### Purpose

To inform harvesters on safe boarding practices and to minimize the likelihood of an incident.

### Responsibilities

* Master – Ensure this procedure is carried out as written and to make any changes needed to this procedure to ensure the safety of the crew. Ensure a safety net is provided below ladders or gangways where required (use your own judgement). Ensure PFDs are worn if there is a risk of drowning.
* Crew – Follow the procedure below at the direction of the vessel master.

### Procedure

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| **Step** | **Boarding Procedure** |
| **1.** | Before boarding, always take time to evaluate the dock, looking for rotten spots, splinters, protruding hooks and nails, etc. Check for the location of the nearest lifebuoy. Ensure the vessel is tied to the wharf in a manner that reduces the distance a person must cross during boarding. |
| **2.** | Make sure ladders and gangways are free from ice, snow, mud, or other debris and equipment. Watch out for ladders missing rungs or railings. Ensure any ladders extend at least 1.2 m above the bulwark. |
| **3.** | Secure the gangway or ladder on at least one end before stepping onto it. |
| **4.** | Secure gangway nets underneath the gangway. |
| **5.** | If using a ladder to board, maintain three points of contact at all times. |
| **6.** | If you are loading supplies or materials onto the vessel, the first crew member on board will assist those on the dock with passing items onto the vessel rather than carrying it across a gangway or ladder. |