

GSL Boating Tours

Established in 1999, GSL Boating Tours set out to provide boating and fishing experiences to visitors and locals of the Northwest Territories. We aim to deliver this experience in the safest way possible. The following safety plan lays out the overall strategy of addressing health and safety issues that are related to boating and fishing tours. The safety of the employees and the clients of GSL Boating Tours is essential and the following safety plan is the first step to reach our goal of a safe environment.

Owners: Bill Simpson

1111 53rd Street
Yellowknife, Northwest Territories
X1A 3R8

Phone: 867-555-xxxx

Fax: 867-555-xxxx

Reservations: reservations@GSLTours.ca

Information: Info@GSLTours.ca

Tour Operator Team

Roles and Responsibilities																			
Name	Role	Responsibilities (related to safety)	Training and Certifications *Copies of certificates kept at office																
-	Tour Operator Owner	<ul style="list-style-type: none"> • Ensure employees receive appropriate training and certificates • Supply employees with appropriate safety equipment • Assign responsibilities for each employee • Regularly check that safety plan is being applied to each tour • Ensure compliance with safety legislation • Create a culture of safety in the company 	<table border="1"> <tr> <td>WSCC Supervisor Training</td> <td>Expires 2019/01/01</td> </tr> <tr> <td>Standard First Aid and CPR</td> <td>-</td> </tr> <tr> <td>Fire Extinguisher Training</td> <td>-</td> </tr> <tr> <td>WHMIS</td> <td>-</td> </tr> </table>	WSCC Supervisor Training	Expires 2019/01/01	Standard First Aid and CPR	-	Fire Extinguisher Training	-	WHMIS	-								
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-	Administrative Staff	<ul style="list-style-type: none"> • Keep copies of staff certificates • Keep copies of safety plan and individual trip plans and pre-trip orientations • Store visitor waivers • Read and understand safety plan • Act as check-in person • Keep training and certificates up-to-date 	<table border="1"> <tr> <td>WSCC Supervisor Training</td> <td>Expires 2019/01/01</td> </tr> <tr> <td>Standard First Aid and CPR</td> <td>-</td> </tr> <tr> <td>Fire Extinguisher Training</td> <td>-</td> </tr> <tr> <td>WHMIS</td> <td>-</td> </tr> </table>	WSCC Supervisor Training	Expires 2019/01/01	Standard First Aid and CPR	-	Fire Extinguisher Training	-	WHMIS	-								
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-	Lead Tour Guide (Fishing guide)	<ul style="list-style-type: none"> • Understand safety plan • Conduct tour according to safety plan • Conduct pre-trip orientations • Delegate responsibilities to employees in emergency situations • Keep training and certificates up-to-date 	<table border="1"> <tr> <td>WSCC Supervisor Training</td> <td>Expires 2019/01/01</td> </tr> <tr> <td>Wilderness First Aid</td> <td>-</td> </tr> <tr> <td>Non-restricted Firearms Licence</td> <td>-</td> </tr> <tr> <td>WHMIS</td> <td>-</td> </tr> <tr> <td>Wildlife Defence and Firearms Handling Course</td> <td>-</td> </tr> <tr> <td>Small Vessel Operator Proficiency Certificate or a Pleasure Craft Operators Certificate (SVOP or PCOC)</td> <td>-</td> </tr> <tr> <td>ATV Training</td> <td>-</td> </tr> <tr> <td>Roadside Emergencies and Survival</td> <td>-</td> </tr> </table>	WSCC Supervisor Training	Expires 2019/01/01	Wilderness First Aid	-	Non-restricted Firearms Licence	-	WHMIS	-	Wildlife Defence and Firearms Handling Course	-	Small Vessel Operator Proficiency Certificate or a Pleasure Craft Operators Certificate (SVOP or PCOC)	-	ATV Training	-	Roadside Emergencies and Survival	-
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-	Assistant (if applicable)	<ul style="list-style-type: none"> • Read and understand safety plan • Take direction from lead tour guide • Keep training and certificates up-to-date 	<table border="1"> <tr><td>WSSC Supervisor Training</td><td>Expires 2019/01/01</td></tr> <tr><td>Wilderness First Aid</td><td>-</td></tr> <tr><td>Non-restricted Firearms Licence</td><td>-</td></tr> <tr><td>WHMIS</td><td>-</td></tr> <tr><td>Wildlife Defence and Firearms Handling Course</td><td>-</td></tr> <tr><td>Small Vessel Operator Proficiency Certificate or a Pleasure Craft Operators Certificate (SVOP or PCOC)</td><td>-</td></tr> <tr><td>ATV Training</td><td>-</td></tr> <tr><td>Roadside Emergencies and Survival</td><td>-</td></tr> <tr><td>Canadian Firearms Safety Course</td><td>-</td></tr> <tr><td>Arctic Winter Survival</td><td>-</td></tr> <tr><td>Water Safety course (Swiftwater Safety, Cold Water Safety, Big River Safety)</td><td>-</td></tr> <tr><td>Aircraft Safety (if air travel is needed)</td><td>-</td></tr> </table>	WSSC Supervisor Training	Expires 2019/01/01	Wilderness First Aid	-	Non-restricted Firearms Licence	-	WHMIS	-	Wildlife Defence and Firearms Handling Course	-	Small Vessel Operator Proficiency Certificate or a Pleasure Craft Operators Certificate (SVOP or PCOC)	-	ATV Training	-	Roadside Emergencies and Survival	-	Canadian Firearms Safety Course	-	Arctic Winter Survival	-	Water Safety course (Swiftwater Safety, Cold Water Safety, Big River Safety)	-	Aircraft Safety (if air travel is needed)	-
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-	Transportation Operator (i.e. van, boat, ATV etc.) <ul style="list-style-type: none"> • Company or individual 	<ul style="list-style-type: none"> • Read and understand safety plan • Keep training and certificates up-to-date 	<table border="1"> <tr><td>WSSC Supervisor Training</td><td>Expires 2019/01/01</td></tr> <tr><td>Class 4 Driver's Licence (Including clean drivers abstract)</td><td>-</td></tr> <tr><td>SVOP or PCOC / ATV Training</td><td>-</td></tr> <tr><td>Appropriate Pilot's Licence (if air travel required)</td><td>-</td></tr> <tr><td>Roadside Emergencies and Survival Training</td><td>-</td></tr> <tr><td>Aircraft Safety Training</td><td>-</td></tr> </table>	WSSC Supervisor Training	Expires 2019/01/01	Class 4 Driver's Licence (Including clean drivers abstract)	-	SVOP or PCOC / ATV Training	-	Appropriate Pilot's Licence (if air travel required)	-	Roadside Emergencies and Survival Training	-	Aircraft Safety Training	-												
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			Arctic winter survival	-
			Water Safety Training (i.e., swift water rescue, cold water safety)	-
-	Check-in personnel	<ul style="list-style-type: none"> • Read and understand safety plan • Act as check-in person for tour guides • Use missed check-in procedure when appropriate 	WSCC Supervisor Training	Expires 2019/01/01
			Standard First Aid and CPR	-
			Fire Extinguisher Training	-
			WHMIS	-

Acronyms: WHMIS = Workplace Hazardous Materials Information System; WSCC = Workers' Safety and Compensation Commission

Vehicles and Safety Equipment

Vehicle or Equipment	Location	Equipment Inspection and Maintenance Schedules	Lock-Down procedures
Boat	Head office or at camp	<ul style="list-style-type: none"> Daily inspections by staff using inspection form (Attachment 1) Vehicle service by licenced mechanic every 3 months 	e.g. ensuring that boat is not running when fueling, ensuring that keys are not left in ignition
Passenger Van (If transporting passengers to boat launch)	Head office or at camp	<ul style="list-style-type: none"> Daily inspections by staff Vehicle service by licenced mechanic every 3 months 	-
Life Jackets	Stored in boats	<ul style="list-style-type: none"> Visual Inspection before each trip 	-
Emergency First Aid Kits	In each vehicle/boat and camp	<ul style="list-style-type: none"> Check contents before each trip Check for expiry dates of items twice a year 	-
Vehicle Emergency Kit	Each vehicle/boat	<ul style="list-style-type: none"> Check contents before each trip Check for expiry dates of items twice a year 	-
Winter Survival Kit	In each vehicle/boat and at camp	<ul style="list-style-type: none"> Check contents before each trip Check for expiry dates of items twice a year 	-
Cell Phones	On each employee	<ul style="list-style-type: none"> Test before each trip 	-
Satellite Phones	With lead tour guide	<ul style="list-style-type: none"> Test before each trip 	-
Spot Tracker	With lead tour guide	<ul style="list-style-type: none"> Test before each trip 	-
Etc.	-	-	-

Equipment Specifics	
Safety Equipment in all boats	<ul style="list-style-type: none"> A lifejacket or PFD for each person on the boat Reboarding device (if vertical height to climb out of water is > 0.5m) Buoyant heaving line and life buoy Water flashlight Flares Anchor Bilge pump or bailing system Sound signalling device and navigation lights Compass Fire extinguisher Communication equipment (Cell phone, sat phone, radio) Warm blankets Fuel container Extra clothing (hats, gloves, coats) Drinking water
Inspection forms needed for boats/vehicles and equipment	A sample vehicle inspection report (Attachment 1) will be used to keep track of vehicle and equipment inspections.
MSDS (Material Safety	MSDS forms will be available where employees will be transporting or

Data Sheets) Forms	storing hazardous chemical compounds.
Recommend a supply pack to be handed out to each visitor	A backpack can be supplied to each visitor that contains basic survival supplies such as: <ul style="list-style-type: none"> • Thermal blanket • Flashlight / flares • Waterproof matches • Hand warmers • Etc.

Equipment Requirements listed in the NWT Occupational Health and Safety Regulations	
Part 5 – First Aid	Part 5 states requirements related to first aid such as: <ul style="list-style-type: none"> • First aid attendants and certificates • First aid equipment • Transportation of injured workers
Part 7 - PPE	Part 7 details PPE requirements related to activities such as: <ul style="list-style-type: none"> • Workers using all-terrain vehicles • Protection against drowning
Schedule H	Required contents of first aid kits.
Schedule I and J	Additional supplies and equipment for Levels 1 and 2 first aid qualifications

Communication Procedures

Communication Equipment		
Item	Location	Range of Capability
Cell Phones	Carried by each employee. Either in their pocket or the boat or vehicle they are using.	Dependent on carrier
Satellite Phones	Carried by lead tour guide and/or assistant. In their pocket or secured on boat or vehicle they are using	Dependent on provider
Spot Tracker	Carried by lead tour guide and/or assistant. In their pocket or secured on vehicle/machine they are using.	Dependent on provider
Radio	Secured to vehicle, boat, snowmobile and at camp.	Dependent on provider

Emergency Contacts	
Contact	Number / Address
Tour Operator	867-555-xxxx
Local Community Emergency Services	867-555-xxxx
Local Hospital	Stanton Territorial Hospital 867-669-4100
Ambulance	867-873-2222
Local Fire Response Services	867-873-2222
RCMP	867-669-1111
Air Rescue Services (i.e. Advanced Medical)	Advanced Medical Services

Solutions)	866-578-9111 CASARA NWT 867-873-2962
Poison Control	1-800-332-1414
Wildfire Reporting	1-877-NWT-FIRE (1-877-698-3473) Yellowknife 867-873-0466
Tour Guide Contacts	
Cell Phone	867-555-xxxx
Secondary Cell Phone	867-555-xxxx
Satellite Phone	867-555-xxxx

Check-in System		
	Primary	Secondary
Name	John Smith	Jane Smith
Phone/Email	867-555-xxxx JohnSmith@GSLtours.ca	867-555-xxxx JaneSmith@GSLtours.ca
Check-in Frequency	<ul style="list-style-type: none"> • Upon departure and arrival at dock • Departure and arrival at camp (if multi-day trip) • Breakfast, lunch and dinner check-ins while at camp 	Same as Primary
<p>Missed Check-in Procedure:</p> <p>Within 2 hours of missed check-in time:</p> <ol style="list-style-type: none"> 1. Attempt to contact designated employee 2. Attempt to contact other employees 3. Notify owner of tour operation <p>Within 4 hours of missed check-in time:</p> <ol style="list-style-type: none"> 1. Contact any other operations in area of tour 2. Notify local authorities 3. Initiate emergency response for missing employees 		

Staff Communication	
Review of safety plan by all employees	Each employee will review the safety plan and understand: <ul style="list-style-type: none"> - The roles and responsibilities of each member. - The emergency procedures Each employee must sign off that they have read and understood the safety plan.
Pre-trip and post-trip staff meetings	Employees meet before each trip to discuss safety plan. Opportunity to encourage questions and discuss future trip. A post-trip debrief meeting will be used to discuss success of trip and opportunity to discuss learnings.
Daily staff meetings	If tour is multi-day, daily meetings are conducted to discuss plan and any new hazards that could arise and the steps to reduce the risk for these hazards.

Client Communication	
Meeting Point	Clearly communicate meeting point for client pick-up and drop-off.
Pre-trip Orientation (Attachment 2)	<ul style="list-style-type: none"> • Will be used to communicate risks involved with tour and to explain the risk reduction methods that will be used.

	<ul style="list-style-type: none"> • Emergency procedures should also be discussed with clients. • Medical background information of clients will need to be discussed at these meetings to properly update procedures in the event of an emergency. • Collect emergency contact numbers (next of kin) • Clothing recommendations are communicated to client before this meeting.
Evacuation Routes and Muster Points	<ul style="list-style-type: none"> • Clearly communicate evacuation routes and muster points before trip and upon arrival at camp
Waivers (Informed Consent)	<ul style="list-style-type: none"> • Waivers must only be signed AFTER the pre-trip orientation when all potential hazards are presented (Informed consent). • Waivers will be used to release touring company from liability related to injuries that may occur during tour. • The risks must be communicated appropriately so that the client understands that there are some risks involved with tour activities. • Include any special permissions such as permission to take pictures for use in advertisements or using post-trip comments...etc.
Regular communication with clients during trip	Regular communication with clients about daily activities and the safety procedures involved as well as reiterating emergency protocol. This is also an opportunity to gain client feedback.
Post-trip evaluation forms and feedback	Client input about the tour will be used to enhance the tour experience and to improve safety plan.

Post-incident Reporting
All incidents require reporting and employees will be required to complete post-incident reports that will be stored for learnings.

Emergency Procedures

Protocol for any emergency situation
<ol style="list-style-type: none"> 1. Assess if situation requires immediate attention. 2. Gather visitors and employees (at muster point if at camp) or at safe area away from hazard. 3. Conduct head count using employee and visitor log. 4. Respond to emergency accordingly. 5. Notify owner and/or manager. 6. Report on incident in post-trip debriefing.

Emergency Situation	Response
Minor Injury	Detailed explanation of roles, communication processes, emergency equipment and safety related reporting that is required. See example below: "Fire at camp"
Major Injury	-
Death	-
Evacuation	-
Vehicle Crash	-
Damaged boat	-
Lost visitor	-
Lost guide or employee	-
Extreme Weather	-
Wildlife Encounter	-

Fire on boat	-
Fire at camp	<ol style="list-style-type: none"> 1. A clear warning (fire alarm, yelling fire etc.) must be given from any employee that observes the fire first. 2. Employee will phone emergency services and provide all information required by operator. 3. Lead tour guide will assess if existing equipment can be used to extinguish fire. Assign employees with fire extinguisher training to try and suppress fire. 4. If fire is out of control, everyone should be evacuated by clear directions from lead tour guide via safest exit. 5. Employees and visitors gather at pre-arranged muster point. 6. The lead tour guide will bring a log of employees and visitors and conduct head count. 7. If any person is missing, lead tour guide will assign employees to find missing people (without putting themselves in danger) 8. Lead tour guide will contact tour operator owner (or manager) and wait for response from emergency services. No one is to re-enter building. 9. Move onto any subsequent emergency responses such as minor injuries, major injuries, and visitor or employee disappearance.
Wildfire	-
Flooding	-

Boat and Fishing Tours Activity Risk Reduction

Tour Activities (Step by Step) (Include vehicles and equipment required)	Hazard	Level of Risk (Low, Medium, High)	Control Measures and Mitigation (engineered, administrative or PPE)	Possible Emergency Situation (to link to response in above table)
Before departure by boat				
Fueling Vehicles	Fire, spill	Medium	<ul style="list-style-type: none"> • Fueling only when equipment is turned off (Lock out procedures) and secured • No smoking while fueling • No cell phone use while fueling • Gloves when fueling using a gas can 	<ul style="list-style-type: none"> • Minor Injury • Major injury • Fire at camp • Wildfire
Inspecting vehicles and equipment	Minor or major injuries	Medium	<ul style="list-style-type: none"> • Ensuring vehicles and equipment are locked to avoid injuries 	
During travel to by boat				
Loading and unloading passengers onto transportation	Slips, trips and falls	Low	<ul style="list-style-type: none"> • Clearing any ice on steps of vehicle • Using sand/salt when ground around vehicle is slippery • Offering assistance when conditions are bad 	
Boating	Collisions	High	<ul style="list-style-type: none"> • Check weather conditions before travelling • Inspect boat before use • Plan travel route according to conditions • Allow sufficient time to travel • Reduce speed when conditions are not ideal • Obey nautical rules of travel by boat • Carry emergency equipment for winter conditions • Carry communication devices 	
ATV / snowmobile use	Collisions, rollovers	High	<ul style="list-style-type: none"> • Licenced and trained operators • Practice proper technique when operating ATVs 	

			<ul style="list-style-type: none"> Exercise caution in unfavourable trail conditions 	
Tour Operations (While in camp or during excursions)				
Boating and Fishing excursion	Person overboard	High	<ul style="list-style-type: none"> Licensed and trained operators to ensure safe travel Practice proper technique when operating boat with passengers Avoid excursion on water in unfavorable weather conditions Ensure all passengers are wearing lifejackets Driver and employees trained to respond to person overboard Emergency supplies available to respond to person overboard 	
Residing in camp and on boats	Wild animals	Medium	<ul style="list-style-type: none"> Never feed or approach wild animals Reduce or eliminate odors that attract animals Store food and garbage in vehicles or alternate storage devices Avoid surprising animals by checking ahead for wild animals and if spotted try to leave area immediately Use techniques from wildlife safety training such as using warning sounds, and be prepared for use of non-lethal and lethal deterrents. 	
Residing in camp or on boat	Cold weather related hazards – frostbite, hypothermia, windburn	High	<ul style="list-style-type: none"> Check daily weather reports Plan trip to avoid very cold days Reduce exposure time if possible Monitor guests for warning signs of exposure Ensure proper clothing is worn by employees and guests Winter survival emergency kits should be available 	
Residing in camp or on boat	Forested areas – tree fall hazards	Medium	<ul style="list-style-type: none"> Identify any tree hazards in camp area and mitigate risk accordingly (moving site or removal of hazardous trees) Identify hazardous tree situations during excursions and avoid 	
Residing in camp or on boat	Emergency Response	High	<ul style="list-style-type: none"> Confirm means of communication (radio, satellite phone, cell phone, spot tracker) Carry back up equipment Ensure employees are trained to use equipment Daily check of communication equipment Develop check-in plan with home office 	
Residing in camp or on boat	Fires	High	<ul style="list-style-type: none"> Ensure fire pits are away from any buildings or tents Keep flammable materials away from fire sources Ensure fire extinguisher in vehicles and at site Proper fire extinguisher training 	
Serving food	Allergic reactions or choking hazards	Low	<ul style="list-style-type: none"> Proper first aid training Plan food according to medical history of visitors 	

Attachment 1: Boating Inspection Report Example

Operating Procedure

Pre-departure checks

Purpose

- To check items that will promote a safe voyage

Responsibility

- The lead tour guide is responsible for verifying that this procedure is followed.

Procedure

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Step	Pre-departure Checks – version 1
1.	Compare the current weather conditions to the forecast. Does it look like the forecast is accurate? Does the forecast allow for arrival without risk of bad weather?
2.	Did you give a responsible person ashore a sail plan and report the number of persons on board? (Note: A sail plan is not required for regularly scheduled voyages.)
3.	Check the fuel level and drain water from the tank.
4.	Turn navigation lights on and conduct a walk-around to check that: <ul style="list-style-type: none">• liferaft, life jackets and other safety equipment are in place;• navigation lights are working;• drainage plugs are in place and tight;• bilge pumps are free of debris and work;• fluid levels are correct – oil, battery, coolant;• there is no sign of oil or water leakage; and• first aid kit, tools and spare parts are where they should be.
5.	Turn on radio (or other communication device) and conduct test transmission to confirm it is working. (For vessels that must have a VHF radio - watch must begin 15 minutes before departure and be maintained until moored) Make a note of the time the test was carried out in the radio communications log.
6.	Check the compass is pointing the right way (how else do you check?)

Step	Pre-departure Checks – version 1
7.	Confirm charts of the operating area with any applicable chart corrections indicated and the sound-signalling device/appliance are at hand
8.	Mentally or physically plot course required to avoid local hazards or boating restrictions
9.	Confirm that all the crew required for the number of passengers and intended voyage present
10.	Count passengers
11.	Confirm there are enough lifejackets of appropriate size for everyone on board, including children
12.	Advise shore operations how many persons, including crew, are on board
13.	Carry out pre-departure safety briefing

Step	Pre-departure Checks – version 2
1.	Check the weather forecast. Confirm that the conditions match the forecast. If poor weather is forecast, make plans that will reduce risk of incident.
2.	Consider the planned route for the voyage and mentally note any local hazards or boating restrictions.
3.	Verify there is enough fuel for the voyage, including a reserve in case of trouble, and drain water from the tank.
4.	Check other fluid levels – oil, coolant, battery, etc. – and visually inspect hoses and belts.
5.	Check for signs of oil and water leaks in the engine compartment and in the hold.
6.	Confirm that bilge pumps will work.
7.	Check that drain plugs are securely in place.

Step	Pre-departure Checks – version 2
8.	Visually inspect life rafts and lashings.
9.	Check that fire extinguishers and other fire fighting equipment are in place.
10.	Pull out all charts needed for the voyage, with applicable corrections indicated, to make sure they are onboard, then put back in place.
11.	Check that the first aid kit, spare tools and spare parts are where they should be.
12.	Confirm that the battery charge indicator reading is normal.
13.	Check that the compass and other navigational equipment is working properly.
14.	Turn on radio 15 minutes before departure and begin monitoring.
15.	Make a test call to confirm you can transmit. Check other communication equipment is operational.
16.	Turn navigation lights on and check they are working. Turn off again if not needed at the moment.
17.	Count the number of people onboard and that you have enough lifejackets of the right size for everyone, including crew.
18.	Call shore base to report number of persons on board and voyage details – route and expected return time (unless on a regular schedule and route)

<https://www.tc.gc.ca/eng/marinesafety/debs-small-vessels-procedures-pre-departure-2994.htm>

Attachment 2: Pre-trip Orientation for Boating Tours

GSL Boating Tour Information and Pre-Trip Orientation

Staff to complete this document and leave a copy with office staff and take a copy on tour. Staff to have visitors sign waivers **AFTER** the pre-trip orientation to ensure that GSL Boating Tours has informed consent from its visitors.

Boat Tour Details

Tour Operator	GSL Boating Tours	
Tour ID	Start Date	End Date
2017-001	2017/03/11	2017/03/12
Brief description of tour and activities included in tour		
<ul style="list-style-type: none"> • Meet visitors at dock (or via pickup service) • Load visitors onto tour boat and go through pre-trip safety procedures • Explore the Great Slave Lake and inform visitors with local knowledge • Provide lunch at beach stop (for day trip) • Return to dock to unload visitors • Have a post-trip info session with visitors • Transport visitors back to hotel (if necessary) 		

Tour Location and Transportation Details

Tour Location Map	Attachment or link to map of tour location
Tour Location Name	Sandy Beach (for day trip)
Coordinates	62°26'32"N 114°23'51"W
Access information	Via boat on Great Slave Lake
Name of dock or harbour	Name of place where boat is docked
Name and contact info of landing area	Name of air field and contact if accessed by air
Location of Operator head office	1111 53rd Street Yellowknife, Northwest Territories X1A 3R8
Muster point at lodgings	Muster point marked by sign on tree 30m away from camp
Transportation Plan	
Meeting / Drop-off Point	GSL Boat Tours office
Known hazards during transport	<ul style="list-style-type: none"> • Highway travel • Air travel (emergency landings) • Winter roads • Swift water crossings • Ice bridges • Open water ice

	<ul style="list-style-type: none"> • Ferries over open water • Back country routes 		
Emergency numbers	Located at bottom of this document		
Nearest medical centres	Stanton Territorial Hospital	550 Byrne Rd, Yellowknife, NT X1A 2N1	All basic health care needs and emergency services
	Frame Lake Community Health Clinic	312 Old Airport Rd, Yellowknife, NT X1A 3T3	All basic health care needs
Other local emergency agencies	<ul style="list-style-type: none"> • Advanced Medical Solutions • Community emergency numbers 		

Staff Information

Staff Participating in Tour	Role	Training and Certifications	
Jimmy	Lead Tour Guide	WSSC Supervisor Training	Expires 2019/01/01
		Wilderness First Aid	-
		Non-restricted Firearms Licence	-
		WHMIS	-
		Wildlife Defence and Firearms Handling Course	-
		Small Vessel Operator Proficiency Certificate or a Pleasure Craft Operators Certificate (SVOP or PCOC)	-
		ATV Training	-
		Roadside Emergencies and Survival	-
		Canadian Firearms Safety Course	-
		Arctic Winter Survival	-
		Water Safety course (Swiftwater Safety, Cold Water Safety, Big River Safety)	-
		Aircraft Safety (if air travel is needed)	-
David	Assistant	WSSC Supervisor Training	Expires 2019/01/01
		Wilderness First Aid	-
		Non-restricted Firearms Licence	-
		WHMIS	-
		Wildlife Defence and Firearms Handling Course	-
		Small Vessel Operator Proficiency Certificate or a Pleasure Craft Operators Certificate (SVOP or PCOC)	-
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		Canadian Firearms Safety Course	-
		Arctic Winter Survival	-
		Water Safety course (Swiftwater Safety, Cold Water Safety, Big River Safety)	-

Visitor Information

Name	Emergency Contact(s)	Additional Information (i.e. Medical information, dietary needs etc.)
Phil	Dave: xxx-xxx-xxxx	Carries an asthma pump for asthma attacks
Kelly	Martha: xxx-xxx-xxxx	Carries an Epi-Pen for peanut allergy

Meeting Point

Meeting Point and Time	Communicated in Pre-Trip Orientation (Y/N)
Yellowknife office / Hotel at 08:00 AM	-

Evacuation Routes and Muster Point

Evacuation Routes and Muster Point at Lodgings	Communicated in Pre-Trip Orientation (Y/N)
Map of evacuation routes	-
Sign or landmark near camp	-

Risks Involved and Emergency Procedures

Risks Involved	Mitigation and Emergency Procedures	Communicated to Clients (Y/N)
Fire at camp	<ul style="list-style-type: none">• Flammable items stored away from sources of fire• Fire alarms available at lodgings• Employees trained to use fire extinguishers• Emergency response plan for fire in safety plan	Y
Visitor gets lost	-	-
Aggressive wildlife encounter	-	-
Etc.	-	-
-	-	-
-	-	-
-	-	-

Additional Information Discussed with Visitors

Information	Communicated to Visitors (Y/N)
Suggested Clothing (seasonal): <ul style="list-style-type: none">• Wicking clothing in warm weather• Avoid cotton (wool and synthetics are recommended)• Warm clothing (layers are suggested)• Comfortable walking shoes (waterproof boots recommended)	-

<ul style="list-style-type: none"> Hats , gloves, face masks Etc. 	
Equipment: <ul style="list-style-type: none"> Walking stick Cramp-ons for icy areas 	-
Medical: <ul style="list-style-type: none"> Doctor prescribed medication Emergency medication (i.e. Epi Pens, asthma pumps) 	-
Required Physical Abilities: <ul style="list-style-type: none"> Climbing hills Walking on icy surfaces Climbing in and out of transportation vehicles 	-

Emergency Contact Information

Emergency Contacts	
Contact	Number / Address
Tour Operator	867-555-xxxx
Local Community Emergency Services	867-555-xxxx
Local Hospital	Stanton Territorial Hospital 867-669-4100
Ambulance	867-873-2222
Local Fire Response Services	867-873-2222
RCMP	867-669-1111
Air Rescue Services (i.e. Advanced Medical Solutions)	Advanced Medical Services 866-578-9111 CASARA NWT 867-873-2962
Poison Control	1-800-332-1414
Wildfire Reporting	1-877-NWT-FIRE (1-877-698-3473) Yellowknife 867-873-0466
Tour Guide Contacts	
Cell Phone	867-555-xxxx
Secondary Cell Phone	867-555-xxxx
Satellite Phone	867-555-xxxx

Visitor Consent

Visitor Name	Has waiver been signed AFTER pre-trip orientation? (Y/N)	Staff Initials
-	-	-
-	-	-