



# National Standard Operating Procedure



## NSOP 501

### COVID-19 - All Hazard Risk Assessment for Requests for Assistance from Other Partners

#### Purpose

The purpose of this National Standard Operating Procedure (NSOP) is to outline the steps for Canadian Coast Guard (CCG) personnel to use in approving or rejecting requests for assistance for access/services from other federal, provincial, local or indigenous partners.

#### Procedures

| Step | Procedure for all hazard risk assessment for requests for assistance from other partners   |
|------|--|
| 1.   | Prior to approving or rejecting requests for assistance from other federal, provincial, local or indigenous partners, an all hazards risk assessment must take place.  |
| 2.   | Prior to close contact with any non-CCG personnel, refer to <a href="#">NSOP 502 COVID-19 - Instructions for Rescue Specialist in Assisting a Suspected COVID-19 Patient</a> , <a href="#">NSOP 519 COVID-19 – Hailing and Boarding Instructions for SAR Responders in an Open Vessel</a> and Circular <a href="#">21-2021 COVID-19 - Health Screening Questionnaire and COVID-19 Testing Protocol for Canadian Coast Guard (CCG) Personnel and Persons Seeking Access to CCG Installations, Vessels, Helicopters and Vehicles</a> for procedures to screen for possible COVID-19 infection. |

|           |   |
|-----------|---|
| <b>3.</b> | <ol style="list-style-type: none"><li>1. When assessing the risk of providing assistance to federal, provincial, local or indigenous partners, the methodology laid out in the site specific Risk Register should be used. The steps are as follows:<ol style="list-style-type: none"><li>1.1. context: who does this affect?</li><li>1.2. identify hazards</li><li>1.3. assess the risks (with no controls)</li><li>1.4. controls (controls that are currently in place)</li><li>1.5. re-assess the risks (with current controls)</li><li>1.6. recommend new controls (which are designed to further reduce the risk)</li><li>1.7. re-assess the risks</li><li>1.8. proposed approach</li><li>1.9. recommend options for national incident management team (NIMT) and regional incident management team (RIMT)</li><li>1.10. approve or reject - Commissioner to sign; NIMT and RIMT to distribute decision</li><li>1.11. monitor</li></ol></li><li>2. For guidance in completing the Risk Assessment, see CCG – Shore-Based Safety Management System Risk Assessment Sorting Matrix<sup>1</sup> and Risk Register Instruction Guide.</li><li>3. The Risk Assessment sorting matrix (see Annex I) and a short-form worksheet (see Annex II).</li></ol> |
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## Enquiries

Enquiries regarding this procedure should be directed to:

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<sup>1</sup> Shore-based Safety Manual, Procedure 7.A.2 Managing the Risk Register

**Annex I Risk assessment sorting matrix**

**Consequence**

|                    | <b>Low</b>  | <b>Minor</b>   | <b>Moderate</b>  | <b>Major</b>   | <b>Severe</b>  |
|--------------------|---|--|--|--|--|
| <b>Safety</b>      | First-aid   | Medical-aid  | Lost Time Injury (LTI)   | Permanent disability   | Fatality   |
| <b>Health</b>      | Reversible health effects (e.g. dizzy, headache, minor irritations, etc.)<br><br>Comparable to first-aid<br><br>Below detectable limits | Reversible health effects (e.g. skin, eye, mucous membrane, sunburn, etc.)<br><br>Comparable to medical-aid<br><br>Below action limits | Serious reversible health effects (e.g. Musculoskeletal Disorders (MSD), heat exhaustion, vibration effects, etc.)<br><br>Comparable to LTI<br><br>Between action limits and Occupational Exposure Limits (OELs) | Irreversible health effects and illness (e.g. hearing or respiratory impairment, etc.)<br><br>Above OELs | Immediately dangerous to life or health (IDLH) (e.g. asphyxiation, poisoning, etc.)<br><br>Severe life shortening illness (e.g. carcinogens, mutagens, etc.) |
| <b>Environment</b> | Near source onsite, confined and prompt recovery<br><br>No impact   | Near source onsite, confined and short term recovery<br><br>Minor damage   | Moves offsite, confined and prompt recovery<br><br>Moderate damage   | Moves offsite, confined, short term recovery<br><br>Major damage or prosecution                          | Moves offsite, unconfined, permanent damage<br><br>Catastrophic damage or close operation  |
| <b>Facility</b>    | <\$1K equip. & property damage  | \$1-\$10K equip. & property damage   | \$10-\$100K equip. & property damage   | \$100K-\$1M equip. & property damage   | >\$1M equip. & property damage   |

| Probability of occurrence  | Low   | Minor  | Moderate | Major  | Severe             |
|--|-------|--------|----------|--------|--------------------|
| <b>Certain</b><br>Expected to occur most times (>1/yr.)                | M (5) | H (10) | C (15)   | C (20) | C (25)             |
| <b>Likely</b><br>Probably occur most times (1-2 yrs.)                  | M (4) | H (8)  | H (12)   | C (16) | C (20)             |
| <b>Possible</b><br>Should occur some times (2-10 yrs.)                 | L (3) | M (6)  | H (9)    | H (12) | C (15)             |
| <b>Unlikely</b><br>Could occur at some times (10-25 yrs.)              | L (2) | M (4)  | M (6)    | H (8)  | H (10)             |
| <b>Rare</b><br>May only occur at exceptional times (facility lifetime) | L (1) | L (2)  | L (3)    | M (4)  | H (8) <sup>2</sup> |
|  |       |        |          |        | M (5) <sup>3</sup> |

**Guidance for resultant scores obtained from: steps 3, procedures 1.3, 1.5, and 1.7:**

Based on the risk assessment, identify the risk classification level and the types of actions to be taken:

**Critical (15-25)**

- Intolerable – no work permitted until the task has been changed to reduce the risk and controls have been implemented

**High (8-12)**

- High risk – implementation of risk controls is required
- Prepare proposed action plan with reasonable due dates for completion

**Moderate (4-7)**

- Tolerable – consider controls
- Monitor on a routine schedule for changes
- Improvements may be considered for implementation

**Low (1-3)**

- Negligible – no risk reduction action required

<sup>2</sup> During step 3 of the Risk Register process (inherent risk), any risk rating involving a severe consequence warrants a score of “8” (high risk) and will have current controls identified for the purposes of assessing residual risk.

<sup>3</sup> Subsequent risk ratings (residual, etc.) with rare probability but severe consequence receive a score of “5”.

## Annex II Short-form worksheet

|   |               |          |         |
|---|---------------|----------|---------|
| Request Title:  |               |          |         |
| Step 1: Context - Who does this effect?   |               |          |         |
|   | CCG:          | Partner: |         |
| Step 2: Identify hazards  |               |          |         |
| Activity with potential to cause harm to people, property or the environment.   |               | CCG      | Partner |
|   | Physical      | Yes/no   | Yes/no  |
|   | Biological    | Yes/no   | Yes/no  |
|   | Psycho-social | Yes/no   | Yes/no  |
|   | Ergonomic     | Yes/no   | Yes/no  |
| Step 3: Assess the risks (with no controls)   |               |          |         |
| See Risk Assessment matrix for guidance on consequence / probability scoring, and resultant scores obtained from Steps 3, 5, and 7. |               | CCG      | Partner |
|   | Safety        | (1-25)   | (1-25)  |
|   | Health        | (1-25)   | (1-25)  |
|   | Environment   | (1-25)   | (1-25)  |
|   | Facilities    | (1-25)   | (1-25)  |
|   | Total         |          |         |
| Step 4: Controls (controls that are currently in place)   |               |          |         |
| Controls may include SOPs, access-control, reporting structures, training, etc.   |               | CCG      | Partner |
|   | PPE           |          |         |

|   |                |        |         |
|---|----------------|--------|---------|
|   | Operations     |        |         |
|   | Engineering    |        |         |
|   | Administrative |        |         |
| <b>Step 5: Re-assess the risks (with current controls)</b>  |                |        |         |
| See Risk Assessment matrix for guidance on consequence / probability scoring, and resultant scores obtained from Steps 3 procedure 1.3, 1.5, and 1.7. |                | CCG    | Partner |
|   | Safety         | (1-25) | (1-25)  |
|   | Health         | (1-25) | (1-25)  |
|   | Environment    | (1-25) | (1-25)  |
|   | Facilities     | (1-25) | (1-25)  |
|   | Total          |        |         |
| <b>Step 6: Recommend new controls (which are designed to further reduce the risk)</b>   |                |        |         |
| Controls may include SOPs, access-control, reporting structures, etc.   |                | CCG    | Partner |
|   | PPE            |        |         |
|   | Operations     |        |         |
|   | Engineering    |        |         |
|   | Administrative |        |         |

|   |  |                                      |         |
|---|--|--------------------------------------|---------|
| Step 7: Re-assess the risks (with recommended controls)   |  |                                      |         |
| See Risk Assessment matrix for guidance on consequence / probability scoring, and resultant scores obtained from Steps 3, 5, and 7. |  | CCG                                  | Partner |
|   | Safety   | (1-25)                               | (1-25)  |
|   | Health   | (1-25)                               | (1-25)  |
|   | Environment  | (1-25)                               | (1-25)  |
|   | Facilities   | (1-25)                               | (1-25)  |
|   | Total  |                                      |         |
| Step 8: Proposed approach   |  |                                      |         |
| CCG capabilities for the OP:  |  | CCG restraints for the OP:           |         |
| Step 9: Recommend options for NIMT and RIMT   |  |                                      |         |
|   |  |                                      |         |
| Step 10:  | Approved<br>or   | Commissioner, CCG Signature and date |         |
|   | Rejected   | Commissioner, CCG Signature and date |         |
| Step 11: Monitor  |  |                                      |         |
|   | Are controls present, adequate, implemented, and up-to date? | Y/N                                  |         |
|   | Review date:   |                                      |         |
| Completed by:   |  | Date:                                |         |