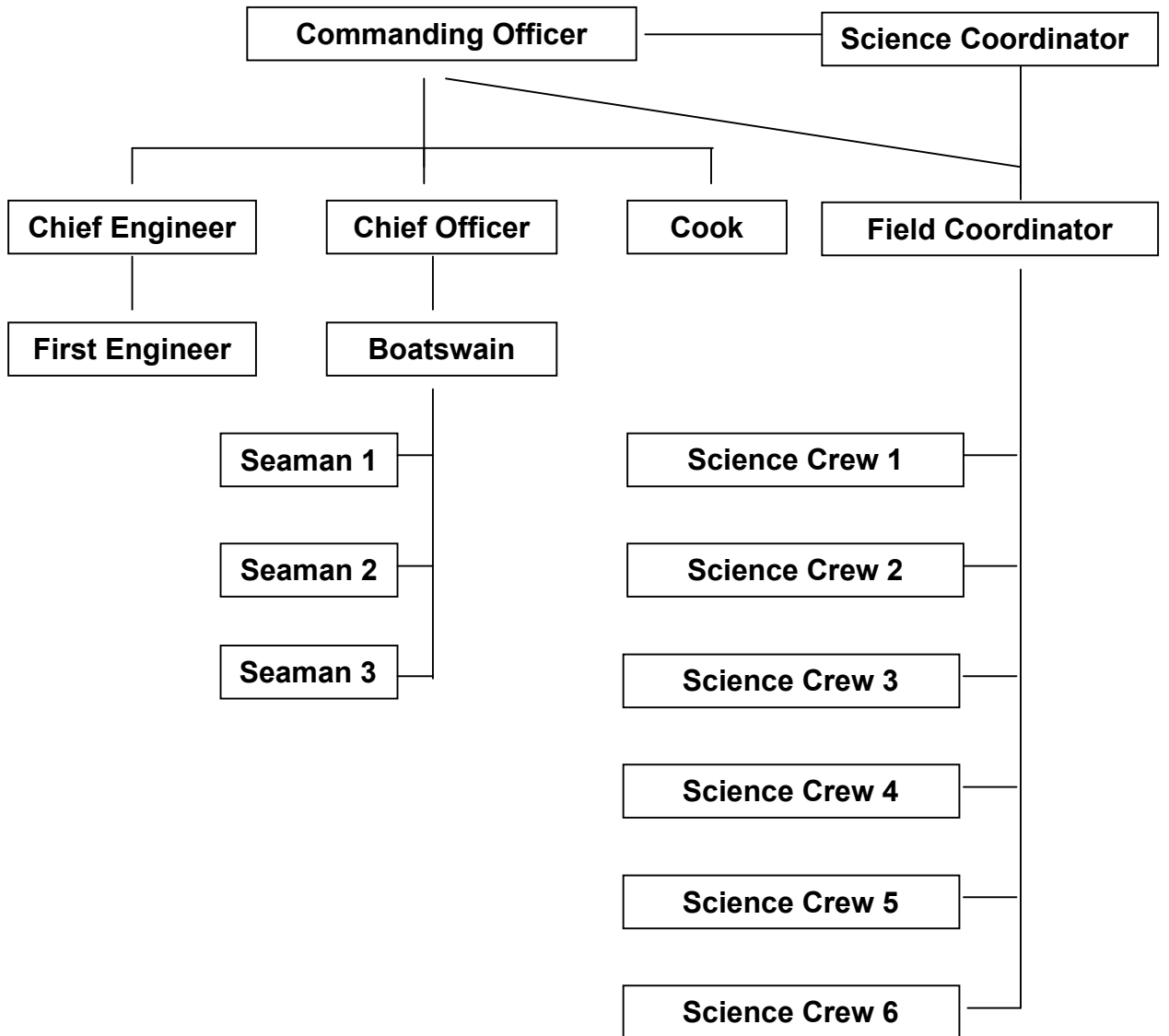
FORWARD

These Standing Orders are a compilation of instructions and directives issued by the Commanding Officer of Motor Vessel *Namao*. Standing Orders are in force at all times, and deemed to be issued by the Commanding Officer incumbent.

The purpose of these orders is to give each member of the ship's complement a clear understanding of the day to day operations while onboard the *Namao*. They are intended to be a tool to assist you and to ensure the smooth operation of the ship. Any comments and/or suggestions are welcome.

All personnel onboard should work together as a team to accomplish the vessel's assigned tasks and responsibilities in as safe and efficient manner as possible. To achieve this, certain standards must be set and maintained. Therefore, these Standing Orders are to be strictly adhered to and any contravention will warrant disciplinary action. All crew members and science personnel are to read these Standing Orders upon first joining the ship each year and sign the signature page indicating that they have read these orders and are knowledgeable of their contents.

ORGANIZATION



CONDUCT

The Lake Winnipeg Research Consortium Inc., as the operator of the *Namao*, places emphasis on the conduct of its employees. The lifestyle onboard a ship and the 24-hour operational readiness of this vessel set strict requirements on personal conduct.

Conduct in Emergencies: In any situation where the safety of the ship, personnel or the environment is at stake, orders given by the Commanding Officer, Officers or Petty Officers must be immediately carried out. There can be no exception to this.

Punctuality: Punctuality is very important both for the efficient operation of the ship and to avoid placing an extra workload on other personnel onboard. Absence at sailing time and for the regular workday will have consequences on the smooth operation of the ship, by reducing the compliment and delaying program delivery. Therefore, shore activities should be governed accordingly to avoid lateness.

Duties: Every member of the ship's crew is entitled to be informed clearly of what their duties are, how to perform them, and to whom they are responsible for carrying them out. It is then the responsibility of the crewmember to carry out these duties efficiently and to the best of their ability. In addition, it is the responsibility of all personnel onboard to become thoroughly familiar with the ship, its safety equipment and procedures, and any posted safety notices. If you have any questions, they may be directed to your supervisor or the Commanding Officer.

Life Onboard: A ship is a necessarily confined space where tensions and conflicts can become exaggerated. It is extremely important that each person is treated with respect. Consideration of others is vital. Abusive, intimidating or

harassing behaviour will not be tolerated. Excessive noise should be avoided as others may be sleeping or working and trying to concentrate.

Accommodations: Living spaces, which include cabins, water closets (Heads), alleyways and the mess must be treated in a reasonable manner and kept in a clean and orderly manner at all times. No permanent changes, such as drilling holes or changing furniture, are to be made without the authorization of the Chief Officer, Chief Engineer and Commanding Officer.

Public: How you conduct yourself is the image that is left in the mind of the public. Be helpful and courteous to the public, but the public cannot interfere with the operation or security of the vessel nor its assigned program. Be forewarned that any incidents of behaviour that would bring the Lake Winnipeg Research Consortium into disrepute will be dealt with accordingly.

HOURS OF WORK AND OVERTIME

Conventional System

Crew on day work: from 08:00 to 12:00 and from 12:30 to 16:30

Deck crew on watches: 4 hours on and 8 hours off

Officers and Engineers: work 6 and 6 or 8 and 4

Cook: 07:30 to 12:30 and 15:00 to 18:00

Lay-Day System

Crew on day work: will work from 08:00 to 20:00

Crew on watches: Crew 4 on 8 off

Officers and Engineers: 4 on and 8 off, 6 and 6, or as required.

Officers bridge watch at anchor: as required.

Cook: 07:00 to 19:00.

Overtime

All overtime must be approved by the supervisor before it is worked. Any overtime that is worked without approval will not be paid.

DRESS CODE

The Lake Winnipeg Research Consortium Inc. issues uniforms to all employees for reasons of Health and Safety.

All personnel shall wear a proper uniform while on duty. The personal appearance of the wearer should reflect credit on the Lake Winnipeg Research Consortium and the individual. Items of uniform clothing with distinguishable Lake Winnipeg Research Consortium Inc. markings are not to be mixed with civilian clothing. During hot weather, on normal workdays, shorts may be worn, as long as they are of the same colour as the work dress pants, are properly hemmed and in good condition.

Crewmembers are to ensure that they have at least one good uniform issue for special functions or when going ashore on ship's business.

Articles no longer useable through fair wear and tear will be replaced. Personnel requiring uniform issue will do so through the Chief Officer.

The dress code for the Mess area will be the "Dress of the Day" which is clean blue working dress or appropriate casual dress for science crew. After normal working hours, off-duty personnel may wear casual dress on board; but a clean and neat appearance must be maintained.

Coveralls, dirty workboots, soiled clothing or other clothing that is not clean work dress or casual clothing is not to be worn in the mess unless the individual is performing required duties in that area.

HEALTH AND SAFETY

Familiarization

Crewmembers are required to be familiar with their duties, the work conditions, the work environment (the ship) and any associated hazards. Supervisors are required to provide this information. (Reference the Canada Labour Code and FSM section 6.C.1)

New crewmembers and supernumerary personnel (passengers) shall be given a familiarization session. This familiarization will include, but not be limited to, a tour of the vessel identifying the various areas of the ship, lifesaving appliances and fire fighting equipment, Muster Station and duties, and the basic daily routine of the vessel.

Passengers must be knowledgeable of the fact that this is not a normal environment to which they are accustomed. This is not a shore facility. It is a large moving work platform, which can be subjected to violent movements. Passengers **MUST** be aware of what is happening around them and safety footwear, hard hats, personal floatation devices and other safety equipment **MUST** be worn as instructed. **If personnel do not wear the appropriate safety equipment they will not be allowed to work onboard the vessel.**

Work Instructions, Checklists and Approvals

The **Fleet Safety Manual** incorporates ship-specific work instructions and checklists to assist personnel to safely perform their duties. These documents are to be used, as required.

Due to inherent dangers and specific safety requirements onboard ship, equipment, whether permanent or temporary, must be installed correctly. The drilling of holes, running of wire, or any other modification to accommodate equipment must be approved by the Chief Engineer. The location of equipment,

its protection from the environment and rigging of modifications must be approved by the Chief Officer. Hazardous equipment and material must be located and stored in specific locations. Under no circumstance are these items to be kept in the accommodations.

General

Each of us should be well aware of the benefits of maintaining a safe and healthy work attitude and environment.

Your general health is a key part of coping with life at sea, which involves being away from home for extended periods of time. It is the individual's responsibility to occupy and entertain one's self while onboard. Suggestions are welcomed at all times for improving the working and living conditions onboard.

While it is impossible for employees to be aware of each and every regulation regarding safety onboard and in the workplace (Fleet Safety Manual, Canada Labour Code, Marine Occupational Health and Safety regulations, Safe working Practices, Tackle regulations, W.H.M.I.S. to name a few); there are some basic rules and procedures crewmembers should be aware of.

No person onboard should attempt any task or use any equipment or chemical unless they have been instructed on the proper procedures to be followed.

No Person should act in any way that may injure him- or herself or anyone else in the workplace.

No person shall create or ignore any hazard that may injure anyone or compromise the safety or watertight integrity of the vessel.

Each person onboard shall wear the personal protective clothing and equipment required for a given job, and ensure it is in good condition prior to use. Each person shall wear safety footwear as required in Central Region Coast Fleet Orders.

Department Heads are responsible for ensuring their work areas are inspected and maintained free of safety hazards. Each person is responsible for bringing to the attention of their supervisor any safety hazards they note.

Personnel who are required to take prescription medication should inform the Commanding Officer of the medication and the prescribed dosage. This is prudent action for your safety in the event of a medical emergency. Personal prescription information will be treated as strictly confidential.

Potable Water

The *Namao* has two potable water tanks onboard. The forward potable water tank holds 5.8 tons (1,306 imperial gallons) and the after potable water tank which holds 10.3 tons (2,319 imperial gallons). The tanks have been epoxy coated and are filled from municipal water supplies when available.

These tanks supply water to the sanitary systems onboard, such as washbasins, showers, toilets, the galley, washing machine and the ice machine. Under normal use, with a compliment of 15, the ship will consume this amount of potable water in approximately 5 to 7 days.

Once the tanks are empty and the vessel is at a location where there is no municipal supply, **there is no more water**. Therefore, at times, the use of water has to be strictly regulated. When the vessel is on a voyage to the north end of the lake, the use of water will be monitored closely, and, depending on daily consumption, restricted by shutting off water to certain systems such as the washing machine and showers.

Use the water supply wisely and avoid the rationing. Have enough clothing with you to last the voyage to the north basin and return with the consideration of weather days. The less the washing machine is used the longer the water supply will last.

Bottled water is also provided onboard for drinking. Bottled water can be found in the storage room at the foot of the ladder from the Main Accommodations Deck to the Lower Mess and Galley Deck. There are two water coolers, one on the Main Accommodations Deck and the second on the Bridge.

EMERGENCIES

1. **If you discover a fire** – Sound the alarm and notify the nearest crewmember. If there is an extinguisher nearby, attempt to put out the fire; but never pass a fire to get to an extinguisher. If you cannot extinguish the fire with First Aid firefighting; seal the compartment, report to your Muster Station and inform your team leader or Chief Officer of the situation.
2. **If you see someone fall overboard** – Shout “MAN OVERBOARD” as loudly as possible, throw a life ring into the water, and keep an eye on the person as long as possible. If no one responds to your call, notify the bridge. If you hear three blasts on the whistle this means there is a man overboard (except when leaving port).
3. **If you witness an accident** – resulting in personal injury, report the incident immediately to the bridge. Stay with the victim, do whatever you can to assist them until help arrives. Do NOT disturb anything in the area, unless required for safety, until an accident investigation has been carried out.
4. **If you become aware of a possible search and rescue incident after work hours** – Immediately inform the Commanding Officer with the details.
5. **If you hear the emergency signal (as described on your Bunk Card or the Muster Lists posted on each deck)** – put on suitable clothing for the weather conditions, put on your lifejacket, close your cabin door and portholes, and report to your designated Muster Station.

Note: This is not meant to encompass all possible emergency situations. For further information, reference should be made to the Fleet Safety Manual, the Shipboard Fire Plan and the Shipboard Contingency Plan.

DRILLS

Boat and Fire Drills: These are an extremely important aspect of the safe operation of any vessel. All personnel are required to attend boat and fire drills.

All personnel should be absolutely familiar with their Muster Stations, the Emergency Signals, whom to report to, any specific duties to perform, the general layout of the ship and the location of safety equipment.

Lifejackets are to be worn or carried to your Muster Stations. They may be removed if required by your specific duty. Once the abandon ship signal is given all personnel will don their lifejackets. Smoking or any other activity is not allowed during drills.

All personnel are to ensure they are appropriately dressed for the weather conditions (coats, sweaters, gloves, etc.). Hard-hats are recommended. Know where the survival suits are stored.

Equipment used during a drill is to be returned to its proper place unless instructed differently. Any items requiring action such as discharged fire extinguishers, depleted air bottles, leaking hoses, broken equipment or any other discrepancy is to be brought to the attention of the Chief Officer.

All personnel are encouraged to familiarize themselves with all facets of the drill procedures as you may be called upon to perform any task in an emergency.

Other Drills: The Fleet Safety Manual and Shipboard Oil Pollution Emergency Plan require Coast Guard vessels to conduct drills involving different emergency scenarios such as oil spills, collisions, grounding, man overboard, etc. All crewmembers will participate in these drills.

REPORTING PROCEDURE – Absenteeism / Lateness

Personnel unable to be present for their scheduled hours of work due to illness or other reasons are to inform the ship.

1. Phone the ship 1-204-642-3339 and inform the Chief Officer of the reason for the absence or lateness and anticipated time for return to duty.
2. The employee should endeavour to make this report as soon as possible.

MEALS

Unless operational requirements demand otherwise, meals will be served during the following hours:

Breakfast	07:30 – 08:30
Lunch	11:30 – 12:30
Supper	16:30 – 17:30

The *Namao's* messing facilities are limited and cannot accommodate the entire compliment of crew and passengers at the same time. Therefore, times for persons onboard to eat must be staggered. Individuals who are required to perform duties during the last half of the meal hour are to be given the priority to eat during the first half of the meal hour. i.e. people on watch (Bridge and Engine room) at 08:00, 12:00 or 17:00 must be allowed room to eat during the first half of the meal hour. Also, if the ship is approaching a station for the later half of the meal hour, ship and scientific crew who will be required must be allowed to eat during the first half of the hour. Others, who are not required for duties at these times must wait and eat during the second half of the meal hour.

During the meal hours the Mess is not a meeting or socializing area. Individuals who are eating during the first half of the meal hour, once completed their meal, must depart to allow others to eat.

Meal arrangements for guests require the approval of the Commanding Officer.

TELEPHONE USAGE

This vessel is not fitted with a shoreline. The only shoreline facility for ship's business is the cellular telephone, which is also used for the fax line. Demands for the telephone for ship's business can be great at times, therefore, personal calls should be avoided if possible.

Personal long distance calls are to be charged to a calling card, collect or third party billing unless authorization is granted by the Commanding Officer.

Permission to use the satellite phone must be obtained from the Field Coordinator or Commanding Officer.

SUPERNUMERARY PERSONNEL

Science Crew: All scientific crewmembers shall abide by the Commanding Officer's Standing Orders and are subject to his authority while on board. This includes participating in any safety drills conducted on board, and completing the basic shipboard familiarization.

All scientific crewmembers shall report to the Field Coordinator, who reports to the Commanding Officer while at sea and to the Science Coordinator on land.

All scientific crewmembers should complete and sign a "**General Statement of Risks**" form and a "**Statement of Medical Fitness (Two Parts)**" form, both of which shall be witnessed by the Commanding Officer and kept on file with the Commanding Officer. They shall also sign the Ship's Book, and provide Next of Kin notice.

Passengers: All passengers shall abide by the Commanding Officer's Standing Orders and are subject to his authority while onboard. This includes participating in any safety drills conducted on board.

All passengers shall receive a familiarization tour of the vessel showing Muster Stations and signal, location and donning of lifejackets, and primary/secondary exits from the accommodations to the upper deck. The name and organization of each passenger will be recorded and kept onboard.

Visitors: Visitors will be allowed onboard after normal working hours but must depart the vessel no later than 2300 hours, unless permission has been granted by the Commanding Officer. All Crewmembers that wish to bring visitors onboard are to notify the Commanding Officer. Visitors are the responsibility of the crewmember that brought them onboard, and at no time shall children be permitted to move about the ship unescorted.

ALCOHOL AND SMOKING POLICY

Open containers of beer, coolers or any other alcoholic beverage are not allowed on deck. The beverage must be put into a tumbler or glass before it is taken on deck.

Smoking is not permitted:

1. Within internal workplace areas (this includes cabins and the mess);
2. Inside the accommodation including cabins, the mess, alleyways; and
3. On open decks where no smoking signs are posted, for safety reasons or during drills, emergencies and “when no smoking on open decks” has been announced (e.g. during ship fuelling periods).

This applies at all times whether the vessel is secured alongside, at sea or at anchor except.

It is hoped that this policy will be applied in a spirit of respect for the rights of all individuals, smokers and non-smokers alike.

ILLEGAL ACTIVITIES

While life onboard a ship may seem, at times, an insular world, all personnel are subject to the same rules of conduct and laws of society as they would ashore.

Illegal activities include, but are not limited to: Drug/Narcotic possession or trafficking; assault; theft of personal or government property; gambling; and selling of contraband goods (e.g. cigarettes).

Any employee having knowledge of such activities is to report it to the Commanding Officer in a timely manner. Any incidents of this nature will not only be dealt with through the normal disciplinary process, but also through the applicable legal authority.

OFFENSIVE WEAPONS

Personnel are not to carry any weapons onboard M.V. *Namao*.

Pocket knives with or without locking blades are acceptable as tools of the trade as long as the blade length is less than 4 inches.

Properly sheathed seaman's knives with a blade length less than 7 inches are acceptable.

Under no circumstance are firearms allowed onboard the *Namao* with the exception of firearms used for research purposes and the ship's firearms.

All firearms must be stored in the firearms locker when not in use.

SHIP STATUS – Crew Responsibilities

In order to assist crewmembers in abiding by the above provisions, the following recall techniques will be used:

- Crewmembers are to ensure accurate home phone numbers are maintained onboard;
- When departing the ship, this fact is to be entered on the ship's board located by the starboard door to the accommodations. Your location and/or phone number is to be noted clearly;
- If there is any chance of confusion as to how to be contacted, identify this to the Commanding Officer before departing;
- Upon your return to the ship, sign yourself back in correctly. Crewmembers should not alter the information on the board of other crewmembers;
- If, while you are ashore, we get a call to sail, the ship will attempt to notify you as indicated on the board, BUT it is your responsibility to return within the time limit. The ship's Estimated Response Time is one hour. Therefore, if you are not going to return to the ship within one hour from your time of departure, take with you a means by which the ship can contact you. The point of entering the Narrows at Black Island and north, Cell Phones are useless; and
- The letter "P" will be sounded (one short, two long, one short) on the ship's whistle.

Note: While every effort will be made to notify crewmembers ashore of the vessel's requirement to sail, it is the employee's responsibility to be able to return to the vessel. Take whatever measures necessary to comply.