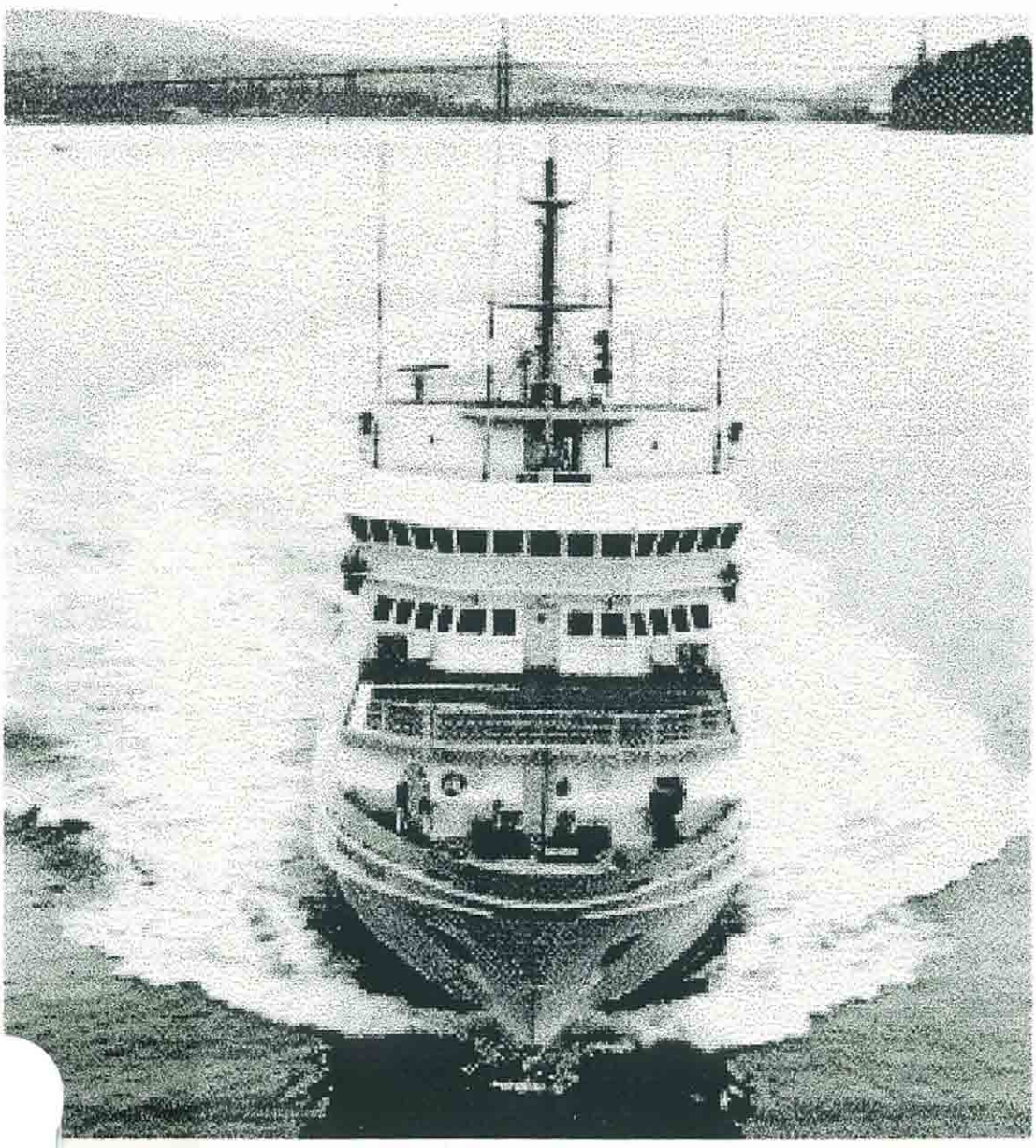
A Manual
For
Seagoing Research Staff
Pacific Region



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A MANUAL

FOR

SEAGOING RESEARCH STAFF

PACIFIC REGION

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TABLE OF CONTENTS

INTRODUCTION . . . . . Page: 1

ON THE BEACH AND IN PORT - BEFORE AND AFTER . . . . . Page: 2
- A. BEFORE THE CRUISE . . . . . Page: 2
- B. IN PORT . . . . . Page: 3
- C. AFTER THE CRUISE . . . . . Page: 3

SHIPBOARD ENVIRONMENT . . . . . Page: 3
- A. WORK . . . . . Page: 4
- B. SAFETY . . . . . Page: 4
  - 1. EMERGENCY PROCEDURES . . . . . Page: 4
  - 2. FIRE AND EMERGENCY DRILLS . . . . . Page: 4
  - 3. BOAT DRILL (ABANDON SHIP) . . . . . Page: 5
  - 4. GENERAL SAFETY . . . . . Page: 5
- C. CHAIN OF COMMAND . . . . . Page: 6
  - 1. SHIP OPERATIONS . . . . . Page: 6
  - 2. SCIENTIFIC OPERATIONS . . . . . Page: 8

SHIPBOARD SOCIETY . . . . . Page: 10
- A. GENERAL . . . . . Page: 10

APPENDIX I

CUSTOMS REGULATIONS FOR FOREIGN TRAVEL AND SHIPPING . . . . . Page: 15
- TRAVEL . . . . . Page: 15
- SHIPPING . . . . . Page: 16

APPENDIX II

GLOSSARY OF NAUTICAL WORDS AND EXPRESSIONS . . . . . Page: 17

APPENDIX III

ADDRESS/PHONE LIST . . . . . Page: 26

APPENDIX IV

CANADIAN HUMAN RIGHTS COMMISSION AND DEPARTMENTAL POLICY ON HARASSMENT IN THE WORK PLACE . . . . . Page: 28

INTRODUCTION

As oceanographic and fisheries activities have expanded during the past decade, more and more people without extensive seagoing experience are participating in research cruises. Life on a research ship is different from life ashore and the usefulness of introductory information for cruise participants has been demonstrated at several institutions.

This manual is a modified version of the similar manual produced for the **Scripps Institution of Oceanography, University of California**. The purpose of this manual is to help people, with the transition from land to sea. It is intended especially for first-time seagoing people be it either scientific staff, contract personnel or students, but it is hoped that it will also increase awareness in those who have spent some time at sea. Though primarily intended to be used aboard Research vessels, the majority of the rules are applicable to the Patrol vessels as well. The intent is to present what is different about living on a ship, particularly in social interactions. This manual also describes the routine work life, customs and safety on a ship, gives some pre-cruise and post-cruise pointers, and includes several lists of information (a list of crew members' jobs, and a glossary of nautical terms).

ON THE BEACH AND IN PORT - BEFORE AND AFTER

A. BEFORE THE CRUISE

When are you expected to be at the ship? When should you begin working? When will you be released from work after the cruise? Will you be expected to carry data or equipment to the ship or from it (which will require documentation to Canadian or foreign customs officials)? When should you be back after the cruise? What will be your major work responsibilities and usual daily hours? In your usual work area, on the quarter deck, in one of the labs, in the computer room, what is the temperature likely to be? These kinds of questions should be discussed with the Chief Scientist before the cruise.

With this information, you can make travel arrangements and can plan what to bring, keeping in mind the climate, type of work, and cultural customs of the countries you will visit. Talk with people who have been to ports in those countries who have worked on the ship and find out such things as: Is the ship's quarter deck often wet? What is acceptable dress for the country? Are travellers cheques or dollars easier to exchange? etc.

Six to eight weeks before you plan to leave, determine whether or not you:

- need a passport, visa, or any inoculations
- can receive a travel advance
- need a hotel room or can stay on the ship
- need to make airline ticket arrangements (double check dates if you cross the dateline on your flight).

Canadian and foreign customs regulations often present specific problems that require planning well in advance. (See Appendix I.)

Shortly before you leave, provide your travel schedule to the business office (or office manager or equivalent) of the group for whom you work. Notify Pacific Region vessel's Marine Services (see Address/Phone List) of your arrival time (flight number, etc.) so that they can tell the ship's agent. Get the name, address, and phone number of the ship's agent from Marine Services. While travelling, be sure to keep airline-ticket stubs and other receipts for expenses that may be reimbursed.

B. IN PORT

When a Pacific Region vessel is in a port other than Patricia Bay or Nanaimo, and not "hosted" at the dock of another oceanographic institution, an agent is often retained, particularly in non-Canadian ports, to provide logistic support and to receive and hold mail. The agent's services encompass shipments to and from the ship and assisting persons joining and leaving the ship, including procurement of tickets and reservations when required. At the end of each port stop Marine Services is billed for the agent's services. If you have trouble or need assistance, the ship's agent is a possible source of help.

If you have a major problem in port, it is best to return to the ship as quickly as possible, or at least get word back to the ship.

All ports have a port Captain and harbour police, who can be very helpful. However, in certain countries they may expect reimbursement for their services, so ask them to take you to your ship where this can be negotiated.

Commercial ports can be unsafe environments. Visiting foreign government ships are sometimes provided with guards in port, but thefts do happen. Secure your valuables in a locked place when in port. Take precautions, especially after dark, by going to and from the ship with one or more persons.

C. AFTER THE CRUISE

Turn in receipts, used airline tickets, travel vouchers, and your authorized time sheets. If you had any problems on the ship or in port that you would like to discuss or report, promptly notify the Chief Scientist, or your lab director, or the Chief of Marine Services, or the Director of Management Services office.

SHIPBOARD ENVIRONMENT

As soon as practical after arriving at the ship, learn its layout (Where's the galley? The nearest washroom (head)? The bridge? The laundry? Which areas are for crew only?) Note where fire extinguishers and life rings are located, especially around your usual work location. Read the entire muster list, particularly noting your station and duties (there will also be a card in your cabin with these details and your lifejacket).

A. WORK

The job responsibilities of each participant should be fully defined to that person by the Chief Scientist before leaving. Once onboard, the duties may be modified as necessary to accommodate the scientific mission. Members of the scientific party are normally expected to stand watches according to a schedule set by the Chief Scientist. Hours may not be what you are accustomed to on land, since scientific programs at sea operate normally 24 hours a day. Keep in mind that you ***may*** be asked to assist in areas that were not originally specified. Most scientific cruises operate with teamwork; someone you help one day will help you another day. So be flexible, cooperative, and good-natured about your work and the others who work with you. Should you require a crew member to assist, you can arrange this through his supervisor ie the Bosun or Chief Officer. Remember: you are at sea to work and you'll learn a great deal about other scientific programs as well.

B. SAFETY

1. EMERGENCY PROCEDURES

A research ship is often far from help in any emergency situation and has to deal with the problem within the capability of those onboard. In an emergency the ship's Captain is in complete charge of the actions to be taken.

Pacific Region vessels conduct a fire-and-boat drill prior to sailing and once a week at sea, and these are not taken lightly. Prior to the first drill and as part of the familiarization process a pre cruise meeting is held aboard the vessel for all scientific staff. At this meeting, these drills and safety equipment are explained and demonstrated. ie. survival suits and lifejackets. Every person aboard ship is provided with an emergency location to report to, for the drill and for a real emergency. Members of the scientific group are usually designated to assemble in a particular laboratory (with life-jackets on) and are further assigned to a specific life-boat location if the need to abandon ship were to arise. Crew members will be present to assist during these drills and will be under the supervision of their supervisor. Determine your emergency reporting location as soon as possible when you arrive at the ship (this information is written on a card on the side of your bunk).

2. FIRE AND EMERGENCY DRILLS

The signal is one long blast on the ship's whistle and emergency alarm, lasting for ten seconds or more. During this drill, members of the scientific party muster at the location designated. Attendance is taken and reported to the bridge.

3. BOAT DRILL (ABANDON SHIP)

The signal is seven(7) or more short blasts followed by one long blast on the ship's whistle and an emergency alarm. Everyone musters at their assigned lifeboat with life jacket and protective clothing. There will be a deck officer in charge of lifeboats who will be in contact with the bridge by radio. It will be the officer in charge under direction from the Captain of the vessel, who will determine when to lower the lifeboat, stop lowering, and when to re-cradle the boat and dismiss boat and raft stations.

4. GENERAL SAFETY

All objects (gear, instruments, etc.) should be secured before the ship gets underway from port or from an at-sea station. Never try to stop a heavy object with your body. It is better to let a loose piece of equipment slide into a bulkhead or overboard. A swinging object can send you overboard with ease. The flailing end of a broken wire can inflict severe or mortal injury.

The quarter deck (stern area) is probably the most dangerous area of work aboard the vessel. The vessel's deck crew will be doing all of the work over the side under the the guidance of an Officer. Anytime there is gear overhead, hard hats and steel toed shoes should be worn. Be aware that loose long hair, loose clothing, rings and other jewellery can get caught in moving equipment and wire.

Simple routine living requires constant concern for situations that may become dangerous. Loose objects can become projectiles: always provide padding for objects in drawers.

Camera lenses have been shattered by objects sliding into them. Decks are uneven, slippery surfaces, cluttered with eye bolts, wire, or pad eyes. Especially at night, be aware of objects you may stumble over.

A sick, tired person is more prone to accidents so good health is important. Work at sea can be very tiring because of the long hours and because simple actions become exhausting in a moving environment. Make a conscientious effort to maintain a regular schedule that includes a reasonable amount of sleep.

Seasickness can affect anyone. It can be alleviated by staying dry, warm, rested, by getting fresh air, and by eating something. If concerned before departing, consult your doctor for the most up-to-date information concerning medications to take along for prevention and treatment of motion-sickness. Be sure to carry a valid prescription (on the medicine vial) for any medications you bring along.

Research staff working on chemical analyses that involve strong acids or alkalis, solvents and preservatives (such as formalin) should wear safety glasses, while handling these chemicals in the laboratory.

Research staff, especially those from outside IOS, working on chemicals and biological material, should be familiar with the WHMIS (Work Hazardous Material Information System) procedures and labels.

Ships carry some medical equipment and the officers and crew all have first aid training, but ***emergency medical care is limited.*** If you are aware of a medical problem before your trip, consult with your doctor about what precautions may be necessary. Make sure the doctor understands that a physician or paramedic is not available. Doctors tend to think of military or cruise ships when discussing going to sea and do not realize the isolation of the typical research vessel.

On all research vessels, one of the ships officers is in charge of medical supplies and will have first aid training. Pacific Region vessels have access to radio medical advice. These doctors can be contacted twenty four hours a day via ship's radio, Inmarsat telephone and when in range via cellular telephone.

C. CHAIN OF COMMAND

Pacific Region vessels have two chains of command, the ship's crew and the scientific party. The Captain (ship's master) is the **ultimate** authority on the ship. The Chief Scientist is responsible for the scientific mission, and **all** scientific staff.

1. SHIP OPERATIONS

A complete list of the ship's chain of command and duties of possible crew members who work on Pacific Region vessels is given below. Size and organization of the crew varies from ship to ship.

CAPTAIN - The master of any vessel is required to protect the lives and safety of the crew and all other persons on board; to maintain the seaworthiness of the vessel; and to protect the interests of the Department. In fulfilling these duties the master is responsible for complying with the laws of navigation and a body of statutes that regulate ships and seagoing matters. A failure to do so can make the master liable to a suspension of his/her certification and subject personally to fines and penalties.

CHIEF OFFICER - The Chief Officer is the head of the deck department, responsible for the discipline, safety and welfare of his or her seamen, as well for the maintenance and cleanliness of the exterior of the ship, internal alleyways, drawing office and bridge. This Officer is also responsible for running and standing rigging and the operation of all deck machinery.

BRIDGE OFFICERS - With the command of the Ship, the officer is stationed on the bridge and <u>MUST BE INFORMED OF ALL SCIENTIFIC ACTIVITIES INVOLVING OVER-THE-SIDE WORK AND/OR MOVING OF THE VESSEL</u>. The officer may summon the master to the bridge any time a situation warrants.

BOATSWAIN - (Bosun) top ranking seaman, oversees deck crew, maintenance and upkeep of the ship, except for the engine room and galley areas.

QUARTERMASTER - An able-bodied seaman, specially entrusted with steering the vessel.

COXSWAIN - The person who has charge of a boat or launch and its crew in the absence of an officer.

DAYWORKING SEAMAN - A seaman who is not assigned bridge watches and who is responsible for general ship upkeep (assisted by watch-standing seamen).

SEAMEN - Seamen are responsible to the deck officer on watch. They perform all of the ship's work on deck and they stand watches at the helm and act as lookout when the ship is under way.

CHIEF ENGINEER - The chief engineer is responsible for operation and maintenance of ship's machinery and the work of all members of the Engine Department.

ENGINEERING WATCH OFFICER - The engineer is stationed in the engine room and is responsible for operation and maintenance of the ship's engine and other machinery.

OILERS - They are responsible to the engineer on watch; duties involve maintenance and operation of ship's machinery.

COOKS - A Chief cook (in charge) and a second cook prepare food for three meals a day and a night lunch, clean the galley and the mess hall.

STEWARDS - Responsible to Chief Cook and perform general cleaning duties in the messes, officers and scientific cabins on the larger vessels where a suitable complement of stewards is available.

CHIEF ELECTRICIAN. (when borne) The electrician is responsible for ship's electrical system; reports to the chief engineer.

2. SCIENTIFIC OPERATIONS

CHIEF SCIENTIST - The Chief Scientist is the primary liaison between scientific personnel and the Captain and is responsible for the organization and execution of the scientific program. In planning for the cruise, the Chief Scientist should make sure that enough scientific personnel are aboard to accomplish the program. He or she may ask any member of the scientific party to help with other programs, whether or not this may interfere with the person's primary job. At sea, it is the responsibility of the Chief Scientist to see that the scientific program runs smoothly. The Chief Scientist should be informed of any difficulty, scientific or personal and he/she in turn will notify the Captain should the situation warrant it. On many cruises there are multiple projects which may result in snarls: in all cases of dispute, the Chief Scientist is the ultimate decision maker only defaulting to the Captain should the incident in question jeopardize the vessel or the safety of personnel in any way.

OTHER SCIENTIFIC PERSONNEL - Scientific personnel on watch carry out the scientific programs. People who are given authority by the Chief Scientist to work directly with the bridge must keep the bridge fully informed of intentions. ***NEVER PUT GEAR OVER THE SIDE WITHOUT FIRST CONSULTING THE BRIDGE.*** When the watch changes, those on the previous watch should inform the oncoming watch of ongoing activities, in sufficient detail that the routine can continue without a break.

D. NECESSITIES OF LIFE

When going to sea, remember that ship space is limited and many supplies are not available onboard. Among the essentials that are often forgotten are an alarm clock, and flashlight. Bring all the toiletries you may need as none are available on ship. Items that are provided on Pacific Region vessels are sheets, pillows, blankets, towels, wash cloths, cleaning supplies, toilet paper, and hand soap, and laundry soap. The Cook is responsible for these supplies.

Cabins are usually occupied by one to two people. Bunks are assigned by the Chief Scientist in conjunction with the vessel's Mate/Master. Departmental policy is to put members of the same sex together in multi-berth cabins. Heads and showers may be located in the cabin on larger vessels or outside the cabin or on another deck.

Bring expendable clothes since ships work areas can be extremely dirty. A common working uniform is jeans or shorts and t-shirts. Some areas of the ship are air-conditioned and may be cold, so bring warm clothing. Bring a hat which protects from the sun for boat drills (it would be essential in the event of abandoning ship). Life jackets and survival suits are available aboard ship but foul-weather gear may not always be. Work gloves may be useful. Closed-toed shoes are recommended for all shipboard work and are required for deck work. Steel-toed shoes or rubber boots and hard hats are required when handling equipment or when working on deck, ***tennis shoes and bare feet are not***

acceptable. A non-skid sole is imperative. Shoes are likely to get wet, so an extra pair is recommended. You may want to pack at least one nice change of clothes to wear in port, for travel, or for a pleasant change aboard ship.

The scientific party members are responsible for maintaining the cleanliness of their quarters and laboratory spaces. On some vessels a steward is provided to clean the cabins and makeup the bunks of the staff. It is requested that staff vacate their respective cabins when the steward is ready to clean their room. On the smaller vessels where a steward is not available, staff are expected to maintain their own cabins as they would their own rooms at home. Cleaning equipment and cleansers are available. Fresh linen is issued once a week and the ship's laundry may be used to wash clothes. The use of fresh water should be kept to a minimum. Excessive use of fresh water may result in rationing.

Meals are prepared by the cooks. On scientific research vessels, the scientific staff are served in the officer's mess. In crowded conditions a second sitting may be required; persons in the first sitting should finish promptly. Persons on watch (ship's crew or scientific) or relieving the watch have priority in the serving line. Seating arrangements are informal, although a few specific seats are designated by labels for the Captain and certain other ship's officers and senior staff.

There are usually snacks available for a night lunch. Find out what rules apply to snacking. (Where should used dishes be stacked? Which refrigerator and cupboard supplies are available outside of meal hours?) If you have specific dietary needs or cravings, bring your own supplies (but don't expect refrigerator space).

E. RECREATION

Even with all the work to do, there is still time for recreational activities. They are important for removing yourself mentally, if not physically, from a constant work environment. There are many ways to entertain yourself. The following list is by no means complete.

1. Music: some people enjoy music at sea and each ship has a cassette tape/CD player in the Officer's Mess. Bring tapes and your own players if you wish, but be considerate in choosing the volume level (headphones are a good idea).

2. Movies: The ships have VCRs and a movie library. Follow the ship rules in using them. ***Sexually explicit or pornographic movies are not and will not be shown or tolerated on the internal vessel video system.***

3. Books: The ships have some books onboard. Enjoy the books, but leave them onboard when you leave the ship; they are expensive to replace. Donations are welcome. You are encouraged to bring your own books as well.

4. Hobbies and exercise: Any kind of hobby, be it woodcarving, knitting, macrame, scrimshaw, etc. is a great way to pass the hours on board. Exercise tapes, jump ropes, dumbbells, etc. can alleviate the blahs and guilt from eating too much food. Some of the ships have gymnasiums with rowing machines, stationary bicycles and sometimes mats, punching bags and weights to help with exercise programs. Jogging is possible in good weather, but can be hazardous. Sunbathing is usually permitted in limited areas of the ship. Men and women should use discretion about where they wear sunbathing attire.

SHIPBOARD SOCIETY

A. GENERAL

An environment conducive to the work of the scientific party and the ship's crew is needed. A relaxed, comfortable, business-like and cooperative atmosphere is ideal. Each individual on board helps to accomplish this working relationship; the conduct of one person can affect all members of the shipboard party. The shipboard experience is usually very positive and a great education from which good working relationships and friendships can develop. The ship is the crew's long-term home; their privacy, traditions, and habits should be respected by scientific party members. Officers and crew members, in turn, realize that being on board a ship can be a new experience for a scientist. Any queries as to policies, restricted areas, or procedures should be directed to the Chief Officer who is available to help initiate scientists in shipboard routines.

Social conditions at sea are different from those on land. Since quarters are close, personal privacy is greatly reduced and should be respected. Interactions can become more intense, and feelings of intimacy are more quickly established. Small incidents, both pleasant and unpleasant, can quickly take on exaggerated importance. Jealousy can develop rapidly in an atmosphere where people's outlets are limited. If conflicts of any nature arise on a ship, they may be difficult to discuss, but the atmosphere will improve if resolution is sought as soon as possible.

In governing one's behaviour at sea, it is important to remember that situations should be avoided that will cause discomfort for oneself or anyone else on board. Any directed behaviour, such as showing favouritism or dislike of an individual, can interfere with the working atmosphere for all persons on the ship. Words and actions should be carefully considered.

Strictly obey ship rules regarding drinking[1]. Shipboard emergencies might occur at any time and your personal safety as well as those of your shipmates may depend on you being in a fully fit condition at all times. The Captain is responsible for control of alcoholic beverages aboard Pacific Region vessels; the Chief Scientist is responsible for ensuring that the scientific party members obey those rules including the bringing of personal hard liquor and drugs aboard the vessel. Beer and soft drinks may be bought through a vending machine; the profit from these purchases goes into the ship's recreation fund. Wine may be provided usually with Sunday dinner. Personal stocks of hard liquor, wine or beer are strictly forbidden. It is frequently heard that there is an unwritten rule" that liquor is OK if you keep it quiet and in your own room. ***This "unwritten rule" does not exist. Narcotics, other controlled substances and drinking to excess are strictly forbidden.***

INTERPERSONAL RELATIONS

A wide range of interpersonal relations can exist, from interactions of mutual attraction, to one-sided attraction, to unwanted attention which interferes with the receiver's normal routine and is, therefore, sexual harassment and in the most unfortunate situation, actual assault.

It is natural to be attracted to people you are with on a ship or in any work situation. However, you should be aware that perception of the situation may be quite different at sea because of the closeness of the group working on a ship, and the relative lack of other diversions from work. Think carefully before entering into a relationship. Remember that, first and foremost, you are at sea to work and that your attention should be permanently directed towards work and maintenance of a businesslike atmosphere. Ask yourself hard questions and consider discussing them with the person you are interested in and perhaps also with a close friend. (How will this relationship affect my work? How will

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[1] **The Patrol Vessels are classed as strictly dry vessels. Alcohol, in any form, is forbidden aboard these vessels at all times.**

the relationship affect others? Does my potential partner have some authority over me? What will happen when we get back to shore?) Also remember that jealousy and resentment can be enhanced or more difficult to avoid than on land.

If attraction is one-sided a potentially unpleasant situation can be avoided or neutralized if it is discussed and understood by both parties. Otherwise the person receiving the unwanted attention may feel uncomfortable or harassed. It is important to recognize and attempt to improve the situation.

Many people feel uncomfortable with milder forms of harassment such as undesired flirting, deliberate body touching, or joking about sex; but they tolerate these because they don't want to cause trouble, or to appear to be oversensitive bad sports. Although it may be difficult to speak up, you may reduce the chances of continued or increased harassment if you act firmly and decisively at the earliest stage.

Sexual harassment is an infringement of psychological or physical privacy which interferes with the ability of the receiver to work and interact effectively; it also interferes with the smooth and happy work of the whole group. Elimination of sexual harassment is everyone's responsibility, not just the person being harassed. If you as a bystander observe someone being harassed and do nothing about it, you are as much at fault as the harasser. Therefore you are expected to report these incidents to your supervisor.

Harassment on the basis of sex is a violation of the **Canadian Human Rights Act**. According to the **Canadian Human Rights Act, Treasury Board Personnel Manual (see Appendix V)** and the **Collective Agreement**, unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature constitute sexual harassment when such conduct has the purpose or effect of substantially interfering with an individual's work or of creating an intimidating, hostile or offensive environment.

Obscene personal comments, attempts to detain someone, requests for sexual favours, or unwanted physical contact are forms of sexual harassment. If you feel uncomfortable or harassed, there are a number of actions you may adopt, depending on your judgment. A possible sequence to follow is:

1. **Indicate to the harasser that you do not enjoy or appreciate her or his action. Be very clear about the specific behaviour that is offensive. Do not joke about the behaviour. Do not pretend to ignore it; this invites continuation at a higher level. Losing your temper may be effective in some cases but usually is not, and may even encourage the harasser.**

2. **Discuss the problem with someone, preferably the Chief Scientist, but at least a friendly peer. Ask for his or her opinion. If appropriate, you may ask the person to speak to the harasser.**

3. **If the problem continues or worsens to the point that you feel upset or threatened, report it to the Chief Scientist immediately. Either you or the Chief Scientist should report it to the Captain. Tell the full story, explain that it is affecting your work, and request that steps be taken to end the problem. If you ever have a serious problem that reaches this point maintain a written record of the events.**

Never believe that the problem is trivial, or that you are overreacting. If you feel harassed or are aware that someone else feels harassed, it has gone too far. As emphasized before, it is sometimes difficult to complain, but do so: you will get satisfaction from knowing that your complaint may also benefit someone else in the future. The Captain and Chief Scientist are required by DFO policy to ensure an atmosphere free of such harassment and to take definite action to correct such a situation. A copy of this policy is included with this manual in Appendix IV.

If harassment advances to the point of assault, it becomes a **felony**. Immediately report the offense to the Captain, who is required by law to take certain actions. Once you come to shore the offense should be reported to the authorities. Professional counselling is available and can be arranged even aboard the ship whilst it is away from port.

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APPENDIX I

CUSTOMS REGULATIONS FOR FOREIGN TRAVEL AND SHIPPING

TRAVEL

If you are to join a vessel in a foreign port, check with the embassy or consulate of that country if there is any doubt about what items may be taken into that country. If you are carrying scientific equipment, be sure to have the required documents from IOS (or your home institution) stating what the articles are and their intended use, and arrange to be met at the airport by the ship's agent, who will take care of customs formalities.

Foreign-made personal items, such as cameras, radios and tape players, should be registered with Canadian Customs before leaving Canada so that it will be clear upon reentry that the item was in your possession before you left and is not subject to duty.

Canadian Customs regulations change frequently, and a great deal of misinformation is bandied about aboard ship, including confusion between the restrictions for seamen and tourists (members of the scientific party are usually considered tourists.) Useful guides or leaflets, on what is allowed or not allowed can be obtained from the Canada Customs Office. These are regularly updated. Copies are available from some travel agents, at Customs desks at international airports, and from the Canada Government Printing facility.

A customs declaration must be filled out when you arrive in a foreign port or return to Canada; these are provided by the ship. Before arriving in a foreign port on a DFO vessel you will be asked by one of the ship's officers what personal items (camera, etc) you are carrying. The Captain handles clearance of the ship and once it is cleared you are free to go ashore. Inform the Captain in advance if you are to leave the ship at this port for eventual return to Canada. You may be called upon by customs officials anywhere to provide a valid prescription for any drugs in your possession. Be prepared to do this. If you leave purchases aboard ship to stay on until the ship arrives in Canada, fill out a customs form and have a friend (who will be aboard when the ship arrives at its first Canada port) submit it for you, and pay any duty required. Anything which you carry for yourself or others must be declared by you.

Warning - be sure your customs declaration is complete and accurate. Smuggling is a serious charge and both you and the Captain of the ship could be subject to fines and/or imprisonment.

SHIPPING

If you need to ship something to a foreign port it must be done through the ship's agent. Arrangements can be made through Marine Services for any official shipments and you must provide full information about the item (description, where made, value, etc.).

APPENDIX II

GLOSSARY OF NAUTICAL WORDS AND EXPRESSIONS

ABAFT	behind or aft of, toward the stern
ABEAM	a direction at right angles to the ship's length; on the beam
ABOARD	on or in a vessel. Close aboard is close to another ship or an obstruction
ABREAST	alongside of; on the beam
ACOUSTIC WIRE	same as hydro wire but with electrical conductors built in.
AFT	toward the stern; in the stern
AGENT	see "ship's port agent"
ALOFT	above the decks as on the mast or in the rigging
AMIDSHIPS	midway between bow and stern, in the line of the keel
ASTERN	toward the rear of the vessel; behind the vessel; backward progress
ATHWARTSHIP	at right angles to the fore and aft line
BEAM	the greatest width of a vessel
BEARING	the compass direction of an object or destination from the ship. Relative bearing is the direction relating to the ship with the bow 0 degrees and the stern 180 degrees True bearing is the direction from the ship relating to true north with north being 0 degrees and south 180 degrees.
BELAY	to temporarily secure a line without knotting by making one or more "S" turns (varying somewhat with synthetic lines) around a cleat or pin
BELOW	downward, within ship
BEND	to fasten one line to another or to a spar

BERTH	bed or bunk; the position where a ship ties up or anchors, a position of employment aboard a ship; a margin of safety in the distance from which another vessel or object is passed, as in "giving wide berth"
BIGHT	a doubled or looped part of a line; cove or indentation along a coastline
BITTER END	the other end of the line or cable from the end that is performing work; the end that is on the winch or the bitts.
BITTS	iron or wooden posts set vertically to which lines can be made fast
BLOCK	a mechanical contrivance of one or more grooved pulleys (sheaves) through which turns of line (falls) are threaded for the purpose of gaining mechanical advantage or changing the direction of motion
BOATHOOK	a long sturdy pole fitted with a blunt hook at one end
BOATSWAIN	(Bosun) top ranking seaman, oversees deck crew, maintenance and upkeep of the ship except for the engine room and galley areas
BOW	the foreward end of a vessel
BRIDGE	area above the main deck from which the ship is navigated and steered; also, the officer(s) on duty in the command area.
BULKHEAD	nautical equivalent of wall
BULWARKS	fence-like guard along edge of deck
BUNK	bed, berth
BUOY	floats of a variety of designs and shapes, usually moored, used as navigational aids, markers for moorings or underwater objects, or to support test or scientific gear
CABLE	a traditional unit of nautical measure derived from the length of a ships cable in former days, but bearing no relation to a length of a present day ships' anchor cable. A cable is equal to one-tenth of a nautical mile or 608 feet (185 meters)

CAPSTAN	a revolving cylindrical device used for heaving in lines
CAST OFF	to let go a line; to leave a dock or anchorage
CHAFING GEAR	canvas, rope or other material used as wrappings to prevent wear from chafing
CHART	the nautical equivalent of a map
CLEAT	a double-horned piece of wood or metal around which lines are made fast; v. to belay
COURSE	the compass direction along which the vessel (not equivalent to "heading") is intended to go
COXSWAIN	The person who has charge of a boat or ship's launch and its crew in the abscence of an officer.
CROW'S NEST	a lookout or observation station high up on a mast
DEAD AHEAD	directly in front of the vessel
DECK	nautical equivalent of floor
DECK HEAD	nautical equivalent of ceiling
DOG	heavy latch by which doors, hatches, portholes, etc. are secured; v. to latch
DRAFT	the distance from a vessel's water line to the deepest part of the hull; the depth of water necessary to float a vessel
EASE OFF	to slack off or release tension slowly and smoothly
EYE	a loop or hole which is spliced or tied on the end of a line
FATHOM	six feet; 1.83 meters
FEND OFF	to prevent touching, in coming or bringing alongside the ship
FIX	a vessel's position determined by navigation data

FAIRLEAD	a chock or hole, block or sheave, through which a line may be run without danger of chafing or jamming, so as to provide a smooth run or change of direction
FLYING BRIDGE	the highest navigation bridge
FORE	toward bow
FO'C'SL	uppermost and most forward enclosed area on the ship; also, crew's quarters
FOREDECK	the exposed deck forward of the ship's superstructure
FOUL	the opposite of clear, as in tangled lines or chain, or bad weather
GALLEY	nautical equivalent of kitchen
GUY	a supporting or steadying line or wire
HATCH	opening in ship's deck for access to space below (hold)
HAUL	to pull
HEAD	the compartment containing a toilet ; the toilet itself
HEADING	direction in which ship's bow is pointing at any instant.
HEADWAY	the forward motion of the ship under power
HEAVE	vertical motion of the centre of the ship
HEAVE TO	to reduce the power until the ship is just maintaining steerage with little or no headway, e.g., to perform scientific activities or ride out rough seas
HELM	wheel, tiller; the controls for a vessel's steering apparatus
HOLD	beneath-decks storage area
HYDRO WIRE	steel wire, normally used to support lightweight over-the-side sampling apparatus such as Nansen bottles, gravity corers, etc.
INSHORE	near or toward the shore

KEEL	the backbone of a vessel, running fore and aft along the centre line of the bottom of the hull
LADDER	stairway between decks
LASH DOWN	tie down, secure
LEE	the side of a ship, or a shore location, sheltered from the wind
LEEWARD	toward the lee; away from the wind
LEG	the working portion of a cruise between ports. A long cruise may have many legs
LINE	a piece of rope is called line once it leaves the rope reel and is put into use
LOG	a record of all the activities aboard a ship; a device for measuring ship's speed and distance travelled
MAKE FAST	tie with a line; make secure
MARLINE	tarred twine used for seizing and light lashing
MASTER	the Captain of a vessel
MESS DECK	where meals are eaten
MILE, NAUTICAL	equals 6,079 ft; 1.15 statute or land miles,1,852 meters, or approximately one minute of latitude
ON THE BEAM	the direction at right angles to a ship's heading or the line of her keel
ON THE BOW	a direction of forty-five degrees or less from the bow
ON THE QUARTER	a direction of forty-five degrees or less from the stern
OVERBOARD	over the side of a vessel
PAINTER	the line in the bow of a boat for towing or making fast

PART	break, e.g., the line parted under strain
PAY OUT	to let out chain, line, or wire
PITCH	angular motion about the athwartships axis of the ship
PORT	when facing forward, the left side of the vessel
PORTHOLE	circular openings in a ship's hull for ventilation and light
QUARTER	the part of a vessel forward of the stern and abaft of the beam
QUARTER DECK	after part or stern area of main deck from which most scientific work involving heavy gear is done
QUARTER-MASTER	An able-bodied seaman specially entrusted with the steering of the ship.
RAIL	top edge of bulwarks
REEVE	to pass a line through a block
ROLL	angular motion about lengthwise axis of the ship
RULES OF THE ROAD	the laws of navigation at sea that bear on safety and the avoidance of collision
RUNNING LIGHTS	the usual navigation lights carried when a vessel is under way
SEABAG	a soft, cylindrical fabric bag for clothes, personal possessions
SECURE	to fasten, tie down, make safe and shipshape
SEIZE	to bind with marline or wire to prevent accidental opening or unravelling
SET	that component of the movement of a ship, caused by current or tide, not in the direction in which the ship is heading

SHACKLE	a "U" shaped fitting with a pin across the open ends, the pin sometimes being threaded at one end and sometimes held in place with a cotter pin, or both.
SHEAVE	wheel with grooved edge such as is pulley block to guide the cable
SKIFF	technically, a flat-bottomed boat, but often used to name any small boat for rowing, sculling, or fitted with an outboard motor
SOUNDING	depth measured; the number indicating depth on a chart; the process of measuring fuel or water in a ship's tanks
SPLICE	to join two lines by interweaving and tucking together individual strands in a prescribed pattern
STARBOARD	looking forward, the right side of a vessel
STANCHION	a movable vertical support for lifelines
STEERAGEWAY	the minimum amount of speed required to maintain control of the ship with her rudder
STERN	the after part of a vessel
STOW	to put anything away for sea; to put gear in its proper place
SWAB	a rope or twine mop; v. to mop
SWINGING SHIP	the process of checking the accuracy of and adjusting the ship's magnetic compass
SUPER-STRUCTURE	that part of the ship above the main deck
STATEROOM	cabin; sleeping compartment
THIMBLE	a pear-shaped grooved metal fitting around which an eye splice is made
TOPSIDE	above the main deck

TRAWL WIRE	heavy-duty wire used to lower heavy instruments overboard from the trawl winch
TWO-BLOCK	to reach the end; to bring one object hard up against another, as when an instrument on the end of a wire is hauled hard up against the block through which the wire runs. May occur slowly and intentionally or suddenly and unintentionally
UNDER WAY	when the anchor has been weighed or the lines cast off. Strictly speaking, a vessel can still be under way even though stopped, as long as she is not connected to the land
UNREEVE	to haul a line out of a block, fairlead, etc.
VESSEL	a general term for a floating structure that carries passengers, cargo or both
WATCH	a work period generally four hours long; also refers to those standing watch as an individual, pair, or group
WAY	a vessel's movement through the water
WEATHER	toward the point from which the wind blows, as in weather side of the ship, the side from which the wind is blowing; weather
WINCH	motor-driven drum onto which line or wire is wound; v. to winch onto the drum
WINDWARD	the direction from which the wind is blowing; weather side of the ship
YAW	side to side movement of the bow of the ship

APPENDIX III

ADDRESS/PHONE LIST

APPENDIX III

ADDRESS/PHONE LIST

The general mailing address is:

Institute of Ocean Sciences
P.O. Box 6000, 9860 West Saanich Road
Sidney, B.C. V8L 4B2
Canada

Mail should be addressed to a specific vessel care of Marine Division.

The telephone area code for the Institute is (604).

	Phone Number
Director of Management Service	666-8539
Chief of Marine Division	363-6547 Fax 363-6724
Marine Superintendent, Operations	363-6546 Fax 363-6724
Marine Superintendent, Engineering	363-6496 Fax 363-6724
Employee Assistance Program	732-6933

APPENDIX IV

CANADIAN HUMAN RIGHTS COMMISSION AND DEPARTMENTAL POLICY ON HARASSMENT IN THE WORK PLACE

Harassment

The Canadian Human Rights Act contains the following prohibition against harassment:

13.1 (1) It is a discriminatory practice,

(a) **in the provision of goods, services, facilities or accommodation customarily available to the general public,**

(b) **in the provision of commercial premises or residential accommodation, or**

(c) **in matters related to employment, to harass an individual on a prohibited ground of discrimination.**

(2) Without limiting the generality of subsection (1), sexual harassment shall, for the purposes of that subsection, be deemed to be harassment on a prohibited ground of discrimiation. 1980-81-82-83, c. 143, s. 7.

Commission Policy

* protection against acts of harassment extends to incidents occurring at or away from the work-place, during or outside normal working hours provided such acts are committed within the course of employment, or in the provision of goods, services, facilities or accommodation;

* harassment may be related to any of the discriminatory grounds contained in the Canadian Human Rights Act. Such behaviour may be verbal, physical, deliberate, unsolicited or unwelcome; it may be one incident or a series of incidents. While the following is not an exhaustive list, harassment may include:

  * verbal abuse or threats;
  * unwelcome remarks, jokes, innuendos or taunting about a person's body, attire, age, marital status, ethnic or national origin, religion, etc;
  * displaying of pornographic, racist or other offensive or derogatory pictures;
  * practical jokes which cause awkwardness or embarrassment;
  * unwelcome invitations or requests, whether indirect or explicit, or intimidation;
  * leering or other gestures;
  * condescension or paternalism which undermines self-respect;
  * unnecessary physical contact such as touching, patting, pinching, punching;
  * physical assault;

* for a practice to be considered harassment it must be reasonably perceived as a term or condition of employment (including availability or continuation of work, promotional or training opportunities)

or of the provision of goods, services, facilities or accommodation customarily available to the general public; or influence decisions on such matters; or interfere with job performance or access to or enjoyment of goods, services, facilities or accommodation; or humiliate, insult or intimidate any individual;

* any act of harassment committed by an employee or an agent of any employer in the course of the employment shall be considered to be an act committed by that employer;

* an act of harassment shall not, however, be considered to be an act committed by an employer if it is established that the employer did not consent to the commission of the act and exercised all due diligence to prevent the act from being committed and, subsequently; to mitigate or avoid its consequences;

* harassment will be considered to have taken place if a reasonable person ought to have known that such behaviour was unwelcome;

* in investigating and deciding each case, there must be an objective examination of all the circumstances (including the nature and context of the incidents).

CHAPTER 11: EMPLOYMENT EQUITY

SECTION 2: HARASSMENT IN THE WORKPLACE

1. SCOPE

This section outlines departmental policy and procedures for dealing with cases of harassment in the workplace.

The provisions of this policy apply to all employees of the Department and extend to situations of harassment which occur at or away from the workplace, during or outside working hours, provided that such situations have some negative effect on the working relationships, job security or well-being of the employee(s) concerned.

2. AUTHORITIES

The Canadian Human Rights Act.

Treasury Board Personnel
Management Manual, Volume 1, Chapter 1-1.

Treasury Board Circular
No. 1990-1, T.B. No. 812546,
Indemnification of Servants of the Crown

Collective Agreement

3. DEFINITIONS

Harassment is defined as any improper behaviour by a person employed in the Public Service that is directed at and is offensive to any employee of the Public Service and which a person knew or ought reasonably to have known would be unwelcome. it comprises objectionable conduct, comment or display made on either a one-time or continuous basis that belittles, intimidates, causes personal humiliation or embarrassment to another employee.

Sexual harassment means any conduct, comment, gesture or contact of a sexual nature, whether on a one-time basis or in a-continuous series of incidents, that might reasonably be expected to cause offence or humiliation to another employee; or that might reasonably be perceived by an employee as placing a condition of a sexual nature on employment or on an opportunity for training or promotion.

Harassment also includes abuse of authority which means an individual's improper use of power and authority inherent in the position held, to endanger an employee's job, undermine the performance of that job, threaten the economic livelihood of an employee, or in any way interfere with or influence the career of such an employee. It includes such acts or misuses of power as-intimidation, threats, blackmail or-coercion.

The Canadian Human Rights Act prohibits harassment on the basis of the following grounds of discrimination: race, national or ethnic origin, colour, religion, age, sex, marital status, family status, disability and conviction for an offence for which a pardon has been granted.

The Complaints Administrator is the Director General of the region, under whose authority harassment complaints are investigated and resolved. At Headquarters, the Complaints Administrator is the Director General of Personnel.

The Complaints Investigator is an employee, designated by the Complaints Administrator, who has been trained to conduct investigations into complaints of harassment.

The Investigation Committee is selected by the Complaints Administrator and/or the Complaints Investigator to assist the latter in the conduct of investigations. The Committee will normally consist of the Complaints Investigator and two other persons from outside the units where the alleged victim and the person against whom a complaint has been lodged work, and includes at least one person of the same sex as the alleged victim.

4. POLICY

Every employee has the right to be treated fairly in the workplace in an environment free of harassment. To this end, the Department endeavours at all times to provide a work environment which, in addition to supporting the achievement of corporate goals also recognizes each employee's right to dignity and self-esteem. The degree of success to be achieved in this regard is dependent on mutual respect, understanding and cooperation amongst all departmental employees.

The Department will not, and employees should not, condone unacceptable behaviour 'in the workplace. Managers who are aware of harassment in the workplace must put an end to it, whether or not a complaint has been filed. Harassment. constitutes misconduct which .will be dealt with in a manner consistent with the severity of the infraction.

This policy does not however restrict the authority of those charged with managerial responsibilities in areas such as counselling, performance appraisal, staff relations and the implementation of disciplinary actions.

5. PROCESS

Employees who believe they are being harassed should make their disapproval or unease known to the alleged harasser, if possible.

If this has no effect or if the employees do not want to voice their concerns to the individuals, they should seek advice as soon as possible from their Personnel Officer, a Complaints Investigator or union representative, to determine if there are reasonable grounds for complaint and to examine different options for redress.

Where the complaint is handled through the Department's internal redress procedure, the following steps apply:

1: The employee addresses the complaint in writing to the Complaints Administrator under protected" cover.

2: The Complaints Administrator acknowledges receipt of the complaint, in writing within five (5) days of receipt of the complaint.

In preparation for the investigation, a written statement of the allegation is provided to the person against whom a complaint has been lodged.

3: Within ten (10) days of receipt of the complaint, the Complaints Administrator, in consultation with the Director of Personnel, appoints a Complaints Investigator/Investigation Committee. In so doing, it ensures that there is no conflict of interest arising from any relationship between the members of the Committee and the alleged victim and the person against whom a complaint has been lodged.

Action is taken by the Complaints Administrator to ensure that when the person against whom a complaint has been lodged and the alleged victim share a subordinate and supervisor role, they be physically and hierarchically removed from one another for the period of investigation.

When they do not share a subordinate and supervisor role, they should, if possible, be physically removed from one another for the period of investigation.

4: The Complaints Investigator/Investigation Committee begins the investigation by informing all parties of their rights and responsibilities; interviews the, parties and witnesses; collects and analyzes the evidence; reaches a conclusion as to whether the complaint should be upheld or dismissed; and, reports back to the Complaints Administrator.

5: At the end of the investigative process but before the final decision is made, the Complaints Investigator convenes separately with each party. Each party is provided the opportunity of viewing the evidence collected in the investigation subject to both the Access to Information Act and the Privacy Act. This action ensures that all facts and circumstances concerning the investigation have been considered.

6: The Complaints Administrator reviews the report and reaches a decision. Staff Relations specialists will be consulted if disciplinary action needs to be taken.

The parties are informed of the outcome of the complaint and of the reasons justifying the decision within sixty (60) days of the date that the complaint was filed.

The Complaints Administrator and the Director of Personnel ensure that measures to be taken to resolve the complaint are implemented and that they retain a separate set of "protected" investigation files.

6. RIGHTS AND RESPONSIBILITIES

6.1 Alleged Victims

Employees have the right:

- to file a complaint and to obtain a review of their complaint without fear of embarrassment or reprisals, through the redress procedure established in accordance with this policy;
- to be represented and accompanied by a person of their choice during the interviews related to their complaint;
- to be kept informed throughout the process, subject to both the Access to Information Act and the Privacy Act; and
- to ensure that their written complaint or written comments related to the complaint be excluded from their Personnel files.

6.2 Persons Against Whom A Complaint Has Been Lodged

Employees have the right:

- to be informed immediately that a complaint has been filed;
- to be presented with a written statement of allegations and to be afforded the opportunity to respond to them;
- to be presented and accompanied by a person of their choice during the interviews related to the complaint;
- to receive fair treatment in an environment free of harassment and discrimination; and
- to be kept informed throughout the process subject to both the Access to Information Act and the Privacy Act.

6.3 Managers

Managers are responsible for:

- establishing and maintaining a work environment which is supportive of both productivity and the career goals, and the self-esteem of every employee;
- ensuring that employees are fully aware of and conform to departmental policy on personal and sexual harassment in the workplace; and
- ensuring that supervisory personnel and employees are aware of the significance and consequences of harassment.

6.4 Employees

Employees or clients are responsible:

- to encourage and advise colleagues who are being subjected to harassment and feel constrained by ignorance, fear, embarrassment or other obstacles, to complain seek review of that complaint;

- to come forward as a witness in any case where they know firsthand of the harassment of a colleague; and

- to discourage colleagues from harassing their co-workers or subordinates.

7. OTHER REDRESS PROCEDURES

Employees also have the option of making use of the following redress procedures for registering a harassment complaint.

7.1 Grievance

Employees may choose to file a grievance under the Department's normal grievance procedures.

7.2 The Investigations Directorate 7.2 (Public Service Commission)

The Directorate will investigate complaints about harassment as described in the Treasury Board Policy on Harassment in the Workplace, except harassment based on a prohibited ground of discrimination, which is handled by the Canadian Human Rights Commission.

7.3 Canadian Human Rights Commission

The Canadian Human Rights Commission will deal with a complaint as long as:

- the alleged contravention of the Act falls under federal jurisdiction;

- the alleged contravention of the Act is related to one of the ten discriminatory grounds contained in the Canadian Human Rights Act;

- the alleged contravention of the Act is considered to be a discriminatory practice; and

- the complaint has been filed within a year from the alleged contravention of the Act.

8. REPORTS

At the end of each calendar year, the Complaints Administrator prepares a concise report of all complaints submitted and forwards it to the Director General of Personnel. * This confidential report will be submitted to the Deputy Minister showing the number of complaints received, the nature of these complaints and their outcome.

