

Fisheries and Oceans Canada **Yukon Transboundary Rivers Area** **Field Program Guidelines**

Effective June 1, 2014

Application

These guidelines apply to Fisheries and Oceans Canada (DFO) Yukon Transboundary Rivers Area (YTRA) staff working or staying in YTRA camps, work sites and facilities (including joint US/Canada camps adjoining YTRA). Adherence to these guidelines is a requirement of DFO staff in field camps and facilities.

Failure to adhere to the requirements set out in these guidelines may result in disciplinary action.

Definitions

For the purpose of these guidelines:

Staff/DFO staff refers to all DFO employees;

Project Manager refers to the DFO employee tasked with oversight, planning, and administration of the field project;

Technician-in-Charge refers to the DFO employee in the field tasked to lead field activities related to the project;

Supervisor refers to the DFO employee to which the staff immediately report to in the organizational structure. In the case of fisheries or stock assessment program field staff this is typically the BI-03 position for the specific area (Transboundary or Yukon River); and

Manager refers to the program manager responsible for delivery of program objectives for the areas of the Transboundary or Yukon Rivers, as the case may be.

Values and Ethics Codes

Fisheries and Oceans Canada's Values and Ethics Code is a practical reminder for employees on Public Service values and the department's expectations for professional and respectful conduct. The DFO Values and Ethics Code is available to all staff at <http://intra.ent.dfo-mpo.ca/VICR/Home>. Alternatively, staff may request a copy of the Code from supervisors or managers. Adherence to the Values and Ethics Code is a condition of employment for all DFO staff.

Health Evaluations and Medical Conditions/Allergies

You are required to inform the Project Manager or supervisor (prior to arrival on the project site) of any condition that:

- Restricts your ability to perform specific job duties
- Requires specialized medical treatment

Please notify the Project Manager or Technician-in-Charge if you have any severe allergies or medical conditions that may require emergency medical attention (i.e. foods, bee stings, diabetes, epilepsy, etc.).

DFO YTRA employees must maintain valid Health Canada medical clearance. For information on the renewal rate of this medical clearance refer to the *Health Evaluation Schedule* found in the DFO intranet site under Health and Safety.

General Health and Safety

Workplace injuries, accidents or near-miss situations must be reported to the Project Manager or Technician-in-Charge immediately. Concerns over workplace health and safety (unsafe work practices, unsafe working conditions and hazardous occurrences) should be reported immediately to the Technician-in-Charge and site health and safety representative who will inform the Project Manager. In turn, employees can expect that unsafe working conditions or practices will be remedied as quickly as possible. Health and safety policies outlined in these guidelines must be understood and followed. If you require clarification on specific issues consult the Project Manager or Technician-in-Charge.

Health and safety meetings, including camp inspections, will be held each month. These meetings are chaired by the Technician-in-Charge and the health and safety representative (if applicable). Staff are encouraged to raise health and safety concerns observed or request follow-up on previously identified matters. In addition to the monthly meetings, the Technician-in-Charge is responsible for conducting monthly inspections of the entire work site and report to the Project Manager on inspections for review and follow-up.

Smoking

Pursuant to the *Non-smoker's Health Act*, smoking is not permitted in any DFO buildings, fuelling stations, vehicles and boats. Appropriate signage shall be posted at all DFO facilities notifying staff and visitors of non-smoking requirements. Care should be taken to ensure cigarette smoke does not drift into open windows or doors of buildings or vehicles.

Drugs

There is zero tolerance for the possession or use of any illegal drugs while working or staying at a DFO field facility or supplied accommodations. This includes DFO fleet and lease vehicles and boats. No staff member is permitted to work while under the influence of prescription/non-prescription medication that may impair physical or mental acuteness.

Alcohol

DFO staffs are not permitted to consume or be in possession of alcohol while in "field status". Field status begins once staff are in the final day of travel to the field site and terminates when staff leaves the field site and returns home or is no longer acting in an official capacity. Clarification on what constitutes "field status" for a particular situation should be sought from the Project Manager or supervisor. Violation of this policy may result in disciplinary measures, including dismissal. Inability to work as a result of consuming alcohol (ie. intoxication, fatigue, lack of physical/mental acuity) may result in staff not being permitted to work, removed from camp, and could result in the loss of several weeks work due to the infrequency of crew changes.

Firearms

DFO staff must adhere to the *DFO Pacific Region Firearms Policy for Non-enforcement Staff* for firearm use while at DFO YTRA camps and facilities. Violation of this Departmental policy will result in the immediate removal of firearm privileges and, where warranted, disciplinary action including dismissal. All "live-fire" firearm use, including practice, must be logged in the individual firearms logbook or reported as below.

Upon advance written approval by the Area Firearms Officer and Manager, the use of personal firearms is permitted after working hours and off the field site. When not in use, personal firearms are to be properly stored in accordance with the *Canadian Firearms Act* and *Storage, Display, Transportation and Handling of Firearms by Individuals Regulations*.

Possession of firearms by non-DFO staff is outlined within the departmental Firearms Policy.

Problem Wildlife

The term problem wildlife includes animals and insects considered a pest to the worksite. These may include (but are not limited to) bees, mice, squirrels, coyotes, bears, and moose.

Reporting problem wildlife:

Problem wildlife should be reported the Technician-in-Charge and to the Project Manager. A suitable course of action will be discussed and an action plan will be developed.

Feeding of wildlife:

It is unlawful to feed wildlife. All efforts should be taken to remove attractants from the camp and worksite. Any observation of baiting or attracting wildlife should be reported immediately to the Technician-in-Charge. Bird seed can be an attractant for numerous animals, including bears and should not be put out.

Use of non-lethal deterrents (passive) for bears and other large animals:

The use of passive bear deterrents is encouraged in areas where the interaction with problem wildlife is expected. Passive deterrents include noise makers, electric fencing and motion alarms. Report any incidents to the Project Manager.

Use of non-lethal deterrents (active) for bears and other large animals:

The use of non-lethal deterrents for problem wildlife should only occur in consultation with the Technician-in-Charge. Non-lethal deterrents include bear spray and rubber slugs/bean bags. Report any occurrences of non-lethal (active) deterrents to the Project Manager immediately.

Use of firearms – lethal use for bears and other large animals:

If problem wildlife is killed during duty or at a DFO field camp or facility, the event must be reported immediately to the Project Manager and Technician-in-Charge.

Travel Via Aircraft (Helicopter or Fixed Wing Plane)

DFO staff must follow all instructions, safety procedures and directions provided by pilots or aircraft carrier companies while travelling via aircraft. Specific training may be required when conducting certain types of aerial surveys (helicopter safety training, emergency egress training). s should be consulted to determine specific requirements. In all cases involving travel via aircraft to field camps or project sites staff must ensure that they wear appropriate clothing and footwear for the anticipated conditions. Air charter companies are required to provide a pre-flight safety briefing for the specific aircraft that will be employed. DFO staff should direct specific questions regarding safety equipment or in-flight procedures to the pilot or operator. Notably, transportation of “bear spray” in aircraft requires specific containment and storage. The possession of firearms or “bear spray” as part of baggage or cargo must be disclosed to the air charter company in advance of departure.

Vehicle Use

It is mandatory for drivers and passengers to wear seat belts at all times. Staff are not permitted to operate DFO vehicles without a valid Canadian driver’s licence. Vehicle operators are required to complete vehicle use logs for program vehicles and report mechanical problems and accidents to the Project Manager. Prior to utilizing a motor vehicle, the operator must complete a vehicle “walk around” to determine the vehicle is in safe operating condition and no hazards exist. Vehicles are to be returned full of fuel and in clean condition (inside and out). Government fleet and lease vehicles are not insured and non-work related or after hours use is not permitted. Operation of Government vehicles must occur in adherence with all motor vehicle laws and regulations within the operating jurisdiction. Any fines or citations for violation of laws or regulations incurred while operating Government vehicles are the sole responsibility of the operator (employee). As standard practice, police forces report all instances of federal employee / vehicle non-compliance to the Department.

Note – Gasoline or equipment containing gasoline or other hazardous materials may not be transported within the operating space (cab) of any enclosed Departmental vehicle (cars, trucks, enclosed boats, etc.).

Boat Transport/Trailing

Vehicle operators who are trailering boats or equipment must conduct a mandatory pre-trip inspection of the vehicle and trailer prior to departure (see vehicle log book).

Boat Use

Boat operators must be CCG certified in Boat Operator Proficiency and must demonstrate competency to the Project Manager or Technician-in-Charge. Boat operators must ensure required safety equipment for the size and type of vessel is on board prior to boat use. DFO staff must wear PFDs at all times and swift water helmets are recommended where applicable (see helmet section below).

Prior to operating a DFO boat, staff must demonstrate the boat handling skills required for the local water conditions. Boat operators are responsible for the safety of their passengers; horseplay and negligent behaviour are not tolerated. To address safety concerns and costly delays, boat mechanical problems/failures and accidents must be reported to the Project Manager or Technician-in-Charge.

Government boats and equipment are not insured; unauthorized use is not permitted.

Helmets - Use Around Moving Water

It is recommended that swift-water helmets be worn when working around or boating in moving water. To ensure adequate sizing and availability, swift-water helmets must be requested by staff from the Project Manager or Technician-in-Charge well in advance of boat travel or work around moving water.

Miscellaneous Equipment Used

Appropriate safety equipment must be used and procedures followed when operating power tools and other equipment. Only trained and/or experienced personnel are permitted to operate chainsaws, electric winches, and other power tools as determined by the Project Manager.

Power Supply

Diesel or gas generators are the primary power supply for the majority of the DFO field facilities. Staff must be aware of the procedures for the operation and maintenance of the generators through camp orientation and review of operating manuals in advance of use or operation.

Fuel Storage and Spills

As a federal department with responsibility for supporting the delivery of environmental services and programs, the conduct of DFO employees working in field camps and facilities must at all times embody a respect for the natural environment. The most common material that is utilized at all DFO YTRA field camps and facilities and poses a risk to aquatic environment is fuel. In this regard, staff must ensure that all fuel held, transported or stored at DFO field camps and/or facilities must only occur in approved containers and in designated fuel storage areas. Fuel should never be stored in confined / enclosed spaces. Refuelling of equipment must only occur in areas where an appropriate spill kit is available in the event of a spill. Staff must report any fuel spills to the Project Manager or Technician-in-Charge as soon as possible. All field camps and facilities must conduct a fuel spill response exercise (test drill) on an annual basis. Further information regarding fuel storage and spills should be directed to Program Managers and Technicians-in-Charge.

Propane and Propane Powered Equipment

Propane is a commonly used fuel at DFO YTRA field camps and facilities. Propane gas has a specific density greater than air, and in this regard has a tendency to accumulate in low-lying areas or confined spaces. Inhalation of propane in high concentrations for a prolonged period is harmful as it displaces oxygen in the air. Propane must

only be used in areas where there is adequate ventilation. In the event of a spill or leak, staff must exit the area immediately and ensure that complete ventilation occurs prior to re-entry.

Communications

Regular, operational communications are scheduled between 0800-0900hrs on the HF and satellite or satellite/internet hybrid phone systems therefore personal calls are not permitted during this time.

Iridium Phones:

These are primarily for work related and emergency calls only. Staff members are asked to avoid using these phones during business hours, unless circumstances dictate. If used for personal calls, DFO staff is required to provide a personal SIM card containing pre-paid minutes; Non-DFO crew members are permitted one 15 minute call on a weekly basis.

Satellite Internet/Voice Systems:

Unless circumstances dictate, personal calls (incoming or outgoing) are not permitted between the hours of 2200 to 0900 hrs. VOIP phone option is dependent on camp location.

Internet:

See the attached DFO policy. Although personal computers will be permitted on the DFO-supplied satellite-based internet systems the DFO acceptable use policy remains in effect.

Archaeological Concerns

Archaeological sites are protected by law in British Columbia, Yukon and Alaska. Searching for artifacts without a permit is prohibited by legislation. Archaeological sites located at DFO camps must not be disturbed. Staff are required to review the site area map for the locations of culturally sensitive areas. If you observe disturbance of an archaeological site, notify the Technician-in-Charge. The Technician-in-Charge will notify the Project Manager for follow up with local RCMP or the local government's Archaeological Branch.

Noise

Camp or site occupants are expected to respect other personnel by keeping noise levels low when other staff members are sleeping.

Camp Cleaning

Staff are responsible for personal rooms. Rooms must be cleaned prior to vacating (floors, bedding and windows). Staff area required to clean common areas, bathrooms, laundry room, kitchen, etc. Staff should not wear dirty work gear inside.

Waste Disposal

Staff must ensure that any waste generated in the course of conducting field programs or operations is disposed of in the appropriate manner or at approved off-site facilities. In all cases staff are responsible for collecting, retrieving and transporting any waste from DFO project sites to field camps or facilities for temporary storage and disposal off-site.

Food Supplies

Food provided at DFO work sites is the communal property of staff and monopolization and hoarding by individuals will not be tolerated. Staff is required to show consideration for others when supplies are limited and identify necessary food supplies for future orders. Any food left over at the end of a project shall be removed off site and distributed amongst any remaining projects or disposed of in consultation with the Project Manager. Food provided at DFO work sites may not be removed by staff for personal use. Food purchased for use at DFO work sites may not to be used for any unauthorized purpose (such as bartering or exchange).

Pets

Employee pets are not permitted at DFO sites, facilities or within Departmental vehicles.

Living in Close Quarters

When living in field camp situations, it is imperative DFO staff be respectful of others. If individuals encounter problems or challenges with the conduct of another DFO staff member, the situation should be brought to the staff member's attention in a non-confrontational manner as early as possible. If resolution is not achieved, the matter should be brought forward to the Project Manager or supervisor. Remaining conscious that DFO field sites are both a place of work as well as a temporary home is imperative in ensuring DFO staff are able to work in a comfortable and safe environment.

Equipment and Gear Supplied by DFO

Equipment and gear supplied to staff during the project must be kept on work site or at the Whitehorse office. Personal protective gear, equipment or field supplies must be returned to the office upon project completion. Lost or damaged equipment must be accounted for and reported to the Project Manager or Technician-in-Charge as soon as possible.

Media Relations/Public Issues

Requests for comments or interviews from media must be directed to the Project Manager or Technician-in-Charge. DFO staff must refrain from providing comments, statements or interviews to media on operational matters unless prior approval is granted in accordance with Departmental media requirements. Project data must not be provided to the media or public unless approved by the Project Manager.

DFO staff are required to interact with the public in a respectful, polite and professional manner. Should staff experience confrontation from a member of the public, the interaction should be disengaged by the DFO staff member in a respectful manner and the situation must be reported immediately to the Project Manager.

When suspected illegal fishing activity is observed by DFO staff, record the pertinent details and report this information to the Technician-in-Charge and to Conservation and Protection using the Field Incident Occurrence Report. DFO (non-enforcement / Conservation and Protection) staff must not approach individuals regarding suspected illegal fishing activities.

Misconduct

Addressing misconduct is a managerial responsibility. The manager investigates cases or reports of misconduct and administers disciplinary action if the case is founded. Disciplinary actions include:

- A verbal reprimand which is document by the manager.
- A written reprimand is issued by the manager.
- Suspension or financial penalty
- Demotion
- Termination for cause

Although these actions are listed in increasing severity, the factors which determine the discipline applied include: the seriousness of the misconduct, the employee's disciplinary record, the relation of the misconduct to the particular job, and other mitigating circumstances.

Recovered Equipment

All equipment found and recovered while working in the field must be reported to the Technician-in-Charge and Project Manager. Abandoned or lost equipment should not be recovered if the health and safety of staff are at risk.

Email Communications, Use of Internet and Satellite Bandwidth

The primary purpose of the internet systems in DFO YTRA field camps and facilities is for communication between the field staff and the headquarters office. Field staff are permitted to use the systems provided the DFO Acceptable Use Policy is adhered to. If communications between field staff and headquarters is disrupted due to excessive internet usage, field staff access to the system for non-essential purposes may be limited or removed.

DFO Acceptable Use Policy for Electronic Networks communicates the Department's expectations regarding use of electronic networks and provides information about unacceptable and unlawful uses. Non-compliance with the Policy will result in disciplinary measures and, in cases of unlawful use, in reporting to the appropriate law enforcement agency. Acceptable use includes:

- Communicating with other public service employees and the public, and gathering job-related information,
- Conducting one's work according to one's accountability and mandate in DFO,
- Personal use for professional interaction in and outside the Department

Unacceptable use includes any activity in violation of Treasury Board and departmental policies. Some examples are:

- Sending abusive, sexist or racist messages,
- Accessing or downloading pornographic sites,
- Representing personal opinions as those of DFO,
- Causing congestion of networks through such means as:
 - a) sending chain letters and subscribing to list server e-mail unrelated to a work purpose,
 - b) Using the Internet for private business, personal gain, profit or political activity
- Using the internet for unlawful purposes such as illegal gambling, copyright infringement and sending messages that incite hatred.

All communications sent via departmental networks in the normal course an employee's duties are subject to the provisions of the Access to Information Act. In this regard, staff must be aware that public disclosure of any work-related communications may occur in response to requests filed through the Access to Information Act.

Satellite Internet Bandwidth - The volume of satellite internet usage is based on bandwidth. Bandwidth on most satellite internet systems in DFO YTRA field camps and facilities is often saturated (ie. all used up), which means slow speeds and loss of VOIP function. Satellite internet providers limit bandwidth to help ease this problem by providing the user with 100 megabytes/hour of bandwidth. Should this limit be exceeded within the hour, the user experience slow speeds until the hour is up and the system is reset. In instances of high use, this situation continues until the monthly bandwidth is exhausted, after which user access is limited for the remainder of the month. This situation would leave the system only capable of email and text based services. See attached bandwidth usage table below.

Bandwidth usage guide – 1Megabyte is 1000 Kilobytes, 1 Gigabyte is 1000 Megabytes

Service	Megabytes/ hr	Service	Megabytes/hr
Skype Voice call	90 MB/hr	YouTube HD	2 GB/ hr
Skype video Low Quality	270 MB/hr	YouTube low quality	135 MB/hr
Skype Video High Quality	450 MB/hr	Streamed TV show	~500 MB/hr
Skype Video HD	1.35 GB/hr	iTunes Movie	1.75 - 4 GB file size
Audio podcast	50 to 70 MB hr	iTunes album	~150+ MB

Video streaming services (e.g. YouTube, CBC, ESPN) don't cache the video so each time a video or clip is viewed it counts towards data usage.