

TRUTH AQUATICS, INC.

Loss Control Program

TO ALL EMPLOYEES:

Attached is a copy of the Loss Control Program for Truth Aquatics, Inc. These guidelines are designed for the safety of all employees who work on the vessels of Truth Aquatics. It is the responsibility of the captain to notify each employee of the policies and guidelines, and it is the responsibility of each employee to read and understand these policies and guidelines.

The attached copy of the Loss Control Program is to become a part of your employee manual. You are required to sign and date the signature page in your employee manual and return it to management as soon as possible.

You and the vessels' Captain are required to review this information and discuss safety procedures on the Vessel of hire. Once this training is complete you and the Captain must sign and date this page and return it to management.

Employee Signature

Date

Captain

Date

Truth Aquatics Inc.

Loss Control Program

**Updated
January 1, 2018**

Truth Aquatics is comprised of the vessels **Truth, Conception, and Vision**. Truth Aquatics is the leasee of the property known as **Sea Landing** located in the harbor of the City of Santa Barbara. Sea Landing is located at 301 W. Cabrillo Blvd., and consists of an 800sq. ft. building and vessel docks.

Element 1. Purpose, Duties, Responsibilities and Administration

This Loss Control program contains the policies and guidelines of the company in order to operate safely. These policies are designed to help build a pleasant, business-like work environment along with providing the best working conditions, equipment and benefits possible in its industry. All employees shall be aware of and participate in the **Truth Aquatics Loss Control Program**.

The health and safety of employees and passengers on Truth Aquatics' property is of critical concern. We strive to attain a high level of safety in all activities and comply with all health and safety laws applicable to our operations. The company expects that every employee will accept the responsibility for loss prevention and reduction.

Captains of each vessel will be directly responsible for maintaining safe working conditions and practices and for the safety of passengers and crewmen under their supervision. They will direct the program to each of their crewmembers in the form of instruction and control. Any safety deficiencies should be brought to the attention of the captain.

All employees have a safety responsibility to themselves, their fellow crewmen, and to the company. Their performance must reflect this mutually beneficial obligation through active support of the safety and loss control program and compliance with established safety practices and procedures. The captains will provide training and instruction to help meet these responsibilities.

Captains will work with management to develop and communicate loss control goals. They shall develop accident prevention and loss control procedures, guidelines, and programs to achieve these goals.

This Loss Control Program is the basis for an efficient operation and can only be successful with active participation of all employees. Each employee is encouraged to be an active participant in this Safety Program and to become familiar with the specific procedures. Each employee should also consider safety as a part of their operational procedures, and recommend improvements to our Safety Program.

Element 2. Inspection and Abatement

Captains are responsible for assuring that inspections are conducted and documented, that hazards are properly identified, and that necessary abatement and follow-up is completed in a timely manner as defined in this program.

Purpose – The purposes of conducting an inspection are to:

- a) Identify potential sources of accidental losses from property damage, personal injury/illness, and improper procedures, practices or conditions.
- b) Keep management informed of problems that could adversely affect the operation.
- c) Identify procedures, practices, and/or facility conditions that violate accepted codes or standards.

Frequency of Inspections - All work areas shall be inspected constantly to identify hazards of safety and health. If anyone sees a potential hazard it shall be brought to the attention of the captain.

Element 3. Accident Investigation and Reporting

Accidents shall be investigated to determine the cause so that corrective action can be taken and reoccurrence prevented. The Captains will assume primary responsibility for loss control investigation. In the captain's absence management will investigate and fill out the appropriate accident form.

Appropriate accident report forms (see attachment B) must be completed and given to management for required company, State, and Federal reporting including but limited to the United States Coast Guard (Form 2692), and potentially the National Park Service. Management shall maintain the accident report file in the Sea Landing office and it will be made available to all employees.

Element 4. Safety/Health Committee and Annual Plan Review

Safety Meetings will be conducted annually. Attendees will consist of the vessels captains, management, and owner. It is intended that these meetings be directed towards loss control prevention and problem solving in addition to being educational. Records shall be kept of meeting agendas and attendance. Management shall maintain these records in the Sea Landing office and they will be made available to all employees.

Meeting agenda will include the following:

- 1) Safety inspection of work areas.
- 2) Review of accident trends and causes.
- 3) Follow-up on previous recommendations.
- 4) Recommend hazard corrective action.
- 5) Solicit employee's safety suggestions.

- 6) Review safety rules.
- 7) Review new laws.

Element 5. Training

Truth Aquatics will provide adequate training to all employees so that they can perform their assigned tasks. Training programs shall be performed by captains on an as-needed basis. Records shall be kept of meeting agendas and attendance. Management shall maintain these records in the Sea Landing office and they will be made available to all employees.

Annual CPR training classes will be held at appropriate times and all crewmembers are encouraged to attend.

Element 6. Emergency Procedures

The following list of Emergency Procedures has been prepared knowing it is difficult to foresee all possible emergencies. This list is required to be reviewed by all participants and is subject to change and/or update at any time.

The list contents are as follows:

- 1A) Fire Fighting Procedures
- 2A) Vessel taking on water
- 3A) Abandon Ship
- 4A) Rough Weather at Sea, Crossing Hazardous Bars, or Flooding
- 5A) Man Overboard
- 6A) Diver in Distress
- 7A) Skiff Landing Procedure
- 7A) Capsizing Skiff
- 9A) Injured Hiker

1A) Fire Fighting Procedures

- Shut off all engines, generators and ventilation systems, unless they are needed to maneuver the vessel.
- Recover and evacuate anyone injured.
- Locate the fire and evaluate the extent of the fire.

- Cut off air supply to fire – close items such as hatches, ports, doors, ventilators, louvers, and shut off power ventilation system (blowers).
- Cut off electrical system supplying affected compartment if possible.
- If safe, immediately use portable fire extinguishers at base of flames for flammable liquid or grease fires, or water for fires in ordinary combustible materials. Do not use water on electrical fires.
- If fire is in machinery spaces, shut off fuel supply and ventilation, and activate fixed extinguishing system.
- Maneuver vessel to minimize effect of wind on fire.
- If unable to control fire, immediately notify the Coast Guard and other craft in the vicinity by radiotelephone (VHF).
- Move passengers away from fire, have them put on lifejackets, and if necessary, prepare to **abandon ship** (see 3A for Abandon Ship procedures).

2A) Vessel taking on water

- Initiate bilge pumps. Be familiar with the bilge pump system on the vessel you are on. Fire pumps on some vessels have the capability to be used as bilge pumps as well. Have 5-gallon buckets nearby for additional de-watering.
- In extreme flooding situations main engine and generator raw water pumps can be used as bilge pumps. Close thru-hull valves and remove hose from thru hull. Use hose as suction line.
- Locate the origin of the intruding water and stop its path. This can be achieved in many ways. Please become familiar with resources on board the vessel that can be used as plugs, bulkheads, or patches i.e., galley seat bottoms, hatches, floorboards, bunk pads, etc. Rags stuffed in holes and pounded tight with screwdriver and hammer provides tight seal.
- Locate vessel emergency kit located in Stern compartment for repairs.

3A) Abandon Ship

- The captain will give the order to prepare to abandon ship either by voice command or by public address system (PA).
- The captain will transmit a MAYDAY message via VHF radio to the Coast Guard via channel 16. Coordinates (Lat/Lon) shall be given and written on back of hand in ink pen or permanent marker.
- Crewmembers will be directed to break out Life Jackets and distribute them to passengers. Crewmembers will don jackets as well and help anyone needing assistance.
- Crewmembers will prepare to launch life rafts along with inflatable skiff. If possible, all rafts should be tied together along with inflatable skiff. If fire is not a danger all spare gas should be placed in skiff.
- If possible and if time permits, passengers and crew should don wetsuits.
- Portable VHF radio shall be placed in waterproof container and be taken by the captain.
- EPIRB shall be fastened to life rafts and manually activated.
- When the captain gives the order, the crew will assist passengers into the rafts.
- The captain will discharge distress signals (smoke, or flare) and take spares in life rafts.

4A) Rough Weather at Sea, Crossing Hazardous Bars, or Flooding

- Close all watertight and weathertight doors, hatches, and airports to prevent taking water aboard or further flooding in the vessel.
- Keep bilges dry to prevent loss of stability. Use power driven bilge pump, hand pump, and buckets to de-water.
- Align fire pumps to use as bilge pump if possible.
- Check all intake and discharge lines which penetrate the hull for leakage.
- Make safety announcement over P.A. system to advise people of rough weather and ask passengers to remain seated and evenly distributed. Announce that lifejackets are available for passengers if they feel more comfortable wearing them.
- Post a crewman on the main deck to observe and aid any passengers that may be sick or frightened.
- Passengers must don life jackets if the going becomes very rough, the vessel is about to cross a hazardous bar, or when otherwise instructed by the captain.
- Never abandon the vessel unless actually forced to do so.
- If assistance is needed, the captain will contact the appropriate authorities via VHF radio
- If sinking appears imminent, prepare to abandon ship (see 2A for abandon ship procedures).

5A) Man Overboard

- Throw a ring buoy overboard as close to the person as possible.
- Press man over board (MOB) button on GPS.
- Post a lookout to keep the person overboard in sight.
- Launch a rescue boat and maneuver to pick up a person in the water, or maneuver the vessel to pick up the person in the water.
- Have a crewmember put on life jacket, attach a safety line to him/her and have him/her stand by to jump into the water to assist the person overboard if necessary.
- Notify Coast Guard and other vessels in vicinity by radiotelephone if person is not immediately located.
- Continue search until released by Coast Guard.

6A) Diver Distress

- As soon as notification of a diver in distress is heard the safety diver should do one of the following depending on conditions at hand:
 - a) If diver is near boat the safety diver should grab fins and inner tube and swim directly to diver. If area has thick kelp the additional use of a boogie board is helpful.
 - b) If the diver is a long distance away the safety diver (with fins in hand) and a crewman shall get in skiff and motor to distressed diver. **Make sure to be watchful of other divers in area!**
 - c) If diver is signaling that his buddy has not surfaced a full set of gear should be taken in skiff to assist a diver on the bottom.
- Another crewman should close all exits and prepare the Underwater Recall for deployment.
- If the situation appears serious the recall should be deployed, and a roll call started immediately.
- Oxygen and medical kit should be brought down from wheelhouse and prepared for use.

- Time of incident should be immediately logged on back of roll call board to be transferred to the accident report at a later date.
- If the diver appears unconscious the captain will notify the Coast Guard via channel 16 and request an **Immediate Medical Evacuation**. Another crewman needs to locate the diver's belongings to get personal information ie: Drivers License, C-Card, Etc.
- If the diver is unconscious, follow CPR procedures on the ABC's and administer oxygen if necessary.
- If the diver is conscious, remove restrictive gear and make comfortable. Do not force them to do anything they are not comfortable doing unless it is strictly for their safety.

It is unreasonable to assign individual duties to each crewman. Each emergency situation can be different with who would be onboard or available. It is every crewmember's job to know what needs to be done and jump in and do it.

7A) Skiff Landing Procedures

Beach Landings

- Make warm-up run (no passengers) in skiff to make sure engine is performing well.
- Survey beach area to land and make a landing to establish a Launch Line. Always watch set waves and ride the smallest wave just behind crest to allow for maximum water under boat for landing.
- Once line is established turn skiff on beach and pull skiff out to where it can float from incoming waves.
- Watch and time entry between wave sets.
- Station one crewmember at bow (in boat) and one at stern (outside boat). On incoming wave bow crewmember starts pulling line and stern crewmember pushes until skiff is floating then steps over the transom into skiff. During rough weather bow crewman will be encouraged to wear gloves as pressure on line increases.
- As soon as there is enough water under boat, the stern crewman starts the engine and proceeds out of surf zone.
- These same procedures are to be used with passengers in skiff, but the following should be observed:
 - Passengers should be reminded they may get wet and shoes should be off feet and stored in a plastic bag with other personal belongs that need to stay dry or tied together and put around neck.
 - All passengers must wear a life jacket regardless of their swimming ability.

Once in skiff:

- a) Passengers should be reminded of possible impact when landing on beach.
- b) Passengers should be asked to keep seated at all times and never stand unless directed by the crew.
- c) Passengers should be reminded to hold hand rope at all times.
- d) Passengers should be cautioned about the Launch Line that will be passing by their face on return trip off beach.

Beach landings can be tricky and/or dangerous. Always consult with a crewman who has more experience before attempting a landing.

Pier Landings

- Passengers need orientations before stepping onto ladders. Orientation should include slippery steps and handrails, and carrying heavy loads.
- Passengers need to be reminded to keep limbs away from pier and ladders until directed to disembark skiff.
- Crewman should secure line to pier before passengers are directed to stand and disembark.
- If a moderate to heavy surge is present, bow skiff to pier ladder and keep in forward gear to keep pressure against pier to minimize surge and protect skiff sides from marine growth on pier structure.
- Once passengers are on pier have them remove life jackets and pass down to crew on skiff.

8A) Skiff Capsizing

****Following skiff-landing procedures should alleviate potential capsizing****

If a skiff should become capsized the following procedures should be observed:

- Immediately perform a head count to make sure no one is trapped under the skiff.
- Direct everyone for shore and help those in need.
- Direct everyone to keep away from skiff engine, as it is heavy and can cause harm in the surf zone.
- Signal to mother vessel for assistance.
- If possible, the mother vessel should re-anchor within a distance so that floating lines can be attached to shore, or the existing Launch Line (see skiff landing procedures attachment C). If needed a crewmember should either swim or kayak the float line to be established.
- Passengers can be manually taken offshore by established float line, or Launch Line (if engine is flooded and not functioning). Observe conditions and determine how many passengers can be taken safely off at a time.

7A) Injured Hiker

First responding crewmember(s) will perform immediate stabilization and patient assessment. They will recommend appropriate medical follow-up and transport depending on patient status. If the patient is stabilized and cognizant to make decisions, they will determine the type of evacuation. If the injuries are to the extent the patient is unconscious or unable to make decisions, the crewmember(s) at the scene will assess the situation and ask for appropriate medical assistance.

Response Protocols:

If the crewman determines that an immediate medical evacuation is required, the first action should be that of establishing communication with the proper authority. Depending on communications the entities to contact should be:

- 1) National Park Service. Phone 805-658-5720, or 805-642-3864.
- 2) United States Coast Guard via VHF Channel 16.

After patient has been transported to medical facility all those involved in the rescue should fill out proper accident reports and put copies in management's mailbox to be distributed to proper authorities.

Emergency Response Numbers

Contact United States Coast Guard via Channel 16 for any vessel or passenger injury while onboard vessel.

For injury to a hiker on the islands, first contact the park ranger when possible. If the injured hiker requires evacuation to a medical facility from Anacapa Island or Santa Cruz Island, contact the Ventura County Sheriffs Department. If the injured hiker requires evacuation to a medical facility from Santa Rosa Island or San Miguel Island, contact the United States Coast Guard.

• Ambulance	911
• Cal Tip	800-952-5400, 888-334-2258
• California Department of Fish and Wildlife	805-568-1231, 916-653-7667
• California Highway Patrol	805-967-1234
• Cottage Hospital	805-682-7111
• Harbor Patrol	805-564-5530
• Hazardous Material	805-681-5500
• National Park Service-Dispatch (8:00 am to 4:30 pm)	805-658-5720
• Nature Conservancy	805-693-1335
• Police	911 or 805-965-5151
• Public Health Department	805-681-5488
• Santa Barbara Fire Department	911
• Santa Barbara Med. Center	805-682-7411
• Sheriff	911 or 805-683-2724
• U.S. Coast Guard (Santa Barbara)	805-963-7430 or 800-221-8724
• Ventura County Sheriff's Department	805-388-4212

****All employees of Truth Aquatics are required to notify the proper agencies in case of injury, fire, fuel, or chemical spill.**

Safety Inspection Form

Inspection Date_____

Location_____

Deficiency_____

Classification of Deficiency

☐ Imminent Danger

☐ Serious Hazard

☐ Non-serious Hazard

Procedures to rectify problem_____

Estimated time to rectify problem_____

Both the SHO and captain are to sign this form after corrective measures have been satisfied.

Safety and Health Official

Captain

Attachment A

DOUGLAS

LAMBERT INSURANCE SERVICES

ACCIDENT/INCIDENT REPORT

GENERAL INSTRUCTIONS: This information sheet is to be completed on all cases wherein a complaint is made of a fall, trip, slip, or obvious injury. Get as much information as possible from the person who made that crewperson aware of the matter. WITNESSES ARE IMPORTANT! We need more than just a description from them—we need witnesses' NAMES, ADRESSED & PHONE NUMBERS! This information is to be as complete as possible and is the Skipper's responsibility to gather for the vessel's owners and underwriters. **Do not hesitate to bring a passenger back to the landing after any complaint of injury—a person in need of medical care may not be aware of how serious it may be.** The Skipper should always advise the proper authorities in the event of an incident that may even remotely require medical attention. Also see our guidelines in the event of a loss.

Injured Person's Name: _____ ☐ Passenger ☐ crewmember
Address _____ Phone: _____
Vessel's Name: _____ Captain's Name: _____
Date of Incident: _____ Time of Incident: _____ Location: _____
Vessel Owned by: _____ No. of Passengers Aboard _____
Contact Person: _____ Phone # _____
How was the skipper notified? _____
Who saw the occurrence?: _____
Was incident/accident entered into vessel's log? _____ Authorities contacted: _____
Was medical treatment necessary? ☐ Yes ☐ No Explain: _____

1825 STATE STREET, #206, SANTA BARBARA, CA 93101
PHONE: 805-563-6388 FAX: 805-569-3051

Attachment B

DOUGLAS

LAMBERT INSURANCE SERVICES

Weather conditions at the time: _____ Sea conditions at the time: _____

If crew injury, did they lose time from work? ☐ Yes ☐ No Date returned to work _____

If vessel claim, please describe incident and loss: _____

_____ If

personal injury, please describe incident: _____

_____ Perso

n completing this report: _____

Date of report: _____

Please use back of this sheet for further incident/injury description. Also, list witness names, addresses and phone numbers on back.

1825 STATE STREET, #206, SANTA BARBARA, CA 93101
PHONE: 805-563-6388 FAX: 805-569-3051

Attachment B